

AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE-WISCONSIN (ASCLS-WI)
LEADERSHIP HANDBOOK
Introduction

This handbook has been designed to serve as an up-to-date guide and ready reference for the Officers, Board Members, and Committee Chairs of ASCLS-WI. It will provide these people with information regarding the duties and responsibilities of their positions and give them a good understanding of how the Society functions.

Duties, as outlined, consist of excerpts from ASCLS-WI Bylaws, practices presently followed, and suggestions for committee activity.

Suggestions for changes and additions may be submitted to the ASCLS-WI President at any time.

Notes may and should be made in the handbook as an aid to future officers or Chairs.

This handbook should be used to hold records from the past year and should be presented to a successor at the end of a term.

1973-74 Handbook Committee:

Carol I. Stein, MT(ASCP), Chair

Stavri G. Joseph, MT(ASCP)

Revision, 1976-77 Handbook Committee:

Carol Stein, MT(ASCP), Chair

Mary Muckerheide, MT(ASCP), NM

Bernadine Romanowski, MT(ASCP)

Revision, 1977-78 Handbook Committee:

Carol I. Stein, MT(ASCP), Chair

Revision, 1980-81 Ad Hoc Committee:

Michael Vanzandt, President

Sandra J. Arndt, Immediate Past President

Revision, 1986 Handbook Committee:

Carol I. Stein, CLS, MT(ASCP), Chair

Mary Platner, CLS, MT(ASCP), President

Norine Janzen, CLS, MT(ASCP), Past President

Revision, 1991 Handbook Committee:

Mary Muckerheide, CLS, MT(ASCP), NM, President

Carol I. Stein, CLS, MT(ASCP), Chair

Revision, 1995 Handbook Committee:

Diane C. Radtke, CLS, MT(ASCP), Chair

Mary Muckerheide, MT(ASCP), NM, Bylaws Chair

Revisions, April 2005 & Sept. 2005 Handbook Chair:

Patricia A. Limbach, CLS, MT(ASCP)

Revision, April 2006

Board of Directors

ASCLS – WI Standard Operating Procedure

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FINANCIAL POLICIES

PREFACE

The purpose in establishing the following financial policies is to give the Society a means by which it can determine the priorities for financial disbursements in conducting Societal activities.

STATEMENT OF SOUND FINANCIAL POLICY

These financial policies shall serve as guidelines to effect continuity in Societal business. During times of financial distress, it will be the Board's responsibility to reassess these financial policies in light of Societal priorities. The administration and interpretation of these financial policies rest solely with the Board.

All persons representing the Society are instructed to use restraint and good judgment in expenditures billed to the Society. By utilizing such restraint, the Society can provide greater services for the same dues dollar.

TERMINOLOGY

- Account - monies designated for specific activities as delineated by the Chart of Accounts and held within the General Fund.
- Direct Expense - any expense incurred during the performance of an assigned organization function.
- Fund - all monies in the Society treasury.
- Late regis. fee - difference between the pre-registration fee and the fee for registration at the door.
- Per diem - the daily allocation for meals (determined by Board annually).
In 2006 it is \$30 per diem.
- Registration fee - that amount of money that will be charged to a participant for admission into a state annual meeting, seminar, or workshop.
- Reserve - in discussing budgets, this word is to designate invested funds.
- Society - refers to ASCLS-WI.
- Surplus - this word is to designate money not estimated in the budget (unanticipated income).
- Travel - mileage at the current Federal Allowance rate (or flat fee per Board exception), parking fees, airfare, taxis.

I. GENERAL FINANCIAL POLICIES

A. ALLOCATION OF MONIES

1. Monies made within ASCLS-WI by any member/group shall go into the General Fund. The General Fund will be delineated by a ledger format according to the Chart of Accounts. Publication monies, Education and specified projects, shall be line items in the Treasurer's report.

RATIONALE: Separating the expenses and itemizing them will enable the individual members to know where their dues dollars are being used.

2. Any member/group shall submit a proposed budget including income and expenses for Board approval prior to initiating said project.

RATIONALE: The budget will serve as a control and plan, for the Board to use, to evaluate the project. It will also help members if the project is undertaken again.

B. REGISTRATION

1. The Society shall attempt to recover expenses incurred in any Society function that we enter into as sole sponsor or as a co-sponsor. When acting as co-sponsor, there must be Board approval of the written agreement delineating sharing of any profits and expenses incurred in the function.

