



ASCLS-PA

HANDBOOK

2019

ASCLS-PA HANDBOOK

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Review/ Revision Dates: 1988, 1991, 1992, 2001, 2003, 2004, 2005, 2016, 2017, 2018, 2019

ASCLS-PENNSYLVANIA

OVERVIEW

Reviewed/Revised: 5/2005, 2/2016, 10/2018, 5/2019

The American Society for Clinical Laboratory Science-Pennsylvania (ASCLS-PA) is a professional organization for health care professionals working in the field of laboratory science in the Commonwealth of Pennsylvania. ASCLS-PA is a constituent society of the American Society for Clinical Laboratory Science (ASCLS), belonging to Region II, along with the constituent societies of Capital Area (DC), Delaware, Maryland, New Jersey, Virginia, and West Virginia. Chartered in 1935, ASCLS-PA is divided into 8 local societies which help to service the members in the far-reaching points of our state.

ASCLS-PA is governed by a Board of Directors, which hold at least two meetings per year and an Annual Business Meeting. The voting members attending the Annual Business Meeting will constitute the final governing body. The voting members shall be defined as the Board of Directors, current Professional, Ascending Professional, and Emeritus members and one developing professional representative from each of the district societies. Likewise, each of the district societies is governed by a Board of Directors.

Purpose of the Society

Our primary purpose is to provide an organization whereby our members can be advocates for quality laboratory testing.

- ASCLS-PA wants all of its members to remain competent in this ever-changing technological environment. Therefore, ASCLS-PA is a major sponsor of continuing education for professionals who perform laboratory testing along with a number of funded scholarship opportunities.
- ASCLS-PA wants the general public to be safe and confident that the laboratory testing performed in the Commonwealth of Pennsylvania and across the country is accurate and reliable. ASCLS-PA regularly monitors state/federal government issues, which may impact the clinical laboratory profession in Pennsylvania and across the country.
- ASCLS-PA wants the general public to be educated about their health and to take an active role in their health care. Therefore, ASCLS-PA, in cooperation with ASCLS and many other national organizations, provides educational materials for distribution regarding health education and disease prevention.
- ASCLS-PA works to encourage high school and college students to consider careers in the laboratory sciences as a viable option for a long-term career.

PRESIDENT

Reviewed/Reviewed: 6/1988, 1/1991, 4/1992, 9/2003, 5/2005, 2/2016, 10/2018, 5/2019

BYLAWS AND STANDARD OPERATING PROCEDURES:

The President shall be the Chief Executive of this Society and shall preside at all meeting of the Board of Directors and at the Annual Business Meeting; shall be an ex-officio member of all committees except nominations and elections; shall appoint committees, and, with the approval of the Board of Directors, shall appoint such ad hoc committees as are needed.

The term of office for President of this Society shall be for one year. A vacancy in the office of President shall be filled by the President-elect. In the event of simultaneous removal of the president and president-elect, the Immediate Past President shall become president.

DUTIES:

1. Serve on the Region II Council of ASCLS.
2. Prepare and submit reports on the activities of ASCLS-PA to the Region II Director and the ASCLS Executive Office as outlined in the ASCLS Calendar.
3. Appoint the Developing Professional Director and Ascending Professional Director.
4. Appoint members to the following standing committees:
 - Annual Meeting
 - Awards
 - Bylaws
 - Finance
 - Government Liaison
 - Leadership Development
 - Membership
 - Nominations

Each committee shall consist of no more than three members appointed by the President. These committees will work with the corresponding committees of the ASCLS.

5. Appoint Special Committees:
 - Education Scientific Assembly
 - File Custodian
 - P.A.C.E. Administer
 - Developing Professional Advisor
 - Web Master
6. Appoint members to Ad Hoc committees as needed.
7. Approve leaders of subcommittees appointed by committee chairs.
8. Appoint outgoing committee members as advisors for the following year.

9. Appoint a member of the Board of Directors as a liaison to each committee to give direction and to assure completion of committee assignments.
10. Appoint editor-in-chief of the official publication and three associate editors (Immediate Past President, President-Elect, and Board Liaison for publications) with the approval of the ASCLS-PA Board of Directors.
11. Appoint a successor to the elected members of the Board of Directors in the event of a vacancy. This person will serve until the next annual business meeting,
12. Appoint a Past President to fill a vacancy in the position of Immediate Past President on the Board of Directors, if necessary.
13. Attend the ASCLS Annual Meeting as a full registrant.
 - A. Chair the state delegation at the ASCLS annual meeting.
 - B. Assign members to the various business and related meetings.
14. Request district society presidents to report on their activities at each meeting of the Board of Directors and the Annual Business Meeting.
15. Send copies of all correspondence to the President-Elect, Immediate Past President, and the Region II Director (as deemed necessary).
16. May authorize interim meetings of the Board of Directors, special scientific or business meetings, as the best interests or conduct of the affairs of this Society may render necessary or appropriate.
17. Appraise the Board of Directors, District Societies, and Committee Chairs of matters relating to their functions and duties.
18. Prepare editorials or other items for publications in the official publication or disseminate information to the membership through other appropriate media.
19. Prepare an agenda for all meetings.
20. See that the agenda is published prior to the Annual Business Meeting. (If changes or corrections are deemed necessary, consult with the Board of Directors.
21. Review Rules of Order.
22. Induct newly elected officers and Board members at the Annual Business Meeting.
23. If possible, meet with the General Chair and committees of the annual meeting prior to the annual meeting. Advise and/or consult with the General Chair on overall arrangements.
24. Be prepared to visit and speak to district societies upon their invitation during the year of incumbency.
25. Be cost conscious; whenever possible, donate whatever you can afford to travel, phone, etc.
26. Shall submit to the Executive Office of the ASCLS the names and pertinent information of the officers elected or committee chairmen appointed to positions in the time frame as determined by ASCLS; shall submit to the ASCLS Credentials Committee or the ASCLS Executive office, the names, addresses, and ASCLS membership numbers of the President, President-elect, delegates and alternates representing this Society at the annual meeting of the ASCLS House of Delegates according to the instructions received from the ASCLS.

BOARD/ ANNUAL BUSINESS MEETING AGENDA

(Example)

- A. Call to Order
- B. Introduction
- C. Ascertain Quorum
- D. Rules of Order
- E. Report of Secretary
- F. Report of Treasurer
- G. Reports of Officers (President, Region II Director, ASCLS President)
- H. Reports of Committees
 - Board
 - Standing
 - Special
 - Ad Hoc
- I. Report of Publications
- J. Unfinished Business
- K. News Business
- L. Adjournment

ASCLS-PA CALENDAR template: fill in each month's specific dates for current year

Event	Deadline	Responsibility
Committee Appointments	June	ASCLS-PA President
Committee Reports to ASDLS-PA President	August	ASCLS-PA Committee Chairs, Officers
ASCLS-PA Summer Board Meeting	August	All
Deadline for Newsletter Articles	September	All
Committee Reports to ASCLS-PA President	September	ASCLS-PA Committee Chairs
State Report to Region II Director	September	ASCLS-PA President
ASCLS-PA Fall Board Meeting	October	All
Committee Reports to ASCLS-PA President	November	Committee Chairs, Officers
Region II Council Meeting	November	All
Deadline for Newsletter Articles	November	All
Deadline for Newsletter Articles (including Bylaws changes for action at Annual Business Meeting)	January	All
ASCLS Elected Positions Nominations	January 14	All
ASCLS Committees Nominations	January	All
ASCLS-PA Awards Nominations	February	All
Committee Reports to ASCLS-PA President	February	All
ASCLS-PA Winter Board Meeting	February	All
ASCLS Awards Nominations	February 15	ASCLS-PA President
State Report to Region II Director	February	ASCLS-PA President
State Omicron Sigma Nominations to ASCLS	March 1	ASCLS-PA President
Deadline for Newsletter Articles	March 1	All
ASCLS Interim Board Meeting	March	All
ASCLS Legislative Day	March	All
Send names of Pi Alpha, Omicron Sigma, & Corporate Award Winners to ASCLS-PA Annual Meeting Chair	March	ASCLS-PA President
Region II Council Meeting	March	All
Committee Reports to ASCLS-P PRESIDENT	March/April	ASCLS-PA Committee Chairs, Officers
Submit name to ASCLS-PA President if interested in being a Delegate to the ASCLS House of Delegates	April 1	All

National Medical Laboratory Week	Last full week in April	All
ASCLS-PA Annual Spring Meeting	April/May	All
ASCLS-PA Board/Annual Business Meeting	April/May	All
State Leadership Directory to ASCLS Office	May 31	ASCLS-PA President-Elect
Verify number of ASCLS-PA delegates needed for ASCLS House of Delegates	May 31	Membership Chair
Year End State Report to Region II Director and Year End State Report to ASCLS Board of Directors	June	ASCLS-PA President
Region II Meeting	June (optional)	All
CMN Fund Raising to ASCLS	June	ASCLS-PA President
Submit ASCLS-PA Delegate names to ASCLS Credentials Chair	June	ASCLS-PA President
ASCLS Annual Meeting and House of Delegates	July	All

PRESIDENT-ELECT

Reviewed/Revised: 1/2001, 2/2016

BYLAWS AND STANDARD OPERATING PROCEDURES:

The President-elect shall become familiar with the duties of the office of President while in office. In the event of a vacancy in the office of president, the President-elect shall become the President.

Shall be elected for a term of one (1) year and except in the event of a vacancy in the office of President, shall serve for one (1) year then automatically succeed to the office of President.

In the absence of the President, the President-elect shall serve as Chair of the Board of Directors and shall preside at the annual business meeting.

DUTIES:

1. Serve on the Region II Council of ASCLS.
2. Become familiar with the activities of the various committees, including the Annual Meeting Committee, particularly for the meeting of the following year.
3. Study the Bylaws, reports of past meetings, Robert's Rules of Order, etc.
4. Aid the President, and if the President is absent, perform the duties with the same authority as the President.
5. Attend all meetings of the Board of Directors and the Annual Business Meeting.
6. Beginning in April, select the Chairs and/or members of committees as designated by the Bylaws, Standard Operating Procedures, actions taken at the Annual Business Meeting, or the Board of Directors for the year of presidency which starts on August 1(after the sine die adjournment of the ASCLS House of Delegates), and make appointments prior to June 1.
7. Shall perform any duties which the President assigns to the President-elect.
8. Shall perform the duties of an associate editor of the official State publication as outlined by the duties of an associate editor.

IMMEDIATE PAST PRESIDENT

Reviewed/Revised: 1/2001, 2/2016

BYLAWS AND STANDARD OPERATING PROCEDURES:

The Immediate Past President shall advise the current President as needed and serve as the Chair of the Nominations Committee.

DUTIES:

1. Act as consultant to the President.
2. Is a member of the Board of Directors
3. Attend all meetings of the Board of Directors and the Annual Business Meeting.
4. Serve on the Region II Council of ASCLS.
5. Write "Thank You" letters to committee Chairs, committee members, annual meeting hotel representatives and others, as appropriate.
6. Serve as Chair of Nominations/Elections Committee.
7. Shall perform the duties of an associate editor of the official State publication as outlined by the duties of an associate editor.
8. In the event of the simultaneous removal during their terms of office of both the President and the President-elect, the Immediate Past President shall become President for the remainder of the President's term of office.

PAST PRESIDENT

Reviewed/Revised: 1/2001, 5/2005, 2/2016

BYLAWS AND STANDARD OPERATING PROCEDURES:

1. May be appointed by the President to serve an unexpired term of Immediate Past President on the Board of Directors, in the event of a vacancy in the position.

TREASURER

Reviewed/Revised: 1/2001, 9/2003, 4/2004, 2/2016

BYLAWS AND STANDARD OPERATING PROCEDURES:

The Treasurer shall assure the receipt and expenditure of funds in accordance with directives of the Board of Directors and:

- A. Have the accounts audited every three years at the end of the term of office by a public accountant at the Society's expense or by an auditing committee appointed by the President from the professional membership.
- B. Be under such Bond as established by the Board of Directors.
- C. Submit a statement of all Revenue and Expenses, Assets and Budget comparisons for the fiscal year to date for all meetings of the Board of Directors and the ASCLS-PA Annual Business Meetings.
- D. Submit a complete financial accounting of ALL activities (Budget Items, Assets, Convention, and Funds) from previous fiscal year to the Fall Board of Directors Meeting.
- E. File the IRS report Form 990N or 990EZ by the 30th day of the third (3rd) month after the accounting period ends.
- F. File the proper Pennsylvania Sales Tax report, if appropriate, and remit the tax due by the discount filing date.
- G. Be an ex-officio member of the Finance Committee.
- H. Be elected for a term of three years, or until a successor is elected and qualified for office. The term of a newly elected treasurer shall be from September 1 to August 31 inclusive. A vacancy in the Office of Treasurer shall be filled by the Board of Directors.
- I. The Outgoing Treasurer shall orient and assist the newly elected Treasurer in establishing the books of record for the next fiscal year, prepare the report for the previous fiscal year, the annual IRS report, and deliver all records to the newly elected Treasurer at the Fall Board of Directors meeting.

DUTIES:

1. Attend all meetings of the Board of Directors and the Annual Business Meeting.
2. Receive dues remitted from the Executive office of ASCLS.
3. Collect, deposit receipts, and pay bills promptly. Handle cash disbursements and cash receipts for all committees, publications, seminars, workshops, annual meetings and scholarships.
4. Keep neat, accurate, and complete records of all transactions, using standard double-entry ledger to expedite accounting principles. File paperwork in the Treasurer's books for each transaction made.
5. Keep signed receipts and bills as submitted by committee members. Ensure that all disbursements are authorized by approved ASCLS-PA reimbursement guidelines.
6. Bill district societies for dues or other revenues, if imposed by the Organization.
7. Keep a ledger of Voided or Returned checks.
8. In cooperation with the Finance Committee, prepare a proposed budget for the upcoming fiscal year to be presented to the Board of Directors and the members at the Annual Business Meeting.
9. Reconcile the bank statements each month and file reconciliation reports with the bank statements. Bank interest should be credited in the month in which it is accrued.
10. If computerized records are maintained, ensure the safety of the data by maintaining backup copies on disk or similar media.
11. If accepting credit card payments for meeting registrations, etc., ensure the confidentiality of credit card information obtained. Submit for credit card authorization within thirty (30) days of the date of the event; follow-up with any declined authorizations or credit card challenges.
12. Administer the Society's Continuing Education Assistantship and Scholarship programs.

13. As the outgoing Treasurer, deliver all records following last audited report, and all cash on hand to the next Treasurer, and prepare the financial statements for the previous fiscal year to be presented at the Fall Board of Directors meeting.
 14. The newly elected Treasurer and the outgoing Treasurer should work together to ensure that the following list of items is complete in a timely manner.
 - a. Train the new Treasurer how to use the computer program (if applicable) and information as to the current status of the accounts (re-investments ready to mature, need for cash over the next year, etc.).
 - b. File form with the Pennsylvania Department of State, Corporation Bureau detailing the new ASCLS-PA officers.
 - c. Call the Bond Company to change the names on the Bond.
 - d. Call the Credit Card Company to change the authorized representative to make credit card charges. The authorized people should be the Treasurer and the Finance Chair.
 - e. Call the ASCLS office to change the name and address of the person to receive ASCLS dues checks.
 - f. Submit a change of address form to the Pennsylvania Department of Revenue if the Society has a current sales tax license.
 - g. Change the authorized check signers with all applicable banks. The authorized people should be the Treasurer and the Finance Chair.
 - h. Change the name and address with all banks for the correct mailing of bank statements.
 - i. Purchase new checks and deposit slips (if needed) with the correct name and address of the new Treasurer.
-

RULES FOR MAINTAINING INTERNAL CONTROL AND KEEPING NEAT AND ACCURATE RECORDS:

1. Record all transactions immediately. Include a complete description of all transactions. Failure to do this may be the biggest troublemaker of all. Do not trust your memory.
2. Before making payments to members or directly to a company, insist that members present receipts, bills or invoices with a "requisition for funds" form. The invoice or bill is authorization and supporting evidence for payment.
3. Deposit all cash receipts in a bank account at regular dates and keep a copy of deposits for your file.

4. Write checks for all disbursements, no matter how small the amount. This will give a complete record of disbursements. The checks in the checkbook should be pre-numbered for use in verifying all checks, issued or unissued.
 - A. Account for all checks even though voided.
 - B. Keep spoiled checks in the file and write VOID across the face (including signature line)
 - C. Keep detailed information on check stub or memo area on check face.
5. All paid bills and receipts should be in the Treasurer's files. Keep records for each fiscal year together.
6. Record on the "requisition for funds" form the date of payment, the check number, and amount paid.
7. Account for all checks returned by the bank because of insufficient funds, etc.
8. When help is needed in handling a transaction, seek it immediately from the President or a former treasurer. Do not wait until the end of the year. Mistakes tend to compound themselves.
9. If the books do not balance, look for the error immediately.
10. When you hand over the records to a new treasurer, do as follows:
 - MEMO TO: New Treasurer
 - FROM: Immediate Past Treasurer
 - DATE:
 - RE: Financial Records and Files of ASCLS

The following records are being transferred to you as of said date:

1. Cash receipts and disbursements book or computerized records.
2. Bank statements and paid invoice file
3. Financial reports for all previous years
4. Correspondence file
5. Tax Return file
6. Miscellaneous

COPY TO: Former and newly installed Presidents

1. Any unutilized monies and/or profits left over at the end of each fiscal year will be placed in this fund.
 2. Purpose and Use/How and why monies are to be withdrawn from the fund:
 - This is a restricted fund for the purpose of providing the cash assets necessary to run ASCLS-PA for a minimum of one (1) year or to financially accommodate circumstances of need as determined by the ASCLS-PA Board of Directors.
 - Monies are to be withdrawn for uses consistent with the purposes by 2/3 affirmative vote of the Board of Directors. A complete and accurate accounting of the withdrawing of the necessary monies must be submitted in writing to the President by the Finance Committee for presentation at the next Annual Business Meeting of ASCLS-PA.
 3. Limit: A maximum of \$5000 may be withdrawn at one time.
 4. Time Frame: No more than \$5000 can be withdrawn in a ninety (90) day period.
-

REIMBURSEMENT FOR AUTHORIZED ASCLS-PA EXPENSES

All approvals for reimbursement must be made on an individual basis dependent upon the budget and/or the Financial Status of ASCLS-PA. All requests for reimbursement must be made using the appropriate form and accompanied by receipts. Whenever available, other sources of funds should be accepted instead of, not in addition to, reimbursement from ASCLS-PA.

