



ASCLS-SD

Permanent Documents

Bylaws

Position Descriptions

Committee Composition & Function

Standard Operating Procedures

Bylaws Last Revision: May 2005

Permanent Documents Date of Origin: January 1995

Last Revision: January 2007



*Bylaws of
ASCLS ~ SD*

ADOPTED BY SDSCLS at the ANNUAL MEETING, APRIL 1998, Huron, SD
Amended April 2003; Adopted May 2003, Yankton, SD
Amended April 2005; Adopted May 2005, Rapid City, SD

**BYLAWS OF
THE AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE – SOUTH DAKOTA**

TABLE OF CONTENTS

ARTICLE I: NAME, AFFILIATION, AND RECORDS.....	2
1) Name.....	2
2) Affiliation.....	2
3) Records.....	2
ARTICLE II: PURPOSE.....	2
ARTICLE III: MEMBERSHIP.....	2
1) Membership	2
2) Rights and Privileges	2
3) Benefits	2
4) Dues	2
5) Expulsion of Members	2
ARTICLE IV: OFFICERS AND BOARD OF DIRECTORS.....	2-3
1) Society Officers	2
2) Board of Directors Composition	2
3) Election and Term of Office	3
4) End of Term Responsibilities	3
5) Meetings	3
6) Notice of Meetings	3
7) Quorum	3
8) Authority and Duties	3
9) Vacancies	3
10) Compensation	3
ARTICLE V: STANDING COMMITTEES	3
1) Standing Committees	3
2) Committee Structure and Responsibilities	3
3) Additional Committees or Councils	3
ARTICLE VI: BRANCH SOCIETIES	3
1) Branch Societies	3
2) Geographical Branch	3
3) Student Branch	4
4) Branch Society Revocation	4
ARTICLE VII: MEETINGS	4
1) Annual Business Meeting	4
2) Location	4
3) Quorum	4
4) Parliamentary Authority	4
5) Other Meetings	4
ARTICLE VIII: ANNUAL ASCLS MEETING DELEGATES	4
1) Delegation to House of Delegates	4
2) Society Delegates	4
3) Financial Support	4
ARTICLE IX: OFFICIAL PUBLICATIONS	4
1) Official Publications	4
2) Availability and Frequency	4
3) Authority and Responsibility	4
4) Editor	4
ARTICLE X: FISCAL AFFAIRS	5
1) Fiscal Year	5
2) Sources of Funds	5
3) Audit	5
4) Financial Records	5
ARTICLE XI: BYLAWS AMENDMENTS.....	5
1) Amendment.....	5
2) Constituent Society Amendments.....	5
ARTICLE XII: DISSOLUTION.....	5

**BYLAWS OF
THE AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE – SOUTH DAKOTA**

ADOPTED BY SDSCLS at the ANNUAL MEETING, APRIL 1998, Huron, SD
Amended April 2003; Adopted May 2003, Yankton, SD
Amended April 2005; Adopted May 2005, Rapid City, SD

ARTICLE I: NAME, AFFILIATION AND RECORDS

- 1) **Name:** The name of this society is the ***American Society for Clinical Laboratory Science – South Dakota***, hereinafter referred to as the “Society” or “ASCLS-SD”.
- 2) **Affiliation:** This Society is a constituent society of the *American Society for Clinical Laboratory Science*, hereinafter referred to as “ASCLS”. This Society shall function in accordance with the regulations set forth by ASCLS and shall at no time adopt any policy contrary to the policies of ASCLS, except as may be required to abide by the laws of the state of South Dakota.
- 3) **Records:** The official records of the Society shall be kept by the following positions of the Society: President and Secretary/Treasurer. All official records shall be transferred appropriately to newly elected individuals as defined by “terms of office” in approved Society Position Descriptions.

ARTICLE II: PURPOSE

- 1) **Purpose:** The purpose for which the Society is formed is to promote and enhance the society purposes defined by ASCLS at a state level.

ARTICLE III: MEMBERSHIP

- 1) **Membership:** Membership in this Society is open to all persons interested in the clinical laboratory sciences and shall consist of membership classes and qualifications as defined by ASCLS. All members of this Society are required to be a member of ASCLS.
- 2) **Rights and Privileges:** Member rights and privileges will be in accordance with those rights and privileges as defined by ASCLS. Membership with all rights and privileges shall be forfeited by any member who is in arrears in the payment of dues, as defined by ASCLS.
- 3) **Benefits:** Benefits for each category of membership will be outlined in the Standard Operating Procedures of the Society and will be the basis for the dues structure for the category.
- 4) **Dues:** Annual dues for membership in the Society shall be based on the applicable class of membership as defined by ASCLS and may include national and state defined dues. State dues for the Society shall be reviewed, set and approved by the SDSCLS Board of Directors.
- 5) **Expulsion of Members:** Any cause for consideration of expulsion of a member at the state level will be possible cause for expulsion at the national level. Therefore, expulsion proceedings will follow ASCLS approved policy and/or procedure.

ARTICLE IV: OFFICERS AND BOARD OF DIRECTORS

- 1) **Society Officers:** The officers of this Society shall be: President, 1st Vice President, 2nd Vice President, and Secretary Treasurer.
- 2) **Board of Directors Composition:** The Board of Directors shall consist of all officers, the immediate Past President, three Board Members-at-Large, the Student Forum Representative, and the Young Professional Member-at-Large.

- 3) Election and Term of Office: The Society Officers, Board Members-at-Large, Young Professional Member-at-Large and Nominations Committee are elected positions of the Society. Official elections will occur annually during the spring meeting of the Society and shall be by closed ballot. Election to a position is defined as the candidate receiving the majority of the votes from the voting members present at the meeting. The term of office of each newly elected position is defined in the Society's approved Position Descriptions. Board Members-at-Large terms are defined on a rotational basis so that two positions are elected in one year and one position to be elected during the alternate year.
- 4) End of Term Responsibilities: At the end of any term of office, each Officer or Board of Directors member shall deliver in proper condition their official records and/or monies to the successor of office. In the event of discrepancies, the Board of Directors shall secure required adjustments.
- 5) Meetings: The Board of Directors shall hold meetings as defined in the Standard Operating Procedures of the Society. The President may call additional meetings as required to assure completion of Society business. The business of the Society may be carried out by mail, video or audio conference, or other means instead of having meetings requiring travel and time for the Board of Directors.
- 6) Notice of Meetings: A minimum of seven (7) days written or verbal notice shall be provided to any person serving on the Board of Directors.
- 7) Quorum: A quorum at a Board of Directors meeting shall be defined as a presiding officer and three (3) members of the Board. Business transactions for the Society may only occur when quorum requirements are met. All matters that come before the Board of Directors shall be decided by majority vote.
- 8) Authority and Duties: It shall be the duty of the Board of Directors to carry on the business of the Society between the annual meetings. The President will serve as the chief executive officer of the Society. All Board of Directors positions shall perform duties as outlined by the current approved Position Descriptions and Standard Operating Procedures of the Society.
- 9) Vacancies: In the event of a vacancy in the position of President, the 1st Vice President shall succeed to that office. Any other vacancy occurring on the Board of Directors will be filled by vote of the Board of Directors at any regular or special meeting. The new member of the Board of Directors shall serve until a successor is elected at the next annual meeting of the Society.
- 10) Compensation: Board of Director positions shall not receive any salary for their services but will be reimbursed for expenses incurred in the performance of their duties as approved by Society Standard Operating Procedures or by resolution of the Board of Directors.

ARTICLE V: STANDING COMMITTEES

- 1) Standing Committees: There shall be five Standing Committees of the Society: Membership, Government & Professional Affairs, Education, Bylaws, and Nominations.
- 2) Committee Structure and Responsibilities: All Standing Committees shall be directed by a Chair as outlined in approved Society Position Descriptions. Guidelines for committee function, composition, focus, and responsibilities shall be as outlined in Society Committee Composition and Function Guidelines and approved Standard Operating Procedures.
- 3) Additional Committees or Councils: The Board of Directors may also establish and delegate duties to additional committees as it deems appropriate to complete required Society functions. Additional committees/councils include but may not be limited to: Publications Committee, Past Presidents Council.

ARTICLE VI: BRANCH SOCIETIES

- 1) Branch Societies: Two types of branch societies may be formed and be recognized within the Society. These types include: geographical and student.
- 2) Geographical Branch: A geographical branch society may be formed to enhance membership benefits within a geographical area. A branch society shall not accept membership from any person who is not a member of this Society and ASCLS. The branch society shall be responsible to both state and national where the interests of those societies are involved.

- 3) Student Branch: A student branch society may be formed by no less than three (3) student members of the Society. This branch society must have a Board of Directors member as an advisor.
- 4) Branch Society Revocation: If a branch society fails to abide by the rules, regulations and policies of the Society or fails to meet requirements of the Society, this Society shall revoke its recognition of the branch.

ARTICLE VII: MEETINGS

- 1) Annual Business Meeting: There shall be one annual Society business meeting open to all members of the Society. The business meeting is to be held in the spring of the year prior to the annual ASCLS meeting.
- 2) Location: The location of the business meeting will be held in various locations within the state. The host-city for future annual business meetings will be decided upon by the membership during the current annual business meeting.
- 3) Quorum: A quorum at the annual spring business meeting shall be the number of eligible voting members present at the meeting and must include a quorum of the Board of Directors as previously defined in Article IV of these bylaws. All matters coming before the members at the business meeting shall be decided by majority vote.
- 4) Parliamentary Authority: Robert's Rules of Order, Newly Revised (Current Edition) will govern the business proceedings of the Society.
- 5) Other Meetings: Other meetings of the total membership may be called as necessary by the Board of Directors. At least 15 days written or verbal notice shall be required to hold any special meetings of the Society.

ARTICLE VIII: ANNUAL ASCLS MEETING DELEGATES

- 1) Delegation to ASCLS House of Delegates: The Society shall be represented at the ASCLS House of Delegates with the number of approved delegates being defined by ASCLS.
- 2) Society Delegates: The Society shall be represented by the President and 1st Vice President. At the direction of the Board of Directors, the Student Forum Representative may be requested to attend as the student delegate. If additional delegates are approved by ASCLS, they will be selected in the following order: 2nd Vice President, most recent nationally recognized Member of the Year, Young Professional Member-at-Large, Board Members-at-Large and/or additional members from the Society at large.
- 3) Financial Support: The Board of Directors during the Society budget preparation is responsible in determining the financial assistance that will apply to sending the delegates to the convention. Financial assistance determinations will be set in accordance with approved Standard Operating Procedures.

ARTICLE IX: OFFICIAL PUBLICATIONS

- 1) Official Publications: Official publications of the Society will be defined by the Board of Directors in accordance with approved Standard Operating Procedures.
- 2) Availability and Frequency: Publications will be made available to all members of the Society. The frequency of publications will follow approved Standard Operating Procedures.
- 3) Authority and Responsibility: The Editor and Publications Committee will be responsible for all publications of the Society. Authority and assignment of duties of the Publications Editor and the Publications Committee are outlined in approved Society Committee Composition and Function Guidelines and Position Descriptions.
- 4) Editor: The Editor may serve on the Board of Directors while serving as Editor.