RATIONALE: Because it is the Society's main purpose to provide continuing educational opportunities for practitioners of Clinical Laboratory Sciences, the Society may endorse or even co-sponsor educational programs with scientific companies, colleges, governmental agencies or other entities. When the Society co-sponsors a program, the Society reserves the right to charge a registration fee in order to meet the necessary expenses.

2. There shall be a difference in registration fees charged to members and non-members.
 - a. Society sponsored: non-member's fee shall be greater than the fee for members.
 - b. Co-sponsored: a differential fee between co-sponsoring members and non-members.
 - c. Guests will pay a nominal fee. (Student bowl exception)

RATIONALE: ASCLS-WI programs are presented for the benefit of Society members; since sponsoring members do the work in production of the event, all non-members should pay an additional fee.

3. A nominal late registration fee shall be charged. An effective closing date must be stated on the registration forms.

RATIONALE: This will encourage people to pre-register and so reduce the transaction time at the registration desk.

4. Priorities to ASCLS-WI members for registration shall apply only where there is a problem of limited space in workshops or seminars sponsored by ASCLS-WI. An effective closing date must be stated for pre-registration, after which time the seminar or workshop is open to anyone on a first come, first serve basis until capacity is reached.

RATIONALE: Members shall have preference in registering for Society functions with limited seating capacity if the member registers during the pre-registration period. Following the pre-registration deadline, no preference for members over non-members shall be given, and the program shall be filled on a first come, first serve basis until capacity is reached.

5. If a refund is requested, a nominal processing fee will be charged and the processing fee will be subtracted from the refund. No refunds shall be given within 72 hours of commencement of a program.

RATIONALE: Fees are determined by the number of people expected to attend. Because the Society commits itself in advance for room space, equipment, speakers, etc., it is difficult to make arrangements for those who have registered, but then do not attend.

6. If there is a change in the program, an effort will be made to contact the registrants so that they may choose to attend another session. If there is no suitable alternative, a refund will be given to the registrant. The registrant will have to relinquish their badge at this time. A statement will be made on the preliminary program that speakers and programs are subject to change. (No processing fee will be charged).
7. All persons registered as non-members at a Society function shall pay non-member fees. If they join ASCLS-WI for a full year during that function, the difference shall be applied to their national and state dues, not to exceed the annual national and state dues.

RATIONALE: Many people who attend Society functions are non-members. Because these people are potential members, this reimbursement of national and state dues would serve as an incentive to become a member. This reimbursement shall equal the non-member registration fee differential, not to exceed the national and state dues.

8. At educational functions (seminars, annual meetings), there shall be a separate non-member student fee which is higher than student member fees, but may be less than regular non-member fees.

RATIONALE: Students are offered the opportunity of membership benefits at a very reduced price. Students not taking advantage of this opportunity shall be treated as any other non-member.

C. OFFICIAL REPRESENTATION

Persons appointed by the President to officially represent the Society to other Professional/Public Organizations receive reimbursement for all direct expenses incurred according to other financial policy guidelines. Amounts over \$100.00 shall be subject to Board approval.

RATIONALE: Persons appointed by the President to represent the Society undertake this responsibility in addition to their usual professional duties. Such representation requires the output of considerable time and effort by the appointee, and therefore, it is reasonable to reimburse the appointee for expenditures. In order to assure that official representatives maintain reasonable expenses, any amounts over \$100.00 will require Board approval.

D. REIMBURSEMENT

1. The Society shall reimburse only expenses that have been itemized in the budget or approved by the Board.

RATIONALE: To maintain an understanding of the present financial status, requests for activities which might incur expenses must be approved by the Board - by insertion in the budget - before reimbursement can be accomplished. Prior planning is the basis for a sound financial operation.

2. Members shall be reimbursed for all Board authorized (budgeted) direct expenses upon presentation of a completed itemized expense form and receipts. Reasonable expenses where receipts are unavailable may be reimbursed (i.e. mileage, postage).

RATIONALE: To maintain accurate ASCLS-WI financial records, members will be reimbursed for all direct expenses for which receipts and expense forms are submitted. In certain types of expenses, receipts are not obtainable, and members should still be able to obtain reimbursement. Submitted expenses that are not covered in the approved budget for the activity will be referred to the Board for final disposition.

3. Advances for approved committee budgeted items of greater than \$300.00 shall be granted upon request. Receipts and/or delineation of expenses must later be provided to the Treasurer according to policies for reimbursement.

RATIONALE: Members should not be required to utilize their personal finances on behalf of the Society, especially when "fronting" large expense items which may place a burden on the member.