1. The following expenses may be submitted directly to the Treasurer for reimbursement:
 - a. Board/Officer reimbursement for travel to attend meetings of the ASCLS-PA Board of Directors.
 - b. President, President-elect, and Past President reimbursement for travel to attend meetings of the ASCLS Region II Council.
 - c. Fixed expenses
 - Examples of fixed expenses include expenses associated with:
 1. Printing and mailing of the Society newsletter
 2. Pre-authorized debits (bank fees, credit card fees)
 3. Annual government Liaison Newsletter Subscriptions
 4. ASCLS Region II dues
 5. P.A.C.E. Renewal
 - d. Expenses approved by motions of the Board of Directors or by action(s) taken at the Annual Business Meeting.
 - e. Continuing Education Assistantships and Scholarships

2. All other reimbursable expenses must be submitted to the President and/or Finance Chair, who may authorize the reimbursement and forward the forms to the Treasurers.
3. Members of the Board of Directors and Officers must pay the appropriate registration and banquet fees when attending the ASCLS-PA sponsored educational meeting. Reimbursement of those expenses will be determined by the Board of Directors at the time of budgeting or by motion.
4. In all cases, committee members who incur expenses must submit the reimbursement form to the respective Committee Chair.
5. In all cases, when the budgetary line item has been exceeded, any requests for reimbursement must contain the signature of the President or finance Chair prior to being sent to the Treasurer.
6. With regard to the Annual Meeting, or other substantive meeting projects: Committee members who incur expenses must submit the reimbursement form to the respective Committee Chair. Additionally, all forms must be signed by the Annual Meeting Finance Chair or the Annual Meeting General Chair prior to being sent to the Treasurer. Any expenses over \$1,000 must have the signature of the ASCLS-PA president or ASCLS-PA Finance Chair prior to being sent to the Treasurer.
7. Board Members shall be given a travel stipend to attend the meetings of the Board of Directors and Annual Business Meeting according to the following schedule:

0 – 150 miles traveled round trip:	\$25.00
150 – 300 miles traveled round trip:	\$50.00
Greater than 300 miles traveled round trip:	\$75.00

Authorized Expenses are as follows:

1. **POSTAGE:** The minimum acceptable rate should be used whenever possible, especially for bulk mailings.
2. **TRANSPORTATION:** The mileage cost will be calculated according to the current approved rate/mile by the Internal Revenue Service. Commercial fares will be at the minimum rate available. Ticket stubs indicating fares must be submitted. Members of the Board of Directors will be reimbursed a travel stipend in lieu of mileage to attend meetings of the ASCLS-PA Board of Directors.
3. **LODGING:** The minimum single rate available or the portion of the rate divided by the number of occupants, whichever is less. Submit receipts for lodging.

4. **ENTERTAINMENT:** Not approved except with individual approval of a least 2/3 affirmative vote of the Board of Directors. Meals and refreshments and room or suite or ASCLS-PA Board meetings and state caucus are approved as budgeted.

REIMBURSEMENT FOR AUTHORIZED ASCLS-PA EXPENSES

	President	President Elect	Past President	Secretary	Treasurer	Board Members	Committee Chairpersons	ASCLS Delegates
Postage	X	X	X	X	X	X	X	
Copying	X	X	X	X	X	X	X	
ASCLS Ann. Meeting Registration Fee	X	X						
Travel Stipend for ASCLS-PA BOD & Bus. Meeting	X	X	X	X	X	X		
Travel Stipend for Region Council Meeting	X	X	X					
Lodging at ASCLS & ASCLS-PA Annual Meetings	X							
Reg. & Banq. Fees ASCLS-PA Ann. Mtg.	X	X	X	X	X	X		
Travel for ASCLS Ann. Meeting	X							
ASCLS-PA Delegate Stipend		X						X

ASCLS-PA

Continuing Education Assistantship

Purpose: The Continuing Education Assistantship Award serves to assist members of ASCLS-PA in their pursuit of continuing education in the field of Clinical Laboratory Science for the purpose of maintaining or upgrading their present position by attending a workshop, seminar, college course, or other approved program designed for continuing education in the field of clinical laboratory science.

Amount and Frequency of the Award: The ASCLS-PA Board of Directors will determine a budget amount each year.

Membership Requirements: The applicant must be a member of ASCLS/ASCLS-PA for at least two (2) years at the time of application. A member may apply more than once per year; however each member can receive no more than \$250/year.

Applicants Must:

1. Submit a signed application form
2. Submit proof of successful completion of the course or program within two (2) weeks of the stated end of the course or program.
3. Maintain membership in ASCLS for one (1) year after the completion of the course or program

Application for ASCLS-PA Continuing Education Assistantship

Please complete and mail or email this application to the ASCLS-PA Treasurer

Nassouh Mourabet

44 Yale Drive

Richboro, PA 18954

nassouhmourabet@gmail.com

Name: _____

Address: _____

Email: _____ Phone: _____

ASCLS Member # _____

Continuing Education Program attending

Title: _____

Location: _____

Date(s): _____

Program Sponsored by: _____

Reason for desiring to attend: _____

I understand that within two (2) weeks of the end of this course/program, I must submit proof of successful completion (copy of transcript, certificate or statement from instructor) to ASCLS-PA. In the event that I have not completed the course successfully, I promise to submit a check for the amount received.

Signature of applicant: _____ Date: _____

ASCLS-PA

Continuing Education Assistantship

Purpose: The Continuing Education Assistantship Award serves to assist members of ASCLS-PA in their pursuit of continuing education in the field of Clinical Laboratory Science for the purpose of maintaining or upgrading their present position by attending a workshop, seminar, college course, or other approved program designed for continuing education in the field of clinical laboratory science.

Amount and Frequency of the Award: The ASCLS-PA Board of Directors will determine a budget amount each year.

Membership Requirements: The applicant must be a member of ASCLS/ASCLS-PA for at least two (2) years at the time of application. A member may apply more than once per year; however each member can receive no more than \$250/year.

Applicants Must:

1. Submit a signed application form
2. Submit proof of successful completion of the course or program within two (2) weeks of the stated end of the course or program.
3. Maintain membership in ASCLS for one (1) year after the completion of the course or program

Application for ASCLS-PA Continuing Education Assistantship

Please complete and mail or email this application to the ASCLS-PA Treasurer

Nassouh Mourabet

44 Yale Drive

Richboro, PA 18954

nassouhmourabet@gmail.com

Name: _____

Address: _____

Email: _____ Phone: _____

ASCLS Member #: _____

Continuing Education Program attending

Title: _____

Location: _____

Date(s): _____

Program Sponsored by: _____

Reason for desiring to attend: _____

I understand that within two (2) weeks of the end of this course/program, I must submit proof of successful completion (copy of transcript, certificate or statement from instructor) to ASCLS-PA. In the event that I have not completed the course successfully, I promise to submit a check for the amount received.

Signature of applicant: _____ Date: _____

ASCLS-PA

Edward P Dolbey Scholarship

Purpose: The Edward P. Dolbey Scholarship Fund of ASCLS-PA was established to provide scholarship awards to members of the Society by utilizing the interest earned from the fund initiated by the Edward P. Dolbey Company.

Amount and Frequency of the Award: The ASCLS-PA Board of Directors will determine the amount each year at their summer or fall Board meeting.

Eligibility: An applicant must:

1. Have been an active member of ASCLS/ASCLS-PA for at least two (2) years immediately prior to the application for this award. If currently a student member, the applicant must have been an active member for at least two (2) years immediately prior to becoming a student member
2. Have made a contribution to the clinical laboratory science profession
3. Be enrolled in or planning to enroll in a program or school listed by nationally recognized accrediting agencies, such that the applicant is actively pursuing the education within the year following the award. This can include
 - a. A baccalaureate degree (must already hold certification as an MLT, HT, CT and have an associate degree)
 - b. A post-baccalaureate degree, including course work towards a Masters or Doctorate in any field relating to clinical laboratory sciences, including but not limited to biochemistry, microbiology, immunology, education, administration, or blood bank specialty school.

Applicants Must Submit:

4. Evidence of contributions toward the clinical laboratory science profession by listing:
 - a. Positions held in the field of clinical laboratory sciences and the length of service
 - b. Individual contributions, such as publications, community education advancing public awareness of clinical laboratory science, presentations at seminars, workshops
 - c. Contributions to professional organizations at all levels (local, state, regional, national)
5. The name of the school and/or program being attended or to which acceptance has been gained, plus the type and length of the program
6. An official document showing proof of completion of the most recent highest degree received
7. A statement describing how the additional education will better prepare the individual for future service in, and contribution to, the clinical laboratory science profession
8. An official, signed application form

After initial review of the applications for quality and completeness, and verification of ASCLS-PA membership by the ASCLS-PA Treasurer, the Board of Directors of ASCLS-PA will select the final award recipient by email vote.

Proof of Successful Completion: Proof of successful completion of course work for the year immediately following the award must be submitted prior to the next ASCLS-PA Annual Meeting. If proof of successful completion is not submitted, the scholarship money shall be returned to the ASCLS-PA Edward P Dolbey Scholarship Fund of the Society by the recipient.

Application Deadline: February 28

Application for ASCLS-PA Edward P Dolbey Graduate Scholarship

Please complete and mail or email this application to the ASCLS-PA Treasurer

Nassouh Mourabet

44 Yale Drive

Richboro, PA 18954

nassouhmourabet@gmail.com

Name: _____

Address: _____

Email: _____ Phone: _____

ASCLS Member # _____ Year Joined: _____

Certifications Held: _____

Experience

Place of Employment, listing the most recent first	Positions held and dates	Brief Description of Duties

Education

Name of College/University	Degree Earned (proof required)	Date of Completion

Name of clinical laboratory program	Degree of certificate earned	Date of Completion

Professional Activities: Please list the following on a separate page. Include offices held, committees chaired, serving as a committee member, and projects in which you actively participated. Examples include:

1. Local Chapter
2. Constituent Society (include professional meetings attended)
3. ASCLS National Society (include professional meetings attended)
4. Publications
5. Community education and/or projects advancing public awareness of health and/or clinical laboratory science
6. Presentations given such as talks, seminars, workshops

Education Institution enrolled in or planning to enroll in:

Name of College, University or School: _____

Address: _____

Type of Degree: _____

Major: _____

Professional Statement: Include on a separate page, a statement describing how the additional education will better prepare you for future service in, and contribution to, clinical laboratory science.

Proof of Successful Completion: I understand that proof of successful completion of course work for the year immediately following the award must be submitted prior to the next ASCLS-PA Annual Meeting (usually held in April or May each year.) Proof may be in the form of the transcript or a signed statement from the course instructor. If proof of successful completion is not submitted and/or courses taken and/or grades received are not acceptable for degree requirements, I shall return the scholarship money to the Edward P. Dolbey Scholarship Fund of ASCLS-PA

Signature of Applicant: _____

Date: _____

Attachments:

1. Essay, wherein you focus on why this additional education will prepare you for future service in clinical laboratory science
2. List of Professional Activities. Copies of Curriculum Vitae are not accepted

Under Separate Cover:

1. Official document showing proof of completion of most recent highest degree received.

ASCLS-PA

Memorial Undergraduate Scholarship

Purpose: The scholarship fund was created in memory of Past Presidents Sandy Keener and Mercedes T. Cole to honor their unique spirits, determination and dedication to the profession of clinical laboratory science and ASCLS-PA. Both Ms. Keener and Ms. Cole were interested in the education of laboratory scientists and students. ASCLS-PA has chosen to award a scholarship to a student currently attending or officially accepted into clinical training in the laboratory field. The scholarship recipient will exhibit the qualities of academic achievement, professionalism, and moral character that defined the careers and lives of Sandy and Mercedes.

Amount and Frequency of the Award: The ASCLS-PA Board of Directors will determine the amount each year at their summer or fall Board meeting. Past awards have been a minimum of \$1000.

Membership Requirements: The student must be a current member of ASCLS/ASCLS-PA at the time the application is submitted.

Applicants Must:

1. Submit proof of enrollment in a NAACLS approved MLS/CLS/MT or MLT/CLT program
2. Submit a current college transcript
3. Submit a short essay (500 words or less) focusing on academic performance (rigor of classes, class rank, recommendations, and academic honors,) extracurricular activities, and community/professional involvement
4. Submit letters of recommendation attesting to outstanding qualities and performance from two (2) individuals other than relatives
5. Include official ASCLS-PA Memorial Scholarship form signed by the applicant
6. The program enrollment documentation, essay, application, and 2 letters of recommendation should be submitted together in one envelope or in one email. The official transcript should be sent directly from the college.

The scholarship committee will review the submitted applications for the combined qualities of academic excellence, social commitment, professionalism, and moral character as evidenced by the academic record, personal observations of the applicant and letters of recommendation. After initial review of the applications for quality and completeness, and verification of ASCLS-PA membership by the ASCLS-PA Treasurer, the Board of Directors of ASCLS-PA will select the final award recipient by email vote.

Proof of Successful Completion: Proof of clinical training is required by ASCLS-PA as a condition of the award. If proof of successful completion is not submitted and/or the evaluation received in the clinical training is not acceptable for degree requirements, the scholarship money shall be returned to the ASCLS-PA Memorial Scholarship Fund of the Society by the recipient.

Application Deadline: February 15

Application for ASCLS-PA Memorial Undergraduate Scholarship

Please complete and mail or email this application to the ASCLS-PA Treasurer

Nassouh Mourabet

44 Yale Drive

Richboro, PA 18954

nassouhmourabet@gmail.com

Name: _____

Address: _____

Email: _____ Phone: _____

ASCLS Member # _____

NAACLS-PA Accredited Program

Name of Institution: _____

Address: _____

Expected month and year of graduation: _____

Program Director: _____

Program Director Phone: _____

Academic Performance

CUM GPA: _____

Dean's List (list semesters): _____

Applicant Signature: _____

Date: _____

SECRETARY

Reviewed/Revised: 1/2001, 2/2016, 10/2018

BYLAWS AND STANDARD OPERATING PROCEDURES:

The Secretary shall act as secretary at all meetings of the Board of Directors and at the Annual Business Meeting and shall keep in permanent form a record of all minutes taken at all official meetings; shall send copies of the minutes within thirty (30) days after meetings to Board Members, Committee Chairs, District Society Presidents, and the Editor of the Official Publication. Shall conduct such correspondence as shall be authorized by the Board of Directors and by actions taken at the Annual Business Meetings, or as requested by the President. Within one month after the expiration of the term of office, shall deliver to the next secretary all Society properties.

Shall be elected for a term of three (3) years. Shall serve on the Board of Directors. A vacancy in the office of Secretary shall be filled by the Board of Directors.

DUTIES:

1. Maintain a Secretary's file containing:
 - A. Copies of the official minutes and notifications of all corrections thereto
 - B. Copies of all attachments
 - C. Copies of all reports, etc.
 - D. Articles of incorporation, Bylaws, Standard Operating Procedures, and Handbook

2. Minutes should contain the following:
 - A. Name of the assembly
 - B. Date and location of meeting
 - C. The fact of the presence of the regular Chair and Secretary, or in their absence, the names of their substitutes and all attendees
 - D. Whether the minutes of the previous meeting were approved, or their reading dispensed with, the dates of the meetings being given when it is customary to occasionally transact business at other than the regular business meeting
 - E. All the main motions (except such as were withdrawn) and points of order and appeals, whether sustained or lost; and all other motions that were not lost or withdrawn
 - F. Summaries of all reports

- G. Date and time of convening and adjournment of meeting
- H. The name of the member who introduced the main motion, but not of the seconder

3. Prepare a summary of the minutes to be published in the official publication.
4. Provide the file custodian with copies of all minutes, reports and official business.
5. Attend all meetings of the Board of Directors and the Annual Business Meeting.
6. Maintain a log of ASCLS-PA Delegates-at-Large to ASCLS House of Delegates.
7. Perform such other duties as determined by the President and/or Board of Directors.

BOARD OF DIRECTORS

Reviewed/Revised 1/2001, 2/2016, 10/2016, 10/2018

BYLAWS AND STANDARD OPERATING PROCEDURES:

The Board of Directors shall represent the Society between Annual Business Meetings to conduct such business as may be required for the good of the Society. The yearly business of this Society shall be the responsibility of the Board of Directors. All business transacted shall be reported at the next annual business meeting.

The Board of Directors shall consist of the President, President-elect, Secretary, Treasurer, Immediate Past President, Developing Professional Director, Ascending Professional Director, and three (3) Directors at Large elected at the Annual Business Meeting.

Term of office for elected members is three (3) years beginning with the sine die adjournment of the ASCLS House of Delegates. Board members may serve only two consecutive terms. Vacancies will be filled by presidential appointment.

A quorum shall consist of the Chair or an alternate plus five (5) other voting members of the Board of Directors.

DUTIES:

1. Meet at least twice a year, once in the fall and once before the Annual Business Meeting. Each Board Member shall attend all meetings of the Board of Directors and the Annual Business Meeting.
2. Authorize interim meetings of the Board, special scientific or business meetings, as the best interest or conduction of affairs of the Society may render necessary or appropriate
3. Establish directives for bonding the Treasurer.
4. Decide how funds of the Society shall be spent.
5. In regard to District Societies:
 - A. Examine required documents of a group seeking permission to organize a district society. Recommend and report to the voting members at the Annual Business Meeting for action.