ARTICLE X: FISCAL AFFAIRS

- 1) Fiscal Year: The fiscal year shall be from October 1 to September 30, inclusive, unless the Board of Directors shall establish some other fiscal year.
- 2) Sources of Funds: In addition to dues, the Board of Directors may accept on behalf of the Society, contributions, gifts or bequests for the general purposes or for any special purpose of the Society, and may conduct such fund-raising activities as it determines to be appropriate.
- 3) Audit: An annual audit of the fiscal records of the Society shall be performed as outlined in approved Society Standard Operating Procedure.
- 4) Financial Records: The Society shall keep correct and complete books and records of account with the Society position of Secretary Treasurer.

ARTICLE XI: BYLAWS AMENDMENTS

- 1) Amendment: The bylaws of the Society may be amended by a majority vote of members present at any business meeting of the Society. The Bylaws Committee shall be responsible for writing up the suggested bylaws amendments, submitting the proposed amendments to ASCLS Bylaws Committee for approval, and submitting approved proposals for amendment to the Society's membership at least 15 days prior to the annual business meeting.
- 2) Constituent Society Amendments: When amendments are made to ASCLS Bylaws or Standard Operating Procedures that requires the Society bylaws to be amended to be in compliance with ASCLS, the Society Bylaws chair may make such amendments without vote of the Society membership but will be responsible for membership notification of changes implemented.

ARTICLE XII: DISSOLUTION

In the event of the dissolution of the South Dakota Society for Clinical Laboratory Science, after the discharge of its debt and the settlement of its affairs, any funds and properties of this Association remaining thereafter will be held in escrow by the American Society for Clinical Laboratory Science for a maximum of three (3) years. If a constituent society of the American Society for Clinical Laboratory Science is not recognized in the State of South Dakota by the end of said three (3) years, these funds are conveyed to the ASCLS Education & Research Fund, Inc.



Permanent Documents

Date of Origin: January 1995
Last Revision Date: January 2007

10. Initiates and responds to Society correspondence.
11. Provides First Vice President and Second Vice President with copies of all reports being sent to National and mentors these positions to assure they are familiar with business of the Society.
12. Automatically fills position of Past President during the next term year and acts as an advisor to the state President one year immediately following term of office. Assures that all Society files, etc. are transferred to the new President prior to beginning their term in office. Orientates new President to the responsibilities and duties of the position.
13. Attends the National Convention as a delegate for the Society. Attends Past Presidents Seminar or other meetings as delegated by the Society.
14. Approves all purchases or actions as needed that were not previously approved by the Governing Board.

Officer Position: **First Vice President**

Responsible To: State President

Term of Office: Elected one year term with eligibility for reelection to the position for no more than two additional terms. Term begins the first of the month following the National Convention and will be completed at the end of the month in which the National Convention is held. If possible agrees to be nominated for President at the time of position opening.

Recommended Qualifications: Preferred three years active membership within the Society and previous experience as President, First Vice President, Second Vice President. or Board Member-at-Large.

Duties and Responsibilities:

1. Assists the President with carrying out proposed responsibilities and activities as requested. Presides at Society meetings in the absence of the President. Assists in setting Society long term goals and attainment of goals.
2. Provides and distributes information to the President and member contacts as requested.
3. Keeps informed of all Society activities, reviews all societal publications and communications.
4. Keeps informed on potential problems relating to the Society and/or the profession existing in the state and relates those problems to the President and/or Governing Board.
5. Attends at least 75% of the Society's Governing Board meetings and at least 50% of the Regional Council meetings held during term in office.
6. Serves on the Membership Committee and assists with all recruitment and/or retention duties as requested.
7. Responsible for sending out Student Forum Representative application information to the Student Body in August according to standard operating procedure and Student Forum Representative Position Description.
8. Responsible for sending out Society Scholarship applications to the Student Body in December according to standard operating procedure 4.1.
9. Responsible for forming a committee composed of three Board Members in order to select the recipients of Society Scholarships.
10. Provides written reports to the President as requested.
11. Responsible for organizing and presenting the new Governing Board orientation and directional meeting at the annual meeting during which elections are held.
12. Attends the National meeting as a delegate for the Society. Attends the President Elect Seminar and other meetings as delegated by the Society.
13. Provides newsletter articles as outlined by standard operating procedure or as directed by the President or Publication Editor.

Officer Position: **Second Vice President**

Responsible To: State President and State First Vice President

Term of Office: Elected one year term with eligibility for reelection to the position for no more than two additional terms. Term begins the first of the month following the National Convention and will be completed at the end of the month in which the National Convention is held. If possible, agrees to be nominated for First Vice President at time of position opening.

Recommended Qualifications: Preferred two years active membership within the Society and previous experience as President, First Vice President, Second Vice President., Board Member-at-Large or experience on Standing Committees or Appointed Society positions.

Duties and Responsibilities:

1. Assists the President and First Vice President with carrying out proposed responsibilities and activities as requested. Assists in setting Society long term goals and attainment of goals.
2. Keeps informed of all Society activities, reviews all societal publications and communications.
3. Keeps informed of potential problems relating to the Society and/or the profession existing in the state and relates those problems to the President and/or Governing Board.
4. Provides and distributes information to member contacts as requested.
5. Attends at least 75% of the Society's Governing Board meetings held during term in office. Attends all other meetings as determined necessary by the President.
6. Provides written reports to the President and/or Governing Board as requested.
7. Serves on the Membership Committee and assists with all recruitment and/or retention duties as requested. In the absence of the Membership Committee Chair, forwards all Membership budget requests, reports, etc. to the Governing Board for approval, action or information.
8. Attends the National meeting as a delegate for the Society. Attends the Membership Development Seminar and forwards all information received at this seminar to the Membership Committee Chair.
9. Provides newsletter articles as outlined by standard operating procedure or as directed by the President or Publication Editor.

<u>Officer Position:</u>	Past President
<u>Responsible To:</u>	State President and Past President's Council
<u>Term of Office:</u>	One year term following term as President. May serve an additional two terms if current President is reelected. Term begins the first of the month following the National Convention and will be completed at the end of the month in which the National Convention is held.
<u>Recommended Qualifications:</u>	Not applicable

Duties and Responsibilities:

1. Acts as an advisor to the state President and Governing Board during term in this position.
2. Assists the President and Governing Board with carrying out proposed responsibilities and activities as requested. Assists in setting Society long term goals and attainment of goals.
3. Keeps informed on all potential problems relating to the Society and/or the profession existing in the state and relates those problems to the President and/or Governing Board.
4. Keeps informed of all Society activities, reviews all societal publications and communications.
5. Agrees to serve as Constitution and By Laws Committee Chair if appointed by the President.
6. Serves as a resource person for the Governing Board and/or all Society committees.
7. Serves as advisor to the Secretary/Treasurer as requested.
8. Serves as the Governing Board's liaison to the Past President's Council.
9. Works with the State Convention Committee to recognize Past Presidents at the Spring Meeting. Arranges to hold a Past President's Council meeting at the meeting.
10. Provides and distributes information to member contacts as requested.
11. Provides written reports to the President and/or Governing Board as requested.

<u>Officer Position:</u>	Secretary/Treasurer
<u>Responsible To:</u>	State President and State First Vice President
<u>Term of Office:</u>	Elected three year term with eligibility for reelection to the position at the pleasure of the Board of Directors and individual. Term begins the first of the month following the National Convention and will be completed at the end of the month in which the National Convention is held.
<u>Recommended Qualifications:</u>	Preferred two years active membership within the Society and previous experience as President, First Vice President, Second Vice President or Board Member-at-Large.

Duties and Responsibilities:

1. Records and distributes minutes from Society general business meetings and/or Governing Board Meetings to the membership and/or Governing Board by publishing them in the newsletter and/or mailing out. All additional members attending a Governing Board meeting should also receive a copy of the minutes if they were responsible for an agenda item (i.e. Membership Chair, etc.). Minute distribution should be completed within 30 days of the meeting.
2. Assists the President and Governing Board with carrying out proposed responsibilities and activities as requested. Assists in setting Society long term goals and attainment of goals. Solicits budgeting information from all committees, prepares proposed budget and submits to Governing Board for approval at the annual spring meeting.
3. Keeps an accurate account of the Treasury. Records and handles all transactions for the treasury account.
 - a. Pays all debts within a timely manner.
 - b. Monitors Society activities and assures they remain within approved budget.
 - c. Provides budgeting information upon request.
 - d. Submits formal Treasury report to the Governing Board at each meeting.
 - e. Records all incoming and outgoing cash flow in a Society ledger.
 - f. Submits the Treasury account for audit to a member appointed by the President once per year (usually prior to the annual spring meeting).
 - g. Submits Regional dues to the Regional Treasury after the October membership numbers are received from National.
4. Keeps informed on all potential problems relating to the Society and/or the profession existing in the state and relates those problems to the President and/or Governing Board.
5. Keeps informed of all Society activities, reviews all societal publications and communications.
6. Acts as an advisor to the next Secretary/Treasurer for one year immediately following term in office. Transfers all files to new Secretary/Treasurer prior to their beginning office.

Officer Position:

Board Member-at-Large

Responsible To:

State President and State First Vice President

Term of Office:

Elected two year term with eligibility for reelection to the position for no more than two additional terms. Term begins the first of the month following the National Convention and will be completed at the end of the month in which the National Convention is held.

**Recommended
Qualifications:**

Preferred one year active membership within the Society . Previous experience on Society committees or Appointed Society positions is preferred but not required.

Duties and Responsibilities:

1. Assists the President and Governing Board with carrying out proposed responsibilities and activities as requested. Assists in setting Society long term goals and attainment of goals.
2. Keeps informed of all Society activities, reviews all societal publications and communications.
3. Keeps informed on all potential problems relating to the Society and/or the profession existing in the state and relates those problems to the President and/or Governing Board.
4. Serves on the Membership Committee and assists with all recruitment and/or retention duties as requested.
5. Provides newsletter articles as outlined by standard operating procedure or as directed by the President or Publication Editor.
6. Provides and distributes information to member contacts as requested.
7. Attends at least 50% of the Society's Governing Board meetings held during term in office.
8. Provides written reports to the President and/or Governing Board as requested.

Officer Position: **Young Professional Member-at-Large**

Responsible To: State President and State First Vice President

Term of Office: Elected one year term with eligibility for reelection to the position for no more than three additional terms. Term begins the first of the month following the National Convention and will be completed at the end of the month in which the National Convention is held.

Recommended Qualifications: Position candidacy is first offered to Student Forum Representative. Recommend less than five years active membership within the Society.

Duties and Responsibilities:

1. Assists the President and Governing Board with carrying out proposed responsibilities and activities as requested. Assists in setting Society long term goals and attainment of goals.
2. Keeps informed of all Society activities, reviews all societal publications and communications.
3. Keeps informed on all potential problems relating to the Society and/or the profession existing in the state and relates those problems to the President and/or Governing Board.
4. Mentors and assists the Student Forum Representative.
5. Provides newsletter articles as outlined by standard operating procedure or as directed by the President or Publication Editor.
6. Provides and distributes information to member contacts as requested.
7. Attends at least 50% of the Society's Governing Board meetings held during term in office.
8. Provides written reports to the President and/or Governing Board as requested.
9. May serve as a delegate to Legislative Days.

Appointed Position: Continuing Education Coordinator

Responsible To: Governing Board of Directors

Term of Office: Appointed position of the Society. Appointment is made by the President and term will continue at the pleasure of the Governing Board of Directors and of the person appointed.

