

AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE - WASHINGTON

AFFILIATE OF THE

AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE

**HANDBOOK FOR
OFFICERS AND COMMITTEES**

FIRST EDITION 1964

REVISED 1973

REVISED 1980

REVISED 1989

REVISED 1994

REVISED 2001

REVISED 2011

REVISED 2016

REVISED 2022

TABLE OF CONTENTS

	Page
TABLE OF CONTENTS	2
ASCLS-WA MISSION STATEMENT	4
ASCLS-WA STRATEGIC PLAN	4
ASCLS MISSION STATEMENT	4
ASCLS CODE OF ETHICS	6
ASCLS-WA AND DISTRICT SOCIETY CHARTERS	8
AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE–WASHINGTON (ASCLS-WA)	8
DISTRICT SOCIETIES	8
INACTIVE DISTRICTS/CHARTER DISSOLUTION	8
GOVERNANCE OVERVIEW	9
ASCLS-WA BOARD OF DIRECTORS	9
ASCLS-WA HOUSE OF DELEGATES	11
ASCLS HOUSE OF DELEGATES	11
ASCLS BOARD OF DIRECTORS POSITION DESCRIPTIONS	12
OFFICE OF THE PRESIDENT	12
OFFICE OF THE PRESIDENT-ELECT	14
OFFICE OF THE SECRETARY	16
OFFICE OF THE TREASURER	17
BOARD LIAISON	19
SEMINAR BOARD LIAISON	20
DISTRICT SOCIETY PRESIDENT/REPRESENTATIVE	22
ASCLS-WA COMMITTEES	23
OVERVIEW AND GENERAL INFORMATION	23
AWARDS COMMITTEE	25
ARTICLES OF INCORPORATION AND BYLAWS COMMITTEE	26
FINANCE COMMITTEE	28
GOVERNMENT AFFAIRS COMMITTEE (GAC)	29

MEMBERSHIP COMMITTEE	30
NOMINATIONS AND ELECTIONS COMMITTEE	32
POLITICAL ACTION COMMITTEE (PAC)	33
P.A.C.E. ADMINISTRATOR	34
SCHOLARSHIP COMMITTEE	36
WEBMASTER	37
DEVELOPING PROFESSIONAL AND ASCENDING PROFESSIONAL ADVISOR	38
ASCENDING PROFESSIONAL REPRESENTATIVE	39
DEVELOPING PROFESSIONAL DELEGATE	40
APPENDIX	43
DISTRICT BOUNDARIES	43
SOCIETY PRESIDENTS	44

*Any questions that are not addressed either in the Bylaws or the Handbook, please see the Washington Nonprofit Handbook at https://www.sos.wa.gov/_assets/corps/washington-nonprofit-handbook-2018-edition.pdf and/or the Guide for Charity or Non-Profit Board Service at https://www.sos.wa.gov/_assets/charities/2015-quick-guide-for-board-service.pdf

ASCLS-WA MISSION STATEMENT

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

ASCLS-WA STRATEGIC PLAN

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

ASCLS MISSION STATEMENT

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

ASCLS Believes:

- Quality laboratory service is essential to quality health care.
- Everyone deserves access to safe, effective, efficient, equitable, and patient-centered healthcare, and
- Advancing the laboratory profession advances health care.

ASCLS Core Values:

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

ASCLS is an inclusive, culturally relevant community of people acknowledging their differences and unique characteristics; it is an organization where all persons can engage and participate in a meaningful way empowering everyone to grow and learn.

ASCLS CODE OF ETHICS

Preamble

The Code of Ethics of the American Society for Clinical Laboratory Science sets forth the principles and standards by which Medical Laboratory Professionals and students admitted to professional education programs practice their profession.

I. Duty to the Patient

Medical Laboratory Professionals' primary duty is to the patient, placing the welfare of the patient above their own needs and desires and ensuring that each patient receives the highest quality of care according to current standards of practice. High quality laboratory services are safe, effective, efficient, timely, equitable, and patient-centered. Medical Laboratory Professionals work with all patients and all patient samples without regard to disease state, ethnicity, race, religion, or sexual orientation. Medical Laboratory Professionals prevent and avoid conflicts of interest that undermine the best interests of patients.

Medical Laboratory Professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining the highest level of individual competence as patient needs change, yet practicing within the limits of their level of practice. Medical Laboratory Professionals exercise sound judgment in all aspects of laboratory services they provide. Furthermore, Medical Laboratory Professionals safeguard patients from others' incompetent or illegal practice through identification and appropriate reporting of instances where the integrity and high quality of laboratory services have been breached.

Medical Laboratory Professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to patients and other health care professionals. Medical Laboratory Professionals respect patients' rights to make decisions regarding their own medical care.

II. Duty to Colleagues and the Profession

Medical Laboratory Professionals uphold the dignity and respect of the profession and maintain a reputation of honesty, integrity, competence, and reliability. Medical Laboratory Professionals contribute to the advancement of the profession by improving and disseminating the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Medical Laboratory Professionals accept the responsibility to establish the qualifications for entry to the profession, to implement those qualifications through participation in licensing and certification programs, to uphold those qualifications in hiring practices, and to recruit and educate students in accredited programs to achieve those qualifications.

Medical Laboratory Professionals establish cooperative, honest, and respectful working relationships within the clinical laboratory and with all members of the healthcare team with the primary objective of ensuring a high standard of care for the patients they serve.

III. Duty to Society

As practitioners of an autonomous profession, Medical Laboratory Professionals have the responsibility to contribute from their sphere of professional competence to the general well being of society. Medical Laboratory Professionals serve as patient advocates. They apply their expertise to improve patient healthcare outcomes by eliminating barriers to access to laboratory services and promoting equitable distribution of healthcare resources.

Medical Laboratory Professionals comply with relevant laws and regulations pertaining to the practice of Clinical Laboratory Science and actively seek, to change those laws and regulations that do not meet the high standards of care and practice.

PLEDGE TO THE PROFESSION

As a Medical Laboratory Professional, I pledge to uphold my duty to Patients, the Profession and Society by:

- Placing patients' welfare above my own needs and desires.
- Ensuring that each patient receives care that is safe, effective, efficient, timely, equitable and patient-centered.
- Maintaining the dignity and respect for my profession.
- Promoting the advancement of my profession.
- Ensuring collegial relationships within the clinical laboratory and with other patient care providers.
- Improving access to laboratory services.
- Promoting equitable distribution of healthcare resources.
- Complying with laws and regulations and protecting patients from others' incompetent or illegal practice.
- Changing conditions where necessary to advance the best interests of patients.

ASCLS-WA AND DISTRICT SOCIETY CHARTERS

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

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

Previous ASCLS-WA presidents are listed in the appendix.