- B. Define, record and change district societies boundaries (2/3 affirmative vote) with approval of each district involved.
 - C. Decide on unfavorable decisions made by the Bylaws Committee on proposed amendments of district societies.
 - D. Introduce motion to revoke a charter of a district society to the voting members attending the Annual Business Meeting for action (2/3 affirmative vote).
6. Amend Bylaws or Standard Operating Procedures.
- A. Approve amendments to the Bylaws of this Society before they are sent to the ASCLS Bylaws Committee, and presented to the membership.
 - B. Approve modifications to the Standard Operating Procedures.
7. Fill vacancies in the Office of Secretary or Treasurer by majority vote, first considering the candidates from the slate of nominees for that office in the preceding year.
8. Authorize appointment of ad hoc committees by the President.
9. Serve as an ex-officio member on one or more committees as appropriate or necessary for the purpose of liaison and communication.
10. Approve the appointment of the editor of the official publication.
11. Make recommendations to the appropriate ASCLS body for expulsion of a member as prescribed in the ASCLS Bylaws and Standard Operating Procedures.
12. Examine and rule on impeachment proceedings of any elected or appointed member.
13. Determine location of Registered Office of this Society, subject to approval of the voting members at the Annual Business Meeting.

ASCENDING PROFESSIONAL DIRECTOR

Reviewed/Revised: 2/2016, 10/2016, 10/2018

BYLAWS AND STANDARD OPERATING PROCEDURES:

The Ascending Professional Director is appointed by the President for a term of one (1) year. In order to maintain continuity in programs for Developing Professionals, it is suggested this person be the Developing Professional Director from the previous year. However, if that person is unavailable to serve as Ascending Professional Director, another Ascending Professional may be appointed at the President's discretion.

DUTIES:

1. Serve as Ascending Professional Delegate to the ASCLS House of Delegates.
2. Attend all meetings of the Board of Directors and the Annual Business Meeting.
3. Work closely with the Developing Professional Director to organize student programs, to develop an active Developing Professional Forum, and help to perform the duties of the Developing Professional Director.
4. Work with the Education Coordinators and Program Directors in the State to determine the needs of students and what services ASCLS-PA and the Developing Professional Forum may provide.
5. Act as consultant or a member of the Annual Meeting Program Committee in planning activities for student participants.
6. Coordinate activities for student membership (i.e. providing programs for students to encourage them to become members and to actively participate in the Society's activities).
7. Submit a report of activities to the President at least one month prior to the Board of Directors meetings.
8. Administer the annual student paper competition when applicable.

DEVELOPING PROFESSIONAL DIRECTOR

Reviewed/Revised: 1/2001, 5/2005, 2/2016, 10/2018

BYLAWS AND STANDARD OPERATING PROCEDURES:

The Developing Professional Director shall be appointed by the President of this Society for a term of one (1) year.

DUTIES:

1. Work closely with the current Developing Professional Director from the time of appointment until August 1, in order to become familiar with the responsibilities of the position.
2. Attend all meetings of the Board of Directors and the Annual Business Meeting.
3. Write to education coordinators and District Society Presidents throughout the state as early as possible to obtain names of local student representatives.
4. Correspond with these local representatives, informing them of ASCLS-PA activities as well as Regional and National Developing Professional Forum activities.
5. Send copies of all correspondence to the Regional Developing Professional Representative, to the ASCLS-PA President, and to the Developing Professional Advisor.
6. Keep student members informed of activities at National, Regional, and State level by publishing articles in the Pennsylvania Newsletter or Developing Professional Forum Newsletter.
7. The outgoing Developing Professional Director should attend the ASCLS annual meeting as a voting delegate at the end of his/her term of office. Funding for the hotel, flight, and registration is conditional upon approval of the ASCLS-PA Board of Directors and the satisfactory completion of his/her duties as Developing Professional Director.
8. Shall submit a report of activities to the President, Developing Professional Advisor, Regional Developing Professional Representative, and ASCLS Developing Professional Forum Chair at least one month prior to the Board of Directors meetings.

9. Work with Career Recruitment Committee to encourage and develop medical laboratory science clubs in the pre-clinical MLS and MLT programs, and to provide information on resumes, interviews, etc.
 10. Communicate frequently with education coordinators to encourage student membership.
 11. Coordinate and organize student activities at State and Local levels.
 12. Serve as consultant to Program Committee for the spring meeting to organize student programs.
 13. Actively organize two programs for student members, one (1) in the fall and one (1) in the spring.
-

PROCEDURE FOR APPOINTMENT OF DEVELOPING PROFESSIONAL DIRECTOR

1. Contact College Advisors, Medical Technology Clubs and Education Coordinators and solicit the names of students whom they feel would be interested in serving as Developing Professional Director.
2. The student selected should have the interest and motivation to be an active representative and be able to devote the time necessary to organize student activities.
3. The Developing Professional Representative in the District Society may be at the Sophomore through Senior level of study. This allow them a year to become familiar with the Society and gain experience needed to serve well as State Developing Professional Director, if they were interested in that position.
4. The Developing Professional Director should be appointed at the same time as the State Committee Chairs. This allows the incoming Developing Professional Director to work with the current one to prepare for the coming year. In this way, programs can be organized for the full year, not just in the spring.

ASCLS-PA ANNUAL BUSINESS MEETING

Reviewed/Revised: 1/2001, 2/2016, 5/2019

BYLAWS AND STANDARD OPERATING PROCEDURES:

The voting members present at the Annual Business Meeting will constitute the ruling body of this Society, and action taken by this body shall be binding.

The voting members at the Annual Business Meeting shall be the current Board of Directors, professional, ascending professional, and emeritus members, and one developing professional designated by each active or historical district society.

Voting members shall serve from the convening of the annual business meeting until the convening of the next annual business meeting.

MEETINGS:

There shall be no less than one (1) business meeting per year. The order of business for the meeting shall include:

- A. Adoption of Standing Rules of Order
- B. Receiving reports from officers and committees
- C. Accepting nominations from the floor
- D. Accepting items of business for discussion, recommendations and considerations
- E. Voting for officers and other elected officials

A quorum shall consist of the President or alternate plus three (3) other Board members, and six (6) other voting members of the Society.

DUTIES:

- 1. Grant, revoke or reinstate a charter of a district society
- 2. Determine the amount of the annual dues
- 3. Approve location of the Registered Office of this Society
- 4. Adopt the budget
- 5. Instruct the President to appoint an ad hoc committee as needed
- 6. Adopt amendments to the ASCLS-PA Bylaws by a 2/3 affirmative vote

As a voting member at the Annual Business Meeting you should:

1. Be cognizant of the attitudes and opinions of others and be willing to judge an issue on its merit after hearing all sides of the issues.
2. Remember to bring the following with you:
 - a. Any material sent by the ASCLS-PA President which will be considered at the Annual Business Meeting.
 - b. When amending the Bylaws, a copy of the Pennsylvania Newsletter in which the pending amendments have been published
3. Be prepared to attend the entire business meeting.
4. Wear your name badge at all times
5. Vote in all elections.

ASCLS HOUSE OF DELEGATES

Reviewed/Revised: 1/2001, 5/2003, 2/2016, 10/2018

BYLAWS AND STANDARD OPERATING PROCEDURES:

ASCLS-PA is entitled to representation at the Annual Meeting of the ASCLS as stipulated in the Bylaws of that Society. The total number of delegates is exclusive of the officers and members of the Board of Directors of ASCLS having residence or membership in this State in attendance at the Annual Meeting.

Each Society is entitled to the following delegates: Society President, Society President-elect, Developing Professional Representative, Ascending Professional Representative, and a total number of delegates-at-large as determined by the ASCLS. Alternates for the Developing and/or Ascending Professional delegates MUST be another Developing Professional or Ascending Professional respectively.

Delegates-at-large will be elected at the ASCLS-PA Annual Business Meeting as described below:

- A. All persons interested in serving as a delegate to the ASCLS House of Delegates will submit their names in writing to the ASCLS-PA President no later than April 1st of the calendar year in which the meeting is held.
- B. At the Annual Business Meeting, additional names may be added to the roster of delegates.
- C. The voting members at the ASCLS-PA Annual Business Meeting will be provided a ballot with the candidate names.
- D. Candidates for delegate should be present at the Annual Business Meeting. They will be introduced by the President. If unable to attend, their name and district society affiliation will be announced.
- E. The President will instruct the voting members to cast their ballots for the delegates needed for the year.
- F. The delegate candidates with the highest number of votes will serve as delegates. The next three (3) delegates receiving the highest number of votes below this group will serve as alternate delegates.
- G. No person may serve as delegate more than two years in a row, unless the number of delegate candidates is not sufficient to fill the available delegate slots. In addition, each candidate must have attended at least 50% of the ASCLS-PA Board meetings in the current year to be eligible. The ASCLS-PA Secretary will be responsible for maintaining a book with the delegate service records. Delegates must take off one year after serving two before again being eligible to serve.

H. Stipends for delegates and alternates will be determined by the ASCLS-PA Board of Directors. Stipends for all delegates will be paid no later than September 1 following the meeting.

DISTRICT SOCIETY

Reviewed/Revised: 1/2001, 5/2005, 2/2016

BYLAWS AND STANDARD OPERATING PROCEDURES:

A district Society shall be obligated under the charter granted by this Society to regulate its members and its conduct of business by means of its constitutional codes, so that the principles, policies, and procedures of ASCLS and of this Society shall not be superseded or obstructed. Duties, responsibilities, and privileges of a district society shall be defined in the Standard Operating Procedures of ASCLS-PA.

DUTIES:

1. Each district society shall sustain its status of affiliation with this Society by:
 - A. Requiring their members to abide by the Code of Ethics of ASCLS and of this Society.
 - B. Maintaining their constitutional codes and conduct of their affairs and activities in accord with the principle, policies, and procedures of ASCLS and of this Society.
 - C. Being responsible to this Society when the best interests of ASCLS are involved.
2. The district society shall provide for the types and qualifications and privileges of membership specified in the Bylaws of this Society and shall extend reciprocity of such membership to other district societies chartered by this Society.
3. A district society may establish within its own organizational structure special categories of membership for persons not eligible for membership in this Society. A district society shall require such members to abide by the Code of Ethics of ASCLS and of this Society and shall regulate such membership, by means of its constitutional codes, in such a manner as to avoid conflict with or influence on the principles, policies, and procedures of this Society. Such membership shall not be construed as membership in ASCLS or in this Society.
4. A district society shall submit all proposed amendments of its constitutional codes to the Bylaws Committee of this Society for review and approval before adoption. When a complete revision of the Bylaws or Standard Operating Procedures of the Society shall have occurred, the grace period shall be three (3) years and may be extended by direction of the voting member at the Annual Business Meeting. A district society may appeal an unfavorable decision to the Board of Directors of this Society. Upon adoption of amendments to district society codes, an official copy of the amended codes shall be electronically transmitted to the Chair of the Bylaws Committee of this Society within thirty (30) days of approval, and there shall be placed on file.
5. A district society shall furnish to the President of this Society all such information necessary to the organizational function of this Society. Within thirty (30) days after the fact, a district society shall transmit the names and pertinent information of officers elected or committee chairs appointed to positions in that district society.

6. A district society will be considered “active” if it holds at least three (3) educational meetings, or the State Annual Meeting, and one (1) Board meeting during the course of the ASCLS-PA fiscal year (September 1 – August 31). In addition, the district society president or appointed alternate must attend at least one (1) ASCLS-PA Board meeting during the year.

A district society will not be considered inactive until it fails to meet the above requirements for two (2) consecutive years.

DUTIES OF THE DISTRICT SOCIETY AS RELATED TO ASCLS-PA:

1. May submit in writing, suggestions for modifications to the Standard Operating Procedures to the Board of Directors of this Society.
2. May submit in writing, amendments to the Bylaws of this Society to the Bylaws committee of this Society no less than seven (7) months in advance of the next annual business meeting.

DUTIES OF DISTRICT SOCIETY PRESIDENT AS RELATED TO ASCLS-PA:

1. Send to the President of ASCLS-PA, all such information necessary to the organizational function of this Society.
2. Within thirty (30) days after the fact, transmit the names and pertinent information (current address, business and home phone numbers, ASCLS membership numbers, etc.) of officers and committee chairs appointed elected or appointed to positions in that district society.
3. Direct the district society treasurer to file Internal Revenue Service report annually.
4. Attend the ASCLS-PA Board of Directors meeting, if possible, or send an alternate to represent the district. The district society president (or alternate) cannot vote, but will relay information back to the district society.

DUTIES OF DISTRICT SOCIETY PRESIDENT AS RELATED TO THE DISTRICT SOCIETY:

1. Schedule a meeting of all officers and committee chairs to plan the year’s activities and define the responsibilities of each individual. This meeting to be scheduled early in the fiscal year, so the society can begin to function as a cohesive group.
2. Conduct the business meetings
3. Keep the district society apprised of ASCLS and ASCLS-PA functions as they relate to the district society.
4. Appoint all committee chairs, and recommend they select their own committees and report names, addresses, business and home phone numbers, ASLCS membership numbers, etc. to the ASCLS-PA president as soon as they are selected.
5. Oversee the general activities of the district society.
6. To do all the necessary requirements to have the district society function correctly.

ASCLS-PA DISTRICT SOCIETIES BY COUNTY & ZIP CODES

DISTRICT SOCIETY	COUNTIES	ZIP CODES
DELAWARE VALLEY	BUCKS, CHESTER DELAWARE, MONTGOMERY PHILADELPHIA	189, 190, 191, 192, 193, 194
LEHIGH VALLEY	BERKS, CARBON, LEHIGH MONROE, SCHUYKILL NORTHAMPTON	179, 180, 181, 182, 183, 195, 196
NORTH CENTRAL	BRADFORD, CAMERON CLINTON, LYCOMING MONTOUR, POTTER SULLIVAN	Part of 169 177, 17837, 17844, 188
NORTHEAST	COLUMBIA, LACKAWANNA, LUZERNE PIKE, SUSQUEHANNA WAYNE, WYOMING	Part of 178 184, 185, 186, 187
NORTHWEST	CLARION, CRAWFORD ELK, ERIE, FORREST JEFFERSON, McKEAN MERCER, VENANGO WARREN	158, parts of 161 & 162 163, 164, 165, 167 Part of 169
SOUTH CENTRAL	BEDFORD, BLAIR CAMBRIA, CENTRE CLEARFORD, FULTON HUNTINGDON, INDIANA MIFFLIN, SOMERSET	155, 157, 159, 166, 168 Parts of 170 & 172
SOUTHWEST	ALLEGHENY, ARMSTRONG BEAVER, BUTLER FAYETTE, GREENE LAWRENCE, WASHINGTON WESTMORELAND	150, 151, 152, 153, 154, 156 160, Parts of 161 & 162
SUSQUEHANNA	ADAMS, CUMBERLAND DAUPHIN, FRANKLIN JUNIATA, LANCASTER LEBANON NORTHUMBERLAND PERRY, SNYDER, YORK	Part of 170, 171 Parts of 172, 173, 174, 175, 176 & 178

ANNUAL MEETING COMMITTEES

Reviewed/Revised: 1/2001, 2/2016, 10/2016, 5/2019

The annual meeting committees shall be comprised of a General Chair and a minimum of four (4) subcommittees: Exhibits, Finance, Program, and Registration. The duties of these committees shall be, but not limited to, the following:

GENERAL CHAIR:

1. Appoint subcommittees as needed, maintain close contact with these individuals to monitor their progress.
2. Appoint an individual to be responsible for the banquet and any entertainment.
3. Appoint an individual to obtain sponsors for speakers, coffee breaks and social functions.
4. Maintain close liaison with the hotel manager to assure contractual agreements are carried out and the meeting runs smoothly.
5. Submit regular reports to the ASCLS-PA Board of Directors

EXHIBIT CHAIR:

1. Invite exhibitors, giving details of the annual meeting.
2. Maintain an updated list of companies invited, those who accept and those who pay.
3. Contact paid exhibitors and send them information on exhibit set-up, exhibit hours, registration, etc.
4. Work closely with exhibitors and be on hand during exhibit hours to help, if needed.

FINANCE CHAIR:

1. Maintain a record of all expenses and coordinate this record with the State Treasurer.
2. Work with the Treasurer and General Chair to establish the fees for the meeting. The individual fee for full registration shall be a detectable amount below the total sum of the number of days of daily registration. Registration fees for non-members should be at least 20 % higher.
3. A timely accounting of expenses and income shall be made available to the President or other authorized party at frequent intervals during the year, especially the two months preceding and the month following the annual meeting.

REGISTRATION CHAIR:

1. Design registration and pre-registration forms and arrange to have them printed following approval by the General Chair
2. Receive registration forms, acknowledge receipt of forms, and keep these forms in order, including a tally of the amount of money received. Keep these forms at the registration desk.

3. With the General Chair, establish the registration hours and secure personnel to greet registrants.
4. Have badges, programs, facility information, and any other necessary information available at the registration desk.

PROGRAM CHAIR:

1. Select subcommittee person from all areas of the laboratory to help determine the scope of the program. Solicit speakers and topics, include topics suggested by the Education Scientific Assembly, Developing Professional Director/ Ascending Professional Director, and suggestions from previous year meeting/session evaluation forms.
2. Work closely with these people and assist them in any way possible.
3. Insure that the program is of high quality and covers major areas of interest, meeting the educational needs of the majority of members.
4. Contact speakers to confirm dates, times, and locations, and give them any pertinent information they may need. Request information for P.A.C.E. credits. Provide speakers with necessary P.A.C.E. forms, emphasizing deadline dates.
5. Select individuals to moderate, introduce speakers and monitor sessions.
6. Obtain any audio-visual equipment which is needed and assure it is in the proper room.
7. Draft the preliminary and final programs and arrange for printing. General Chair to select and approve the printer.
8. Provide all speakers with expense form and have them returned to the Treasurer for payment.
9. Send thank you notes to all speakers.

AWARDS COMMITTEE

Reviewed/Revised: 1/2001, 5/2005, 2/2016, 10/2018

BYLAWS AND STANDARD OPERATING PROCEDURES:

The Awards Committee shall consist of no more than three (3) members appointed by the president with the chair appointed by the president. The committee will work with the ASCLS Awards Committee.