Recommended Qualifications: Preferred two years active membership within the Society and previous experience on the Education Committee and/or previous involvement in clinical laboratory science education.

Duties and Responsibilities:

1. Directs all activities of the Society's Standing Committee of Education.
2. Maintains Education Committee members as outlined by committee composition & function guidelines and as directed by the Governing Board.
3. Receives and processes all society continuing education applications. Provides continuing education forms for society meetings.
4. Maintains Society Continuing Education records for 5 years and furnishes continuing education records upon request.
5. Coordinates activities involved with the Society's Scholarship Fund as outlined by standard operating procedure.
6. Coordinates activities involved with Society's Student Loan Fund as outlined by standard operating procedure. Works with Secretary/Treasurer on this program and its offerings.
7. Keeps the President and Governing Board informed of Committee activities. Keeps informed of activities involving continuing education and student education within the state. Reports any potential problem areas or Society needs to the President and/or the Governing Board.
8. Submits annual committee report to the Governing Board prior to the annual spring meeting.

Appointed Position: **Constitution & By Laws Committee Chair**

Responsible To: Governing Board of Directors

Term of Office: Appointed one year term. Appointment is made by the President. The Past President may be appointed to this position. Term begins the first of the month following the National Convention and will be completed at the end of the month in which the National Convention is held.

Recommended Qualifications: Preferred three years active membership within the Society and previous experience as President, First Vice President, Second Vice President. or Board Member-at-Large.

Duties and Responsibilities:

1. Reviews Society's current approved Constitution & By Laws annually for needed revisions at either the direction of the Governing Board or National office.
2. All needed amendments must be submitted to the President and the Governing Board prior to the March Governing Board meeting. The Governing Board must approve amendments before submitting amendments to the overall membership of the Society.
3. Works with Publication Editor to notify all voting Society members in writing of proposed amendments at least fifteen days prior to the annual general business meeting. Assures that proposed amendments are voted on and approved at this meeting.
4. Shall submit approved amendments to the National office's Constitution & By Laws Committee for National approval.
5. All state approved and national approved amendments will be implemented and forwarded to the Publications Editor so that the Society's documents can be amended and copies sent out to members for placement in their New Member Handbooks.
6. If the Society has recommendations for National By Laws amendments, this Chair is responsible for correspondence concerning these issues.

Appointed Position: Government & Professional Affairs Committee Chair

Responsible To: Governing Board of Directors

Term of Office: Appointed one year term . Eligible for reappointment by the President. Term begins the first of the month following the National Convention and will be completed at the end of the month in which the National Convention is held.

Recommended Qualifications: Preferred two years active membership within the Society.

Duties and Responsibilities:

1. Maintains Government & Professional Affairs Committee members as outlined by committee composition & function guidelines and as directed by the Governing Board.
2. Keeps informed on potential governmental and professional problems relating to the Society and/or the profession existing in the state and relates those problems to the President and/or Governing Board.
3. Assists the President and/or National office with carrying out requested activities as they relate to Government & Professional Affairs.
4. Initiates governmental contact correspondence as requested.
5. Utilizes "Key Contact Network" when governmental correspondence is required of the membership at large.
6. Writes articles (quarterly) for the society newsletter. Article content should relate to national government and/or professional affairs. Submits articles to newsletter editor on the 10th of the month prior to a newsletter issue. Newsletter issue months: March, June, September, December (i.e. March Issue article due February 10)
7. Attends the National Legislative Day Symposium as directed by the Governing Board.

Appointed Position: **Membership Committee Chair**

Responsible To: Governing Board of Directors, Regional Membership Chair

Term of Office: Appointed position of the Society. Appointment is made by the President. Appointed for a two year term. Eligible for reappointment to the position for additional two year terms at the pleasure of the Governing Board of Directors and the Membership Chair.

Recommended Qualifications: Preferred two years active membership within the Society and previous experience with membership activities.

Duties and Responsibilities:

1. Serves as the Society's appointed Leadership Development Chair and PAC Coordinator.
2. Maintains Membership Committee members as outlined by committee composition & function guidelines and as directed by the Governing Board.
3. Coordinates and directs all activities assigned to the Membership Committee, Leadership Development, or PAC by standard operating procedure, committee composition & function guidelines, Governing Board, or National and assures that all are completed within acceptable time frames.
4. Works with the Publications Editor to assure completion of all membership publications.
5. Submits for approval proposed annual membership budget information to the Governing Board prior to the annual general business meeting.
6. Maintains Membership Committee expenditures within approved budget. Obtains Governing Board approval for any expenditure exceeding \$50 for any individual item. Submits reimbursement requests to the Secretary/Treasurer in a timely manner.
7. Submits formal Membership/Leadership/PAC Committee report to the Governing Board for each meeting. Submits annual Membership/Leadership/PAC Committee report to the Governing Board prior to the scheduled annual meeting.
8. Reports society membership activities quarterly to the Regional Membership Development Chair.
9. Receives and reviews all National membership listings and assures that Society membership records are up-to-date and complete. Forwards required membership changes to the Publications Editor to assure accuracy of the member mailing address database.
10. Provides newsletter articles and requirements as outlined by standard operating procedure or as directed by the Publication Editor.
11. Attends Governing Board meetings when needed to report on special assigned projects.
12. Reports membership numbers to the Sec./Treasurer when the October listing is received.

<u>Appointed Position:</u>	Publications Editor
<u>Responsible To:</u>	Governing Board of Directors
<u>Term of Office:</u>	Appointed position of the Society. Appointment is made by the President and term will continue at the pleasure of the Governing Board of Directors and of the Editor. Position may be appointed as Publications co-editors.

<u>Recommended Qualifications:</u>	One year active membership within the Society. Preferred previous experience as a Governing Board member or on Society committees or projects. Experience with computers and desk top publishing is helpful.
---	--

Duties and Responsibilities:

1. Directs the Publications Committee to meet all assigned duties and deadlines as outlined by standard operating procedure and/or at the request of the Governing Board.
2. Works with the Governing Board in carrying out proposed publication responsibilities and activities related to the society newsletter and web page.
3. Responsible for publication of and revisions of the following Society documents:
 - a. Position descriptions
 - b. Committee composition & function guidelines
 - c. Standard operating procedures
 - d. Constitution & By Laws
4. Works with the Membership Committee in completing required membership publication duties.:
 - a. Membership renewal and retention publications
 - b. Membership recognition publications and awards
 - c. Non-member recruitment publications
 - d. New member handbook distribution and revisions
5. Assures completion of the Society newsletter as outlined by standard operating procedure.
6. At the direction of the Nominations Committee prepares candidate publications and ballots for the annual election.
7. Attends at least 50% of the Governing Board meetings per year.
8. Submits for approval proposed annual publication budget information to the Governing Board prior to the annual general business meeting.

Appointed Position: **Scientific Assembly Chair**

Responsible To: Governing Board of Directors

Term of Office: Appointed one year term. Eligible for reappointment by the President. Term begins the first of the month following the National Convention and will be completed at the end of the month in which the National Convention is held.

Recommended Qualifications: Preferred one year active membership within the Society and expressed interest in the division of the appointed Scientific Assembly.

Duties and Responsibilities:

1. Assists the Society with carrying out proposed responsibilities and activities as requested.
2. May act as a resource person to the state convention education chair. May be requested to submit topics and suggest speakers which may be of interest to constituent members.
3. May be utilized as a resource person for Society members with questions and/or concerns relating to the Scientific Assembly specialty.
4. Keeps informed on potential problems relating to the Society and/or profession as it relates to the assigned Scientific Assembly specialty. Informs the President and/or Governing Board of items that may be of interest to Society members.
5. Provides newsletter continuing education articles as outlined by standard operating procedure or as directed by the President and/or Publication Editor.
6. Newsletter Article Schedule:
 - March (Spring) Issue: Immunology/Immunoematology
 - June (Summer) Issue: Hematology/Hemostasis and Microbiology
 - September (Fall) Issue: Biochemistry/Urinalysis and Education
 - December (Winter) Issue: Phlebotomy and Lab Administration
7. All articles are due into the Publications Editor or assigned delegate on the 10th of the month before the issue month. (i.e. March article due on February 10)

Appointed Position: State Convention Chair

Responsible To: Governing Board of Directors

Term of Office: Appointed two year term. Term begins July 1 following the annual spring meeting -- two years in advance of designated State Convention and ends after all responsibilities are completed.

Recommended Qualifications: Preferred previous convention planning experience or having served on previous convention committees.

Duties and Responsibilities:

1. Plan and coordinate the annual State Convention which is usually held in the months of April or May.
2. Facility and dates convention to be held is usually completed 2-4 years in advance. When facility and dates are arranged, they should be approved with the Governing Board so that dates can be reviewed within the region to avoid conflicting schedules with states in the same region.
3. Appoint Convention Committee Chairs: Program, Facility, Exhibits, Registration, Entertainment. A listing of the Committee Chairs should be forwarded to the Governing Board so that Society needs may be addressed with the appropriate Chairs.
4. Coordinate continuing education credits with the State Continuing Education Coordinator.
5. Obtain input from the Governing Board and Membership Committee on:
 - a. Society business meeting schedules: Governing Board, General Business, Awards Presentations, New Board Orientation
 - b. Membership Recruitment: Booth exhibit hall, non-member literature, etc.
 - c. Leadership Development Seminar
 - d. New Member Forum meeting
6. Obtain assistance from Governing Board or Publications Editor as requested by the Convention Committee.
6. Responsible for keeping the following documents and forwarding to the Governing Board when all activities associated with the convention are complete:
 - a. Ledger on all debts and credits associated with the meeting
 - b. Listing of all convention attendees identifying members and non-members
 - c. Final report on State Convention - problems and successful ideas, etc.
8. Responsible for reporting to and transferring to the Secretary/Treasurer all treasury records and revenue.

Appointed Position: **Student Forum Representative**

Responsible To: Governing Board of Directors and Membership Committee

Term of Office: Appointed one year term. Appointment is made by the Governing Board. Term begins January and ends in December. May serve additional terms as long as the individual holds Student member status

Recommended Qualifications: Must be a current Student Member in good standing with the Society.

Duties and Responsibilities:

1. Works with the State Convention Committee to develop a specific student program and/or activity at the meeting.
2. Keeps informed of activities relating to student members and potential problems that exist for student members within the state. Reports to the President and/or Governing Board any identified concerns or actions needed.
3. Assists Membership Committee with carrying out proposed activities as requested.
4. Provides information to obtains input from student members as required by the Governing Board.
5. May at the direction of the Governing Board attend the National meeting and Legislative Day as the Society's Student Forum Representative.

ASCLS-SD Committee Composition & Function Guidelines

Committee Title: Constitution and By Laws Committee - Standing Committee of the Society

Responsible To: Governing Board

Assigned Members: Committee Chairperson, Past President (may serve as chair if appointed by the President), and members as needed to complete duties.

Main Focus: It is the primary responsibility of the Committee to receive and examine all proposed amendments to the Constitution and By Laws of the Society. Assures regular review of Constitution and By Laws of the Society so that they remain current.