DISTRICT SOCIETIES

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

* District Boundaries are listed in the appendix

** Currently inactive

INACTIVE DISTRICTS/CHARTER DISSOLUTION

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

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

GOVERNANCE OVERVIEW

ASCLS-WA BOARD OF DIRECTORS

PURPOSE

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

QUALIFICATIONS

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

COMPOSITION

Voting members of the Board:

- President*
- Immediate Past President*
- President-Elect*
- Secretary*
- Treasurer*
- Ascending Professional
- Developing Professional
- Board Liaisons (3 members at large selected by President, including Seminar Board Liaison)
- District Society Representatives

***Executive Board of Directors**

Standing Committees:**

- Awards
- Bylaws and Articles of Incorporation
- Finance
- Government Affairs Committee (GAC)
- Membership
- Nominations
- Political Action Committee (PAC)
- Professional Acknowledgment for Continuing Education (PACE)
- LabOratory
- Scholarships
- Ascending and Developing Professional Advisor
- Ascending Professional
- Developing Professional

**Per the Non Profit Corporation Act (<https://app.leg.wa.gov/RCW/default.aspx?cite=24.03A>, Section 24.03A.575), committee members are non-voting members.

Inactive Committees:

- Scientific Assemblies
- Leadership Development

Special Committees:

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

DUTIES AND FUNCTIONS

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

MEETINGS

At least two Board meetings per year will be held per year, spaced throughout the society year. The time and place of these meetings is left to the discretion of the President.

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

ASCLS-WA HOUSE OF DELEGATES

REPRESENTATION

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

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

ASCLS HOUSE OF DELEGATES

REPRESENTATION

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

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

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

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

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

ASCLS BOARD OF DIRECTORS POSITION DESCRIPTIONS

OFFICE OF THE PRESIDENT

TERM OF OFFICE

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

QUALIFICATIONS

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

DUTIES

The President is the chief executive of the American Society for Clinical Laboratory Science - Washington.

The President's duties include:

A. Meetings

1. Preside at all meetings of the Board of Directors and House of Delegates.
2. Establish dates of interim meetings (at least 2/year) and any special Board of Directors meetings needed. Recommended meeting time and frequency:
 - i. Summer Board Meeting – held at a time during the summer convenient for current ASCLS-WA leadership. This meeting is sometimes called the ASCLS-WA Leadership Conference.
 - ii. Fall Board Meeting – held in conjunction with the Northwest Medical Laboratory Symposium.
 - iii. Winter Board Meeting – held in January or February; a conference call may be held in lieu of an in-person meeting.
 - iv. ASCLS-WA House of Delegates - held in conjunction with the Spring Meeting.
3. Prepare agendas for all meetings
 - i. Supply necessary information to all Board Members and Committee Chairs.
 - ii. Notices should be sent at least three weeks prior to the meeting.
4. Establish Interim Meeting and Annual Meeting report deadlines for ASCLS-WA Officers, Board Liaisons, and committee chairs.
 - i. Reports may be distributed electronically prior to the meeting for review purposes.
 - ii. The report deadline should be defined.
 - iii. Any ASCLS-WA officer or committee chair who does not meet the report deadline is responsible for dispersing reports to meeting attendees.
 - iv. Reports should be filed electronically for future reference.

B. Reports

1. Submit requested reports of constituent society activities to the Region IX director.

C. Appointments

1. Appoint chairs of the standing committees, special committees, and sections of the Scientific Assembly (if Scientific Assembly is active). Work with President-elect to identify and confirm Vice-Chairs for the committees. The vice-chair will become the chair

- of the committee the following year. Refer to the specific committee for the recommended duration of the term of the appointment.
2. It is recommended that appointments be made prior to the Annual Meeting and should be made within one month after installation.
 3. Make sure that appointees understand and are agreeable to the responsibilities of the position they are to assume.
 4. Make certain all appointees have a copy of the ASCLS-WA Leadership Handbook or appropriate sections.
 5. Submit electronic form to ASCLS with listing of officers so that State and National directories can be distributed.
- D. Leadership Directory
1. Develop address and telephone lists of all officers and appointed ASCLS-WA representatives to distribute to Board members.
- E. LabOratory
1. Prepare and submit an item for each issue of LabOratory.
- F. Region IX Council
1. Reports to the Region IX Director.
 2. Represent ASCLS-WA on the Region IX Council
 3. Attend all Region IX Council meetings or send a designated representative.
- G. ASCLS House of Delegates
1. Submit contact information for delegates and President's council for the National Meeting to the ASCLS Credentials Committee.
 2. With the President-Elect, or alternate, represent ASCLS-WA on the ASCLS President's Council and attend all meetings recommended for the President's Council.
- H. District Society Meetings
1. Be available to attend district society meetings as requested or send a designated representative.
- I. President's File
1. Keep materials received from previous President in order.
 2. Add reports, newsletters, correspondence, bylaws, as indicated.
 3. Deliver to successor no later than one month after the expiration of the term of office.
 4. Regularly back up all electronic files received.
- J. Correspondence
1. Send copies of all official correspondence to the President-Elect.
 2. Send copies of all correspondence with National or Region IX to the Region IX Director.
- K. Other Duties
1. Perform all duties customary and necessary to the office
 2. Answer all mail and electronic mail.
 3. Ascertain that all officers, chairs and committees are functioning properly.
 4. Perform tasks assigned by the Board of Directors or the House of Delegates.
 5. Review Leadership mailings in a timely manner and answer all ASCLS requests for action.
 6. Distribute information pertinent to ASCLS-WA members from the leadership mailings or any other source.
 7. Assist the President-Elect to plan and conduct the Summer Leadership Conference.
 8. One month after the expiration of the term, the President shall deliver to the successor all Society properties.
 9. Check Spring Seminar guidelines and NWMLS guidelines for tasks pertinent to these meetings, when in Washington State.
 10. Submit Omicron Sigma awards prior to deadline.
- L. Time Commitment
1. Approximate time commitment for this position is 2-4 hours/month.

OFFICE OF THE PRESIDENT-ELECT

TERM OF OFFICE

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

QUALIFICATIONS

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

DUTIES

The President-Elect duties include:

- A. Assume the presidential responsibilities if, for any reason, the President cannot perform their duties.
- B. Work closely with the President so continuity can be maintained from one year to the next.
- C. Attend all meetings of the Board of Directors and House of Delegates. Recommended meeting time and frequency:
 1. Summer Board Meeting – held at a time during the summer convenient for current ASCLS-WA leadership. This meeting is sometimes called the ASCLS-WA Leadership Conference.
 2. Fall Board Meeting – held in conjunction with the Northwest Medical Laboratory Symposium
 3. Winter Board Meeting – held in January or February; a conference call may be held in lieu of an in-person meeting.
 4. ASCLS-WA House of Delegates – held in conjunction with the Spring Meeting
- D. Appointments
 1. Make certain all appointees have a copy of the ASCLS-WA Leadership Handbook or appropriate sections.
 2. Identify the vice-chairs of the standing committees, special committees, and sections of the Scientific Assembly (if Scientific Assembly is active) for the following year in consultation with the ASCLS-WA President. Refer to the specific committee for the duration of the term of the appointment.
 3. Make sure that appointees understand and are agreeable to the responsibilities of the position they are to assume the following year.
 4. Make certain that all appointees work with the current chair of the committee that they will lead the following year.
- E. Region IX Council
 1. Represent ASCLS-WA on the Region IX Council.
 2. Will serve as an officer on the Region IX Council.
 3. Attend all Region IX Council meetings.
- F. ASCLS House of Delegates
 1. With the President, or alternate, represent ASCLS-WA on the ASCLS President's Council and attend all meetings recommended for the President's Council.
- G. District Society Meetings

