



**American Society for Clinical Laboratory Science-PA**

**Annual House of Delegates**

**Scanticon Hotel, King of Prussia**

**May 10, 2010**

Present: Katie Franz, President; Michele Lachance, President-Elect; Sharon Strauss, Treasurer; Mary Ann McLane, ASCLS President; Barbara Snyderman, Region II Director; Scott Aikey, Finance Chair; Eileen Molecavage, Board; Ruth Negley, Board; Sandy Toloczko, PACE; Bill Hunt, File Custodian; Mary Beth Miele, Board; Sandy Neiman, Board; Eric Evans, Membership Chair; Katie Howell, Student; Mary Gourley, Past President; Lori Flood, Student; Dee Dolan, Member; Elissa Passiment, ASCLS EVP

1. Call to order – The meeting was called to order at 8:35 pm.
2. Parliamentarian – Scott Aikey was appointed Parliamentarian.
3. Speaker of the House – Mary Ann McLane was appointed the Speaker of the House and took the gavel from the President to begin the meeting.
4. Credentials - There 15 delegates and 2 guests in the room.
5. Approval of Agenda

MOTION 1: Moved by Snyderman, seconded by Franz that the ASCLS-PA House of Delegates approve the agenda as amended. Motion passed.

6. Approval of Minutes of 2009 House of Delegates

MOTION 2: Moved by Snyderman, seconded by Lachance that the ASCLS-PA House of Delegates approve the minutes of the 2009 ASCLS-PA House of Delegates as corrected. Motion passed.

7. President's Report – President Franz presented a verbal report. The ASCLS-PA member of the year candidate for ASCLS member of the year was submitted to ASCLS.

8. Committee Reports:

a. Awards – The Award Chair presented her written report. Sustaining membership certificates will be given out at the Awards banquet to those members who have sustained 30 years of membership or more, in increments of 5 year blocks.

b. Bylaws

MOTION 3: Moved by Gourley, seconded by Lachance that the ASCLS-PA House of Delegates amend the ASCLS-PA Articles of Incorporation, Article I to delete the term "Pennsylvania" and substitute the term "American" in the first line and add the phrase "or ASCLS-PA" at the end of the sentence.

Article I will then read as follows:

The name of this corporation is the AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE – PENNSYLVANIA, hereafter referred to as the Society or ASCLS-PA.

Motion Passed.

MOTION 4: Moved by Gourley, seconded by Franz that the ASCLS-PA House of Delegates ammend the ASCLS-PA Bylaws, Articles VII, XIV, and XXI as presented in the Bylaws report. Motion passed.

Be It Noted – Please refere to Exhibit A for the full details of the changes.

MOTION 5: Moved by Gourley, seconded by Hunt that the ASCLS-PA House of Delegates amend the title and ASCLS-PA Regulations, Articles IV, V, VI, X, XI, XIII, XIV and XXI as presented in the Bylaws report. Motion passed.

Be It Noted – Please refere to Exhibit B for the full details of the changes.

- c. Finance – Scott Aikey presented the audited Finance report for the year end 8/31/09. There were no material differences between the report of the previous Treasurer and the audit.

MOTION 6: Moved by Snyderman, seconded by Molecavage that the ASCLS-PA House of Delegates accept the audit of the Treasurer’s records for fiscal year ending 8/31/09 as presented. Motion passed.

- d. Membership – Eric Evans presented his report. A new member brochure was developed and will be available at this meeting. The ASCLS-PA listserv is active and in use. Eric also reported on the results of the ASCLS-PA

meeting in Dubois in April, 2010. A small profit was made and although the attendance was low, everyone agreed that the event was a success.

- e. Newsletter – The March ASCLS-PA newsletter was mailed; a request for articles was made by Ruth Negley, the Editor.
- f. PACE – A PACE report was presented. Sandy Toloczko will be grading the exhibit quizzes and awarding PACE credit at this meeting.
- g. Webmaster – The Webmaster, Sharon Strauss, requested that members notify her when they notice out of date links or material on the ASCLS-PA web site.
- h. Student Forum – The Student Forum chair expressed a concern over the cost of student registration at this meeting.
- i. Young Professional – The ASCLS-PA Facebook page is live; student attendees at the ASCLS-PA Annual Meeting will be targeted to join the Facebook group.
- j. Nominations

The following positions are open for nomination: President Elect, Secretary, 3 Board Members

MOTION 7: Moved by Snyderman, seconded by Miele to nominate Eric Evans for a 3 year Board of Directors term.

MOTION 8: Moved by Snyderman, seconded by Aikey to nominate Sandy Toloczko for a 2 year Board of Directors term.

MOTION 9: Moved by Snyderman, seconded by Aikey to nominate Eileen Molecavage for a 3 year Board of Directors term.

MOTION 10: Moved by Snyderman, seconded by Miele to nominate Scott Aikey for Secretary.