Duties and Responsibilities:

1. Review the Bylaws of the Society annually prior to the annual spring meeting.
2. Responsible to notify members in writing of proposed amendments at least 15 day prior to the business meeting at which proposed amendments will be voted on.
3. Receives and reviews all recommendations from National office on required amendments to the state's Constitution and By Laws. Assures that required actions are taken.
4. Informs the Governing Board of all committee actions.
5. Completes annual review of Committee composition and function guidelines and if applicable, standard operating procedures. Submits recommended changes to the Governing Board for approval.

Committee Title: Education Committee - Standing Committee of the Society

Responsible To: Governing Board

Assigned Members: Committee Chair and at least two other Society members.

Main Focus: It is the primary responsibility of the Education Committee to keep informed and disseminated information impacting on Clinical Laboratory Education. Governance of the Society's Scholarship and Loan Programs is also assigned to this committee.

Duties and Responsibilities:

1. Sends out information on the Society's Scholarship and Loan Programs to the appropriate schools and/or individuals.
2. Reviews applications for the Society's scholarship grants and selects two recipients and one alternate each year.
3. Reviews the Society's student loan applications and submits qualified applications to the Secretary/Treasurer for Governing Board approval.
4. Reviews Scholarship and Loan application process annually and submits reports to the Governing Board before the annual spring meeting.
5. Assists with Society meetings as requested by the State Convention Chairs.
6. Provides written reports and completes activities as requested by the President and/or Publications Editor.
7. Completes annual review of Committee composition and function guidelines and standard operating procedures of the committee. Submits recommended changes to the Governing Board for approval.

Committee Title: Government & Professional Affairs Committee - Standing Committee of the Society

Responsible To: Governing Board

Assigned Members: Committee Chair and at least two members.

Main Focus: It is the primary responsibility of the Government & Professional Affairs Committee to keep informed of and disseminate regulatory information impacting on the profession of Clinical Laboratory Science to the Society's members.

Duties and Responsibilities:

1. Keeps informed on all potential governmental and professional affairs problems relating to the Society and/or the profession existing either within the state or at the national level. Relates any areas of concern to the Governing Board and to members if requested.
2. Keeps informed of all Society activities, reviews societal publication, government bulletins, federal regulations, and forwards needed items to the Governing Board and/or Publications editor for distribution to members.
3. Provides written reports and completes activities as requested by the President and/or Publications Editor.
4. Completes annual review of Committee composition and function guidelines and if applicable, standard operating procedures. Submits recommended changes to the Governing Board for approval.

<u>Committee Title:</u>	Membership Committee - Standing Committee of the Society
<u>Responsible To:</u>	Governing Board
<u>Assigned Members:</u>	Membership Committee Chair, Second Vice-President, Student Forum Representative, and additional appointed members as determined by the Board of Directors
<u>Main Focus:</u>	The Membership Committee is held responsible for all areas relating to member recruitment, retention, recognition and development.

Duties and Responsibilities:

1. Implements and maintains membership activities relating to:
 - a. New member recruitment
 - b. Active member retention
 - c. Student member retention and conversion to first year professional status
 - d. Member societal involvement and networking
 - e. Member recognition and visibility
2. Performs all Leadership Development and PAC activities as requested by the Governing Board and/or National office.
3. Sets goals and action plans relating to the societal membership, leadership development, and PAC needs.
4. Maintains all state membership permanent records received from the National office.
5. Works with State Convention Committee is providing leadership development and new member forum sessions at the convention.
6. Provides newsletter articles (Membership Column) as outlined by standard operating procedure or as directed by the President and/or Publications Editor.
7. Annually submits budgeting recommendations to the Governing Board prior to the March Governing Board meeting.
8. Completes annual review of Committee composition and function guidelines and standard operating procedures. Submits recommended changes to the Governing Board for approval.

Committee Title: **Nominations Committee - Standing Committee of the Society**

Responsible To: Governing Board

Assigned Members: Two elected members. Elected by the membership at the annual meeting. Elected for a one year term. Members are eligible for reelection to the position for no more than one additional term. Term ends following completion of the annual election.

Recommended Qualifications of Members: Preferred two years active membership within the Society.
Member receiving the most votes serves as the chairperson.

Main Focus: The nominations committee canvasses the constituent members for qualified nominees for all offices whose term has expired.

Duties and Responsibilities:

1. Chairperson will assure that all duties of the Nominations Committee are completed.
2. Compile and distribute information on positions open for nomination each year, asking constituent members for nominees who would be qualified for each position.
3. Submits required information on the upcoming election to the Publication Editor prior to the February deadline for the newsletter.
4. Works with the Publication Editor to compile and distribute information on qualified nominees to the constituent members prior to the annual meeting in which elections will be held.
5. Schedule elections including location and time; tabulate results and report these results to the President and the membership present at the meeting.
6. Assist the President with carrying out proposed activities as needed.
7. Acts as advisor to the newly elected Nominations Committee members for one year immediately following the completed term.

<u>Committee Title:</u>	Past President's Council
<u>Responsible To:</u>	Past President, Governing Board, Society Committees
<u>Assigned Members:</u>	Committee Chair: Immediate Past, Past President Members: All past presidents that hold current active or emeritus member status.
<u>Main Focus:</u>	Acts as a resource committee for the Governing Board and Standing Committees of the Society.

Duties and Responsibilities:

1. The Past President's Council has no authority to act on its own without approval or direction from the Governing Board and is to be considered mainly advisory in nature.
2. The immediate Past President acts as the immediate liaison with this advisory group and the Governing Board.
3. Acts as a resource group for the Governing Board, current officers, and/or standing committees of the Society as requested. Examples of advisory input and/or activities that may be requested are, but may not be limited to:
 - a. Continuing Education: Fall and Spring meeting recommendations on educational topics, speaker recommendations, etc. at the direction of the Convention Chairs.
 - b. Membership Retention: Mentoring and guidance of First year active and new members through two years of continuous active membership. Retention activities to be assigned by the Membership Committee.
 - c. Membership Recruitment: Providing recruitment activities within the state as requested by the Membership Committee. May act as the core group of presenters for membership recruitment presentations.
 - d. Government and Professional Affairs: Carrying out legislative activities as directed by the Governing Board and/or Government and Professional Affairs Committee.
 - e. Society permanent document and/or Constitution and By Laws Annual reviews as requested by the Governing Board.
 - f. Nominations Committee resource as requested by the committee.
4. Completes requested assignments in a cost effective manner. May request Governing Board approval to hold meetings at Society cost to implement and/or complete assignments that requires actual meeting presence.
5. Organizes Past-Presidents Council meeting during the scheduled annual spring meeting. May work with the Convention Committee, Awards Committee and/or Membership Committee to promote recognition of Society's Past Presidents.

<u>Committee Title:</u>	Publications Committee
<u>Responsible To:</u>	Governing Board of Directors
<u>Assigned Members:</u>	Publications Editor (or co-editors) and such number of staff members needed to carry out assigned duties.
<u>Main Focus:</u>	The Publications Committee collects, compiles, prepares material for publishing, and disseminates information to the membership of the Society.

Duties and Responsibilities:

1. Works with the President, Governing Board, Standing Committees, and other members as required in carrying out proposed responsibilities and activities.
2. Acts as a communication liaison between the Governing Board and Society members.
3. Responsible for maintaining all the Society's required documents:
 - a. Constitution & By Laws
 - b. Position descriptions, committee composition & function guidelines, and standard operating procedures
 - c. Membership recruiting and retention documents
 - d. Membership listings
 - e. New Member Handbook
4. Responsible for the production and distribution of the Society's newsletter and web page.
5. Responsible for membership mailings as directed by the Governing Board.
6. Annually submits budgeting recommendations to the Governing Board prior to the March Governing Board meeting.
7. Maintains a member informational database with contact information for all members.
8. Completes annual review of Committee composition and function guidelines and standard operating procedures. Submits recommended changes to the Governing Board for approval.

ASCLS-SD Standard Operating Procedures

Standard Operating Procedure Numbering System:

- Administrative [1.0-1.xx]
 - 1.1 ASCLS-SD Annual Activities Calendar & Responsibilities
 - 1.2 Board of Directors & Annual Meeting Agenda Guidelines

- Financial [2.0-2.xx]
 - 2.0 State/Regional Treasury Responsibilities
 - 2.1 Authorization & Payment of Society Expenses

- Constitution & Bylaws [3.0-3.xx]

- Education [4.0-4.xx]
 - 4.0 Student Loan Program
 - 4.1 Society Scholarship Program
 - 4.2 Convention Planning Protocol

- Government & Professional Affairs [5.0-5.xx]

- Membership Development [6.0-6.xx]
 - 6.0 New Member Recruitment
 - 6.1 Member Retention Activities
 - 6.2 Member and Profession Recognition & Awards
 - 6.3 Spring Meeting Preparation
 - 6.4 New Member Forum Program

- Publications [7.0-7.xx]
 - 7.0 Newsletter Guideline
 - 7.1 Spring Meeting Preparations

- Payment Voucher

Category: Administrative

Procedure Name: ASCLS-SD Annual Activities Calendar and Assigned Responsibilities

SOP #: 1.1

Responsible Governing Body/Person: Governing Board

Instructions:

This schedule of Society activities should be utilized by all members of the Society that are delegated responsibilities for completing routine required business activities. Deadlines must be met so that Society business can be completed in an effective manner.

<u>Month</u>	<u>Item #</u>	<u>Responsible Person/Committee</u>	<u>Task/Activity</u>	<u>Reminder</u>	<u>Deadline to be Completed By</u>
June	1	Publications Editor	Work with Convention Chair, etc. To complete newsletter Summer Issue, publish & send		6/1
	2	Officers & Delegates	Final Prep to attend National Meeting. Travel and room accommodations.		6/5
	3	Secretary/Treasurer	Governing Board Meeting Minutes out to all members and Stand. Com. Chairs		Complete within 30 days of mtg.
	4	Incoming President	Complete all required appointments. Send in New Officers, Comm. Chairs etc. into National. A form should have been received to send info in on.		6/15
	5	Incoming President	Obtain necessary copies of all Position Descriptions, Committee Comp/Funct, SOP, send out to all new appointed positions. Be sure to include SOP1.1		6/30
	6	Incoming President	Contact all Committees, etc. from just ending current year and ask for revision recommendations for all Position Descriptions, Comm.Comp. & Function Guidelines, SOP's, etc. Set deadline for 7/30.		6/30
July	1	President	August Governing Board Meeting Prep: Location, Date, Input from all officers, Comm. Chairs, etc. on agenda items, Budget inform. from Treasurer for Loans & Scholarships. Agenda out 2 weeks prior to meeting date.		7/30