4. Any project approved by the Board that exceeds budget by more than \$300.00 shall have a final written accounting report for the Board upon completion of the event.

RATIONALE: This final report will serve to show that the budget was followed. It may also be helpful should this activity be repeated.

E. BONDING

1. The Treasurer shall be bonded for the amount determined by the BOD.
2. Checks in amounts greater than \$3,000.00 shall require two signatures.

RATIONALE: Because the Society's funds are crucial for the functioning of the Society, bonding is necessary to safeguard these funds.

F. INVESTMENTS

The Board is pledged to invest the Society's funds in the most appropriate manner to facilitate the development of a reserve. This investment shall be made when the Society's funds exceed the operating budget for any fiscal year. The Finance Committee shall investigate options and make recommendations to the Board. The type of investment must have Board approval. Convention funds shall also have temporary investments.

RATIONALE: In order to accomplish those long term goals which may require a greater financial base, funds not needed for current cash flow will be invested to provide additional income. The Board will approve the type of investment since each type carries different risks/benefits/obligations.

G. ASCLS ANNUAL MEETING

1. Delegates to the ASCLS Annual Meeting shall receive funds as allocated in the budget, provided sufficient funds are available following the interim Board review. All Delegates shall be eligible to receive equal payment for serving as delegates. [Exceptions include Student Delegates, President, President-Elect, and President-Elect-Elect whose expenses are covered separately]. If the total of any delegate's eligible expenses is less than the allowable delegate reimbursement, the delegate will receive a check for only those expenses incurred. Eligible expenses are registration fee, travel (by air or 50% of Federal Allowance if by car), half the standard double occupancy hotel room, and the per diem meal rate, not to exceed 5 days.

RATIONALE: Because these members represent the Society and are required to attend specific sessions during the Annual Meeting, they should receive partial reimbursement for their expenses, not to exceed the amount allocated in the budget as approved by the general membership. Board review is necessary to assess priority for this expenditure in light of other budgetary allocations.

2. Delegates must attend all assigned committee meetings assigned, the Regional caucus, candidates presentation (if possible), voting, and the House of Delegates to its conclusion, and submit reports as requested by the President of the delegation. Funds will be paid after the Meeting as directed by the President of the delegation. If an emergency should arise and the delegate would not be able to complete his/her obligations, the ASCLS-WI Board of Directors will determine the amount of the fee to be paid to that delegate. An alternate delegate shall receive the same fee as allowed for a delegate, if he/she has been assigned by the President to replace a delegate, attends assigned meetings, and fills a vacancy in the House of Delegates.
3. STUDENTS: The duly elected leader of the ASCLS-WI Student Forum, and the student alternate leader, shall be paid for the following expenses at the ASCLS Annual Meeting, provided that they attend all assigned meetings and the House of Delegates to its conclusion:
 - a. No delegate fee will be paid because of other substantial funding.
 - b. TRAVEL: Travel to the ASCLS Annual Meeting shall be paid to the student leader and alternate at round trip coach air fare including airport transfers to and from hotels. The Treasurer, upon request, will make an interest-free loan to the student delegate and/or alternate for the ASCLS-WI student delegate travel allotment prior to the ASCLS Annual Meeting. For Annual Meetings held in Wisconsin, Illinois, Minnesota, travel by car will be paid at 50% of the Federal Allowance, or bus fare. The balance of the travel allowance will be paid by the Treasurer after the Annual Meeting, as directed by the President of the delegation.

Students continued:

- c. **MEALS & LODGING:** Meals at the ASCLS Annual Meeting will be reimbursed at a per diem rate to be determined annually by the ASCLS Board of Directors not to exceed 5 days, for both the student leader and alternate. Lodging at the ASCLS Annual Meeting will be reimbursed at a rate of 1/2 the cost of a standard room not to exceed 5 nights, for both the student leader and alternate. Reimbursement for meals and lodging will be paid by the Treasurer after said Annual Meeting, as directed by the President of the delegation
- d. **REGISTRATION FEES:** Registration fees at the ASCLS Annual Meeting will be reimbursed for both the student leader and alternate.