1. Be available to attend district society meetings as requested.
- H. ASCLS-WA Leadership Seminar
1. Determine the date of the Leadership Seminar after consulting with the ASCLS-WA Board. This meeting is generally held in the Summer (see meetings above).
 2. Plan the agenda for Leadership Seminar
 3. May be asked to plan a Leadership session for the ASCLS-WA Spring Meeting.
- I. Other Duties
1. Act as the liaison for the District Presidents
 - i. Correspond with the District Presidents to establish good communication and to offer assistance and ideas.
 - ii. Urge each District President to write District reports respecting the deadlines established by the ASCLS-WA and Secretary or send a representative if unable to attend.
 - iii. Urge each District President to attend all ASCLS-WA Board Meeting and the House of Delegates.
 2. Perform tasks assigned by the President, Board of Directors, or the House of Delegates
- K. The office of President-Elect is meant to be a year for preparation to take over the President's position for following year. Since this position, and that of the President, involved conducting many formal meetings, a good working knowledge of Robert's Rules for conducting meetings is essential.
- L. Time Commitment
1. Approximate time commitment for this position is 2-4 hours/month.

OFFICE OF THE SECRETARY

TERM OF OFFICE

The Secretary is elected for one year, but may be re-elected for another year. The term may be extended at the discretion of the Executive Board of Directors and the willingness of the person to continue in the position.

QUALIFICATIONS

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

DUTIES

The duties of the Secretary include:

- A. Attend all meetings of the Board of Directors and House of Delegates. Recommended meeting time and frequency:
 1. Summer Board Meeting – held at a time during the summer convenient for current ASCLS-WA leadership. This meeting is sometimes called the ASCLS-WA Leadership Conference.
 2. Fall Board Meeting – held in conjunction with the Northwest Medical Laboratory Symposium.
 3. Winter Board Meeting – held in January or February; a conference call may be held in lieu of an in-person meeting.
 4. ASCLS-WA House of Delegates – held in conjunction with the Spring Seminar
- B. Record the minutes at all of the official meetings of ASCLS-WA.
 1. Distribute copies of the minutes of the meetings to all Board members and Committee Chairs within one month of these meetings.
 2. The “unofficial” copy of the minutes from the previous meeting will be presented for approval at the next Board Meeting or House of Delegates, whichever the case may be.
 3. Once the minutes are approved as read or as correct at the meeting, electronic files are stored with the President’s files.
 4. Reports presented at the Board Meetings or House of Delegates are also saved with the President’s files.
- C. Perform other secretarial duties as directed by the ASCLS-WA President or Board of Directors.
- D. In the event of the simultaneous absence or removal of the President and President-Elect during their terms of office, by death, resignation, or total disability, the Secretary will become President for the remainder of their terms of office.
- E. Keep track of all email votes for the society records.
- F. Official ruling documents of this society must be filed with the ASCLS Executive Office within two weeks of adoption or amendment. This includes:
 1. Articles of Incorporation – done by the Bylaws and Articles of Incorporation Committee
 2. Bylaws – done by the Bylaws and Articles of Incorporation Committee
- G. Deliver to the successor, all Society properties in possession including the Secretary’s File within one month after the expiration of their term of office.
- H. The official copies of the minutes are the records of the business of ASCLS-WA and must be kept in perpetuity.
- I. Time Commitment: Approximate time commitment for this position is 1-2 hours/month.

OFFICE OF THE TREASURER

TERM OF OFFICE

The Treasurer is elected for a term of two years. The person may be re-elected, but may not serve in this office for more than six consecutive years. The term may be extended at the discretion of the Executive Board of Directors and the willingness of the person to continue in the position.

QUALIFICATIONS

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

DUTIES

The duties of the Treasurer include:

- A. Attend all meetings of the Board of Directors and House of Delegates. Recommended meeting time and frequency:
 1. Summer Board Meeting – held at a time during the summer convenient for current ASCLS-WA leadership. This meeting is sometimes called the ASCLS-WA Leadership Conference.
 2. Fall Board Meeting – held in conjunction with the Northwest Medical Laboratory Symposium
 3. Winter Board Meeting – held in January or February; a conference call may be held in lieu of an in-person meeting.
 4. ASCLS-WA House of Delegates – held in conjunction with the Spring Meeting
- B. Submit a financial statement for each ASCLS-WA Board Meeting and for the House of Delegates.
 1. Supply the necessary information to all Board Members and Committee Chairs.
 2. Notices should be sent prior to the meeting.
 3. The House of Delegates report should be an annual financial statement.
- C. Fiscal and Board Year is defined as the period August 1 through July 31.
- D. Other Duties
 1. Notify the Secretary of State for Washington of the name and address change for Non-Profit Corporation mailings, and notify the Bonding Insurance Broker of same within 1 month of assuming the duties of office.
 2. Serve as a member of the Finance Committee.
 3. Pay only vouchers authorized by the ASCLS-WA Board of Directors for that year, except for checks authorized especially by the President or the Board.
 4. Understand receipts versus disbursements in order to advise the Board of Directors of the feasibility of new projects.
 5. Bill for services rendered under the direction of the Boards of Directors or the President.
 6. Maintain a running tally of scholarship and delegate funds for record purposes, keeping the respective committee chairs apprised of funds available.
 7. The Treasurer has the authority to write checks for items covered by the budget; those that are not covered by the budget may be written after approval by the Board of Directors.
- E. Annually
 1. If feasible, acquire bank signature authorization cards at the beginning of each organization year, so that the at least the current ASCLS-WA President and Treasurer may have the accounts in their proper names.
 2. Notify all ASCLS-WA Committee Chairs by August 31, of the total expenditures of their respective committees during the previous board year.
 3. Complete Form L-3-Employer of Lobbyist Annual Report and File with the Washington State Public Disclosure Commission by February 28. (This is in the event that ASCLS-WA employs a lobbyist).