<u>Month</u>	<u>Item #</u>	<u>Responsible Person/ Committee</u>	<u>Task/Activity</u>	<u>Reminder</u>	<u>Deadline to be Completed By</u>
	2	Officers & Delegates	Attend National Meeting: Seminars to be attended - President goes to Past President Seminar; 1st VP goes to President Elect Seminar; 2nd VP goes to Membership Development Seminar; If possible someone should attend the Const.& By Laws Seminar		End of July
	3	Education Com. Chair	Student Loan Information out to Student Body Program Directors.		7/30
August	1	President Board Mem-at-Lrg (Memb.Article) Bioch/UA S.A Chair Educ. S.A. Chair	Submit Newsletter articles to the Publications Editor.		8/5
	2	Officers & Delegates	Submit articles on Seminars attended at the to the Publication Editor for newsletter.		8/10
	3	Publication Editor	Newsletter Prep for Publication: Include Handbook Updates, officer listing, etc.		8/15
	4	1st Vice President	Student Forum Rep. applicants request out to Student Body. Have submitted to Gov. Board prior to Oct. Meeting.		8/15
	5	Fall Meeting Chair	Fall Educ. Seminar Preparation: Date in Oct, Location, Program, Registration, etc.		8/30
	6	President	Governing Board Meeting: Long-Range Goals, Task Forces, Approve Loan & Scholarship Funds for current year,		8/30
	7	President	Determine from National Calendar received at meeting required Regional & National reporting dates.		8/30
	8	Publications Editor	Update Key Contact Network listing and send out to Contact individuals.		8/30
September	1	Publication Editor	Newsletter Fall Issue Published and Sent		9/1
	2	Spring Conventi.Chair	Spring Convention Planning/Prep: Program, Registration, Entertainment, Exhibits, Input from Governing Board or Stand. Committees & Cont. Ed. Coordinator		9/30
	3	Secretary/Treasurer	Governing Board Meeting Minutes out to all Members and Standing Comm. Chairs		Complete within 30 days of mtg
	4	President	Oct. Governing Board Meeting Prep: Location & Date to coincide with Fall Meeting. Input from all on Agenda Items. Request reports from all pending activities. Agenda out 2 weeks prior to meeting date.		9/15
	5	Membership Chair	Prepare Membership Recruitment for Fall Mtg. Work with Fall Mtg. Chair		9/15

<u>Month</u>	<u>Item #</u>	<u>Responsible Person/ Committee</u>	<u>Task/Activity</u>	<u>Reminder</u>	<u>Deadline to be Completed By</u>
October	1	Fall Meeting Chair President Membership Chair	Fall Education Seminar, Governing Board Meeting and Membership Recruitment Gov. Board to select Stud. For. Rep.		10/30
	2	President	Spring Meeting Contract: Offer to CLMA & have signed and get CLMA repres. to work with Spring Convent. Chair		10/30
	3	President	Spring Meeting Gov. Board requests to Spring Mtg. Conv. Chair: Gov.Brd.Mtg Room, General Bus. Meeting Time, Awards Presentations, New Board Orient. Time after Elections, etc.		10/30
	4	Membership Chair	Spring Meeting requests to Spring Meeting Conv. Chair: Sessions for: New Member Forum, Leadership Develop. Seminar, Exhibit Hall Booth,		10/30
	5	Past President	Spring Meeting requests to Spring Meeting Conv. Chair: Past President Council Meeting, Identification of Past Pres. in Final Program or at Meeting.		10/30
November	1	President 2nd VP(Memb.Art) Phleb.S.A. Chair Lab Admin.S.A.Chair	Submit Newsletter articles to the Publications Editor.		11/5
	2	Secretary/Treasurer	Submit Governing Board Meetings Summary Article to the Publications Editor Include Student Forum Rep. selected.		11/5
	3	Publications Editor	Newsletter Prep for Publication		11/30
	4	Secretary/Treasurer	Governing Board Meeting Minutes out to all members and Stand. Comm. Chairs.		Complete within 30 days of mtg.
	5	Secretary/Treasurer	Request October Active Member #s from Membership Chair. Send in Region V dues to Reg. V. Treasurer		11/20
December	1	Publications Editor	Newsletter Winter Issue Published and Sent		12/1
	2	President	Follow up with Task Forces, Committee Chairs, etc. on all pending Activities		12/15
	3	Education Com.Chair	Request for Scholarship applicants out to Student Body Program Directors. Applications due prior to March 1		12/30

<u>Month</u>	<u>Item #</u>	<u>Responsible Person/ Committee</u>	<u>Task/Activity</u>	<u>Reminder</u>	<u>Deadline to be Completed By</u>
January	1	Nominations Committee/Chair	Work with President & determine required candidates for spring election		1/10
	2	Secretary/Treasurer	Every 3 years (1990, 93, 96, etc)tax exempt form/information must be filed with State. Form should have been received. If not obtain and send in.		1/30
	3	Bylaws Chair	Review Constitution & By Laws for Changes Correspond with National on questions Submit report on changes or review to Governing Board to act on at next mtg.		1/30
	4	NMLW/Awards Chair	Prepare & Finalize Award Nominations and send into National (must be complete before 2/10)		1/30
February	1	President Membership Chair (Memb. Article & Nonmemb.Recruit) Immun/Immunhem. S.A. Chair	Submit Newsletter articles to the Publications Editor		2/10
	2	Spring Convention Chair	Submit Spring Meeting article/advertisement to Publications Editor		2/10
	3	NMLW/Awards Chair	Submit NMLW Promotion Article and Call for Awards Nominees to Publications Editor		2/10
	4	NMLW/Awards Chair	Finalize any additional NMLW activities if other than Newsletter information		2/10
	5	Nominations Committee/Chair	Review volunteered nominees for qualifications. Canvas members and work with Gov. Brd. to finalize ballot Candidate information to Pub. Editor		2/10
	6	President	Work with Nominations Chair to assure final ballot completed.		2/10
	7	President	March Governing Board Meeting Prep: Location, Date, Input from all officers, Comm. Chairs, Task Forces, etc. on agenda items. Agenda out 2 weeks prior to meeting date. Notify Educ. Com. Chair of Date so Scholarship Recipient report will be complete.		2/28
	8	President	Obtain Award nominees from Awards Chair. Get additional nominees as needed. (Member of the Year; Keys to the Future) Omicron Sigma handled by President only.		2/28
	9	President	Request one Society member to audit Treasury Expense/Revenue ledger and request report for March Gov. Board Meeting.		2/28

<u>Month</u>	<u>Item #</u>	<u>Responsible Person/ Committee</u>	<u>Task/Activity</u>	<u>Reminder</u>	<u>Deadline to be Completed By</u>
	10	Secretary/Treasurer	Work with Governing Board & Committee Chairs in drafting proposed budget		2/28
	11	Membership Committee/Chair	Prepare Spring Meeting Nonmember Recruitment Materials, PAC Fund Raiser Materials, Exhibit Booth needs Work with Publications Editor as needed.		2/28
	12	Publications Editor	Update Key Contact Network listing and send out to Contact individuals.		2/28
	13	Publications Editor	Prepare and send Spring Mailing: May use March Newsletter to disseminate. Must be received by members at least 15 days prior to Spring General Business Mtg. Include: Candidates Summary, ByLaws Amendments, Gov. Board Meeting Summary, etc.		2/28
March	1	Publications Editor	Newsletter Spring/Nonmember Issue Published and Sent		3/1
	2	President	Governing Board Meeting: Final Budget Prep for Spring Meeting Approval; Reports from: Nominations, Educ., Constitution/By Laws. Award recipient selection (Keys, Memb. of the Yr.)		3/15
	3	President	Request Annual Reports from Standing Committees - due by April 1		3/15
	4	Membership Chair	Send all Spring Meeting Items to Convent. Chair so Committees can implement.		3/15
	5	Membership Chair	Submit Longevity Award Recipients to Publications Editor for Award Prep		3/15
	6	Membership Chair Educ. Com. Chair Govt/Prof Af. Chair Nominations Chair ByLaws Chair	Prepare Standing Committees annual activities reports. Submit to President.		3/30
	7	President	Submit Award Recipient Names to Publication Editor for Award Prep		3/30
April	1	1st Vice President	New Governing Board Orientation Meeting Prep. - Work with Publications Editor on Gov. Brd. pol/proced. copies for new board members.		4/15
	2	Publications Editor	Spring Meeting Prep: Awards, Award Program, etc.		4/15
	3	Secretary/Treasurer	Governing Board Meeting Minutes out to all members and Stand. Com. Chairs		Complete within 30 days of mtg.
May	1	President 2nd Vice President (Memb. Article) Hem/Hemost.asis S. A. Chair Microbiol. S. A. Chair	Submit Newsletter articles to Publications Editor. (Note: President = Outgoing President Article)		5/5

<u>Month</u>	<u>Item #</u>	<u>Responsible Person/ Committee</u>	<u>Task/Activity</u>	<u>Reminder</u>	<u>Deadline to be Completed By</u>
	2	Convention Comm. Governing Board, All Membership	Annual Spring Meeting: Education Seminar, Governing Board Meeting, General Membership Annual Meeting, Awards, Election, New Board Orientation		5/10
	3	Secretary/Treasurer	Submit General Business Meeting and Gov. Brd. Meeting Summary articles to the Publications Editor		5/5
	4	Incoming President	Submit Incoming President Article to Publication Editor		Immediately after the meeting
	5	Incoming President	Begin working on needed Presidential Appointments: Pub. Editor, Member/PAC/Leadership Chair, etc. (Refer to Pres.Pos. Description)		Immediately after Meeting
	6	Officers & Delegates	Begin Prep for National Meeting: Travel, Rooms, etc.		Immediately after Meeting
	7	Publications Editor	Newsletter Prep for Publication. Complete all except Spring Meeting Article, Awards Recipients, etc.)		5/30
	8	Publications Editor	Update Key Contact Network listing and send out to Contact individuals.		5/30

Category: Administrative

Procedure Name: Board of Directors & Annual Membership Meeting Agenda Guidelines

SOP #: 1.2

Responsible Governing Body/Person: President

Instructions:

1. To assure completeness and continuity in the handling of Society business the following guidelines should be used as a general outline in setting up meeting agendas and recording meeting minutes.
2. Board of Directors routine agendas:

Agenda #	Agenda Item	Person Responsible for Report
I.	Call to Order & Roll Call	President
II.	Approval of Previous Minutes	Secretary/Treasurer
III.	Treasury Report	Secretary/Treasurer
IV.	Standing Committee Reports:	
A.	Membership/PAC/Leadership	Committee Chair
B.	Education/Scholarship/Loan	Committee Chair
C.	Government/Professional Affairs	Committee Chair
D.	Constitution/By Laws	Committee Chair
E.	Nominations	Committee Chair
V.	Publications Activities	Editor
VI.	Region V &/or National Activity	Region V Director or President
VII.	Old Business	
VIII.	New Business	
IX.	Next Meeting Date/Time/Location	President
X.	Adjournment	President

3. Other assigned Board of Directors tasks should be added to this agenda guideline as outlined in the Annual Calendar of Activities SOP 1.1. (i.e. Budget approval, Scholarship/Loan Amounts, Selection of Student Forum Rep, Award Recipients, etc.)
4. Agendas should be formulated to reflect the amount of time that can be spent on each business topic. Agendas and appropriate supporting documentation should be sent out to all members of the Board of Directors approximately two weeks prior to meeting dates.
5. Annual Meeting Agenda Guideline:

Agenda #	Agenda Item	Person Responsible
I.	Call to Order	President
II.	Previous Minutes Summary	Secretary/Treasurer
III.	Treasury Summary Report & Budget Approval Summary	Secretary/Treasurer
IV.	Society Annual Report on all Activities	President
V.	Membership Development Summary Annual Report - Can be given by President in IV. above.	Membership Development Chair
VI.	Region V &/or National Summary Report	Region V Director or President
VII.	Scholarship Recipients	Education Committee Chair
VIII.	New Business:	
A.	Election of Officers	President & Nominations Committee
B.	Amendments to Constitution & By Laws, as required	Constitution & By Laws Committee
C.	Selection of Future Spring & Fall Meeting Host Cities	President
D.	Other General Membership Input Items as delineated by the Board of Directors	President
IX.	Adjournment	President