DUTIES:

1. Be responsible for conducting the Awards Program of the Society.
2. Solicit and submit nominees for the various awards offered by the Society, being especially responsive to those members who reside in the ASCLS-PA district which they represent.
3. Send a report of committee activities to the ASCLS-PA President prior to all meetings of the Board of Directors.
4. Submit a list of nominees to the ASCLS-PA Board of Directors for selection of recipients of the Corporate Recognition Award, the Estolle Gross Award, and the Lifetime Achievement Award.
5. Submit a list of nominees to the Presidential Officers (President, President-elect, and Immediate Past President) for selection of recipients of the Key to the Future Award.
6. Submit a list of nominees to the Dolbey sub-committee (last five (5) recipients) for selection of the recipient of the Edward P. Dolbey Award.
7. Maintain contact with the Board of Directors.
8. Advise the President of unusual circumstances with regard to awards nominations, such as lack of nominations, so that appropriate measures can be initiated.
9. Contact the President for names of Omicron Sigma and Pi Alpha Awardees. Include these names on the awards ceremony program.
10. Contact the Membership Committee Chair or Treasurer for current membership list. Compile list of members who have sustained membership for 10 years and every 5 years after (15, 20, 25, 30, 35, 40, 45, 50, etc.) for Membership Award. Print appropriate certificates. List names in ceremony program.
11. Prepare program for Awards Ceremony. Contact General Chair to request printing of the program.
12. Advise the President of unique service contributions of members who may qualify for a special Board of Directors or Lifetime Achievement Award. (NOTE: This special recognition is to be given only when warranted and as voted upon by the Board of Directors.)
13. Purchase plaques and print certificates for all Society awards.
14. Maintain a complete list of past award winners.
15. Make every effort to attend the meetings of the ASCLS-PA Board of Directors.

ASCLS-PA AWARDS NOMINATION FORM

Award: _____ Corporate Recognition
_____ Estolle Gross
_____ Key to the Future

Deadline for Awards:
February 1

(The nominator must be a member of the ASCLS-PA or District Society Leadership)

NOMINEE: _____

ADDRESS: _____

ASCLS MEMBERSHIP NUMBER of applicant (if applicable): # _____

THE ESSAY: (In no less than 100 words, the essay or essays should describe, in measurable terms, the contributions which the nominee has given to the Society; it should present a description of the nominee's dedication and commitment to the Society and to the Profession through past action, and/or the nominee's leadership potential that merits the award to which the nominee is nominated. Additional sheets may be attached.)

Name and Office of the Nominator: _____

Signature of the Nominator: _____

Signature of the Awards Committee Chair: _____

Date Received by the Awards Committee Chair: _____

EDWARD P. DOLBEY AWARD ASCLS-PA MEMBER OF THE YEAR

Reviewed/Revised: 5/2005, 2/2016, 10/2018

The Edward P. Dolbey Award is made possible through an endowment fund established by Edward P. Dolbey and Company, formally of Philadelphia, Pennsylvania. The award may be given annually to the outstanding Clinical Laboratory Science Professional in the Commonwealth of Pennsylvania. The first award was given in 1958. The selection of the recipient of this award is made entirely by the American Society for Clinical Laboratory Science-Pennsylvania.

To be eligible for the Dolbey Award one must:

1. Have had membership (Professional or Emeritus) in ASCLS-PA for at least five (5) successive years immediately prior to the nomination. Student membership may qualify as one (1) of the five (5) years.
2. Have made gainful contributions to the activities of ASCLS-PA.
3. Be actively engaged in the profession of Clinical Laboratory Science for five (5) years prior to the nomination. This five (5) years may include no more than one (1) year of student membership.

Candidates for the Dolbey Award will be considered primarily for their contributions to ASCLS-PA, and may be nominated for the ASCLS Member of the Year.

The following nominee information must be submitted using the Edward P. Dolbey nomination form:

1. Membership Information
2. Educational Background
3. Professional Certification
4. Professional Employment and Experience in the Clinical Laboratory Profession
5. Offices and Activities held in local, state, and national societies
6. Professional Publication/Presentations
7. Activities in Professional Organizations other than ASCLS-PA
8. Professional Relations Activities
9. A letter/essay of no less than 250 words detailing why the individual should win this award. This letter should detail the nominee's contributions to the Society. (i.e. contributions toward Strategic Plan Initiatives.)

The nomination forms must be submitted electronically to the ASCLS-PA Awards Chair. Nomination forms must be submitted by February 1 of each year to meet the deadline. It is

recommended that the nomination forms be sent electronically, or by certified or registered mail.

The ASCLS-PA Award Committee Chair will receive all the nomination forms. The Chair will verify the eligibility of the nominees based on the afore mentioned criteria. The Chair will then determine further eligibility for the Dolbey Award using a pre-defined points system. Points on the nomination forms will be tallied by the Awards Chair. The nomination forms and letters/essays for those nominees who have achieved the minimum number of points to be considered eligible will be forwarded to the Dolbey subcommittees who will make the final vote.

The Dolbey subcommittee will be comprised of the five (5) immediate past Dolbey Award recipients, unless one of those recipients is not a current member of ASCLS-PA, or if one of those recipients is the current ASCLS-PA Awards Chair. If such occurs, the subcommittee will be comprised of the five past Dolbey recipients who meet the afore mentioned criteria.

Each member of the subcommittee will receive one vote. The nominee who receives the majority vote will be determined to be the winner.

If the Dolbey subcommittee determines that none of the nominees are eligible to receive the award, the Awards Chair shall notify the ASCLS-PA President by phone or email no later than February 28. If no nominees are submitted, the Awards Chair shall notify the ASCLS-PA President by phone or email no later than February 5. In either case, the ASCLS-PA President shall solicit further nominations from the ASCLS-PA Leadership with a new deadline of March 1. If no further nominees are received, the award will not be given that year.

The Award shall be presented during the Annual meeting at the Awards ceremony. The presentation shall be made by the immediate past ASCLS-PA Dolbey recipient and the ASCLS-PA president. The ASCLS-PA Awards Committee Chair shall assist with the presentation in preparing the recipient's biographical sketch.

The award will consist of a plaque, a medallion, and a check in the amount of \$100.

Nomination forms are available on the ASCLS-PA website (ASCLS-PA.org).

EDWARD P. DOLBEY AWARD
ASCLS-PA MEMBER OF THE YEAR

Nomination Form

Instruction to the Nominator: Please type. Where there is inadequate room for all your information, continue on additional sheets of paper using the nomination form format. It is permissible to use a word processor, however, be sure the appropriate format and section numbers are used. No Curriculum Vitae will be accepted for consideration. Return the completed form by the February 1 deadline to the ASCLS-PA Awards Committee Chair. Please attach a letter/essay detailing why you think this nominee is deserving of this award.

.....

Section 1: Name

Nominee Name: _____

Nominee Address: _____

.....

Section 2: Membership in ASCLS

Membership #: _____ Join Date: _____

(date must be prior to August 1)

.....

Section 3: Education

Name of Institution:	Degree Conferred	Dates attended
Undergraduate:		
Graduate:		
Additional Specialized Training:		

.....

Section 4: Professional Certification:

Certification:	Certification Body:

Edward P. Dolbey Award Nomination form:

Section 5: Professional Employment and Experience:

Current Position or Title:	Current Employer:	Employer Address
Previous positions:		

.....

Section 6: Professional Activities:

Offices Held: (President, Past-President, Treasurer, Secretary, Board)

Office Held:	Dates:
ASCLS-PENNSYLVANIA:	
ASCLS-PA District Society:	
ASCLS REGION II:	
ASCLS:	

Committee Activities: (Committee Chair or member, Task Force)

Activity:	Chair:	Member:	Dates:
ASCLS-PENNSYLVANIA:			
ASCLS-PA District Society:			

Edward P. Dolbey Award Nomination form:

Committee Activities (Cont'd):

ASCLS REGION II:			
ASCLS:			

Delegate Activities: (list years and location)

Year:	Location:
ASCLS-PENNSYLVANIA:	
ASCLS:	

Developing Professional Forum Seminars attended:

Seminar:	Date:	Location:
ASCLS-PENNSYLVANIA		
ASCLS:		

Edward P. Dolbey Award Nomination Form:

Section 6: Honors, Presentations, Publications, Other Professional Activities:

ASCLS Professional Awards, Honors, Recognitions:

List award and the year(s) received.

AWARD	Year(s)
ASCLS-PENNSYLVANIA:	
ASCLS District Society:	
ASCLS:	
ASCLS REGION II	

Membership/Activities in other Laboratory Related Professional Societies:

AABB, AACC, Alpha Mu Tau, ASCP, ASH, ASM, CLMA, etc.

List organization, position, and years

Paid Membership	Position	Years

Edward P. Dolbey Award Nomination Form:

Professional Presentations:

List title, meeting, and date, do NOT include work related presentations.

Title:	Meeting:	Date:
National:		
Regional:		
State:		
Local:		

Professional Publications:

List title, publisher or journal/newsletter, year. Do NOT include work related publications.

Title:	Publisher:	Year:
National:		
State:		
Local:		

Edward P. Dolbey Award Nomination Form:

Service to the Profession: (activities NOT outlined previously) Board of Registry/NCA, legislative activities, health fairs

Describe activity and year completed, be specific. Do NOT include work related activities.

Activity:	Year:

.....

Section 7: ESSAY In no less than 250 words, the essay should describe, in measurable terms, the contributions which the nominee has given to the Society; it should present a description of the nominee's dedication and commitment to the Society and to the Profession through past action.

TALLEY SHEET FOR EDWRD P. DOLBEY AWARD

Nominee Name:	Award Year:
Nominated by:	
To be completed by the ASCLS-PA Award Committee Chair:	
<ol style="list-style-type: none">1. Is the application packet submitted with a complete nomination form and letter/essay written by the nominator?2. Has the nominee held at least five (5) years of consecutive membership in ASCLS-PA immediately prior to the nomination?3. Has the nominee been actively engaged in the profession of Clinical Laboratory Science for at least five (5) years prior to the nomination?4. Is the nominee eligible for further consideration by the Dolbey subcommittee?	
Section 1: Membership (1 point for each year of membership) _____	
Section 5. Professional Activities _____	
A. ASCLS-PA Activities: _____	
<ol style="list-style-type: none">1. Offices Held: (five (5) points for each office held, Board Member term, committee or task force chair)2. Committee Activities: (three (3) points for each term served as committee member)3. Delegate to ASCLS-PA House of Delegates: (five (5) points per year to a maximum of 100 points)	
B. ASCLS-PA District Society Activities: _____	
<ol style="list-style-type: none">1. Offices Held: (three (3) points for each office held, Board member term, committee or task force chair)2. Committee activities: (two (2) points for each term served as committee member)	
C. ASCLS activities: _____	
<ol style="list-style-type: none">1. Offices Held: (one (1) point for each office held, Board member term, committee or task force chair)	

- 2. Committee Activities: (one (1) point for each term served as committee member)
- 3. Delegate to ASCLS House of Delegates: (two (2) points per year to a maximum of 40 points)

D. ASCLS REGIONAL activities: _____

- 1. Council Activities:
 - a. Council Officer: (one (1) point for each term of position held - secretary, treasurer)
 - b. Committee Activities: (one (1) point for each term as committee chair; half (0.5) point for each term as committee member)

E. Developing Professional Forum Activities: _____

- 1. Attendance at Developing Professional Forum Seminars as a Developing Professional: (three (3) points per year)
- 2. Developing Professional Forum Chair:
 - ASCLS-PA (three (3) points per year)
 - ASCLS-PA District Society (two (2) points per year)
 - ASCLS (one (1) point per year)
- 3. Developing Professional Delegate:
 - ASCLS-PA (five (5) points per year)
 - ASCLS (two (2) points per year)

Section 6: Professional Publications/Presentations _____

- 1. Five (5) points for each book, two (2) points for each article, column, poster session, etc.

Section 7: Related Professional Activities _____

- 1. One (1) point for each activity

TOTAL NUMBER OF POINTS ACHIEVED: _____

(To be eligible, a minimum of 100 points is required)

ASCLS-PA CORPORATE RECOGNITION AWARD

Reviewed/Revised: 5/2005, 2/2016, 10/2018

The ASCLS-PA Corporate Recognition Award may be presented annually to a corporation/company/institution which has supported the aims and ideals of the American Society for Clinical Laboratory Science-Pennsylvania.

The support may be evidenced by, but not limited, to:

1. Providing scholarship to ASCLS-PA members
2. Advertising in ASCLS-PA publications
3. Sponsoring workshops, seminars, or otherwise sharing technical expertise with ASCLS-PA members
4. Supporting participation of ASCLS-PA members in the Society

Nominations shall be made on forms supplied by the Awards Committee, no later than six weeks prior to the date of the Annual State Meeting each year. The nomination form should detail the support which qualified the nominee for the award.

The Awards Committee Chair will forward all nominations to the ASCLS-PA President along with suitable ballots no later than six weeks prior to the date of the Annual State Meeting. The Awards Chair will send to the ASCLS-PA Board of Directors copies of all nominations and the ballots. The Board will vote within two (2) weeks of receiving nominations. A majority of favorable votes will determine the winner. Completed ballots will be sent to the Awards Committee Chair for processing and setting up the award.

Within three (3) weeks of the Annual State Meeting, the Awards Committee Chair will notify:

1. ASCLS-PA President
2. General Chair, Annual Meeting
3. Responsible person in the winning company, so that a representative from the company can attend the awards ceremony to receive the award.

Four banquet tickets (if applicable) per year will be given to the honored company. The monies to pay for the banquet tickets to come from the Awards Committee line item.

The award will be a plaque.

ESTOLLE GROSS AWARD

Reviewed/Revised: 2/2016, 10/2016, 5/2019

The Estolle Gross Award is presented annually by ASCLS-PA in recognition of the contributions of Estolle Gross to the advancement of the profession and growth of ASCLS-PA. It is presented to members who have demonstrated that same dedication and commitment to the profession and this Society as has been inspired by Estolle.

To be eligible for this award, one must:

1. Be a member, in any category except that of Developing Professional, of ASCLS-PA for a minimum of three (3) years.
2. Be nominated by any member of the ASCLS-PA or District Society Leadership.
3. Have made a creative or technical contribution to their profession, and/or ASCLS-PA. These contributions may be, but are not limited to:
 - a. Activities engaged for the betterment of the profession and/or ASCLS-PA
 - b. An outstanding project performed in the name of the organization
 - c. Involvement in the activities of the Society on the local, state, or national level
 - d. Development of a "time" or "money" saving idea that results in a more efficient way of conducting the workings of the organization
 - e. Scientific papers published or scientific sessions presented

Candidates for the award will be nominated on forms supplied by the Awards Committee by February 1st. A brief description as to why the nominee deserves the award must accompany the nomination. Nominations will be compiled by the Awards Committee and forwarded to the Board of Directors who will select up to four (4) award winners.

The awards will be in the form of a recognition certificate. The awards will be presented by the ASCLS-PA President at the Annual Spring Awards Banquet or Ceremony, and will be published in the Pennsylvania Newsletter.

ASCLS-PA KEENER MEMORIAL SERVICE AWARD

Reviewed/Revised: 2/2016

The ASCLS-PA Keener Memorial Service Award is presented to members of ASCLS-PA who have shown extraordinary service and or dedication to the Society in the current year. The award is named in memory of Sandra Keener, a dedicated member of this Society's Board of Directors and a Past President, who, throughout her life in the profession, gave tremendous effort to the American Society for Clinical Laboratory Science-Pennsylvania.

ELIGIBILITY: Any member in good standing of ASCLS and ASCLS-PA, in any membership category.

The award may be given annually at the discretion of the ASCLS-PA President at the annual awards banquet or ceremony. It reflects extraordinary service for the present fiscal year and may be given for such activities as, but not limited to:

1. Assistance to the President in performing Society business
2. Representing the Society and the profession to outside organizations
3. Developing special projects which benefit the membership

There is no limit to the number of awards which can be given annually.

There is no limit to the number of times an individual can receive the award.

A certificate will be presented to the awardee at the annual Awards Banquet with the following inscription:

ASCLS-PA KEENER MEMORIAL SERVICE AWARD

Is presented to

For service and dedication to the Society for _____ (insert year, i.e. 1999-2000)

The name of the current president should appear below the inscription.

KEY TO THE FUTURE AWARD

Reviewed/Revised: 5/2005, 2/2016, 10/2018

The cultivation of leaders depends on recognizing individuals of promise, providing activities which challenge them to develop and demonstrate leadership skills, rewarding their efforts, and planning for their continued and future growth.

OBJECTIVES:

1. To identify members with leadership promise as participants in development activities with a need to be nurtured into leaders of tomorrow.
2. To encourage the appointment of “newly active” members to positions of responsibility within the Society which will permit them to develop and demonstrate leadership skills.
3. To recognize and reward “newly active” members who have demonstrated their leadership potential by contributions to the organization.
4. To encourage strategically planned future appointment/nominations of these prospective leaders to activities/offices which will continue their leadership development.

GUIDELINES:

1. Eligibility Criteria:
 - a. Must be a member of ASCLS in the Professional, Ascending Professional, or Developing Professional category of membership.
 - b. Be a “newly active” member of ASCLS-PA.
Definition of “Newly Active”:
 1. Member for less than three (3) years
 2. Member for longer than three (3) years but who has recently taken an active role in ASCLS-PA
 3. Member of ASCLS-PA Leadership for less than three (3) years
 - c. Have demonstrated leadership potential by:
 1. Directing at least one State or District Society Task Force
 2. Chairing a State or Ad Hoc Committee of the State Society
 3. Directing projects in which outcomes are measurable
(Examples include: 5% increase in membership; increased membership)
 - d. A member may receive this award only once.
2. Nomination and Selection Criteria:
 - a. Nominations may be made by any member of the ASCLS-PA Leadership on a form supplied by the Awards Committee.

- b. The nominations shall be sent to the Awards Committee Chair by February 1st of each year.
- c. The nominations will be compiled by the Awards Committee and sent to the ASCL-PA Presidential Officers (President, President-elect, and Immediate Past President) who will select from the nominees who have met the criteria.
- d. The Presidential Officers may select up to three (3) individuals per year to receive this award. The selection(s) is/are to be based on the criteria defined.
- e. The Presidential Officers shall select the individual awardees recognized at the ASCLS-PA Annual Awards Banquet. The ASCLS-PA President shall submit the names of the awardees to the ASCLS Awards Committee by February 28th.