MOTION 11: Moved by Aikey, seconded by Snyderman to nominate Bill Hunt for President Elect.

MOTION 12: Moved by Snyderman, seconded by Aikey to close nominations. Motion passed.

MOTION 13: Moved by Gourley, seconded by Franz to elect by acclamation the following slate of candidates: Eric Evans, 3 year Board of Directors; Sandy Toloczko, 2 year Board of Directors; Eileen Molecavage, 3 year Board of Directors; Scott Aikey, Secretary; Bill Hunt, President Elect. Motion Passed.

9. Region II Report – Barbara Snyderman presented a verbal report. The Region II conference call was held on May 1, 2010. Barbara also reported that a large portion of the NCA monies received when NCA dissolved will be invested for special projects.
  
10. ASCLS President Report – Mary Ann McLane presented a verbal report. A “Pasta & Purging” weekend was held at Elissa Passiment’s house and attended by a number of Region II members to assist ASCLS in cleaning up the list of Board of Registry names received from the BOC office, prior to using the list to market ASCLS membership. In addition, she reported that ASCLS is working with the

BOC office to develop a process whereby entries made in ASCLS' CE Organizer will be able to be transferred the BOC when an individual renews under the CMP program.

#### 11. Old Business – There was no Old Business

#### 12. New Business

- a. ASCLS-PA Delegates to the 2010 ASCLS Annual Meeting – In addition to the ASCLS-PA President, President Elect and Student Delegate, we also need 4 delegates at large.

MOTION 14: Moved by Snyderman, seconded by Franz that the ASCLS-PA House of Delegates elect the following members as ASCLS-PA delegates to the 2010 ASCLS Annual Meeting: Sandy Toloczko, Sharon Strauss, Mary Beth Miele, Mary Gourley. The alternate delegate will be Bill Hunt. Motion passed.

MOTION 15: Moved by Aikey, seconded by Snyderman that the ASCLS-PA House of Delegates reimburse at large delegates \$450 and the President Elect an additional \$600 to come from the Delegate fund line item for attendance at the 2010 ASCLS Annual Meeting. Motion passed. Michele Lachance abstained from voting.

- b. Budget – Treasurer Sharon Strauss presented the ASCLS-PA Fiscal Year 2010-2011 budget.

MOTION 16: Moved by Aikey, seconded by Snyderman that the ASCLS-PA House of Delegates adopt the fiscal year 2010-2011 budget as presented. Motion passed.

The Speaker of the House, Mary Ann McLane, handed the gavel back to President Katie Franz at 10:35pm.

13. Installation of New Board Members and Officers – President Katie Franz installed the newly elected Board Members and Officers. She then installed incoming President Michele Lachance. Michele then took the gavel and resumed the meeting.

14. Announcements – President Michele Lachance addressed the group and stated that her primary goals were communication, hosting another continuing education meeting in the western part of the state, reviving the Susquehanna Chapter, and having an emphasis on student participation.

15. Adjournment

MOTION 17: Moved by Franz, seconded by Snyderman that the ASCLS-PA House of Delegates adjourn sine die at 10:45 pm. Motion passed.

Submitted by

Scott Aikey, Acting Secretary

A handwritten signature in cursive script that reads "Scott E. Aikey".

## **Exhibit A – Motion #5 - Approved Bylaws Changes**

The 2010 ASCLS-PA House of Delegates amended Articles VII, XIV, and XXI of the ASCLS-PA Bylaws as follows:

All references to "Regulations" were changed to "Standard Operating Procedures" throughout the document.

Article VII Dues: VII.C - delete the term "membership anniversary" and add the phrase "as determined by ASCLS" at the end of the sentence.

The sentence will then read as follows: Annual dues are due and payable on the date as determined by ASCLS.

VII.D - delete the term "anniversary" and insert the phrase "as determined by ASCLS".

The sentence will then read as follows: A member who fails to pay annual dues to this Society on the date as determined by ASCLS shall be considered delinquent.

Article XIV Committees: XIV.A.1 - delete the term "Bylaws"

The sentence will then read as follows: Elective Committees. There shall be the following elective committee: Nominations and Elections.

XIV.B.1 - delete the term "Development"; insert the term "Bylaws", and the phrase "Recruitment; Membership Services;

The sentence will then read as follows: There shall be the following standing committees: Bylaws; Education; Government Liaison; Professional, Personnel and Public Relations; Membership Recruitment; Membership Services; Career Recruitment; Continuing Education Assistanceship; Leadership Development; and Planning and Scope.

Article XXI Amendments:

B.2 - delete the phrase "four copies" and the term "chairman" and substitute the phrase "an electronic copy" and the term "chair".

The sentence will then read as follows: If such amendments are approved by a majority vote of the Board of Directors, an electronic copy shall be submitted to the chair of the Bylaws Committee of the ASCLS at least ninety days before approval is desired.