Category: Financial

Procedure Name: State/Regional Treasury Responsibilities

SOP #: 2.0

Responsible Governing Body/Person: Secretary/Treasurer

Instructions:

1. The President will delegate one current Society member to audit the Treasurer's Expense Ledger one time per year prior to the annual spring meeting. The Treasurer should have all expense pay voucher requests and applicable receipts available for the member completing the audit.
2. All expenses reimbursed from the treasury must be logged into the Ledger as they occur and have original pay voucher requests and accompanying receipts on file for 7 years.
3. The Treasurer will evaluate all expenses submitted to maintain within budget spending and will obtain approval to pay all non-approved expenses from the President either in writing or verbally before payment is made to the requesting individual.
4. Every three years (i.e. 1990, 1993, 1996, etc.) tax exempt organizations need to file a financial report with the state of South Dakota. The required form will usually be sent to the Treasurer by the Secretary of State, but if the Treasurer does not have the form by the end of January, they must request one. Information required on the form is:
 - a. A list of officers and their addresses
 - b. Financial disclosureNote: The form needs to be notarized. Failure to comply would mean loss of our tax exempt status.
5. Our Tax Exempt Number is 23-7380124. This is the number that is filed with the Secretary of State and is our Society's state identification number to identify us as a nonprofit organization.
6. Our ASCLS-SD Taxpayer identification number is 46-6014986. This number identifies us as an employer. This number is sometimes needed by some of the vendors relating to meeting agreements/speakers/booths, etc. The person serving as convention chair should have this number in their information in case requested by vendors. This number is also on file with the National ASCLS office.
7. Region V Board meeting expenses are reimbursed to the states from the region. The Treasurer should submit the travel expenses paid out to our officers attending to the Region V Treasurer. This only pertains to those Region V Board meetings not connected to a Region V Convention. When all expenses are submitted to the Region V Treasurer the appropriate reimbursement/charges will be made to the states. All expenses are shared equally by the states. Example: Expenses submitted: SD=\$200; ND=\$300; Wisc=\$300; Mn= \$0 (mtg. held in MN). Total cost = \$800 or \$200/state. Therefore, SD would not be charged or reimbursed, MN would pay \$200, etc.
8. Annual Region V Member Dues: The Treasurer must annually pay the Region V Treasurer member dues. Fee is \$1.75/ active member. Students, FYA, emeritus members do not need to be paid for. The member listing received by the Membership Chair titled "October" is the number of active members our state must pay for. This listing is received approximately by the middle of November. The Treasurer should contact the Membership Chair for the needed number of active members.

Category: Financial

Procedure Name: Authorization & Payment of Society Expenses

SOP #: 2.1

Responsible Governing Body/Person: Secretary/Treasurer

Instructions:

1. Authorization of Payment:
 - a. The President or Committee Chairperson at the direction of the President may authorize payment related to the performance of their tasks as long as the expenditure is allowed for in the previously approved budget and the expenditure does not exceed the approved budgeted amount.
 - b. Expenditures not previously approved in the budget or special activities occurring from goals set by the Governing Board must be authorized by the President before payment is made. The President may need to get Board approval on expenses not discussed/approved at the Board meetings previously.
 - c. Approved Society payment voucher requests must be filled out and submitted to the Treasurer before payment will be issued. Receipts must be attached to the payment voucher request or the payment may be disallowed. If at all possible the President and/or Committee Chair must sign the payment voucher request. In the absence of obtaining a signature, the Treasurer may obtain verbal authorization and document on the payment voucher request.
2. The following are approved expenses of the Society:
 - a. Mileage reimbursement: will occur at the State of South Dakota rates
 - b. Mileage will be paid for:
 - ❖ Board members to attend Governing Board meetings or Society officers to attend required Regional meetings
 - ❖ Meeting attendance to represent or promote our Society (President must preauthorize the trip)
 - ❖ Delegates to attend the National convention. Payment will not exceed comparable air fare.
 - c. Meals will be reimbursed at \$2.50/meal to members who attend Governing Board required meetings.
 - d. National Convention Expenses: Expenses will be approved annually at the Fall Governing Board meeting. The Governing Board will determine the amount of expenses that will be covered for the meeting the next year and how the money will be apportioned among the Delegates.
3. Governing Board meetings are to be held 3-4 times/year. It is up to the discretion of the President to determine the most cost effective and timely manner in which to hold the Governing Board meetings. (Examples: mileage vs. teleconference). Additional meetings may be held as required. Costs for non-Governing Board members to attend the meetings will be paid if the job description or activity reporting is required by the Governing Board.

Category: Education

Procedure Name: Student Loan Program

SOP #: 4.0

Responsible Governing Body/Person: Education Committee Chair and Committee

Instructions:

1. Allocation:
 - a. The Governing Board of Directors will annually determine (at the Spring Meeting usually in April or May) the amount of funding to be allocated to the Student Loan Fund (usually set in \$500 increments) for the next year.
 - b. The number of loans per year will be determined by the dollars available for that year. (i.e. \$1500 allocated = may be dispersed as one \$1500 loan, three \$500 loans, etc.)
2. Eligibility Requirements:
 - a. Has been accepted in an accredited hospital-based Clinical Laboratory Science Program within the COMTE group or has been accepted in another accredited allied health program in the state of South Dakota. (Preference will be given to students enrolled in COMTE/COMLE programs.) Applicants must be enrolled in or ready to enter the final year of this program.
 - b. Must demonstrate a financial need.
 - c. Has suitable personal qualifications for a science dealing with human life.
 - d. Belongs to or agrees to join ASCLS/ASCLS-SD as a student member. Student will also be encouraged to join as a First Year Active Society member after graduation at their first renewal date.
3. Application and Administration:
 - a. Application requests/information should be sent out to the Student Body Program Directors in July.
 - b. A Society loan application must be filled out by the student and sent to the designated individual.
 - c. The Education Committee reviews the loan applications and awards them based on eligibility criteria and available funds.
 - d. After loan recipients are selected the Education Committee will notify the Treasurer, who will send the check to the Clinical Laboratory Science Program official.
 - e. The student will sign a note to obtain the loan and the statement of intent.
4. Payment:
 - a. For each \$500 loaned, \$545 (\$500 + 9% interest) will be paid in 10 equal installments on the same day of each of the successive months. If a student borrows a multiple of \$500 the same payment schedule will be followed. Example: \$1000 borrowed - \$1090 to pay back - in 10 months.
 - b. The Treasurer will notify the Education Committee and the Governing Board if any loans become delinquent.
5. All records of loans and documentation of payments received should be kept on record with the Treasurer.
6. COMTE/COMLE Groups/Programs:
 - a. COMTE: Marian Health Center, Sioux City, IA; Rapid City Regional Hospital, Rapid City, SD; Sioux Valley Hospital, Sioux Falls, SD; St. Luke's-Midland Regional Medical Center, Aberdeen, SD; St. Luke's Regional Medical Center, Sioux City, IA.
 - b. COMLE: Mitchell Area Vocational Technical Institute, Mitchell, SD; Lake Area Technical Institute, Watertown, SD; Presentation College, Aberdeen, SD

Category: Education

Procedure Name: Society Scholarship Program

SOP #: 4.1

Responsible Governing Body/Person: First Vice President

Instructions:

1. Allocation:
 - a. A minimum of two Society scholarships in the amount of \$1000 will be awarded to Medical Technology students annually.
 - b. A minimum of two Society scholarships in the amount of \$500 will be awarded to Medical Laboratory Technician students annually.
 - c. The Governing Board of Directors will annually determine (at the Spring Meeting usually in April or May) the number of scholarships to be presented for the following year.
 - d. Scholarship money comes from donations, interest generated by the Student Loan Program, and the Society's general fund (if money from donations and interest is not enough).

2. Eligibility Requirements:
 - a. Students must currently hold residency in the state of South Dakota.
 - b. Students must be enrolled in their final year of an accredited Clinical Laboratory Science Program (Medical Technology/Clinical Laboratory Scientist –or- Medical Laboratory Technician/Clinical Laboratory Technician).
 - c. Demonstration of scholarship achievement.
 - d. Demonstration of financial need.
 - e. Belongs to ASCLS-SD. Student will also be encouraged to continue ASCLS membership as a FYP after graduation at their first renewal date.

3. Application and Administration:
 - a. First Vice President will obtain a list of accepted students in December from area Program Directors and distributes applications.
 - b. A Society scholarship application form plus two copies must be completed by the student and sent to the 1st Vice President of ASCLS-SD by April 1st.
 - c. An Evaluation Committee (composed of three ASCLS-SD board members chosen by First Vice President) will review the applications and determine which applicants will receive the scholarships.
 - d. Checks are to be presented to the students when starting their clinical year.
 - e. Student signs form stating that scholarship check has been received.
 - f. All scholarships awarded must be paid back to the Society in the event that the student does not complete the program.

ASCLS-SD Scholarship Application Form
Established by: The American Society for Clinical Laboratory Science – South Dakota
Applicant Personal Information:

Last Name First Name Middle Initial Maiden Name (if applicable)

Present Address: Street/PO City State Zip

Permanent Address: Street/PO City State Zip

Phone Number(s) Marital Status Number of Dependent Children

Have you been a resident of the State of South Dakota for at least one year? ___ Yes ___ No

Have you been a student in the State of South Dakota for at least one year? ___ Yes ___ No

Are you currently a Student Member of the American Society for Clinical Laboratory Science and the American Society for Clinical Laboratory Science- South Dakota? ___ Yes ___ No

 If not, do you plan on becoming a Student Member? ___ Yes ___ No

Do you plan a career in Clinical Laboratory Science? ___ Yes ___ No
 If not, what are your career plans?

In which Clinical Laboratory Science Program have you been accepted?

Applicant Confidential Financial Information:

Where do you plan to live during your clinical year? _____

Do you plan to work part-time during the clinical year? ___ Yes ___ No If yes, what is your

anticipated income during the year? (state whether weekly, monthly, yearly) _____

Please document other resources for the coming year:

Savings	_____	Indian Scholarships/Grants	_____
Aid from Family	_____	Social Security Benefits	_____
Spouse's anticipated net earnings	_____	Other Scholarships	_____
Federal Aid/Loans	_____	BEOG, SEOG	_____
Vocational Rehabilitation	_____	Veteran's Benefits	_____
Welfare Benefits	_____	Other	_____

What is your current educational indebtedness? _____

I verify that all of the information contained in this application is correct.

Applicant Signature

Application Date

Mailing and Authorization Instructions:

*In order to be considered, this application must be postmarked by April 1st. Please mail this form to:
First Vice President*

Please give the Program Director/Education Coordinator of the Medical Technology/Technician Program in which you have been accepted a written, signed request to send copies of your COMTE record of application (including references, college transcripts, and interview information) to the Chairperson of the ASCLS-SD Scholarship/Education Committee (named above) for evaluation. Confidentiality of these records must be maintained and they will be destroyed immediately after evaluation and selection.

American Society for Clinical Laboratory Science – South Dakota
Scholarship
Statement of Acceptance and Intent

I, _____ accept the ASCLS-SD Scholarship in the amount of \$_____ I promise to complete the clinical year of professional study at

(Name of Clinical Site)

If, due to illness or some unforeseen circumstance, I find it impossible to complete my clinical year of study, I/we assure immediate repayment of \$_____ to the ASCLS-SD Scholarship Fund.