BE IT NOTED: These three individuals are in a unique position to view the activities of the Society and to recognize significant contributions.

3. Award:

- a. The award shall be in the form of a “key” pin, awarded by ASCLS, and a certificate presented by ASCLS-PA.
- b. The recipient should attend the ASCLS-PA Summer Leadership Conference.

ASCLS-PA LIFETIME ACHIEVEMENT AWARD

Reviewed/Revised: 2/2016, 10/2018

The purpose of the ASCLS-PA Lifetime Achievement Award is to recognize and honor an ASCLS-PA member who has “made a difference” in ASCLS, ASCLS-PA and the profession of clinical laboratory science. This award provides special recognition to an individual who has provided dedicated and outstanding service at all levels of the organization over a sustained period of time. In addition, the individual has demonstrated outstanding career achievements in clinical laboratory science and has significantly promoted the profession to the public and other health care professionals.

AWARD:

- In the event of multiple nominations, all nominees will receive a plaque at the ASCLS-PA Awards Ceremony where the recipient of this award will be announced.

NOMINATIONS:

- Email nominations to ASCLS-PA Awards Committee Chair.
- Nominations may be made by any ASCLS-PA member.

ELIGIBILITY:

The nominee must be:

- A member of ASCLS
- for at least 20 years prior to nomination
- A current member at the time of nomination
- Actively involved in the profession of clinical laboratory science

ASCLS-PA Board of Directors members are NOT eligible during their tenure on the Board.

NOMINATION PROCESS:

Please weigh the qualifications and choice of this outstanding member carefully. The judges of this award have the difficult task of selecting a winner based on the information provided on the forms. Please pay particular attention to how you complete these forms, especially the letter/essay on the nomination form. Your thoughtful presentation of the candidate’s merit, accurate completion of the forms, and careful attention to the deadline will ensure your nominee the full consideration he/she deserves.

A nomination letter of no less than 250 words in support of the merits of the nominee as an individual and as an active member of ASCLS and ASCLS-PA must be included. It is the **nominator’s** responsibility to write and submit the nomination letter.

The nomination form and essay must be submitted electronically to the ASCLS-PA Awards Committee Chair. CV's are not acceptable. Nominations lacking either the form or nomination essay will not be accepted.

A recipient will receive this award only once. A previous nomination will not disqualify for re-nomination.

JUDGING CRITERIA:

The ASCLS-PA Board of Directors will make the final selection of the recipient.

The recipient of this award is selected based on his/her contribution to the profession, ASCLS, and ASCLS-PA over the entire duration of membership. In selecting nominees, individuals should not overlook members who have a long history of significant contributions.

Nominees are evaluated using many activities that have occurred over a 20-year time span of membership. Criteria include, but are not limited, to the following:

- ASCLS activities at the national, regional, and state levels. (activity has increased with years of experience at each level)
- Professional honors given for ASCLS and ASCLS-PA activities (national, regional, state)
- Participation in other organizations related to clinical laboratory science (e.g. NAACLS volunteer, Board of Certification committee chair or Board member, AABB, ASM, etc.)
- Contributions to the profession
- Professional publications and presentations
- Government and licensure activities at the state level
- Recruitment into profession or providing the “face of the profession” by participating in health fairs or science fairs, career days, MLPW activities, and other activities that promote clinical laboratory science in the community

ASCLS-PA LIFETIME ACHIEVEMENT AWARD

Nomination Form

Instruction to the Nominator: Please type. Where there is inadequate room for all your information, continue on additional sheets of paper using the nomination form format. It is permissible to use a word processor, however, be sure the appropriate format and section numbers are used. No Curriculum Vitae will be accepted for consideration. Return the completed form by the February 1 deadline to the ASCLS-PA Awards Committee Chair. Please attach a letter/essay detailing why you think this nominee is deserving of this award.

.....

Section 1: Name

Nominee Name: _____

Nominee Address: _____

.....

Section 2: Membership in ASCLS

Membership #: _____ Join Date: _____
(date must be prior to August 1)

.....

Section 3: Education

Name of Institution:	Degree Conferred	Dates attended
Undergraduate:		
Graduate:		
Additional Specialized Training:		

.....

Section 4: Professional Certification:

Certification:	Certification Body:

ASCLS-PA Lifetime Achievement Award Nomination form:

Section 5: Professional Employment and Experience:

Current Position or Title:	Current Employer:	Employer Address
Previous positions:		



Section 6: Professional Activities:

Offices Held: (President, Past-President, Treasurer, Secretary, Board)

Office Held:	Dates:
ASCLS-PENNSYLVANIA:	
ASCLS-PA District Society:	
ASCLS REGION II:	
ASCLS:	

Committee Activities: (Committee Chair or member, Task Force)

Activity:	Chair:	Member:	Dates:
ASCLS-PENNSYLVANIA:			
ASCLS-PA District Society:			

Lifetime Achievement Award Nomination form:

Committee Activities (Cont'd):

ASCLS REGION II:			
ASCLS:			

Delegate Activities: (list years and location)

Year:	Location:
ASCLS-PENNSYLVANIA:	
ASCLS:	

Developing Professional Forum Seminars attended:

Seminar:	Date:	Location:
ASCLS-PENNSYLVANIA		
ASCLS:		

Lifetime Achievement Award Nomination Form:

Section 6: Honors, Presentations, Publications, Other Professional Activities:

ASCLS Professional Awards, Honors, Recognitions:

List award and the year(s) received.

AWARD	Year(s)
ASCLS-PENNSYLVANIA:	
ASCLS District Society:	
ASCLS:	
ASCLS REGION II	

Membership/Activities in other Laboratory Related Professional Societies:

AABB, AACC, Alpha Mu Tau, ASCP, ASH, ASM, CLMA, etc.

List organization, position, and years

Paid Membership	Position	Years

Lifetime Achievement Award Nomination Form:

Professional Presentations:

List title, meeting, and date, do NOT include work related presentations.

Title:	Meeting:	Date:
National:		
Regional:		
State:		
Local:		

Professional Publications:

List title, publisher or journal/newsletter, year. Do NOT include work related publications.

Title:	Publisher:	Year:
National:		
State:		
Local:		

Lifetime Achievement Award Nomination Form:

Service to the Profession: (activities NOT outlined previously) Board of Registry/NCA, legislative activities, health fairs

Describe activity and year completed, be specific. Do NOT include work related activities.

Activity:	Year:

.....

Section 7: ESSAY In no less than 250 words, the essay should describe, in measureable terms, the contributions which the nominee has given to the Society; it should present a description of the nominee's dedication and commitment to the Society and to the Profession through past action.

TALLEY SHEET FOR LIFETIME ACHIEVEMENT AWARD

Nominee Name:	Award Year:
Nominated by:	
To be completed by the ASCLS-PA Award Committee Chair:	
5. Is the application packet submitted with a complete nomination form and letter/essay written by the nominator?	
6. Has the nominee held at least twenty (20) years of consecutive membership in ASCLS immediately prior to the nomination?	
7. Has the nominee been actively engaged in the profession of Clinical Laboratory Science for at least twenty (20) years prior to the nomination?	
8. Is the nominee eligible for further consideration?	
Section 1: Membership (1 point for each year of membership) _____	
Section 5. Professional Activities _____	
F. ASCLS-PA Activities: _____	
4. Offices Held: (five (5) points for each office held, Board Member term, committee or task force chair)	
5. Committee Activities: (three (3) points for each term served as committee member)	
6. Delegate to ASCLS-PA House of Delegates: (five (5) points per year to a maximum of 100 points)	
G. ASCLS-PA District Society Activities: _____	
3. Offices Held: (three (3) points for each office held, Board member term, committee or task force chair)	
4. Committee activities: (two (2) points for each term served as committee member)	
H. ASCLS activities: _____	
4. Offices Held: (one (1) point for each office held, Board member term, committee or task force chair)	

5. Committee Activities: (one (1) point for each term served as committee member)

6. Delegate to ASCLS House of Delegates: (two (2) points per year to a maximum of 40 points)

I. ASCLS REGIONAL activities: _____

2. Council Activities:

c. Council Officer: (one (1) point for each term of position held - secretary, treasurer)

d. Committee Activities: (one (1) point for each term as committee chair; half (0.5) point for each term as committee member)

J. Developing Professional Forum Activities: _____

4. Attendance at Developing Professional Forum Seminars as a Developing Professional: (three (3) points per year)

5. Developing Professional Forum Chair:
ASCLS-PA (three (3) points per year)

ASCLS-PA District Society (two (2) points per year)

ASCLS (one (1) point per year)

6. Developing Professional Delegate:
ASCLS-PA (five (5) points per year)

ASCLS (two (2) points per year)

Section 6: Professional Publications/Presentations _____

2. Five (5) points for each book, two (2) points for each article, column, poster session, etc.

Section 7: Related Professional Activities _____

1. One (1) point for each activity

TOTAL NUMBER OF POINTS ACHIEVED: _____

(To be eligible, a minimum of 400 points is required)

10/2018

ASCLS-PA MEMBERSHIP AWARD

Reviewed/Revised: 2/2016, 10/2018

MEMBERSHIP AWARD:

The ASCLS-PA Membership Award is presented as a lasting recognition of sustained membership in ASCLS and ASCLS-PA.

This award is given to all members with ten (10) or more years of membership in any category in ASCLS and ASCLS-PA. If membership has lapsed, but has been reinstated, any combination of membership which totals ten (10) years shall qualify.

The form of the award shall be determined by the Board of Directors of ASCLS-PA.

No later than February 1st of each year, the Membership Committee Chair or Treasurer shall forward a current membership list to the Awards Committee Chair. The awards will be presented at the Annual Meeting Awards Ceremony, and the names of the recipients will be published in the awards ceremony program and the ASCLS-PA Newsletter.

An award recognizing sustained membership over ten (10) years will be presented to members every five (5) years beginning with year ten (10). Awards will be grouped into five (5) year intervals, based on date of membership (10, 15, 20, 25, 30, 35, 40, 45, 50, etc.). A certificate will be presented with the number of years of membership and the names will be published in the awards ceremony program and the ASCLS-PA Newsletter.

OMICRON SIGMA AWARD

Review/Revised: 5/2005, 2/2016

First awarded in 1977, Omicron Sigma is the ASCLS President's Honor Roll for Outstanding Service. It provides lasting recognition of those dedicated members who volunteer their personal resources, time and energy to the ASCLS. Recognition is at three (3) levels: national, regional, and constituent society. This allows constituent society presidents, regional directors, and the ASCLS President to recognize members for outstanding service.

Eligibility: Nominees must be current members of ASCLS.

Nominations may be made by:

- The ASCLS President who may nominate up to 100 members for national recognition. The President will email his/her nominees to the ASCLS Awards Committee as well as to each of the Region Directors.
- Each of the ASCLS Region Directors who may nominate up to 15 members from their region for regional recognition. The Directors will submit nominations to the ASCLS Awards Committee and to their constituent society presidents, along with the ASCLS President's list. **Do not duplicate nominations named at the national level.**
- Each of the ASCLS constituent society presidents who may nominate eight members, plus one additional person for every 50 current society members over 400, based on the membership figures as of December 31. The presidents will submit nominations to the ASCLS Awards Committee. **Do not duplicate nominations named at the national and regional levels.**

Award: All nominees receive a sticker at the ASCLS Annual Meeting. The ASCLS Awards Committee will attempt to process nominations by March 1 to allow recognition at constituent society spring meetings.

Nominations deadline for the ASCLS President: February 1

This list of nominees is emailed to the ASCLS Awards Committee at awards@ascls.org AND the Region Directors.

Nominations deadline for Region Directors: February 15

This list of region nominees is emailed to the ASCLS Awards Committee at awards@ascls.org AND the Region Directors' respective constituent presidents. Region Directors should also provide the ASCLS President's list of nominees to the constituent society presidents.

Nomination deadline for Constituent Society Presidents: March 1

This list of constituent society nominees is emailed to the ASCLS Awards Committee at awards@ascls.org. The ASCLS-PA President will send a list of the Pennsylvania Society's nominees (national, regional, and state levels) to the ASCLS-PA Awards Committee Chair.

Calculations for constituent societies:

- The number of members is based on the ASCLS alpha membership list figures for each society as of December 31.
- Divide the total number of members over 400 that appear on this list by 50.
- Any fraction may be rounded up to the next whole number (i.e. 405 members divided by 50 = 8.1 = nine (9) nominees)
- Contact ASCLS office at ascls@ascls.org if you have not received your alpha list in time to make your nominations by the March 1 deadline.

Other information:

- Check the December 31 membership roster to confirm membership status of nominees and membership number. Non-members will not be considered.
- Type or print full legal name. Do not use nicknames. If a nominee is not on the membership list, the committee will not consider the nomination.
- Provide the full name of the constituent society/state in which the nominee is a member. This is important for Regional and National nominees.
- Provide a brief explanation of the contribution to be recognized.
- Use the Microsoft Excel spreadsheet that is passed down from the ASCLS President to the Regional Directors and then to the Constituent Society Presidents to submit your nominees. The ASCLS President will receive the Excel spreadsheet from the ASCLS Awards Committee.
- The ASCLS President typically sends a personal letter to his/her national nominees. It is the responsibility of the Region Directors and Constituent Society/State Presidents to notify their members of the region/state level nomination. The ASCLS Awards Committee will not mail letters to these individuals.

NOTE: The ASCLS-PA President shall forward a copy of the completed spreadsheet to the ASCLS-PA Awards Committee Chair.

ASCLS-PA PI ALPHA AWARD

Reviewed/Revised: 5/2005, 2/2016, 10/2018

Pi Alpha, the ASCLS-PA President's Honor Role for Outstanding Service, is presented as a recognition of the abiding interest of members who have volunteered their time, experience, and personal resources to their district society and/or ASCLS-PA.

To be eligible for the Pi alpha Award, one must:

- Be a member, in any category, of ASCLS-PA.
- Be nominated by a district society, a member of the ASCLS-PA Board of Directors, or any member of this Society.
- Have made a gainful contribution to the activities of a district society and/or ASCLS-PA as evidenced by a very brief explanation to accompany the nominations.

Candidates for the Pi Alpha award will be nominated on forms supplied by the ASCLS-PA Awards Committee. Nominations will be compiled by the district society presidents and forwarded to the ASCLS-PA President, who alone will make the final selections.

In addition to the nominations received, the ASCLS-PA President shall have the authority to award additional Pi Alpha awards at his/her discretion, if necessary.

The award will be in the form of a ribbon or sticker to be attached to the badge at the ASCLS-PA Annual meeting, as well as a letter from the ASCLS-PA President. The names of the Pi Alpha recipients will be announced at the annual ASCLS-PA Awards ceremony, published in the awards ceremony program, and in the ASCLS-PA Newsletter.

An effort will be made to ensure an equitable distribution of awards among all active district societies.

Nominees for the Omicron Sigma award, but not selected, may be considered for the Pi Alpha award.

ASCLS-PA PI ALPHA AWARD
Nomination Form

1. Type in ranked order the nominees for the Pi Alpha Award.

2. Give full legal name; do not use nicknames.

Name: ASCLS Member # _____

Brief Description of Contribution to District Society and/or ASCLS-PA:

Name: ASCLS Member # _____

Brief Description of Contribution to District Society and/or ASCLS-PA:

Name: ASCLS Member # _____

Brief Description of Contribution to District Society and/or ASCLS-PA:

Name: ASCLS Member # _____

Brief Description of Contribution to District Society and/or ASCLS-PA:

Name: ASCLS Member # _____

Brief Description of Contribution to District Society and/or ASCLS-PA:

BYLAWS COMMITTEE

Reviewed/Revised: 1/2001, 2/2016

BYLAWS AND STANDARD OPERATING PROCEDURES:

The Committee shall consist of no more than three (3) members appointed by the President, with the Chair appointed by the President. The committee will work with the ASCLS Bylaws Committee.

DUTIES:

1. Examine and consider proposed changes in the constitutional codes of this Society and its district societies; shall be authorized to reject proposed changes to the constitutional codes of this Society and the district societies, provided full justification of rejection is returned to the proponent. The proponent has the prerogative to require by Bylaws Committee refer the rejection to the Board of Directors of this Society for final decision.
2. Prepare modifications to the Standard Operating Procedures (SOP's) of ASCLS-PA, and with approval of the Board of Directors of this Society, shall submit the modifications electronically to the ASCLS Bylaws Committee for review and approval.
3. Prepare proposed amendments to the ASCLS-PA Bylaws and upon approval of the Board of Directors of this Society, shall electronically submit such amendments to the ASCLS Bylaws Committee for review and approval PRIOR to vote by the ASCLS-PA Membership.
4. Perform such additional duties as are defined in the Bylaws and Standard Operating Procedures of this Society.
5. Examine proposed codes of organization of a new district society, and report to the ASCLS-PA Board of Directors.
6. Examine all proposed amendments to district societies' constitutional codes, and approve or disapprove them.
7. The Chair is to keep copies of district societies Bylaws and amendments on file.
8. Consult with the Board of Directors on proposed modifications to the Standard Operating Procedures of ASCLS-PA.
9. Responsibility and authority to amend the ASCLS-PA Bylaws and Standard Operating Procedures so they conform and are not in conflict with the ASCLS Bylaws as amended at any annual session of the ASCLS House of Delegates. Proper procedure as outlined in the Bylaws and SOP's of this Society shall be followed.
10. Send a report of committee activities to the President prior to the Board of Directors meetings.
11. Review the ASCLS-PA handbook on an annual basis.
12. Revise the ASCLS-PA handbook whenever necessary, with the approval of the ASCLS-PA Board of Directors.
13. Maintain close contact with the Board of Directors.
14. Make every effort to attend the meetings of the ASCLS-PA Board of Directors.