4. File the Non-profit Corporation Annual Report and fee with the Washington Secretary of State by March 1.
 5. Update the Group Exemption Status with the IRS before April 30.
 6. Request and maintain on file from each District Society:
 - i. A copy of the District's Final Financial Record for the board year.
 - ii. Verification of review of the District's financial records for that year.
 - iii. These records are to be on file with the ASCLS-WA Treasurer within two months of the closure of the board year.
 7. Have the ASCLS-WA financial records reviewed, including signed verification of this procedure, within two months of the closure of the board year by a committee approved by the ASCLS-WA President from the membership.
 8. File Form 990 or 990EZ-Organizations Exempt from Income Tax with the IRS on or before December 15.
 9. Review tax laws by contacting the IRS regarding any changes that may affect the organization.
 10. The ASCLS-WA Treasurer will file the 990N form for the District Societies.
- F. As needed
1. Sign Form L-1-Lobbyist Registration when a new lobbyist is employed or a lobbyist contract is renewed or revised.
 2. Renew Bonding Insurance prior to April 21 at three-year intervals, for a sum of money appropriate for the Society.
 3. File a copy of the ASCLS-WA Articles of Incorporation/Bylaws with the Secretary of State following any revision of these documents.
 4. Update the Treasurer's Manual when appropriate so that a smooth transition may occur when a new Treasurer is installed.
- G. Deliver to successor, within one month following expiration of term of office, all Society properties in his/her possession.

BOARD LIAISON

POSITION

A Board Member appointed by the president who will act as a liaison between the Board and designated Committee Chairs. Board Liaison positions may be added as deemed necessary for the Board of Directors.

QUALIFICATIONS

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

DUTIES

The Board Liaison's duties include:

- A. Attend all meetings of the Board of Directors and House of Delegates. Recommended meeting time and frequency:
 - 1. Summer Board Meeting – held at a time during the summer convenient for current ASCLS-WA leadership. This meeting is sometimes called the ASCLS-WA Leadership Conference.
 - 2. Fall Board Meeting – held in conjunction with the Northwest Medical Laboratory Symposium
 - 3. Winter Board Meeting – held in January or February; a conference call may be held in lieu of an in-person meeting.
 - 4. ASCLS-WA House of Delegates – held in conjunction with the Spring Meeting
- A. Communicate with the Committee Chairs assigned by the President.
 - 1. Offer assistance and ideas.
 - 2. Urge Committee Chair to write committee goals and objectives for the coming year which will be used to evaluate progress throughout the year.
 - 3. Make sure the Committee Chair has report deadlines
 - 4. Communicate with the Committee Chair(s) not present at the Board Meetings, any actions or decisions taken at the meeting which affect the Committee.
 - 5. Establish good communications. Offer assistance and ideas, as needed.
- B. Committee Reports
 - 1. Present the Committee reports to the Board Meetings and House of Delegates for Committee Chairs not in attendance.
 - 2. Present Committee motions and suggestions to the Board in the absence of the Committee Chair.
 - 3. Inquire, in turn, of each Committee Chair present as to whether or not there are additions or corrections to their report.

SEMINAR BOARD LIAISON

PURPOSE

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

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

NOTE: The Seminar Board Liaison is NOT responsible for planning the meeting itself. Their role is just to insure that the planning process is in place and keep the ASCLS-WA President and the Board of Directors appraised on the planning process. The ASCLS-WA President will appoint a General Chair for the meetings that are being planned by a statewide committee.

POSITION

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

QUALIFICATIONS

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

DUTIES

The duties of the Seminar Board Liaison include:

Spring Seminar:

1. The Spring Seminars will rotate on the following schedule:Spokane District Society
Seattle District Society
*Central Washington (Columbia Basin and North Central District Societies)
North Puget Sound District Society
*Southwest Washington District Society
**These district societies have small membership so the Spring Seminar Planning Committee will have state-wide representation.*
2. The Seminar Board Liaison will work with the ASCLS-WA President to insure that the Spring Seminars are being planned according to the following schedule:

5 years out: Advise the district society president/representative that the Spring Seminar is scheduled to be held in their district in 5 years
4 years out: Remind the district society president/representative to appoint someone to start looking for available adequate hotel or other suitable space in their district
3 years out: Remind the district society president/representative to insure that the location for the meeting has been selected and to seek volunteers to act as the General Chairperson for the meeting.
2 years out: Remind the district society president/representative to be sure that the contract has been signed for the meeting hotel/location, selected a general chairperson,

and is actively looking for volunteers for the program committee, registration committee, and other committees as are deemed necessary.

- 1 year out: Remind the district society president/representative to be sure that an active seminar committee for the meeting is in place including program committee, registration committee, finance committee, hospitality committee.
3. For the meeting scheduled in Central or Southwest Washington, the Seminar Board Liaison will remind the ASCLS-WA President that the Spring Seminar will be held in these areas. The President will solicit volunteers through a state-wide appeal. The ASCLS-WA President will appoint a General Chairperson for the meeting and provide them with a list of volunteers. The schedule will proceed as in #2 above.
 4. The Seminar Board Liaison will provide updates of the future Spring Seminars and NWMLS at each meeting of the ASCLS-WA Board of Directors. It is up to the ASCLS-WA President to take appropriate action when the seminar planning process is not on schedule.

Northwest Medical Laboratory Symposium (NWMLS):

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

DISTRICT SOCIETY PRESIDENT/REPRESENTATIVE

TERM OF OFFICE

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

QUALIFICATIONS

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

DUTIES

The District Society President/Representative duties include:

- A. The District Society President/Representative has a dual function as an ASCLS-WA Board Member and as Representative of the District.
- B. Attend all meetings of the Board of Directors and House of Delegates.
- C. Represent the concerns of the district to the Board and reports back to the District members the actions taken by the Board.
- D. As needed, coordinate and preside over district meetings.
- E. Time Commitment: Approximate time commitment for this position is 1-2 hours/month.

ASCLS-WA COMMITTEES

OVERVIEW AND GENERAL INFORMATION COMMITTEE SELECTION

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

COMMITTEE COMPOSITION AND TERM

- A. Only ACTIVE ASCLS members may be appointed as chair of any of the committees.
- B. No member may serve for more than three consecutive years as chair of the same committee, unless the appointment is approved by a majority vote of the Board of Directors and the person is willing to serve a longer term.
- C. Ideally, each standing committee shall be composed of at least three members.
- D. Suggestion: It is desirable that each committee member be appointed for a three-year term.
Each year the President would appoint the chair of the committee from the remaining two individuals on the committee. The President would also appoint a new member to the committee for a three-year term. The President must, however, confirm the willingness of each member to serve on the committee for the coming year.

ADMINISTRATIVE/STANDING COMMITTEES

- 1. Awards
- 2. Bylaws and Articles of Incorporation
- 3. Finance
- 4. Government Affairs Committee (GAC)
- 5. Membership
- 6. Nominations
- 7. Political Action Committee (PAC)
- 8. Professional Acknowledgment for Continuing Education (PACE)
- 9. Publications/LabOratory
- 10. Scholarships
- 11. Webmaster
- 12. Ascending Professional and Developing Professional Advisor
- 13. Ascending Professional Representative
- 14. Developing Professional Representative
- 15. SPECIAL COMMITTEES (may be appointed as necessary)**

CURRENTLY INACTIVE COMMITTEES – can be reinstated at any time

Scientific Assembly
Leadership Development

FUNDING OF COMMITTEE ACTIVITIES

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

COMMITTEE REPORTS / CORRESPONDENCE / RESPONSIBILITIES

A written report is to be presented at each ASCLS-WA Board Meeting as well as an annual report to be presented at the ASCLS-WA House of Delegates. The President will issue a deadline for these reports. If the report is not in on time, the chair is responsible to provide copies to meeting attendees.