4. PRESIDENT, PRESIDENT-ELECT, PRESIDENT-ELECT-ELECT

- a. The President, President-Elect, and President-Elect-Elect shall be reimbursed for travel at the rate of 50% of the Federal allowance, if by auto, or if by air, the coach fare and airport limousine fare.
- b. Lodging will be paid to the President, President-Elect, and President-Elect-Elect at 1/2 double occupancy rates for the room only for a maximum reimbursement of 6 nights.
- c. Meals for the President, President-Elect, and President Elect-Elect will be reimbursed at a per diem rate to be determined annually by the ASCLS Board of Directors for a maximum of 6 days.
- d. Registration fees at the ASCLS Annual Meeting will be reimbursed for the President, President-Elect, and President Elect-Elect.
- e. The President shall receive additional funds to attend the Leadership Conference and the ASCLS Pre-Convention Board meeting as funds are available and approved by the Board.

RATIONALE: It is important for the President to attend the ASCLS Board Meeting and Leadership Workshop so that he/she has a good understanding of the issues which will be presented to the delegates and can effectively lead the state delegation. As the President moves into the Immediate Past President's role of advisor, this additional knowledge and understanding of the issues will help facilitate the functioning of the state Board during the following year.

- f. The President-Elect shall be reimbursed for the Pre/Post Meeting activities that have been approved by the Board.

RATIONALE: This individual may attend special sessions (ASCLS Board meeting, President's Council, etc.) either before or after the regular meeting. The extra meals and lodging should be reimbursed. Attendance at such functions aids the individual in performing his/her duties as ASCLS-WI President during the coming year.

H. POLICY CHANGES

1. Changes in these Policies may be made on recommendation of the finance committee or an individual member, by majority vote of the Board. Such changes shall not become effective until the next regular Board meeting after members have been informed of said changes.
2. Any change made shall be posted on the ASCLS-WI official website to be received by other members.

I. LOANS

1. Loans may be made to committees or local constituent (Branch) societies (if the purpose of the loan is crucial to maintaining the immediate functioning of the loanee.)
2. Loans of less than \$2,000.00 may be made by Board decision alone. Loans greater than \$2,000.00 must have membership approval.
3. Loans of greater than \$1,000.00 that are requested for the purpose of purchase of capital equipment shall be approved by the general membership.
4. The Board shall determine repayment procedure at the time of the loan.

II. BUDGET POLICIES

A. BUDGET PRESENTATION

The budget for the following fiscal year shall be prepared by the Treasurer and Finance Committee and presented to the Board at least 60 days prior to the annual meeting. Following Board review and approval, the proposed budget shall be presented to the membership at the annual meeting. It is the responsibility of the Board, prior to budget presentation, to identify the goals accompanied by activities and therefore, to provide guidance and direction to the Finance Committee in developing the budget for membership approval.

B. BUDGET PREPARATION/FORMAT

The budget shall be prepared by the following steps below in the order given:

1. Surplus and interest income from the previous year's ASCLS-WI Annual Meeting, interest, and estimated dues income shall be utilized as income.

RATIONALE: Since surplus from the ASCLS-WI Annual Meeting in progress during the annual member meeting is unknown, this should not be utilized to formulate the budget under consideration by the membership. The final profits from the Annual Meeting are not known until late fall. When the profits and Annual Meeting Books are closed, these monies are to be held in reserve for the remainder of the fiscal year and then utilized to prepare the budget for the subsequent year. For example, profits from the 2006 Annual Meeting are not utilized to prepare the 2006-07 budget. In the fall of 2006, the Annual Meeting profits shall be placed in reserve (invested) until the spring of 2007. These profits shall be listed as income to prepare the 2007-08 budget.

2. An amount to cover administrative expenses plus an additional amount to cover inflation shall be deducted from the income total and placed in budget expenses. The remaining income will be disbursed for variable expenses (which include Education, ASCLS-WI publication, and Committee expenses and reserves). The budgetary items that are Administrative Expenses:
 - a. Board Expenses (postage, telephone, copying and stationery)
 - b. Annual Report Printing
 - c. Student Forum Support
 - d. Region dues
 - e. Bulk Mailing Permit
 - f. Insurance (bonding)
 - g. Corporation Fee
 - h. Storage Rental Fee
 - i. Safety Deposit Box
 - j. Tax Preparation/books review/audit
 - k. Bylaws proposal, budget and ballot printing and mailing

3. The total amounts of Reserves should be brought to and maintained at an amount (minimum) of approximately two years administrative expenditures of the Society. The exact percent added to reserves to be recommended to the Board by the Finance Committee. The Board will recommend an amount to the general membership based upon considerations of income available and present monies in reserves.

RATIONALE: The amount of monies held in reserve should build to a level to cover Society activities for two years. If too much money is placed in reserve and little spent for Society activities, the IRS will investigate to determine if the Society is maintaining its' status as a not-for-profit professional organization. To insure financial stability, it is better to allocate money to reserves before allocating money for expenses.