FINANCE COMMITTEE

Reviewed/Revised: 4/2004, 5/2005, 2/2016

BYLAWS AND STANDARD OPERATING PROCEDURES:

The committee shall consist of no more than three (3) members appointed by the President, with the chair appointed by the President. (It is suggested that the President-elect and the Immediate Past Treasurer be considered as two (2) of the members. The Chair must be a professional or emeritus member. The current Treasurer serves as an ex-officio committee member.

DUTIES:

1. Assist the Treasurer in preparing the annual budget for the Society.
2. Send a report of committee activities to the President one month prior to the Board of Directors meetings.
3. Review the Society taxes submitted by the Treasurer.
4. Assist with an internal audit, or help the Treasurer secure an external audit of the Society's books. Review recommendations of the auditor and make appropriate recommendations to the ASCLS-PA Board of Directors.
5. Make every effort to attend the meetings of the ASCLS-PA Board of Directors.

At the beginning of a New Treasurer's term, the Finance Committee Chair will assist the New Treasurer.

1. The Finance Chair will assist the new Treasurer in using the computer software program.
2. The new Treasurer will send copies of all paperwork and bank statements to the Finance Chair for transactions dated 9/1 through 2/28 of the first year of the person's term in office.
3. The Finance Committee will enter the transactions and produce a report, which will be compared to the report produced by the new Treasurer.
4. Discrepancies will be reviewed and corrected.
5. The same will be done for the second part of the year. Thereafter, the internal audit should be performed no later than December 31 of the year in which the fiscal year ends.
6. Make every effort to attend the meetings of the ASCLS-PA Board of Directors.

GOVERNMENT LIAISON

Reviewed/Revised: 1/2001, 2/2016

BYLAWS AND STANDARD OPERATING PROCDDURES:

The committee shall consist of no more than three (3) members appointed by the President, with the chair appointed by the President. The committee will work closely with the Government Affairs Committee of ASCLS.

Areas of activity will be federal and state legislation and regulations.

DUTIES:

1. Monitor pending legislation in Washington, D.C. and Harrisburg that pertains to laboratories or laboratory personnel.
2. Maintain a key contact network and activate the network when important issues are to be responded to.
3. Educate members about the federal and state government and keep them informed of current issues through a regular column in the Pennsylvania Newsletter.
4. Maintain an updated roster of federal and state legislators and their addresses.
5. Attend the ASCLS Legislative Symposium.
6. Coordinate state legislative days.
7. Work with corresponding committees of ASCLS and district societies.
8. Send a report of committee activities to the ASCLS-PA President at least one month prior to the Board of Directors Meetings.
9. Make every effort to attend the meetings of the ASCLS-PA Board of Directors.

LEADERSHIP DEVELOPMENT COMMITTEE

Reviewed/Revised: 1/2001, 5/2005, 2/2016

BYLAWS AND STANDARD OPERATING PRECDURES:

The committee shall consist no than three (3) members appointed by the President, with the chair appointed by the President. The committee will work closely with the ASCLS Leadership Development Committee.

The areas of activity include mentoring and fostering involvement of all members for leadership roles, especially on the state level.

DUTIES:

1. Identify potential future leaders and work with the ASCLS-PA Board of Directors to mentor them into future leadership positions.
2. Assist in planning of the ASCLS-PA Summer Leadership meeting.
3. Identify members eligible for the ASCLS Key to the Future Award, encouraging those members to participate at higher levels in the organization.
4. Make every effort to attend the meetings of the ASCLS-PA Board of Directors.

MEMBERSHIP COMMITTEE

Reviewed/Revised: 1/2001, 5/2005, 2/2016, 10/2018

BYLAWS AND STANDARD OPERATING PROCEDURES:

The Committee shall consist of no more than three (3) members appointed by the President, with the chair appointed by the President. The committee will work closely with the ASCLS Membership Committee.

Areas of activity include recruitment of new members and re-activation of lapsed members.

DUTIES:

1. All activities should be directed toward recruiting new members, maintaining current members, and re-instating members who have dropped from the Society's rolls.
2. Keep membership records, lists, and computer databases easily accessible, up-to-date and workable.
3. Maintain an adequate supply of all membership recruitment material, including applications, insurance brochures, etc.
4. Send letters to lapsed members encouraging them to renew their membership. Inform district society president of each lapsed member in their district so they can contact them and encourage them to renew membership.
5. Work with ASLCS Membership Committee, utilizing plans and programs developed to increase membership and retain membership.
6. Maintain close communication with the ASCLS Membership Committee and with the district society and the Student Director.
7. Send a letter of welcome to new members, including the name of the president of their district society, and explaining the benefits, activities and opportunities of state membership.
8. Provide a membership booth at the annual meeting.
9. Send a report of committee activities to the President at least one month prior to the ASCLS-PA Board of Directors meetings.
10. Submit list of individuals who meet the requirements of the ASCLS-PA Membership Awards.
11. Work with other committees as stated in the handbook.
12. Make every effort to attend the meetings of the ASCLS-PA Board of Directors.

NOMINATION AND ELECTIONS COMMITTEE

Reviewed/Revised: 1/2001, 5/2005, 2/2016

BYLAWS AND STANDARD OPERATING PROCEDURES:

The committee shall consist of no more than three (3) members appointed by the President, with the chair appointed by the President. No member of the Board of Directors of this Society shall be a member of this committee.

DUTIES:

1. Notify the membership on or before January 1st of all elected positions whose terms expire at the next annual business meeting.
2. Notify membership of the Society that nominations are in order and solicit their cooperation in obtaining qualified candidates.
3. Initiate direct contact with qualified members to be nominees, in the event of an insufficient number of nominations to complete the slate.
4. Verify that the nominees possess those qualification prescribed by the ASCLS-PA Bylaws and Standard Operating Procedures for a specific elected position and that such candidates agree to the candidacy.
5. Publish in the Pennsylvania Newsletter the slate of at least two nominees for each office, together with the qualifications of such nominees, no less than thirty (30) days before the next annual business meeting of ASCLS-PA.
6. Prepare a ballot for election at the annual business meeting.
7. Distribute, collect and tabulate ballots at the annual business meeting and prepare a report to include total votes cast, votes necessary for election, and votes received by each candidate for each position. The report is presented at the Annual Business Meeting by the Committee Chair.
8. Send a report of committee activities to the President at least one (1) month prior to the Board of Directors meetings.
9. Make every effort to attend the meetings of the ASCLS-PA Board of Directors.

NOTE:

1. Send list of individuals not elected to President-elect, to use as he/she sees fit in the selection of people who are willing to serve wherever he/she chooses to place them.
2. Qualifications for office: Professional or Emeritus members of this Society shall be eligible to hold office and serve on the Board of Directors provided he/she has been a Professional or Emeritus member for at least one (1) year and is in good standing.
3. Nominees may be required to prepare a statement in response to the question: "Why Am I Running For This Office?" Oral declarations will be presented by the nominees at the Annual Business Meeting prior to the elections.

EDUCATION SCIENTIFIC ASSEMBLY

Reviewed/Revised: 2/2016

PURPOSE:

The Education Scientific Assembly of ASCLS-PA shall be concerned with issues relating to the education of Medical Laboratory Scientists and Medical Laboratory Technician students.

COMPOSITION:

Members of this Scientific Assembly shall consist of Program Directors, Education Coordinators, Advisors, Faculty and other interested persons from both Hospital and Colleges/Universities. Due to the composition of the group, there will be those included in the assembly who are not members of ASCLS-PA/ASCLS.

CHAIR:

The Chair of the Education Scientific Assembly shall be an Educator, a member of the ASCLS-PA/ASCLS and shall be appointed by the President to serve for three years and may be re-appointed.

DUTIES OF THE CHAIR:

1. Organizing Education Scientific Assembly meetings (Spring, Fall, ASCL-PA Annual Meeting and others as deemed appropriate.
2. Maintaining updated mailing lists and program information.
3. Disseminating appropriate information regarding educational issues.
4. Reporting activities of the Assembly to the ASCLS-PA Board of Directors.
5. Requesting budgeted funds from ASCLS-PA.
6. Serving as a consultant to the ASCLS-PA Annual Meeting planning committee, securing speakers and planning workshops in Education to meet the needs of the members of the Assembly.
7. Attend the meetings of the ASCLS-PA Board of Directors, if possible.

FILE CUSTODIAN

Reviewed/Revised: 1/2001, 2/2016

The official records and files of the Society shall be kept by a file custodian appointed by the President with the approval of the Board of Directors. The original Articles of Incorporation shall remain with the Society files.

The files shall be accessible to Society members provided they give at least seven (7) days' notice of their intent to view the files and they present valid membership credentials.

DUTIES:

1. Collect and file all documents, past and present, pertaining to the Society, such as photographs, minutes of Board of Director meetings, financial records, individual reports, etc.
2. Extract information from the files for the President or other authorized individuals, when needed.
3. Send a report of activities to the President at least one (1) month prior to Board of Directors meetings.
4. Attend the meetings of the ASCLS-PA Board of Directors, if possible.

P.A.C.E. ADMINISTRATION

Reviewed/Revised: 1/2001, 2/2016

P.A.C.E. stands for the Professional Acknowledgement of Continuing Education. The Administrator is appointed by the ASCLS-PA President. The individual appointed is considered a subcommittee of the ASCLS P.A.C.E. Committee. The P.A.C.E. Administrator should have sufficient technical experience and attended the ASCLS P.A.C.E. workshop where objectives and evaluations are discussed.

DUTIES:

1. Serve as a communications link between the membership, program sponsors, ASCLS P.A.C.E. Coordinator and P.A.C.E. Committee and follow all ASCLS P.A.C.E. policies.
2. Answer questions regarding P.A.C.E. Program to interested persons within the state, to include (but not limited to):
 - A. General basic questions about the P.A.C.E. Program.
 - B. Questions relating to proper completion and transmittal of P.A.C.E. program criteria (application process).
 - C. Explain the P.A.C.E. program at local, state, and regional meetings, when such explanation is requested.
 - D. Refer complex problems and policy matters to the ASCLS P.A.C.E. Coordinator and P.A.C.E. Committee.
 - E. Supply limited quantities of printed materials utilized in the P.A.C.E. program such as:
 1. P.A.C.E. program/speaker information forms
 2. P.A.C.E. speaker credential forms
 3. C.E. Organizer Instructions for P.A.C.E. credit.
 - F. When requested by program sponsors, assist them in preparing PSA's (Provider Status Approval) which will accurately reflect the proposed program to meet P.A.C.E. Criteria (application process). The approval of the program remains the sole prerogative of the ASCLS-PA P.A.C.E. Administrator.
 - G. Send a report of P.A.C.E. activities to the President at least one (1) month prior to the Board of Directors meetings.
 - H. Attend the meetings of the ASCLS-PA Board of Directors, if possible.

PUBLICATIONS COMMITTEE

Reviewed/Revised: 1/2001, 2/2016

BYLAWS AND STANDARD OPERATING PROCEDURES:

There shall be an official publication of this Society which shall be available to each member. This publication shall be known as "The Pennsylvania Newsletter". Other Society publications may be developed, subject to the approval of the Board of Directors.

The editor-in-chief shall be a member of this Society, well acquainted with the policies and functions of the Society, as well as qualified with the knowledge, skills, and experience required for publication of a scientific journal. The editor may be an officer of this Society while serving as editor.

The editor-in-chief shall be appointed by the President and approved by the Board of Directors and shall serve at the pleasure of the Board of Directors. The editor-in-chief's staff will consist of three (3) associate editors (Immediate Past President, President-elect and publications Board liaison) and any other staff from the membership necessary to execute the publication.

DUTIES:

1. Print summaries of business of the Board of Directors meetings, Committee reports and summary of the annual meeting in the official publication.
2. Publish:
 - A. An official list of candidates and their qualifications
 - B. Any amendments to the Bylaws or modifications to the Standard Operating Procedures
 - C. Bimonthly or as directed by the Board of Directors
 - D. The editor, in consultation with the Finance Committee, shall prepare a budget for the publication.
 - E. Send a copy of each issue to the Region II Director, all ASCLS-PA members, the file custodian, and to others as defined by the Board of Directors.
 - F. Obtain articles from assigned committees.
 - G. Articles shall be submitted to the editor-in-chief on or before the deadline dates of the publications.
 - H. Articles, photographs, or items for publication may be submitted from any source. The nature of materials may be of general or specific interest to the membership. Items which would be offensive to the membership or which promote standards, policies, or practices contrary to the position of ASCLS or ASCLS-PA should be excluded from publication (unless they are intended to promote a healthy stimulation of thought).

- I. The editor should exercise the privilege of correcting grammar, supplementing or deleting from the submitted text (but only with the author's approval for items of a literary nature).
- J. An extra copy of each issue should also be filed for submission to the ASCLS Awards Committee for the State Publications Award.
- K. Attend the meetings of the ASCLS-PA Board of Directors, if possible.

DEVELOPING PROFESSIONAL ADVISOR

Reviewed/Revised: 1/2001, 2/2016, 10/2018

The Developing Professional Advisor is appointed by the President for a one (1) year term and may be re-appointed. In order to maintain continuity in student programs, it is suggested the Advisor be a faculty member at the ASCLS-PA Developing Professional Director's program. However, if that person is unable to serve as Developing Professional Advisor, another may be appointed at the discretion of the ASCLS-PA President.

DUTIES:

1. Work closely with the ASCLS-PA Developing Professional Director to organize student programs, to develop an active Developing Professional Forum, and help to perform the duties of the Developing Professional Director.
2. Work with the Education Coordinators and Program Directors in the State to determine the needs of students and what services ASCLS-PA and the Developing Professional Forum may provide.
3. Act as consultant or a member of the Annual Meeting Program Committee in planning activities for student participants.
4. Submit a report of activities to the President at least one (1) month prior to Board of Directors meetings.
5. Administer the annual student paper competition when applicable.
6. Attend the meetings of the ASCLS-PA Board of Directors, if possible.

WEBMASTER

Reviewed/Revised: 1/2001, 2/2016

The webmaster of the Society shall be appointed by the President to serve a term of one (1) year and may be re-appointed.

The webmaster does not necessarily need not be an ASCLS/ASCLS-PA member and can be an outside contract agent. The person, however, should have sufficient knowledge of web design, HTML language, etc. to be productive and efficient.

DUTIES:

1. Work closely with the Treasurer to ensure uninterrupted service of the web hosting domain (www.ascls-pa.org) and any other web hosting services.
2. Work closely with the President to ensure that the current ASCLS-PA Board of Directors' and committee chairs' contact information is listed on the web site (include email addresses and a picture when available).
3. Work closely with the President to ensure that meetings of the Board of Directors and the Annual Business Meeting are published in a timely manner on the web site. Make sure that any other Society notices, updates, or announcements are posted, at the President's discretion.
4. Work closely with the Student Director to keep an up-to-date Student Activities page.
5. Work closely with the District Society Presidents to ensure that all local events are published on the web site.
6. Ensure that all Society files and documents (i.e.: Scholarship applications, Bylaws and Standard Operating Procedures, Handbook, etc.) which are hosted on the web site are current and up-to-date. Out-of-date announcements, etc. should be removed or placed in an archive file in a timely manner.
7. Ensure that pages hosted on the web site are professional in appearance and are user friendly (i.e.: maps for directions to meetings, up-to-date link, etc.).
8. The ASCLS-PA Board of Directors must approve any major changes to the web design and content.
9. Make every effort to attend the meetings of the ASCLS-PA Board of Directors.

BRIEF PARLIAMENTARY PROCEDURES

Reviewed/Revised: 1/2001, 2/2016

BYLAWS AND STANDARD OPERATING PROCEDURES:

Robert's Rules of Order, newly revised (current edition) shall govern the business proceedings of this Society except when otherwise specified by the ASCLS-PA Bylaws.

- A. Eight steps observed in obtaining action on a question are:
 - 1. Addressing the Chair
 - 2. Awaiting recognition
 - 3. Making the motion ("I move to ...", or "I move that")
 - 4. All motions must be stated in the affirmative.
 - 5. Seconding the motion (when there is no second, the question or motion is not stated; the motion is lost)
 - a. Motions presented by a committee do not need a second.
 - 6. Stating the question (by the Chair of the meeting)
 - 7. Opening the question for discussion or debate ("Are there remarks?", or "Is there any discussion?"; after discussion – "Are you ready for the vote?")
 - 8. Putting the question to a vote (by the Chair; "Those in favor", "Those opposed", "Any abstentions?")
 - 9. Stating the result of the vote (by the Chair; "Motion carried", or "Motion lost")

- B. The Chair is provided the following summary of parliamentary rules:
 - 1. Open the session at the time prescribed for its convening by taking the Chair and rapping once with the gavel to call the meeting to order.
 - 2. Announce the business to come before the assembly according to the "Order of Business".
 - 3. Recognize a member entitled to the floor.
 - 4. State the motion, following a second, and put to vote all questions which are properly moved and which are in order; announce the results of the vote. (The chair never asks for a second; if there is no second, the Chair may say "Do I hear a second?" he does not ask "Is there a second?". If no one seconds a motion that has been made, the Chair states "The motion is lost for want of a second.")
 - 5. Protect the assembly from frivolous or dilatory motion by refusing to state it, saying instead, "The Chair cannot entertain the motion."
 - 6. Assist in every way possible to expedite business, always giving members their rights in the assembly.
 - 7. Keep members engaged in debate within the rules of order. When debate is to be limited, enforce the time limitation. Restore order when the conduct of members in debate has gotten out of hand.

8. On all occasions enforce the observance of order and decorum among the members of the assembly.
9. When necessary, inform the assembly on a point of order or practice pertinent to pending business.
10. In case of great emergency, the Chair has the right and the duty to declare the assembly adjourned to some other time (and place) if it is impractical to take a vote, and circumstances indicate danger, to delay long enough to take a vote.
11. When necessary, authenticate with the President's signature, all acts, orders and proceeding of the assembly declaring its well and in all things obeying its commands.
12. The Chair should always refer to him/herself as "the Chair", not as "I".
13. The Chair should rise:
 - a. To put a question to vote
 - b. When giving reasons for a decision on a point of order
 - c. When speaking upon an appealThe Chair should be seated:
 - a. During debate
 - b. When a report is being given
 - c. When a speaker is appearing on the program
14. The Chair cannot interrupt a member who has the floor, as long as the member does not transgress any of the rules of the assembly.
15. If a member of the Society, the Chair is entitled to:
 - a. Cast a vote when the voting is by ballot
 - b. When the vote is via voice vote, the Chair can make or break a tie.
16. The Chair cannot close debate unless by order of the assembly
17. The Chair cannot prevent the making of legitimate motions by hurrying through the proceedings.
18. The Chair should not only be familiar with parliamentary usage, but should be familiar with the rules and regulations of the Society. If question should arise, consult with the Parliamentarian.
19. The Chair does not enter into debate or speak on a question unless the President-elect or the Secretary is asked to fill the office and the Chair will then remain out of the chair until the matter or question has been acted upon.