Within one month after the end of their term, the chair of each committee shall give all Society properties and correspondence to the incoming chair so that a smooth transition may occur.

AWARDS COMMITTEE

PURPOSE

This committee shall inform all members of this society of the awards that are given each year and the methods of nominating someone for the Member of the Year Award. It is their responsibility to receive and process all nominations for awards, except those submitted directly to the ASCLS Executive Office.

ASCLS-WA awards include Member of the Year, President's Awards, and Certificates of Merit. ASCLS national awards include ASCLS Member of the Year, Omicron Sigma, and Keys to the Future.

DUTIES

The duties of the Chair of the Awards Committee are:

- A. Consult with the ASCLS-WA Board of Directors at the fall meeting to determine if the society wishes to participate in the ASCLS Awards Program. Proceed to do so as directed by the President or the Board of Directors.
- B. The ASCLS Awards Program is published annually in the ASCLS Today newsletter and on the ASCLS website. Work with the ASCLS-WA President to decide how to solicit nominations for these awards from the ASCLS-WA Board of Directors and District Society representatives.
- C. ASCLS-WA Member of the Year Award (ASCLS Constituent Society Member of the Year)
A list of the ASCLS-WA Member of the Year should be kept in the records of the Awards Committee.
 1. The purpose of the ASCLS Constituent Society Member of the Year Award is to recognize a member who has contributed significantly to the field of medical laboratory science and to the state and/or national ASCLS in the past 5-10 years and who has, by outstanding example, inspired others over that time as an active member in the organization.
 2. The award shall be made annually when there are sufficiently deserving candidates, and except under very unusual conditions, shall not be awarded to the same person more than once in five years. It shall be presented during the ASCLS-WA House of Delegates.
 3. The nominations for this award may be recommended by any individual member, and shall be submitted to the ASCLS-WA Awards Committee. The nominee need not be a member of the constituent (or district) society submitting the nomination.
 4. After consultation with the ASCLS-WA President, select the award recipient. Purchase a gift (if budgeted) for presentation at the ASCLS-WA House of Delegates along with the traveling plaque. Obtain the Member of the Year plaque from the previous year's winner and have it engraved for the current winner.
- I. President's Awards – these are given to 3-5 board or committee members who have been of special help in the past year. A certificate and small gift can be given (if budgeted). The President chooses these recipients and notifies the Awards Chair.
- E. Certificate of Merit awards go to all members of the board and committee chairs and members who have contributed during the past year.
- F. National awards are described on the ASCLS National website. Refer to the ASCLS National website for current qualifications, descriptions, and deadlines for national awards.

ARTICLES OF INCORPORATION AND BYLAWS COMMITTEE

PURPOSE

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

DUTIES

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

- A. Proposed amendments to the Articles of Incorporation and Bylaws of ASCLS.
 1. Prepare proposed amendments to the Bylaws and Articles of Incorporation of ASCLS as directed by the Board of Directors or the ASCLS-WA House of Delegates.
 2. Present the proposed amendments to the Board of Directors for approval at the Winter Board meeting.
 3. Submit copies to the Chair of the ASCLS Bylaws and Articles of Incorporation Committee as prescribed by the ASCLS Standard Operating Procedures.
- B. Proposed amendments to the ASCLS-WA Bylaws and Articles of Incorporation.
 1. The ASCLS-WA Bylaws and Articles of Incorporation Committee is responsible for incorporating in the ASCLS-WA Bylaws such changes as are necessary to conform to the Bylaws of ASCLS.
 2. Amendments to the Articles of Incorporation and/or to the Bylaws may be proposed by:
 - i. A District Society
 - ii. An active member
 - iii. The Board of Directors
 - iv. The ASCLS-WA House of Delegates
 - v. The Bylaws and Articles of Incorporation Committee, if they are merely changes to put the document in order so as not to conflict with the current ASCLS Bylaws.
 3. Examine all proposed amendments to the Articles of Incorporation and Bylaws. Changes in the proposed amendment shall be made as necessary to put them in proper form without altering their intent.
 4. Submit the proposed amendments to the ASCLS-WA Board of Directors at the Winter Board Meeting. Proposed Bylaw or Articles of Incorporation changes require a majority approval and require a 2/3 approval of the Board to be considered for further action.
 5. Send an electronic copy to the chair of the ASCLS Bylaws and Articles of Incorporation Committee in the manner prescribed by the ASCLS Standard Operating Procedures.
 6. Recommend to notify membership of proposed amendments to the Bylaws at least 15 days prior to the ASCLS-WA Annual Meeting. Recommended notifications of proposed Articles amendments of at least 30 days, but not more than 50 days notification.
- C. Examination of all proposed amendments to the Bylaws and Articles of Incorporation of District Societies (also refer to the District Society sections).
 1. This committee is responsible for insuring that all Constitutions and Bylaws of the District Societies are kept in harmony with those of ASCLS.
 2. Upon approval of such amendments by this committee, they may be presented to the members of said district society for vote, or if such amendments are not approved by the ASCLS-WA Bylaws and Articles of Incorporation Committee, they shall be submitted with a report to the ASCLS-WA Board of Directors. If the amendments are approved by a majority vote of the Board, they may be presented to the members of said district society for vote.

- D. Examination of the proposed Bylaws and Articles of Incorporation of any group petitioning for a charter from ASCLS-WA.
 - 1. This new Bylaws and Articles of Incorporation must have the unanimous approval of the Bylaws and Articles of Incorporation Committee of ASCLS-WA, or in default of the above, the new Bylaws and Articles of Incorporation can be accepted by a majority vote of the ASCLS-WA Board of Directors.
 - 2. Prepare and present a report and a recommendation concerning the chartering of the group at the next Annual or Spring Meeting of the ASCLS-WA House of Delegates.
- E. Written report to be given at the ASCLS-WA Annual Meeting.
 - 1. The ASCLS-WA President shall issue a deadline for the report.
 - 2. If the report is not in on time, the chair is responsible for providing the report to attendees of the Annual Meeting.
 - 3. Reports are filed electronically with the President's files for future reference.
- F. Send copies of all official correspondence to the President and the President-Elect.
- G. Notify ASCLS-WA membership of proposed amendments through the ASCLS-WA newsletter LabOratory or electronically. If this is not possible, a separate mailing will be made. Within 90 days of approval of amendments, update all Bylaws copies and distribute copies per Bylaws Article XV, Section E.
- H. Write committee report for the ASCLS-WA Board of Director and House of Delegate meetings.