4. If the income in #1 above does not allow for an adequate Variable Expense line item, the budget must clearly state the maximum amount of monies in Reserve that can be utilized during the coming year of Expenses. Thus, the membership shall have a voice, by approving such a deficit budget at the Annual Meeting in decreasing the Society's Reserves. The remaining Reserve amount must be clearly shown on the budget.

RATIONALE: The membership will have a voice in decreasing the reserves and this is not left solely to the Board.

C. BUDGET/FINANCIAL RECORDS/REVIEW

1. There shall be a regular review of the budget by the Board of Directors to determine actual expenditures versus budgeted expenditures.

RATIONALE: Regular review allows a better control over the Society finances. These reviews maybe useful for formulating the budget for the coming year; underbudgeted and overbudgeted items can be planned for in the next budget. Budgets should be used as a means of financial control; they are useful only if reviewed periodically.

2. A cursory review/audit shall be done at the end of each fiscal year by an outside agent.

RATIONALE: This will serve as a check on the bookkeeping and allow for clarification of items that are unclear or procedures that might best be done in a different manner.

**ASCLS-WI
CHART OF ACCOUNTS**

<p>100 Income</p> <p>101 Dues</p> <p>102 Convention (State)</p> <p>103 Interest/Dividends</p> <p>104 Return of Seed Money</p> <p>121 Reserve Account (in) (Checking Account)</p> <p>198 Pin Sales</p> <p>199 Misc. (Donated, Honoraria, etc.)</p> <p>200 Administrative: Fixed</p> <p>211 Safe Deposit Box</p> <p>212 Ins Bond (Bonding Ins.)</p> <p>213 Corp. Fee</p> <p>214 Taxes and Audit Fees (Fund Review)</p> <p>215 Region V Dues</p> <p>219 Storage Unit Rental (Annual Charge)</p> <p>299 Misc.</p> <p>300 Administrative: Variable</p> <p>311 Copying</p> <p>313 Phone</p> <p>314 Postage</p> <p>315 Travel</p> <p>316 Secretarial</p> <p>317 Stationery</p> <p>320 Board Mtg. Refreshments</p> <p>321 Delegate Expenses</p> <p>322 Nat'l Meeting (Officers & Students)</p> <p>324 Promotion of WI Candidates (Nat'l Election Process)</p> <p>326 Annual Meeting</p> <p>327 Region V Convention</p> <p>328 Annual Meeting Seed Money</p> <p>329 Region V Director Travel</p> <p>332 Gifts (Funerals, Past Presidents, etc.)</p> <p>341 Treasurer's Expenses</p> <p>350 Convention Profit Share</p> <p>375 Web Page Expenses</p> <p>399 Misc. Discretionary Funds</p> <p>400 Publications - BLT</p> <p>411 Printing</p> <p>412 Mailing Labels</p> <p>414 Postage</p> <p>499 Misc.</p> <p>500 Education</p> <p>504 G-2 Reports</p> <p>511 Seminars & Fairs</p> <p>512 P.A.C.E. Provider Fee</p>	<p>600 Special Projects</p> <p>602 Legislative Consultant</p> <p>699 Misc.</p> <p>700 Committees</p> <p>711 Membership</p> <p>712 PR/NMLPW</p> <p>713 Awards</p> <p>714 Govt. Liaison</p> <p>715 Student Bowl</p> <p>716 Bylaws</p> <p>717 Nominations</p> <p>718 Handbook</p> <p>719 P.A.C.E. Expenses</p> <p>721 Student Forum Meeting</p> <p>722 Professional Marketing</p> <p>797 Student Fund Raising</p> <p>799 Student Bowl Rooms for Students</p>
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599 Misc.

D. "LEAN" YEAR BUDGET GUIDELINES

These guidelines delineate which administrative services should be maintained and the minimum amount of monies required to carry them out.