INSTALLATION OF OFFICERS

Reviewed/Revised: 1/2001, 2/2016

Will the newly elected officers and members of the Board of Directors please come forward?

1. Would the newly elected member(s) of the Board of Directors please come forward?

_____ (name(s)) you have been elected to serve on the Board of Directors of this Society. It will be your duty to provide insight, direction and leadership for this Society between Annual Business Meetings. You are expected to attend all meetings of the Board of Directors and the Annual Business Meeting and carry out the responsibilities vested in you by the Bylaws of this Society. Do you promise to fulfill your duties to the best of your ability? Congratulations.

2. Would the newly elected Treasurer please come forward?

_____ (name), you have been elected to the office of Treasurer of this Society. It will be your duty to provide fiscal leadership through careful attention to the disbursement and receipt of Society funds, including general use and scholarship funds. You are expected to attend all meetings of the Board of Directors and the Annual Business Meeting and carry out the responsibilities vested in you by the Bylaws of this Society. Do you promise to fulfill your duties to the best of your ability? Congratulations.

3. Would the newly elected Secretary please come forward?

_____ (name), you have been elected to the office of Secretary of this Society. It will be your duty to provide a permanent record of all official meetings and communications of the Board of Directors and the Annual Business Meeting and to carry out the responsibilities vested in you by the Bylaws of this Society. Do you promise to fulfill your duties to the best of your ability? Congratulations.

4. Would the newly elected President-elect please come forward?

_____ (name), you have been elected to the office of President-elect of the American Society of Clinical Laboratory Science-Pennsylvania. It shall be your duty to assist the President in whatever is deemed necessary to familiarize yourself with the responsibilities of that office. It shall also be your duty to perform the duties of the President in the event of the President's inability to do so. Do you promise to fulfill your duties to the best of your ability? Congratulations.

5. Would the incoming President please come forward?

_____ (name), you have been chosen for the highest office in the American Society for Clinical Laboratory Science-Pennsylvania. This office has been conferred only upon those who have proven great dedication and great ability. Those who fill it must be willing to follow the high ideals of this Society and pledge themselves to this Society, always in the light of these ideals. Do you promise to devote the time necessary to fulfill the duties of President to the best of your ability? Congratulations.

This is the pin of the office of President. Please wear it proudly. I would also like to present you with the symbol of your authority (gavel). As you are well aware, it has come down through the history of the Society and has attached to it the President's pin when we were PSMT.

It is a pleasure to introduce an eminently qualified individual, your President of the American Society for Clinical Laboratory Science-Pennsylvania.

ASCLS-PA HOUSE OF DELEGATES

Reviewed/Revised: 1/2001

Inactive: 5/2015

BYLAWS AND REGULATIONS:

The House of Delegates is the ruling body of this Society, and action taken by the House shall be binding. The House of Delegates shall establish the Regulations of the Society. The House of Delegates, in delegating powers, shall define those areas for which authority is granted.

MEMBERSHIP:

The voting members of the House of Delegates shall be the President, President-elect and Student Representative of each District Society (or their alternates), delegates designated by each District Society, and members of the Board of Directors of this Society.

Only Professional and emeritus member of this Society and certified Student delegates shall be eligible to serve as voting members of the House. Past Presidents of this Society, who are professional members, shall have the privilege of being seated in the House as non-voting members. Each member of the House of Delegates shall have been duly certified by the Credentials Committee before taking his seat.

Each District Society shall be entitled to its full quota of representation in the House of Delegates of this Society.

The official quota of voting members in the delegation of a District Society shall include the President and President-elect (or their alternates) and delegates due that on the basis of professional and emeritus membership count and a student delegate from that District Society. Each District Society shall be entitled to a delegation of at least four members which shall include its President and President-elect (or their alternates), a student delegate, and one delegate designated by the District Society. Other members of that District Society, seated in the House, whether as voting or non-voting members, shall not be included in the official quota.

The maximum number of designated delegates shall be based on one delegate for each ten members or major fraction thereof, up to and including a total of fifty members; an additional delegate for every twenty members (or major fraction thereof), up to and including a total of two hundred and ten; an additional delegate shall be allowed for every forty members or major fraction thereof in excess of two hundred and ten members.

The Chair of the Membership Development Committee shall on the 30th day prior to the opening of the Annual Meeting of the House of Delegates, close the official membership files and shall record the number of professional and emeritus members in each District Society as

of that day. Within one week the President of each District Society shall be notified by the membership Chair of the number of delegates to be designated by that Society.

Designated delegates shall serve from the opening of the House of Delegates at the annual meeting, for which they were selected, until the opening of the House of Delegates at the next annual meeting.

The President of the District Society shall send to the President of this Society the names and pertinent information and alternates selected by the District Society at least 15 days prior to the annual meeting. He shall also indicate the Chair and Co-Chair and their alternates of each District Society delegation.

MEETINGS:

The House of Delegates shall hold no less than one meeting during any one Annual Meeting.

The order of business for the meeting shall include:

- A. Adoption of Standing Rules of Order
- B. Receiving reports from officers and committees
- C. Accepting nominations from the floor
- D. Accepting items of business for discussion, recommendations and considerations.
- E. Voting for officers and other elected officials

A quorum shall be 60% of the total number of voting members certified by the Credentials Committee for the Annual Meeting.

DUTIES:

1. Grant, revoke or reinstate a charter of a district society.
2. Determine the amount of the annual dues.
3. Determine the time and place of the annual meeting.
4. Approve location of the Registered Office of this Society.
5. Approve the budget.
6. Instruct the President to appoint an ad-hoc committee.
7. Adopt modifications to the Society Regulations after approval by the Board of Directors by majority vote.
8. Adopt modifications to the Society Standard Operating Procedures which were submitted to the House of Delegates in writing by two-thirds vote.
9. Adopt amendments to the Bylaws by a two-thirds vote.

As a delegate to the ASCLS-PA House of Delegates you should:

1. Be cognizant of the attitudes and opinions of your constituency so that you may represent them to other members of the Society, but be willing to judge an issue on its merit after hearing all sides of the issue.
2. Remember to bring the following with you:
 - A. ASCLS membership Card: this is required for the credentialing process.

- B. A copy of the ASCLS-PA Bylaws and Societal regulations; many issues will be discussed in light of their activities not being in violation of the Bylaws. Also, there are few sessions of the House where changes in the Bylaws or regulations are not adopted. You must know what you have before you can decide if it needs changing.
 - C. The issue of the Pennsylvania Newsletter (your reference point for discussion) and information on candidates for state office.
 - D. Any material sent by the ASCLS-PA President which will be considered by the House of Delegates.
3. Be prepared to attend the entire meeting of the House of Delegates.
 4. Get credentialed as soon as possible after arrival at the House of Delegates location.
 5. Wear your name tag at all times.
 6. Attend the Candidates Presentation session at the House of Delegates.
 7. Vote in all elections.
 8. Respond to requests from your delegation leader as quickly as possible, and be prepared to report the actions of the House of Delegates back to your constituency.

CAREER RECRUITMENT COMMITTEE

Reviewed/Revised: 1/2005, 5/2005

Inactive: 2/2016

This committee shall be composed of three members, appointed by the President, one member annually, each member to serve a three year term, and the Chair appointed by the President.

Areas of activities include professional reactivation and student reactivation.

DUTIES:

Note: The areas of activity may be placed in subcommittees.

1. Student Membership:
 - A. All activities should be directed toward recruitment of new student members in Programs of C.L.S. and C.L.T. and those in pre-clinical programs, maintaining current members, and reinstating members who have dropped from the Society rolls. Emphasize recruitment of education coordinators.
 - B. Keep student membership records and lists easily accessible, up-to-date, and workable.
 - C. Keep a supply of ASCLS brochures on hand.
 - D. Intermittent lists of names and non-renewals should be provided to local chapters and concentrated on locally. Obtain from Membership Development Committee.
2. Recruitment of Students:
 - A. Available recruitment material is supplied from ASCLS. Obtain for Membership Development Committee.
 - B. State Committee Duties:
 1. Information can be obtained from the ASLS Committee member, and from the Region II Coordinator.
 2. If a State Health Council exists, establish a working relationship with them.
 3. If a State Health Council does not exist, ways and means will have to be devised to emphasize the role of professional clinical laboratory scientists and clinical laboratory technicians in health careers.
 - a. It is suggested you contact:
 1. Vocational Guidance Counselors
 2. Science Instructors
 3. Faculty Advisors
 4. Paramedical Professions
 5. Women's Medical Auxiliary
 6. Civic Organizations, Fraternal Organizations, Women's Clubs, Church Groups and the General Public.
 7. Junior High, Senior High and College Students

4. Maintain:
 - a. Speaker's Bureau: Clinical Laboratory Scientists and Clinical Laboratory Technicians who are effective speakers. The Bureau is maintained in conjunction with the Scientific Assembly and Education Committee.
 - b. Slides, films, pamphlets and brochures depicting all laboratory fields including schools and qualifications
 - c. Exhibits for use at all types of meetings, public libraries, schools.
5. Participate in Career Days, Science Fairs, Laboratory or Hospital Open House.
3. Provide information on mechanisms to find positions in the Clinical Laboratory Science.
4. Provide information on interviews, resumes, etc.
5. Encourage and develop medical technology clubs in the pre-clinical medical technology programs.
6. Communicate frequently with Education Coordinators to encourage student membership.
7. Maintain student membership lists along with graduation dates to be used as a job reference for employers.
8. Write to graduates of MT/CLS or MLT/CLT programs and ask them to become members of ASCLS-PA/ASCLS.
9. Work closely with the student forum representative.
10. Send a report of committee activities to the President at least one (1) month prior to the Board of Directors meetings.
11. Maintain close contact with Board liaison individual.

CREDENTIALS COMMITTEE

Reviewed/Revised: 1/2001

Inactive: 2/2016

BYLAWS AND REGULATIONS:

The President shall appoint annually, the members of the Credentials committee from the professional or emeritus members of this Society necessary to complete the assignment of the committee and shall appoint the Chair.

This committee shall be responsible for the methods and procedures to certify and tally delegates and alternates for the Annual Meeting. It shall perform such additional functions and duties as are defined or implied in the Bylaws and Society Regulations.

The Chair, with the Chair of the Membership Development Committee and the President, shall define procedures and transmit instructions necessary to constitute official lists of delegates to the meetings of the House of Delegates. Such official lists shall include the name and address of:

- A. President and President-elect of each district society (or their alternates).
- B. Delegates designated by each district society, and their alternates.
- C. Members of the current Board of Directors.
- D. Past presidents of this Society who exercise the privilege of sitting with their district society's delegation as non-voting members of the House.

The lists shall further indicate the Chair and Co-Chair and their alternates from each district society.

From the official lists, the Credentials Committee shall certify the members of the House of Delegate, except in unusual circumstances, when the Credentials committee shall certify members when directed by the President of this Society.

DUTIES:

1. Verify the membership status of all persons admitted to the House of Delegates.
2. Maintain an exact count of the voting members present in the House of Delegates by district societies and as the Board of Directors, and be prepared to present the credentials report at the President's request.

EDUCATION COMMITTEE

Reviewed/Revised: 1/2001

Inactive: 2/2016

BYLAWS AND SOCIETY REGULATIONS"

This committee shall be composed of three members, appointed by the President, one member annually, each member to serve a three year term, and the Chair appointed by the President. (Additionally members can be selected by the Chair on a yearly basis to meet the needs of the committee.)

Areas of activities of the committee includes teaching methods and aids, continuing education with TekTrek.

DUTIES:

1. Teaching Methods and Aids:
 - A. Disseminate material sent by ASCLS to teaching technologists in the official publication.
 - B. Work with corresponding committee of ASCLS and district societies.
2. Continuing Education with Tek Trek:
 - A. Organize and conduct traveling seminars for laboratory personnel (members and non-members) throughout the state.
 - B. Update the Tek Trek manual used to plan and conduct the seminars.
3. Maintain close contact with Board liaison individual.
4. Send a report of committee activities to the President at least one month prior to the Board of Directors meetings.

GUIDELINES FOR THE MARY JANE ECKENRODE MEMORIAL LECTURE

ESTABLISHED: October 19, 1996

PURPOSE: To honor the memory of Mary Jane Eckenrode, hard-working, active leader of PSCLS at both State and Chapter levels and a dedicated clinical laboratory professional.

GUIDELINES: 1. This annual memorial lecture shall occur during the PSCLS Annual Spring Meeting. The lecture shall be either the keynote address or a presentation of a prominent speaker in the field of Chemistry.

2. This lecture shall be effective beginning with the 1997 PSCLS Annual Spring Meeting.

1. The attached memorial message describing Mary Jane's contributions shall be read during the introduction of this lecture.
2. Program announcements shall include a brief description of the purpose of this memorial lecture.
3. The Annual Spring Meeting Committee will determine the topic and speaker for this lecture within these guidelines.
4. This memorial lecture shall continue for twenty (20) years at which time the PSCLS Board of Directors will determine its continuance.
5. This memorial lecture shall be funded as follows:
For the first five years, the Lehigh Valley Chapter of PSCLS will contribute up to \$500.00 per year toward the cost of the lecture. Within a month after the meeting an itemized bill shall be submitted by PSCLS to the LVC for reimbursement. After five years, the LCV and PSCLS shall jointly review the funding for this lecture.

MARY JANE ECKENRODE (KEYNOTE) MEMORIAL LECTURE

This keynote memorial lecture is presented to honor the memory of Mary Jane Eckenrode MT(ASCP), CLS(NCA), a beloved and respected leader of the Lehigh Valley Chapter of PSCLS and the Pennsylvania Society for Clinical Laboratory Science.

Mary Jane was active in our professional organization since the 1980's, being Chapter President twice, holding many offices on the Chapter level and being fully involved in many other ways. She was on the PSCLS Board of Directors and P.A.C.E. Coordinator since 1991. She was recognized with many awards on the local, state, and national levels.

She was employed as chemistry technical supervisor at Sacred Heart Hospital in Allentown. The same dedication Mary Jane showed toward her profession and professional organization she demonstrated with her church, her faith and her family.

On June 5, 1996, Mary Jane lost her battle with cancer. To the end her wit and calm kept us, her friends and professional associates, together.

Funding for this presentation is provided in loving memory by the Lehigh Valley Chapter and PSCLS.

Guidelines for Sandra L. Keener Memorial Continuing Education Scholarship

Established: April 22, 1997

Introduction: The Scholarship was endowed by Sandra L. Keener, PSCLS President 1981-82, an active member since 1975. Her long and dedicated service includes the following: President of the national honor society, Alpha Mu Tau 1992-93, member PSCLS Board of Directors, Finance (&Audit) Committee, Chair of various Annual Meeting Committees, Parliamentarian, serve to the district society, and serving as a delegate to ASCLS Annual Meetings. She was awarded PSCLS's most prestigious Dolbey Award as Member of the Year.

PURPOSE: The Scholarship is to assist laboratorians in their pursuit of Continuing Education in the discipline of Clinical Laboratory Science for the purpose of maintaining or upgrading their knowledge and skills in Clinical Laboratory Science.

AMOUNT OF THE INDIVIDUAL SCHOLARSHIP: Up to \$250 for a PSCLS member, or \$150 for a non-member per fiscal year (9/1 to 8/31).

TOTAL GRANTS TO BE AWARDED IN FISCAL YEAR 1998-99: \$3000

ELIGIBILITY: (1) **Applicants:** Member or non-member of PSCLS who is currently employed in the discipline or who was previously employed and plans to return to the field of Clinical Laboratory Science. (2) **Programs:** Applicant must present a reason for desiring to attend a PACE-approved workshop, seminar or other similarly approved formal program for continuing education in the field of Clinical Laboratory Science. College credit course may be included.

APPLICATION: Each applicant must submit a complete application form which includes: name, address, place of employment (or last place of employment), position, the program applied for, sponsoring agency for the program, date, anticipated expenses related to course work, and a statement of the reason of for desiring to attend.

DEADLINE: No deadline, applications will be accepted throughout the fiscal year.

PAYMENT OF THE AWARD: Payment of the award shall be made directly from the PSCLS Treasurer to the awardee prior to the beginning of the course if time permits. The awardee must submit to the society proof of successful completion of the course within two weeks of the stated end of the course. This may be in the form of a photocopy of the certificate, transcript or grade report or a signed statement from the instructor of the course.

**Application for
Sandra L. Keener Memorial
Continuing Education Scholarship**

Name: _____

Address: _____
_____ Zip _____

Eligibility: State category from the Guidelines _____
_____ ASCLS Member # (if applicable) _____

NOTE: If you do not know your ASCLS member number, contact info@pscls.org.

Place of Employment (or Previous Employment): _____

Address: _____
_____ Zip _____

Position: _____

Continuing Education Program Applied for:

Title: _____

Location: _____ Date from _____ to _____

Anticipated expenses related to course work:

Registration/Tuition and fees: \$ _____ Books: \$ _____

Room and Board: \$ _____ Other: (specify _____) \$ _____

Program Sponsored by: _____

Reason for Desiring to Attend: _____

I understand that within two (2) weeks of the end of this course, I must submit proof of successful completion of the course (copy of transcript, certificate or statement from instructor) to the Society. In the event that I have not completed the course satisfactorily, I promise to submit a check for the amount received.