(Recipient Signature)

(Date)

(Parent, Guardian, or Spouse Signature)

(Date)

Category: Education

Procedure Name: Convention Planning Protocol

SOP #: 4.2

Responsible Governing Body/Person: Convention Chair & Convention Committee

Instructions:

1. Convention Committee Members:
 - Convention Chairperson
 - Program Chair
 - Registration Chair
 - Facilities Chair
 - Audio-Visual/Transportation Chair
 - Continuing Education Chair
 - Exhibitor Chair
 - Publicity Chair
 - Social Activities Chair
 - Secretary/Treasurer
2. Convention Chair Responsibilities:
 - a. Establish and confirm dates and location for meeting
 - b. Determine budget for meeting
 - c. Select Chairs for Subcommittees
 - d. Direct and coordinate activities of Chairs and Subcommittees
 - e. Contact Region V Director about attending the meeting
 - f. Contact previous meeting chair/host city to obtain meeting items from previous meeting (i.e. electrical cords, ribbons, reports of previous meeting, etc.)
 - g. Contact Society Governing Board for required meetings/activities at the meeting
 - h. General Timeframes for Subcommittee Activities:
 1. Begin Exhibitor Solicitation Activities (8-9 months prior to meeting dates)
 2. Begin soliciting ideas for educational sessions and contacting speakers to do the presentations (8-9 months prior to meeting dates)
 3. Finalize program offerings (3 months prior to meeting)
 4. Finalize social activities for meeting (3 months prior to meeting)
 5. Preliminary program announcement (3 months prior to meeting)
 6. Final program/registrations sent out (2 months prior to meeting)
 7. Finalize work with exhibitors (1 month prior to meeting)
 - i. Example Convention Chairperson Schedule
 1. 3-4 years prior to convention: Establish place/date/time and contact person at convention site
 2. 1 year prior to convention: Confirm place/date/time
 3. 10-12 months prior to meeting: Solicit assistance for help with the meeting/subcommittees (i.e. labs, hospitals, etc. in the area)
 4. 10-12 months prior to meeting: Set first organizational meeting
 5. 10-12 months prior to meeting: Select chairs for subcommittees - give responsibilities of subcommittees to chairs
 6. 9-10 months prior to meeting: Determine working budget for meeting
 7. 9-10 months prior to meetings: Establish timeframes for subcommittee activities
 - a. program content/speakers
 - b. soliciting exhibitors
 - c. finalize program offerings & prepare registration program
 - d. preliminary program send out (advertising)
 - e. final registration program send out
 8. 9-3 months prior to meeting: Set monthly meetings to monitor progress of subcommittees.

9. 3-0 months prior to meeting: Set more frequent meetings as required to complete all subcommittee activities
- j. Post convention responsibilities:
 1. Plan post convention meeting: have chairs complete meeting summary reports for next convention subcommittees
 2. Thank yous to all committees, chairs, etc.
 3. Assure that all bills are paid and money turned over to appropriate recipients.
(If convention is a collaborative meeting determine contract profit split required)
 4. Transfer all convention items, reports, etc. to next years chair

Category: **Membership**

Procedure Name: **New Member Recruitment**

SOP #: 6.0

Responsible Governing Body/Person: Membership Committee

Instructions:

1. Two major times of new member recruitment occur during the year. They are to coincide with the Spring and Fall meetings.
 - a. Spring Meeting Membership Recruitment: Society booth will be exhibited in the Exhibitor Hall; nonmembers attending the meeting for all days will be offered free membership if they choose to join at the meeting. Spring meeting fee differences between member and nonmember must be at least the annual dues fees for this promotion to occur.
 - b. Fall Meeting Membership Recruitment: A recruitment presentation will be presented and all nonmembers will be given recruitment handouts.
2. At the direction of either the Membership Chair or Governing Board various other miscellaneous recruitment activities may occur during the year:
 - a. Nonmember recruitment mailing preceding and/or following the Spring Meeting.
 - b. Local targeted recruitment sponsored activities within hospitals or cities to include recruitment presentation and recruitment handouts.
 - c. Promotional activities with previous members that have been lapsed for greater than one year.
3. Ongoing Membership Recruitment Activities:
 - a. It must be continuously stressed to all Society members that member recruitment is a responsibility of all members. A one on one recruitment with members and nonmembers must occur. Recruitment suggestions, forms, etc. are included in the Society's Active Member Handbooks.
 - b. New techniques and suggestions from National are continuously reviewed for possible new recruitment techniques.
4. Recruitment Presentation speakers that may be utilized are: Past Presidents, Membership Chair/Committee, and Governing Board Officers.
5. Recruitment tools are but may not be limited to: ASCLS brochures and promotional items, ASCLS Mission/Benefits handout, ASCLS-SD Brochure, Newsletters, Magazines, etc.
6. All expenses for recruitment activities must be previously approved either through the routine budgeting process of the Society or at the direction of the Membership Chair and/or Governing Board.

Category: Membership

Procedure Name: Member Retention Activities

SOP #: 6.1

Responsible Governing Body/Person: Membership Committee

Instructions:

1. Direct Renewal Communication Activities:
 - a. Renewal communication in the form of posters or letters are sent out to all members at the time of their annual renewal.
 - b. Written communication in the form of a lapsed member letter and another ASCLS renewal application form are sent out to all members that have lapsed and are taken off of the National membership listing sent to the Membership Chair each month.
 - c. Lapsed members that have not renewed within 30-60 days after the Lapsed written communication is sent are contacted verbally by a Governing Board member. The Membership Chair is responsible for delegating this verbal contact by Governing Board members.

2. Indirect Retention Activities:
 - a. Quarterly newsletter with Membership column, and recognition activities
 - b. Continuing Education Offerings: Spring and fall meetings, additional offerings as directed by the Governing Board, Scientific Assembly Continuing Education articles in the newsletter.
 - c. New member orientation: Active member handbook, New member forum at spring meeting, new member mentoring as directed by the Membership Chair or Governing Board.
 - d. Appointing different members to committees, scientific assemblies, etc.
 - e. Requesting member input on goal setting, surveys, etc.
 - f. Member Networking information: All member listing and Governing Board directories out to members in the fall.
 - g. New Member Forum is to be held annually at the spring meeting. ASCLS-SD presentations are to be completed by Governing Board members and Membership Chair. It is the responsibility of the Membership Chair to work with Convention Chair in setting this meeting up.

3. Student member conversion to First Year Active Member status. Informational forms are received sent out to all new Student members. Once the information sheets are received back an active member is to be assigned as the Student's mentor. This program will be handled at the direction of the Membership Committee Chair and their delegate.

Category: Membership

Procedure Name: Member and Profession Recognition & Visibility

SOP #: 6.2

Responsible Governing Body/Person: Membership Committee Chair, NMLPW Chair,
Governing Board, Publication Editor

Instructions:

1. Profession/Society Recognition Activities:
 - a. The Society encourages the display of Renewal Posters, Society Awards, in the workplace whenever possible.
 - b. National Medical Laboratory Professionals Week: Is the responsibility of the NMLPW Chair. All hospital laboratories are encouraged to promote the profession during this week.
 - c. Presentations on our profession will be given upon request to schools, etc. This may be completed at the local level or upon Governing Board request in association with other state wide career promotional activities.
 - d. Visibility and promotion of the Society will occur at all continuing education sessions or recruitment meetings held.
 - e. The Society's Winter issue of the newsletter will be sent out to all hospitals and physician office laboratories.
2. Member Recognition Activities:
 - a. Awards: Occur at both the state and national level. State award presentations and recipient selection are the responsibility of both the Governing Board and the Membership Chair as follows:
 - ❖ National Omicron Sigma Awards: Selected by Region V Director and are presented at the National Meeting
 - ❖ State Omicron Sigma Awards: Selected and presented by the President at the annual Spring Meeting.
 - ❖ State Keys To The Future Awards: Selected and presented by the Governing Board at the annual Spring Meeting.
 - ❖ State Member of the Year Award: Selected and presented by the Governing Board at the annual Spring Meeting.
 - ❖ Membership Longevity Awards: Selected and presented by the Membership Chair. Recognition for 5, 10, 15, 20, 25, 30, 35, 40, 45 years membership in our Society.
 - b. Individual member recognition and laboratory recognition articles will occur at varying times throughout the year utilizing the newsletter. The Publication Editor will be responsible for the random selection of members and laboratories.
 - c. New Society members will be recognized in the newsletter, web page and at society meetings.
 - d. Society Past Presidents may be honored at the annual Spring Meeting.
3. Award Selection and Responsibility:
 - a. State Omicron Sigma Awards: Are ASCLS President's Honor Roll for outstanding Service. The purpose of this award is to provide lasting recognition of the abiding interest expressed by members who have volunteered their personal resources, time and energy to ASCLS. One award may be presented at the State level for every fifty (50) members on their national December membership listing. Award recipient selection is the responsibility of the President. The President should contact the Membership Chair in January to see how many members were listed on the December membership listing to determine the number of awards that may be presented. Prior to the Spring Meeting the President should contact the Publication Editor with the award recipient names so that awards may be made prior to the presentations at the Spring Meeting.
 - b. Keys To The Future Awards: One to two awards may be presented each year. Award recipient selection should be based on identifying new active members or previous active members that have just become actively involved in the Society. Recipients should have demonstrated their leadership abilities by completing tasks or activities for the Society or have decided to become involved in the leadership of the Society as officers, committee chairs etc. Award recipient selection is the responsibility of the Governing Board. The Awards Chair is

-
- responsible for soliciting nominees from the members and then turning over the nominees submitted to the Governing Board. Prior to the Spring Meeting the Governing Board should contact the Publication Editor with the award recipient names so that awards may be made prior to the presentation at the Spring Meeting.
- c. Member of the Year: One award is presented each year. The current years award recipient is to be sent into National the following year to be considered in the selection for the National Award. The purpose of this award is to recognize an outstanding individual for their contributions to ASCLS at the national level, ASCLS-SD at the state level, and overall contributions to the profession of Clinical Laboratory Science. The award recipient must be an ASCLS member for at least 5 years prior to the nomination and is still currently active in clinical laboratory science.
Award recipient selection is the responsibility of the Governing Board. The Awards Chair is responsible for soliciting nominees from the members and then turning over the nominees submitted to the Governing Board. Prior to the Spring Meeting the Governing Board should contact the Publication Editor with the award recipient name so that the award may be made prior to presentation at the Spring Meeting. Note: The national award is based on the members significant contributions for many years.
- d. Membership Longevity Awards: The purpose of these awards are to recognize those members who have continued membership within the Society for 5, 10, 15, 20, 25, 30, 35, 40, 45 years.
It is the responsibility of the Membership Chair to determine award recipients. The national membership listing is reviewed by "join date" to determine which members will receive awards for that year. (Example: current year is 1995 - awards given to those members joining in 1990, 1985, 1980 etc.) Prior to the Spring Meeting the Membership Chair should contact the Publication Editor so that awards may be made prior to the presentations at the Spring Meeting.