C - delete the terms "regulations" and "chairman" and substitute with the terms "Standard Operating Procedures" and "Chair".

The sentence will then read as follows: Within 30 days after adoption of an amendment to the Bylaws or the Standard Operating Procedures of this Society, the Secretary shall send an official copy of the amended codes to the Executive Office and to the Chair of the Bylaws Committee of the ASCLS.

### **Exhibit B – Motion #5 - Approved Regulation Changes**

The 2010 ASCLS-PA House of Delegates amended the title and Articles IV, V, VI, X, XI, XIII, XIV, and XXI of the ASCLS-PA Regulations as follows:

All references to the term "regulations" be changed to "Standard Operating Procedures".

Change the title from "Regulations" to "Standard Operating Procedures" and change the term "regulations" to "Standard Operating Procedures" throughout the document.

Article IV District Societies:

A - delete the terms "word" and Pennsylvania" and substitute the words "phrase" and "American" and add PA after the word science.

The sentence will then read as follows: The name of each district society shall contain the phrase "the American Society for Clinical Laboratory Science-PA and shall further define or contain the name of its geographic area.

B.1 - delete the phrase "fourteen copies" and substitute the phrase "an electronic copy".

The sentence will then read as follows: The petition shall be accompanied by an application fee of \$5.00, together with an electronic copy of the proposed codes of organization...

C.5 - add the phrase "to the President of this Society" at the end of the sentence.

Article V Regional Councils:

B.1 - delete the phrase "president and president-elect" and substitute the phrase "presidential officers" and add (President, President-Elect, and Immediate Past President)

The sentence will then read as follows: The presidential officers of this Society (President, President-Elect, and Immediate Past President) shall serve on the regional council.

Article VI Membership:

B - delete the term "Development" and substitute the term "Recruitment".

The sentence will then read as follows: Equivocal applications shall be referred to the Executive Office of the ASCLS wither to a designated official of this Society or to the Membership Recruitment Committee of the ASCLS.

Article X Officers:

D.5 - delete the phrase "shall begin on July first with the exception of the Treasurer which".

The sentence will then read: The term of office of any officer of this Society shall be from September 1 to August 31 inclusive.

Article XI Board of Directors:

C.2 - delete the word July and substitute the word September.

The sentence will then read as follows: The term of office of a member elected to the Board of Directors shall begin on September first.

Article XIII Representation to ASCLS House of Delegates:

B - insert the name "ASCLS-PA".

The sentence will read as follows: At the ASCLS-PA House of Delegates, additional names may be added to the roster of delegates.

Article XIV Committees:

A.1 - delete the phrase "Bylaws Committee"

The sentence will then read as follows: Nominations and election of nominees for the Nominations and Elections Committee shall be conducted in the manner prescribed by the Standard Operating Procedures of this Society for the nomination and election of officers.

A.1.a - delete the words "elected" and "chairman" and substitute with the words "appointed" and "chair" and add the phrase "by the president"

The paragraph will then read as follows: The Bylaws Committee shall consist of three professional members, on appointed annually by the president, each member to serve a three year term. The chair shall be appointed from the members by the President, with approval of the Board of Directors.

A.1.a (4) - delete the phrase " three (3) copies in context" and the term "chairman" and substitute the phrase "an electronic copy" and the term "chair".

The sentence will then read as follows: prepare amendments to the Bylaws of the ASCLS, and upon approval of the Board of Directors of this Society of such amendments, shall submit an electronic copy in context to the chair of the Bylaws Committee of that society no less than seven months in advance of the next Annual Meeting of the ASCLS.

A.2.a - delete the phrase "until the next annual meeting when an individual shall be elected to serve".

The sentence will then read as follows: When vacancy occurs on the Bylaws Committee, the president of this Society shall appoint a qualified person to serve the unexpired term.

Move Section A.1 to Section B of Article XIV.

B.1 - delete term "Development" and substitute the phrase "Recruitment and Membership Service".

The sentence will then read as follows: With the exception of the Membership Recruitment and Membership Service, Leadership Development, and the Planning and Scope Committee, each committee shall consist 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.

B.1.e - delete the term "Development" and substitute with the phrase "Recruitment and Membership Service committees".

The sentence will then read as follows: The Membership Recruitment and Membership Service committees shall be composed of nine members...

B.1.f - delete the phrase "Medical Technology" and substitute with the phrase "Clinical Laboratory Science".

The sentence will then read as follows: Areas of activity of the Continuing Education Assistanceship Committee shall be to assist members of ASCLS-PA in their pursuit of continuing education in the field of Clinical Laboratory Science.

9. Article XXI Amendments:

B. - delete the phrase "four copies" and substitute the phrase " an electronic copy".

The sentence will then read as follows: An electronic copy of proposed amendment(s) shall be submitted in context to the chair of the Bylaws Committee of this Society.