Signature of applicant _____ **Date:** _____

Send completed application to: Nellie Bering
4000 Gypsy Lane, #342
Philadelphia PA 19144-5524

MEETING ADVISORY COMMITTEE

Reviewed/Revised: 1/2001

Inactive: 2/2016

This committee is composed of the Annual Meeting General Chairs from the past four (4) years, the Program Chairs from the past four (4) years, the Chairs of each committee for the upcoming meeting, and a representative from the industry who does not have to be a member of ASCLS-PA. If "Co-Chairs", the current ASCLS-PA Annual Meeting Committee Chairs will select one of the two. Representatives shall be distributed over the state geographical area.

DUTIES:

1. Act in strictly advisory capacity for the current and each subsequent meeting.
2. Review hotel contracts.
3. Review fee structures for registration and workshops.

MERCEDES T. COLE MEMORIAL UNDERGRADUATE SCHOLARSHIP

PURPOSE: The Scholarship fund was created in memory of Mercedes T. Cole to honor her unique spirit, determination and dedication to the profession of clinical laboratory science and PSCLS. Since Ms. Cole was actively involved in the clinical education of laboratory science students. PSCLS has chosen to award the scholarship annually to a student currently attending or officially accepted into clinical training in the laboratory field. The scholarship recipient will exhibit the qualities of academic achievement, professionalism, and moral character that defined the career and life of Mercedes T. Cole.

AMOUNT OF SCHOLARSHIP: To be determined annually by the PSCLS Board of Directors.

MEMBERSHIP REQUIREMENTS: The student should be a current member of ASCLS/PSCLS at the time the application is submitted. Senior students must have been a member of ASCLS/PSCLS for one full year prior to application for the award.

APPLICANTS SHOULD:

1. Submit proof of enrollment in a NAACLS approved MT/CLT or MLT/CLS program.
2. Submit a current college transcript.
3. Submit a short essay (500 words or less) focusing on academic performance (rigor of classes, class rank, commendations and academic honors), extracurricular activities and community/professional involvement.
4. Submit letters of recommendation attesting to outstanding qualities and performance from two (2) individuals other than relatives.
5. Include official Mercedes T. Cole Scholarship application form with other submitted material.

The scholarship committee will review the submitted applications for the combined qualities of academic excellence, social commitment, professionalism, and moral character as evidenced by the academic record, personal observations of the applicant and letters of recommendation. After initial review of the applications for quality and completeness by the Continuing Education Assistanceship Committee, the Board of Directors of PSCLS will select the final award recipient at the Fall Board Meeting.

PROOF OF SUCCESSFUL COMPLETION:

Proof of clinical training is required by PSCLS as a condition of the award. If proof of successful completion is not submitted and/or the evaluation received in the clinical is not acceptable for degree requirements, the scholarship money shall be returned to the Mercedes T. Cole Scholarship Fund of PSCLS.

APPLICATION DEADLINE: December 1st

All materials should be sent to the Chair of the Continuing Education Assistanceship Committee of PSCLS. The name and address of the current Chair will be found in the official publication.

Reviewed	6/88
Reviewed	1/91
Revised	11/92

Application for Mercedes T. Cole Memorial Scholarship

Name: _____

Address: _____

_____ Zip _____

ASCLS Member # _____

NAACLS ACCREDITED PROGRAM

Name of Institution _____

Address _____

_____ Zip _____

Expected month and year of graduation _____

Program Director _____ Phone # _____

ACADEMIC PERFORMANCE

Cum GPA _____ Dean's List (List semesters) _____

Awards and Honors _____

PROOF OF SUCCESSFUL COMPLETION: *I understand that within four (4) weeks of the end of this educational program (the graduation date listed above), I must submit proof of successful completion of the program (copy of transcript or statement from Program Director) to PSCLS. In the event that I do not successfully complete the program, or if I do not submit the proof within the time limit, I will return the scholarship money to the Mercedes T. Cole Scholarship Fund of PSCLS.*

Signature of applicant _____ Date: _____

ATTACHMENTS:

1. Proof of enrollment in a NAACLS accredited CLS or CLT program: letter from Program Director of faculty member
2. Essay, wherein you focus on academic performance, extracurricular activities and community/professional interests.
3. List of courses and credit hours in the program: may use published material from the institution's catalog
4. Two letters of recommendation: cannot be relatives

UNDER SEPARATE COVER:

1. Current official college transcript

Send completed application to: Nellie Bering
4000 Gypsy Lane, #342
Philadelphia PA 19144-5524

PLANNING AND SCOPE COMMITTEE

Reviewed/Revised: 1/2001

Inactive: 2/2016

BYLAWS AND SOCIETY REGULATIONS:

This committee shall be composed of five (5) members, three (3) professional or associate members appointed by the President, the Past President, and the President-elect. The Chair shall be the President-elect. The term of the appointed members is three (3) years, one appointed annually.

This committee shall be responsible for projecting the needs and defining the objectives for future activities and the growth of the Society.

DUTIES:

1. Review the Society's Strategic Plan annually and prepare a report of recommendations for the Summer Board of Directors meeting.
2. Evaluate the effectiveness of strategic plan initiatives in achieving Society goals and objectives.
3. Send a report of committee activities to the President at least one month prior to the Board of Directors meetings.

PROFESSIONAL, PERSONNEL AND PUBLIC RELATIONS

Reviewed/Revised: 1/2001

Inactive: 2/2016

BYLAWS AND SOCIETY REGULATIONS

This committee shall be composed of three members appointed by the President, one member annually, each to serve a three year term, and the Chair appointed by the President.

This committee shall be responsible for public image, membership services, communications media, and personnel development and employment security.

DUTIES:

Note: The areas of activity may be placed in subcommittees.

1. Work with the corresponding committees of ASCLS and district societies.
2. Promote the public image of medical technology and this Society.
3. Keep the membership informed of professional parameters for employment, such as personnel standards.
4. Organize a state campaign for the observance of National Medical Laboratory Week, working with ASCLS and district societies.
5. Send a report of committee activities to the President at least one month prior to the Board of Directors meetings.

SCIENTIFIC ASSEMBLY REPRESENTATIVES

Reviewed/Revised: 1.2001

Inactive: 2/2016

The President shall appoint an individual to each of the ten areas of interest represented in the Scientific Assembly. The goals of these areas shall be similar to those of the region and national assembly. These people shall serve three years and may be re-appointed. (Appointment confirmed by the next two presidents.)

DUTIES:

1. Direct the information of scientific assembly sections at the state level, if possible.
2. Maintain close liaison with the national section Chair, regional coordinator, regional section Chair and state coordinator.
3. Determine the educational needs of the individuals in each scientific assembly area (can send questionnaires).
4. Secure and maintain a current, usable Talent Bank. Coordinate efforts with the career committee.
5. Serve as a consultant or member of the annual meeting program committee in securing speakers and planning workshops to meet the needs of the members.
6. Encourage communications and cooperation with allied professional organizations, such as the American Society for Microbiology, the American Society of Clinical Chemists, etc.
7. Submit reports as requested to the ASCLS regional representative and to the President of ASCLS-PA at least one month prior to the Board of Directors meetings.
8. Submit at least one article per year for the publication in "The Pennsylvania Newsletter".

STUDENT BOWL COORDINATOR

Inactive: 1/2001

The Student Activities Coordinator is appointed by the President for a one year term, and may be reappointed.

DUTIES:

1. Become familiar with the Student Bowl Rules when applicable.
2. Provide good publicity for the State contest by submitting information to the editor of the official publication of PSCLS prior to and subsequent to the competition(s).
3. Provide for program entry by mailing each Medical Technology/Clinical Laboratory Science Program in the State a Recruitment Kit containing an application, rules, etc.
4. Determine the necessity of having area playoffs. If necessary, determine the number to be held, the location and appoint a coordinator for each area of competition. The top two teams from each area playoffs would then compete at the State meeting. Coordinate area playoffs so that they take place on the same day; make sure all information and materials are available and questions are kept secure.
5. Maintain contact with all participating programs and provide any information on guidelines, eligibility criteria, Student Bowl questions and deadlines.
6. Work with the State meeting Chair to produce the Student Bowl competition at the State meeting.
 - A. Communicate room needs to the meeting planning committee.
 - B. Ensure all competition rooms are properly set up, with paper, pencils, reference books, tales, hairs, spectator chairs, stopwatches, and if necessary, make arrangements for lunch.
 - C. Determine types of awards to be given and have them prepared. Plan an awards presentation.
7. Ensure that dates established are communicated to all affected parties and deadlines are met.
8. Identify judges, moderators, timekeepers and scorekeepers and provide them with necessary information for their participation. Judges must be able to review questions before the competition.
9. Make sure necessary materials are available and are adequate, such as questions and other equipment identified for use in the State match.
 - A. Contact the Education Scientific Assembly Chair for the question pool.
 - B. Develop the order of play, have question boxes ready and have a secure area to store them.
10. Handle any problems that occur during the competition.
11. Assure the security of all questions before, during and after the competition, and collect all information and questions after the competition.

12. Act as a resource person for the next competition.
13. Send a report of committee activities to the President at least one month prior to the Board of Directors meetings.
14. Arrange for publicity for the winner (trophies, pictures, etc., news releases for Team's Newspaper and submit article with photos to the Pennsylvania Newsletter.

PROCEDURE FOR ADMINISTRATION OF STUDENT PAPER COMPETITION

Inactive: 2/2001

- I. Announcements:
 - A. Advertise the competition in the summer and fall issues of the Pennsylvania Newsletter.
 - B. Send letter to all Programs (MT/CLS and MLT/CLT).
 - C. Solicit promotional announcements from the Education Scientific Assembly.
- II. Requirements and Criteria for Students:
 - A. Eligibility: The student must currently be enrolled in an accredited MT/CLS, MLT/CLT program or have been enrolled in same during the calendar year of competition.
 - B. Criteria: Papers must pertain to Clinical Laboratory Sciences and related subjects (i.e.: management and education, legislation, etc.) and must have been written during the calendar year of the competition.
 - C. Categories: Papers must fall into and be entered into one of the following categories:
 1. Scientific (Research Oriented): Those papers which are the culmination of a clinical or appropriate research or study.
 2. Scientific (Literature Review): Those papers which are the result of an extensive literature review where information is collected and conclusions are drawn.
 3. Case Study Presentation: Those papers where a new or interesting clinical case is analyzed and the significance of said case is discussed.
 - D. Instruction to Authors (Reference: CLS: Instruction for Authors, Vol. 1, Issue 1, Jan/Feb 1998).
 1. The entire paper (including references, tables, etc.) should be typed double spaced on standard 8 ½ by 11" sized paper. A word processor may be used.
 2. It should include, in the following order:
 - a. Title page containing only the title of the paper, the name of the author, and his/her affiliation.
 - b. Abstract of 150 words or less
 - c. Body of the paper
 - d. Footnotes, if any
 - e. References, if needed
 - f. Appendices, if needed
 - g. Figures and Tables, if needed

3. **DEADLINE:** Three copies of each paper must be submitted to the Competition Coordinator and be postmarked by August 31 of the calendar year of the competition. It is recommended that they be sent via certified mail.
4. Papers submitted are the property of PSCL. Good quality duplicates of the original are preferred and will have no bearing on the judging.
5. A cover letter should accompany the paper providing a mailing address and daytime phone number.

III. Judging:

- A. The judging will be done by members of the PSCLS Scientific Assembly sections. Judging will be based on originality, presentation, content and technical level. See attached evaluation forms.
- B. Judges may be Chairs of the SA sections or their alternate.
- C. Judging Committee: Each paper will be judged by three judges, representing PSCLS Scientific Assemblies, which closely relate to the area of interest detailed in the paper. The judging committee will be identified by January 31 of the year of the competition.
- D. Entries will be mailed to the judges by the end of February with the judging forms. Results will be back to the coordinator by the end of March. Winners will be announced at the PSCL Spring meeting.

IV. Awards:

- A. Awards will be given at the PSCLS Annual Spring Meeting during the Awards/Recognition Ceremony.
- B. The top paper in each category will receive an award and will be displayed in the Exhibit Hall. The winning abstracts will be published in the spring issue of the Pennsylvania Newsletter.
- C. Winners will be determined by adding scores from the three separate evaluations forms. The paper achieving the highest percentage of points will be termed the winner. Areas where N/A are given as scores will not be counted in the overall percentage calculations.
- D. Awards will be given as follows unless otherwise noted at the beginning of the competition:
 1. Awards money will be determined each year by the PSCLS Board.
 2. Certificate of Participation to each entry.

Corporate support may be solicited to increase the monetary awards. Any changes in the prize monies will be noted at the beginning of the competition in the advertisements.

PSCLS STUDENT PAPER COMPETITION EVALUATION FORM

SCIENTIFIC LITERATURE REVIEW

Listed below are areas by which each paper should be critiqued. Varying point values are assigned. The highest number in a category corresponds to excellence, while the lowest indicates that a given area is poor. If you feel that a given area is not applicable, please enter N/A on the score line for that area. The winning papers will be determined by averaging of points, therefore a N/A will not penalize a student. Please do not do any computations – these will be done by the competition coordinator.

TITLE OF PAPER _____

- A. Title: Is the title appropriate? _____ (0-5)
- B. Abstract:
Is the abstract a separate, preliminary part of the paper, does it indicate in capsule form, the content of the study, including intent, procedures, results and conclusion? _____ (0-10)
- C. Introduction:
Is there a well written opening thesis? _____ (0-5)

Does the into identify the reason for the review; is the purpose for the paper clear? _____ (0-10)
- D. Body of the Paper:
Is the subject covered in appropriate detail? _____ (0-10)

Is the subject presented in a logical progressive fashion? _____ (0-10)

Is the significance of various laboratory tests discussed? ----- (0-10)
- E. Summary:
Is there a well written summary/closing that ties the paper together? _____ (0-10)
- F. References:
Are references cited wherever necessary? _____ (0-10)

Are there enough references for the size of the paper? _____ (0-10)

Are Tables and Figures referred to in the body of the text? _____ (0-10)

Are Footnotes cited properly? _____ (0-10)

G. General:

Neatness: (margins, headings, spacing, typos) _____ (0-10)

Clarity: Is the paper easily read? Does it follow a logical sequence? _____ (0-10)

Is appropriate Scientific Writing Style Utilized? _____ (0-10)

Is the paper concise? _____ (0-10)

TOTAL POINTS ACHIEVED: _____

PSCLS STUDENT PAPER COPETITION EVALUATION FORM

CASE STUDY PRESENTATION

Listed below are areas by which each paper should be critiqued. Varying point values are assigned. The highest number in a category corresponds to excellence, while the lowest indicates that a given area is poor. If you feel that a given area is not applicable, please enter N/A on the score line for that area. The winning papers will be determined by averaging of points, therefore a N/A will not penalize a student. Please do not do any computations – these will be done by the competition coordinator.

TITLE OF PAPER _____

A. Appropriateness:

Is the topic presented in case study format; Is it of interest to practitioners in the field? _____ (0-5)

B. Title: Is the title appropriate? _____ (0-5)

C. Abstract:

Is the abstract a separate, preliminary part of the paper, does it indicate in capsule form, the content of the study, including intent, procedures, results and conclusion? _____ (0-10)

D. Introduction:

Does it place the case in perspective by briefly discussing the topic, citing references as appropriate? Is the purpose of submitting the case clear? _____ (0-10)

E. Case Report:

Does the report contain all pertinent details? (medical history, etc.?) _____ (0-5)

Is the case presented in a logical progressive fashion? _____ (0-5)

Is the significance of various laboratory tests discussed As to further medical action? _____ (0-10)

F. Analysis/Discussion:

Does the discussion focus on important aspects and new Information on the topic? _____ (0-10)

G. General:

Neatness: (margins, headings, spacing, typos) _____ (0-10)

Clarity: Is the paper easily read? Does it follow a logical sequence? _____ (0-10)

Is appropriate Scientific Writing Style Utilized? _____ (0-10)

Is the paper concise? _____ (0-10)

TOTAL POINTS ACHIEVED: _____

PSCLS STUDENT PAPER COMPETITION EVALUATION FORM SCIENTIFIC RESEARCH ORIENTED

Listed below are areas by which each paper should be critiqued. Varying point values are assigned. The highest number in a category corresponds to excellence, while the lowest indicates that a given area is poor. If you feel that a given area is not applicable, please enter N/A on the score line for that area. The winning papers will be determined by averaging of points, therefore a N/A will not penalize a student. Please do not do any computations – these will be done by the competition coordinator.

TITLE OF PAPER _____

- A. Title: Is the title appropriate? _____ (0-5)
- B. Abstract:
Is the abstract a separate, preliminary part of the paper,
does it indicate in capsule form, the content of the study,
including intent, procedures, results and conclusion? _____ (0-10)
- C. Introduction:
Is there a well written opening thesis? _____ (0-5)
- Does the into identify the reason for the review; is the purpose
for the paper clear? _____ (0-10)
- D. Materials and methods:
Is a thorough description of methods given? (Includes
reagents, equipment, test and control populations,
experimental procedures, etc.) _____ (0-10)
- E. Results:
Is there enough data to support the thesis? _____ (0-10)
- Is the data interpreted properly? _____ (0-10)
- Are the results presented in a clear organized fashion; are
tables and figures utilized? _____ (0-10)
- F. Discussion:
Does the discussion focus on the significance of the results
obtained? _____ (0-10)
- Are valid conclusions drawn? _____ (0-10)
- Are further studies indicated and likewise noted? _____ (0-10)

G. Summary:

Is there a well written summary/closing? _____ (0-10)

Does the summary restate the author's initial intention and final accomplishments? _____ (0-10)

H. References:

Are references cited wherever necessary? _____ (0-10)

Are there enough references for the size of the paper? _____ (0-10)

Are Tables and Figures referred to in the body of the text? _____ (0-10)

Are Footnotes cited properly? _____ (0-10)

I. General:

Neatness: (margins, headings, spacing, typos) _____ (0-10)

Clarity: Is the paper easily read? Does it follow a logical sequence? _____ (0-10)

Is appropriate Scientific Writing Style Utilized? _____ (0-10)

Is the paper concise? _____ (0-10)

TOTAL POINTS ACHIEVED: _____