Category: Membership

Procedure Name: Spring Meeting Preparation for Membership/PAC/Leadership Committee Tasks

SOP #: 6.3

Responsible Governing Body/Person: Membership Chair and Publications Editor

Instructions:

1. Nonmember Recruitment Activities:
 - a. Post cards/letters + ASCLS recruitment flyer: Advertising Membership. Prepare for meeting and send to Registration Committee so these can be placed in all nonmember meeting packets prior to the meeting.
 - b. Advertising Membership for meeting: table tents, posters, banners, etc.
2. Make sure that the following items are completed at the meeting. Work with the Convention Committee to set aside rooms, and duties are completed.
 - a. Exhibit Hall Booth: for nonmember recruitment and PAC solicitation. (Work with Exhibitor Committee)
 - b. Leadership Development Seminar is held at the meeting. (Work with Program Committee)
 - c. New Member Forum Session: for all members joining within the previous 2 years, student members, and young professional members.
3. Member Meeting Packet Stuffer: Prepare announcements for all members attending the meeting to include PAC Donations, New Member Recruitment information, business meeting and election reminder. Send to Registration Committee prior to the meeting so these can be placed in member meeting packets before the meeting.
4. Determine Membership Longevity Award Recipients: From the national membership listing utilizing the "join date" determine those members belonging for 5, 10, 15, 20, etc. years. Submit listing to Publications for preparation of awards.
5. Determine all New Members (April previous year through March current year) for the year from the national membership listing. Submit to Publications so these individuals can be recognized at the Awards Program or in the Award Program brochure. Prepare most of list prior to receiving March listing. Then minimal work to get last few new members listed.
6. Prepare to complete PAC solicitation activity at the meeting. Information should be received from national or regional PAC Trustee prior to meeting. May offer prize drawings for those donating.
7. Prepare and send out letters to all Longevity Award recipients and new member forum members inviting them to the meeting and announce the activity or award. Send out so they receive about the same time as receiving Meeting Registration information.

Category: **Membership**

Procedure Name: **New Member Forum Program**

SOP #: 6.4

Responsible Governing Body/Person: Membership Committee and Chair

Instructions:

1. This program is established at the direction of the National Office and approved by our Society's Board of Directors. The New Member Forum program is a Leadership Development program at the National level so at our state level will be carried out by the Membership Committee.
2. The purpose of the program is threefold:
 - a. To encourage membership renewal and student to active conversion
 - b. To encourage member participation in Society activities
 - c. To prepare members for leadership roles within the Society, the profession, and work places.
3. All categories of "new" membership (i.e. student, STF, Professional) will be handled through this outlined program.
4. Program Specifics:
 - a. All new members will be monitored closely through the first 3 years of active membership. (Note: Student categories will be monitored through conversion and then the first 3 years of active membership) If a lapse problem is noted related to 4-5 years membership the monitoring may be lengthened from 3 years to 4-5 years.
 - b. All new members will be assigned a "mentor" from the active membership. Mentors will be assigned by "facility location" or geographical location of the new member. Mentors will be assigned on a volunteer basis utilizing Past Presidents, Governing Board Officers, assigned Key Contact Network contact individuals and Society members who have been Active Members for greater than 5 years
 - c. Mentors responsibilities will include:
 1. Biannual contact with the new member: 3 months after join date and 9 months after join date. Then every 6 months after that.
 2. Biannual contacts should include: resolution of any problems the new member is having with Society membership, inviting them to attend any upcoming Society activities, invite them to get involved with any projects that are in process, encouragement on their renewal or conversion to FYA status, and reaffirmation of their membership importance.
 3. In the event that a new member chooses to lapse, the mentor will determine why and forward information to Membership Committee.
 - d. New Members responsibilities: utilization of their assigned mentor member for any problems that they are having with the Society, attend New Member Forums whenever possible.
 - e. All mentors shall receive mentoring instructions prior to becoming an assigned Mentor.
5. An annual New Member Forum report is to be sent to the National Leadership Chair after the State Spring Meeting. The report is the responsibility of the Membership Committee Chair. The report should include the following information: Total Membership, Total New Members (July-June) in the different categories (student, active), Total number of new members involved in the New Member Forum (mentor activity and attendance at New Member Forum activities), Total New Members involved in Society activities, Reasons for discontinuing membership in 1st, 2nd, and 3rd years. [refer to attached Leadership Summary Report submitted by the National Office].

-
6. A New Member Forum Meeting (approximately 1 hour in length) should be held at scheduled educational sessions of the Society (i.e. Spring Meeting). It is the responsibility of the Membership Committee Chair to set up this meeting with the Convention Committee. The program for this session should be presented by the Membership Committee Chair and Board of Directors. Program topics:
 - a. Membership Committee Chair: Welcome and Introduction of Governing Board
 - b. President: ASCLS Code of Ethics, ASCLS Mission & Vision
 - c. 1st Vice President: National ASCLS organizational structure, State structure how communication flows between National, State and Grassroots members, and the importance of Grassroots members
 - d. 2nd Vice President: Who new members can contact when they have questions, concerns or problems relating to ASCLS or ASCLS-SD, how they can become more actively involved in Society projects or committees
 - e. Membership Committee Chair: Importance of Student conversion to First Year Active Status
 - f. All: Open floor to questions from new members

 7. Invitation to attend the formal New Member Forum programs should go out to all new members in their first two years of membership especially if they have not attended a previous New Member Forum Program. Invitations may be written or issued through the New Member Mentor.

Category: Publications

Procedure Name: Newsletter Guideline

SOP #: 7.0

Responsible Governing Body/Person: Publications Editor

Instructions:

1. The newsletter of the Society is designated to be the primary communication link with the members of the Society. This publication will provide a mechanism for sharing of information, continuing education and membership recognition.
2. Newsletter Frequency: Shall be published four time a year in the months of March (Spring), June (Summer), September (Fall), and December (Winter). The February issue is the annual nonmember issue and is sent to all labs with addresses on record with the Publications Committee. All other issues are sent to members only.
3. Newsletter Deadlines:
 - a. Articles submitted by officers, scientific assembly, membership, etc., must be received by the Publication Editor no later than the 10th of the prior month:
Deadlines: February 10, May 10, August 10, November 10. Articles relating to meetings held must be submitted as soon as possible after the meeting (i.e. Spring meeting, National meeting).
 - b. Newsletter mailing deadlines: must be mailed approximately on the first working postal day of the month.
4. It is the responsibility of the Publication Committee to solicit articles in a timely manner from those members who have articles that are due in certain issues. It is the responsibility of the officers, scientific assembly chairs, etc. to follow the Society's Annual Activities Schedule so that they have their articles ready to be submitted when solicited by the Publications Editor. The Publication Committee will report to the Governing Board regularly any members that are continually not meeting requested deadlines.
5. Newsletter Content Guideline:
 - a. All issues will contain the following:
 - ❖ President's Column
 - ❖ Membership Column
 - ❖ Regional & National News
 - ❖ Scientific Assembly Continuing Education Articles
 - ❖ Member Recognition: New members, Focus on individuals, institution, accomplishments/awards and/or students
 - b. Additional content requirements will be at the discretion of the Publication Editor (i.e. guest articles, member tips, member open forums, etc.)
 - c. Special events will be reported on in the newsletter issue published at approximately the same time as the event. (i.e. state spring meeting in the May issue, etc.)
 - d. All articles submitted by members of the Society will be published at the discretion of the Publication Editor.

6. Issue Content Summary:
 - a. March (Spring) Issue:
 - ❖ President's Column
 - ❖ Membership Column - Membership Chair
 - ❖ Regional & National News
 - ❖ Member Recognition - New members, Focus on - Editor
 - ❖ Immunology/Immunohematology Scient.Ass.Cont. Ed. Article
 - ❖ Nonmember Recruitment Article and ASCLS application form
 - ❖ National Medical Laboratory Week Promotion- NMLW Chair
 - ❖ Call for nominations of officers - Nominations Committee
 - ❖ Call for Awards nominees: Member of the Year, Keys to the Future - Awards Chair
 - ❖ Spring Meeting - Convention Chair (Surrounding States meeting information if received prior to issue)
 - ❖ Governing Board Activities Report or Standing Committee Reports
 - b. June (Summer) Issue:
 - ❖ President's Column - Outgoing and Incoming
 - ❖ Membership Column - Second Vice President
 - ❖ Regional & National News
 - ❖ Member Recognition - New members, Focus on - Editor
 - ❖ Hematology/Hemostasis Scientific Assembly Cont. Ed. Article
 - ❖ Microbiology Scientific Assembly Continuing Education Article
 - ❖ Spring Meeting Articles, Award Recipients, New Officers, etc.
 - ❖ Governing Board Activities Report or Standing Committee Reports
 - c. September (Fall) Issue:
 - ❖ President's Column
 - ❖ Membership Column - Board Member-at-Large
 - ❖ Regional & National News
 - ❖ Member Recognition - New members, Focus on - Editor
 - ❖ Biochemistry/Urinalysis Scientific Assembly Cont. Ed. Article
 - ❖ Education Scientific Assembly Continuing Education Article
 - ❖ National Meeting Delegate Reports
 - ❖ Governing Board Activities Report or Standing Committee Reports
 - d. December (Winter) Issue:
 - ❖ President's Column
 - ❖ Membership Column - Second Vice President
 - ❖ Regional & National News
 - ❖ Member Recognition - New members, Focus on - Editor
 - ❖ Phlebotomy Scientific Assembly Continuing Education Article
 - ❖ Laboratory Administration Scientific Assembly Cont. Ed. Article
 - ❖ Governing Board Activities Reports or Standing Committee Reports
7. Advertising Rates:
 - a. Job Openings: In-state institution - \$15.00; Out-state institution - \$50.00 (Size: 2"x3" text only)
 - b. Industry and/or institutional: \$30.00/quarter page; \$60.00/half page, etc.

Category: **Publications**

Procedure Name: **Spring Meeting Preparation**

SOP #: 7.1

Responsible Governing Body/Person: Publications Editor and/or Committee

Instructions:

1. Assist Membership Chair and/or other Committees with all assigned tasks by preparing and publishing the required materials.
2. Materials to possibly be published:
 - a. Nonmember recruitment materials advertising "free membership"
 - b. Awards Program
 - c. Award Certificates: Member of the Year, Keys to the Future, Omicron Sigma, Membership Longevity
 - d. Longevity Award Recipient and New Member Forum Letters
 - e. Candidate Slate and By Laws amendments out to members at least 15 days prior to the meeting.
(Work with Nominations Committee on this)
3. Start working with Membership Committee, Governing Board, Nominations, etc. in approx. Feb. so that most of these items can be completed even before the Meeting Registration is sent out to the members.



American Society for Clinical Laboratory Science- South Dakota

Payment Voucher Request

Itemize expenses and submit receipts to Treasurer within 30 days.

Payee Name: _____
Address: _____
City, State, Zip: _____
Home Phone: _____
Work Phone: _____

Expense Explanation Summary

Budget Expense Category: _____
Expense Amount: \$ _____
Expense Explanation Summary :

Expense Provided in Budget: Yes No
If no, has this expense been previously approved by the
Governing Board? Yes No

Please Explain: _____

Approval:
Committee Chair: _____
Signature or Verbal Date

President : _____
(Required if not in Signature or Verbal Date
not in approved budget)

Payment Amount: \$ _____ Check #: _____
Treasurer's Signature: _____ Date: _____