FINANCE COMMITTEE

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

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

COMMITTEE MEMBERS

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

DUTIES

The duties of the Finance Committee include:

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

GOVERNMENT AFFAIRS COMMITTEE (GAC)

PURPOSE

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

DUTIES

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

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

MEMBERSHIP COMMITTEE

PURPOSE

This committee plans activities under guidance of and in cooperation with the ASCLS Membership Committee and the ASCLS-WA District Societies, to maximize membership retention and increase society membership.

COMMITTEE STRUCTURE

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

CHAIRPERSON:

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

DUTIES

- A. Maintain communications between the ASCLS Membership Committee and the Region IX Membership Chair.
- B. Participate in Recruitment, Renewal, and Retention Campaigns
- C. Encourage all ASCLS-WA members to participate in campaigns. (May utilize the ASCLS-WA newsletter and website.)
- D. Strive for Constituent Society Membership Awards, which include: Greatest number of new members, Greatest percent increase, and Greatest retention.
- E. Construct Form Letters (Refer to Membership Committee Manual for inspiration.)
 1. Welcome Letter - Send to all new ASCLS-WA members including transfers from out-of-state (in ASCLS-WA Membership Handbook)
 - i. Includes all pertinent information for new members. This may include an ASCLS-WA welcome letter from the ASCLS-WA president, contact information for WA/Region IX leaders, calendar of events, scholarship information, and/or a thank you token
 - ii. From ASCLS-WA Membership Committee Chair
 - iii. Inform member which District and Region the member belongs to.
 2. Recruitment Letter - Send to non-members who have attended seminars and/or non-members, highlighting the benefits of membership.
 3. Lapsing Members - Encourage membership renewal
 4. Renewal Letter Types: Express appreciation for support.
 - i. Send to current members (including students) thanking them for being ASCLS members and remind them that they will receive their membership renewal invoices soon. Urge them to renew promptly.
 - ii. Send to members that renewed thanking them for renewing their membership.
 - iii. Send to current members who have not renewed by September 30 (or appropriate date) reminding them that their renewal is important and encourage membership (possibly emeritus membership if they have been a long time member).
 - iv. Encourage involvement in district society and ASCLS-WA activities.
 5. Program Directors - Send a modified recruitment letter.
 - i. Include student benefits, activities and material that can be shared with students.
 - ii. Encourage Program Director membership in ASCLS.

- F. Membership Materials
 - 1. Membership recruitment and retention information can be found on the ASCLS website.
 - 2. At State/Region Meetings: Provide membership materials for the Registration table for distribution to attendees. In addition, the Membership Chair or delegate can be available to answer any membership questions.
- G. LabOratory (ASCLS-WA Newsletter) / ASCLS-WA Website
 - 1. An article from the Chair or a committee member concerning membership should appear in each issue of the newsletter and be placed on the ASCLS-WA website
 - 2. Membership application form is available on the ASCLS website.
- H. Membership Rosters
 - 1. Membership rosters are available on the ASCLS website (<http://www.ascls.org>). Consult with the ASCLS-WA President to receive the password to access the ASCLS membership information for Washington.
- I. Membership Categories
 - 1. Categories include: Professional, Community, Emeritus, Ascending Professional, Developing Professional, and Honorary. Refer to ASCLS website for a description, including rights and privileges, of membership categories.
- J. Dues are set by the Board of Directors of ASCLS including the procedure for paying dues.
- K. Expulsion: The process is defined in the Bylaws.

NOMINATIONS AND ELECTIONS COMMITTEE

PURPOSE

This committee notifies the membership of ASCLS-WA of the vacancies which must be filled by election at the next House of Delegates, solicits and receives nominations for such offices, prepares a slate for such offices and conducts all elections by the House of Delegates at the House of Delegates. Also submits nominations for ASCLS positions as directed by the ASCLS-WA Board of Directors.

COMPOSITION

- L. This committee shall consist of up to five members.
- M. The Immediate Past-President is automatically the Chair of this committee.
- N. The members are elected by the House of Delegates.
- O. If more than four names are proposed, the House of Delegates shall vote and the four members receiving the highest number of votes shall be the committee.
- P. Only active and emeritus members may serve on the committee.

DUTIES

The duties of the Nominations and Elections Committee include:

- A. Solicit from the District societies, or from any active member of ASCLS-WA, names of nominees for offices that will be vacant at the time of the next House of Delegates.
- B. Prepare and publish a slate of candidates.
 - 1. Since not more than two candidates for each office may appear on the slate, if there are more than two eligible nominees for any office, a ballot of the nominations committee shall determine which two names shall appear on the slate.
 - 2. It is recommended that the slate, together with the qualifications of the candidates, shall be published and distributed to all active Society members not less than thirty days before the House of Delegates.
- C. Conduct elections at the ASCLS-WA House of Delegates.
 - 1. Present an official list of candidates for each office to the House of Delegates.
 - 2. Nominations may be made from the floor providing the qualifications and permission of persons nominated is presented in writing to the House of Delegates at the time of the nomination.
 - 3. Tabulate the votes and present the President with a note listing the new officers immediately following the balloting. In the event of a tie, re-balloting shall take place following the newly Revised "Robert's Rules of Order".
- D. Secure and submit nominations for ASCLS positions
 - 1. Discuss possible nominations to be made for (national or regional) ASCLS offices and positions on Boards.
 - 2. Observe deadlines for submission of nominations.

POLITICAL ACTION COMMITTEE (PAC)

PURPOSE

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

DUTIES

The duties of the state PAC Chair are as follows:

- A. Work with national to get items with assigned contribution values to be available at the regional and state meetings. The regional representative can be your contact for these items.
- B. At meetings, put out information on legislative actions (from Legislative Day for the spring meeting) or other information that the national committee has developed.
- C. When receiving contributions, the following applies:
 1. Keep track of contributions and donor information utilizing the Donation Log Sheet and Contribution Form for Voluntary Donations on the ASCLS website. Provide receipt if requested.
 2. There are strict timelines on when these funds need to be submitted.
 3. Follow all rules on PAC contributions as listed on the ASCLS website.
- D. Refer to the ASCLS website for information, posters, brochures and other helpful hints.

P.A.C.E. ADMINISTRATOR

PURPOSE

The ASCLS-WA P.A.C.E. Administrator shall have the responsibility of reviewing all continuing education sessions offered in the state of Washington and granting P.A.C.E. approval to appropriate sessions. The ASCLS-WA P.A.C.E. Administrator shall process all requests for P.A.C.E. approval received from Washington district societies and/or individuals. The ASCLS-WA P.A.C.E. Providership can be used for the Spring Seminar and the Northwest Medical Laboratory Symposium, since ASCLS-WA is a part of the joint project. Documentation of these sessions shall be sent to ASCLS in accordance with P.A.C.E. Procedures and Policies. A copy of the documentation of P.A.C.E. approved sessions shall be maintained for a period of three years in the State of Washington.

DUTIES

The ASCLS P.A.C.E. Manual describes the requirements, duties and policies of the ASCLS P.A.C.E. Program, as well as all appropriate forms. The current version of that document is available on the ASCLS website under P.A.C.E./P.A.C.E. Home. It is the responsibility of the ASCLS-WA P.A.C.E. Administrator to read and be familiar with the ASCLS P.A.C.E. Manual.

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

- A. A new P.A.C.E. Administrator must file an application for Administrator status with the ASCLS P.A.C.E. Committee prior to the program year. The program year is the calendar year, January – December. Application for Administrator status is only required once for each individual.
- B. The ASCLS-WA P.A.C.E. Administrator is responsible for receiving the provider renewal notices and presenting it to the ASCLS-WA Treasurer for payment prior to the beginning of the program year.
- C. The P.A.C.E. Administrator shall establish a mechanism for district societies and/or individuals in the State of Washington to request approval for continuing education sessions. This mechanism can be either electronic or via a paper form. The application should have all the elements of the ASCLS Program/Speaker Information Form.
- D. The P.A.C.E. Administrator shall review all continuing education sessions for appropriateness and assure that the Flyer/Brochure meets ASCLS P.A.C.E. Committee standards. The P.A.C.E. Administrator shall review all Program request and Speaker credential forms for completeness and assure that correctly worded objectives are present. The forms shall be presented at least 30 days prior to the educational event to allow for the process to be completed.
- E. Once approved, the ASCLS-WA P.A.C.E. Administrator shall assign a P.A.C.E. number and session code and enter the information into CE Organizer. CE Organizer is where attendees can obtain their P.A.C.E. Certificate. Unless there are extenuating circumstances, the survey format in CE Organizer is used to evaluate the session.
- F. The ASCLS-WA P.A.C.E. Administrator shall provide information to the ASCLS-WA webmaster for posting of the educational event. It shall also be posted in the ASCLS Connect Community.
- G. The use of the ASCLS-WA P.A.C.E. Providership for co-sponsorship of educational sessions shall meet all of the requirements shown in the ASCLS P.A.C.E. Manual.
- H. The ASCLS-WA P.A.C.E. Providership will use CE Organizer to set up events so attendees can obtain their P.A.C.E. Certificate. Unless there are extenuating circumstances, the survey format in CE Organizer is used to evaluate the session.
- I. Quarterly, the ASCLS-WA Provider Administrator shall send a report of all sessions held during that quarter along with the Flyer/Brochure, Program/Speaker Information forms, and if an external survey is done, a summary of that survey.

RESPONSIBILITIES

- A. The ASCLS-WA P.A.C.E. Administrator shall submit a report to each ASCLS-WA Board meeting outlining current activities.
- B. Any problems noted with sessions submitted for approval will be indicated in that report as well as discussed with the session contact person.
- C. At the House of Delegates, a list of all P.A.C.E. approved programs shall be submitted to the President. The P.A.C.E. year is from January – December, so this report will encompass the preceding year plus information up to April of the current year.
- D. The P.A.C.E. Administrator has the right to sit in on any session at no charge to access whether that session is being run in accordance with P.A.C.E. policies and ASCLS-WA guidelines.

SCHOLARSHIP COMMITTEE

PURPOSE

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

DUTIES

The duties of the Scholarship Committee include:

- A. Student Scholarships
 - a. Send information and application forms and deadlines to the Program Directors of the Training Programs in Washington State.
 - b. Interested students must be current members.
 - c. Available scholarships are awarded depending on experience and goals in Medical Laboratory Science. The dollar amount and the number of scholarships given may be adjusted by action of the Board of Directors.
 - d. Recipients should be chosen and notified shortly after the scholarship deadline. Checks will be issued as soon as possible after selection. The checks must be signed by the Treasurer of ASCLS-WA.
- B. Seminar Scholarships (Currently called the Don Kuhn and Joyce Behrens Scholarship)
 1. Scholarships are awarded for the Northwest Medical Laboratory Symposium and the Spring State Seminar. The dollar amount and the number of scholarships given may be adjusted by action of the Board of Directors.
 2. Scholarships are available for persons who are currently members of ASCLS-WA.
 3. Publicize the scholarships available in Washington State through the LabOratory newsletter and the ASCLS-WA website including the application form.
 4. The check must be signed by the Treasurer of ASCLS-WA.
- C. The current copies of the scholarship applications are found on the ASCLS-WA website.

WEBMASTER

PURPOSE

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

DUTIES

The duties of the Webmaster include:

- A. Contract with a hosting company for web hosting to maintain the website. The level of service should be adequate for the functions of the website, as well as allow a password protected directory for seminar handouts. There are a variety of companies, so periodic review of what is available is recommended. Alternately, if the board decides to transition to the ASCLS Microsite, the webmaster serves to keep the microsite updated.
- B. Maintain the domain name, current www.asclswa.org. The domain name fee may be paid annually or in some cases may be paid for multiple years.
- C. If using a hosting service, the webmaster sets up the website using HTML5 and CSS3 standards. This can be done using direct coding or by using a software package to design and maintain the website. If the ASCLS Microsite option is used, ASCLS will provide training on how to update the site.
- D. Coordinate with the General Chair of the Spring Seminar and the NWMLS to obtain a pdf version of the program book to be posted.
- E. Coordinate with the seminar's handout committee chair to obtain handout information for posting in a password protected portion of the website.
- F. Set up emails for periodic communication with the membership. The LabO is currently only available electronically, so for each edition the publication needs to be posted in pdf format and an email sent to current members re its availability.
- G. Post information as requested by the ASCLS-WA President or any of the board members.
- H. Maintain sections of the website so information can be easily found. The front page (index) page should have links to subsequent pages on the website.
- I. Maintain all links so they are correct and current.
- J. Annually update the officer/committee page to include names of those in Officer and Committee positions. Instead of personal email addresses, a Contact Us form should be set up for any inquiries.

RESPONSIBILITIES

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

While the function of Webmaster can be contracted out, it is strongly recommended that an ASCLS-WA member be utilized because of the ongoing need to keep the website updated. There are adequate sources available to learn web site setup and coding. Software programs vary from the more sophisticated Dreamweaver to simpler that writes code in the background. Some groups use WordPress, which can be used, but had limited functionality for a full website. If ASCLS-WA transitions to an ASCLS Microsite, no coding experience will be necessary. ASCLS will provide access and training to that site.

DEVELOPING PROFESSIONAL AND ASCENDING PROFESSIONAL ADVISOR

TERM OF OFFICE

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

QUALIFICATIONS

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

PURPOSE

Aid and advise the Developing Professional and Ascending Professional Representatives of duties and responsibilities.

DUTIES

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

1. Aid the Developing Professional and Ascending Professional Representatives in fulfilling duties.
2. Establish and maintain communication with Program Directors of Washington State MLT and MLS Programs to encourage students to become Developing Professional members.
 - a. If possible, speak to MLT and MLS programs about becoming Developing Professional members.
 - b. Encourage students to apply to join the ASCLS-WA Board as the Developing Professional Representative.
3. In collaboration with the Developing Professional Representative and Ascending Professional Representative, plan a student session at the ASCLS-WA Spring Seminar. This must be coordinated with the General Chair and the Program Chair for the following year's Spring Seminar.

ASCENDING PROFESSIONAL REPRESENTATIVE

TERM OF OFFICE

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

QUALIFICATIONS

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

DUTIES

The duties of the Ascending professional Representative are:

- A. Encourage medical laboratory students in Washington state programs to join ASCLS as Developing Professional members. Encourage new graduates to join ASCLS as Ascending Professional members.
- B. Collaborate with the Developing Professional Representative and the ASCLS-WA program committee to plan a student session for the Spring Meeting. In addition, work with the Developing Professional Representative to contact all medical laboratory science program directors in Washington State to invite students to attend the ASCLS-WA Spring Meeting.
- C. Promote ASCLS to students throughout Washington State.

DEVELOPING PROFESSIONAL DELEGATE

TERM OF OFFICE

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

QUALIFICATIONS

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

DUTIES

The duties of the Developing Professional Representative are:

- A. Encourage medical laboratory science students in their final year of an accredited program in Washington State to join as ASCLS Developing Professional members.
- B. Collaborate with the Ascending professional Representative and the ASCLS-WA program committee to plan a student session for the Spring Meeting. In addition, work with the Ascending Professional Representative to contact all laboratory science program directors in Washington State to invite students to attend the ASCLS-WA Spring Meeting.
- C. Promote ASCLS to students throughout Washington State
- D. Following successful completion of the year as Developing Professional Representative, continue as the Ascending Professional Representative.

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



January (Current year)

Dear Medical Laboratory Science Student,

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

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

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

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

Developing Professional Representative responsibilities will be as follows:

1. Attend the ASCLS–WA Board and House of Delegates Meeting held in conjunction with the State Meeting. Note: The student selected may need to arrange travel time with the program director in order to attend this meeting.
2. Possibly attend the ASCLS national meeting as the ASCLS–WA Developing Professional representative. The national ASCLS meeting will be in (City, state of meeting) (Dates of meeting and year).
3. Encourage medical laboratory science students in their studies at an accredited college or university program in Washington State to join as Developing Professional members. ASCLS – WA pays for membership (up to \$5.00 or describe what has happened for the past year) for students in the final year of a program.
4. Work with the Ascending Professional Mentor/Advisor and ASCLS–WA State Meeting Program Committee to plan a session with student appeal for the (Next year's meeting year) ASCLS–WA Spring Meeting.
5. Contact all medical laboratory science program directors in Washington State to invite students to attend the ASCLS – WA Spring Meeting, referencing the session planned in #3.
6. Continue as Ascending Professional Representative following the Developing Professional

Representative. You will assist and mentor the new Developing Professional Representative in duties and may also have the opportunity to attend the following ASCLS national meeting.

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

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

Sincerely,

ASCLS-WA

APPENDIX

DISTRICT BOUNDARIES

Columbia Basin District

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

North Central District

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

North Puget Sound District

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

Seattle District

Includes the geographical area contained in King County.

Southwest District

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

Spokane District

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

Tacoma/Olympia District

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

***Map can be found on website**

SOCIETY PRESIDENTS

PAST PRESIDENTS	YEAR SERVED	CONVENTION SITE
Neva Lyness Johns	1948-49	
Eugene Schneider	1949-50	
Winogene McIntyre	1950-51	
Ruth M. Church	1951-52	Fall:Seattle
		Spring:Wenatchee
Jacqueline Bahrenburg	1952-53	Fall:Yakima
		Spring:Tacoma
Lucille F. Larson	1953-54	Fall:Seattle
		Spring:Spokane
Verna L. Williams	1954-55	Olympia
Warren Brown	1955-56	Richland
Bernice Fallis	1956-57	Tacoma
Frances Fitzpatrick	1957-58	Spokane
Jean Anderson	1958-59	Seattle
Bonnie Eyrich	1959-60	Wenatchee
Marion McMartin	1960-61	Bellingham
Carol Pinneo	1961-62	Spokane
Esther Misterek	1962-63	Tacoma
MaryBelle Harvey Thompson	1963-64	Seattle
Dolores Sherman	1964-65	Wenatchee
Patricia Wood	1965-66	Spokane
Joe Bacchi	1966-67	Tacoma
Kathryn Flohr	1967-68	Seattle
Ruth Bradley	1968-69	Spokane
Margaret Sprause	1969-70	Union
Joan Carlson	1970-71	Seattle
Rosalee McGourin	1971-72	Spokane
Ivan Budd	1972-73	Seattle
Miriam Williams	1973-74	Yakima
Arnold Fox	1974-75	Tacoma
Esther Klevin	1975-76	Vancouver
Marilyn Lloyd	1976-77	Spokane
Mary Nolan	1977-78	Vancouver
Beryl Burgoyne	1978-79	Tacoma
Thelma Mosebar	1979-80	Seattle
Mary Anne Aspinwall	1980-81	Spokane
Brenda Kochis	1981-82	Seattle
Yvette Jorgenson	1982-83	Portland
Leonard Kargacin	1983-84	Seattle
Cheryl Pierce	1984-85	Spokane
Dana Duzan	1985-86	Tri-Cities
Cathy Smalley	1986-87	Seattle
Sue Miller	1987-88	Everett
Gail Apley	1988-89	Spokane
Wayne Ketchersid	1989-90	Olympia
Sandy Porter	1990-91	Seattle

Donna Reinbold	1991-92	Kennewick
Sharon Morey	1992-93	Spokane
W. Dan Miller	1993-94	Everett
Rhonda Pikelnny	1994-95	Bellevue
Shirley Krehbiel	1995-96	Olympia
Greg Metzger	1996-97	Spokane
Don Kuhn	1997-98	Yakima
Greg Metzger	1998-99	Everett
Linda Brinkley Breiwick	1999-00	Seattle
Debbie Wall	2000-01	Spokane
Joyce Behrens	2001-02	Everett
Patty Bound	2002-03	Pasco
Margie Vaccaro	2003-04	Vancouver
Glenlee James	2004-05	Spokane
Carol Anderson	2005-06	Seattle
Molly Morse	2006-07	Kennewick
Mary-Helen Carroll	2007-08	Lynnwood
Mary-Helen Carroll	2008-09	Spokane
Molly Morse	2009-10	Lynnwood
Donna Reinbold	2010-11	Vancouver
Marianne Strnad	2011-12	Kennewick
Donna Reinbold/Molly Morse/Toni Okada	2012-13	Lynnwood
Sigrid Reymond	2013-14	Spokane
Terese Abreu	2014-15	Olympia
Leslie Nakagawa	2015-16	Renton
Terese Abreu	2016-17	Kennewick
Shawna Martin	2017-18	Renton
Leslie Nakagawa	2018-19	Olympia
Shawna Martin	2019-20	Richland
Leslie Nakagawa/Shawna Martin	2020-21	Virtual Meeting
Leslie Nakagawa/Shawna Martin	2021-22	Virtual Meeting