1. Amount of monies should be held in reserve: Recommendation: \$40,000.00
2. Amount of monies that should constitute a lean budget:
 - a. Recommendation: \$30,000.00
 - 1) \$5,000.00 for fixed administrative expenses
 - 2) \$25,000.00 for variable administrative expenses
 - b. As a point of information, this would leave two years lean budget as recommended in reserve.
3. Possible ways to cut down the amount of expenditures during a lean year:
 - a. Publish the ASCLS-WI Newsletter less frequently.
 - b. Revision of ballot and candidates information.
 - 1) Number of Ballot mailings
 - 2) Utilization of ASCLS-WI Website or Newsletter
 - c. Decrease amount of monies for Board travel.
 - d. Cut secretarial services from the budget, if applicable.
 - e. Possible decrease in delegate expense reimbursement.
 - f. Possible change in the usage of scholarship monies
 - 1) Perhaps a scholarship could be utilized to send the student delegate to the ASCLS Annual Meeting.
 - 2) Requires the approval of WISCLS Scholarship Fund, Inc.
 - g. Delete line item #322 or 323.
 - h. Pool committee monies (#711-#722): If monies were pooled, then the committee would present its request with justification for Board approval.
 - i. Reduce line item #315

III. ASCLS-WI ANNUAL MEETING POLICIES

A. POLICY STATEMENT

All general Financial Policies shall apply with the items listed below as either additions or exceptions to those corresponding General Financial Policies.

RATIONALE: The Annual Meeting will follow the same policies (i.e. registration fees, speakers) as other Society functions. However, there are additional conditions present during the Annual Meeting that are not present at other Society functions.

B. ANNUAL MEETING BUDGET

1. The Annual Meeting General Chair and the Convention Treasurer shall be responsible for preparation of an Annual Meeting budget and submission of this budget to the Board for approval before Annual Meeting fees, plans, exhibits, etc., are finalized. This budget should be presented to the Board at the earliest possible time, but no later than the November Board of Directors Meeting. The Board must approve the budget prior to making commitments to exhibitors and speakers. The budget shall show income and expenses for the following:
 - a. Registration
 - b. Program costs (speakers, AV, publications)
 - c. Exhibits
 - d. Social function(s)
 - e. Prizes, gratuities
 - f. Committee operations
 - g. Food

RATIONALE: The Annual Meeting committee handles a large amount of money, and the profits are important to the Society for future budget/activities. If a profit is not made, the Society is responsible, and this is part of the Board's responsibility. The Board should thus approve all fees and anticipated items.

2. The Board shall review Annual Meeting Budget changes at each Board meeting following initial Board approval.
3. Consultation with the previous Annual Meeting Chair from the same city shall occur, when possible, with respect to financial matters (i.e., sources of supply, costs, and type of unanticipated expenses).

RATIONALE: Since expenses and costs of various items vary with each city, consultation with the Chair of the previous Annual Meetings held in the same city is most valuable -- more so than the previous year if held in a different city. This does not negate discussion with previous Chair from another city.

**ASCLS-WI
ANNUAL MEETING
CHART OF ACCOUNTS**

100	Income	640	Audio Visual Equipment
	110 Exhibits	641	Audio Visual Support
	111 Exhibits (Electricity)	650	Duplication (Speaker Handouts, etc.)
	112 Exhibitors' Lunch	660	P.A.C.E. Materials
	120 Registration	670	Postage (To Speakers)
	130 Meals	680	Speaker Meals
	140 Scholarship Fund Donations	699	Misc.
	150 Sponsorships		
	199 Misc.		
		700	Hotel Rooms
200	Exhibits	710	General Convention Chair (Hotel Room)
	210 Hall Rentals	711	WISCLS President (Hotel Room)
	211 Exhibits (Electricity)	712	WISCLS - President Elect (Hotel Room)
	212 Security	713	Region V Director (Hotel Room)
	213 Drayage	714	P.A.C.E. Chair (Hotel Room)
	220 Printing (Materials Sent to Exhibitors)	720	Sleep Rooms Guaranteed
	221 Postage		
	230 Signs		
	240 Coffee		
	250 Door Prizes (3% of Exhibit)		
	260 Exhibitor refunds		
	299 Misc.		
		800	Food
300	Registration	805	Day One Breakfast
	310 Printing (Post Cards & Program/ Reg Mailers)	810	Day One AM Break
	311 Printing (Reg Folder Programs)	815	Day One Lunch
	312 Printing (Reg Folder Inserts)	820	Day One Dessert Bar
	320 Postage (Post Cards & Program/ Reg Mailers)	825	Day Two Breakfast
	330 Plastic Badge Holders/Inserts	830	Day Two AM Break
	331 Badge Ribbons	835	Day Two Lunch
	340 Folders	840	Day Two Dessert Bar
	350 Supplies	845	Day Two PM Break
	360 Tickets (Social Event)	850	Student Bowl Snacks
	370 Membership Rebate	855	Past Presidents' Breakfast
	380 Refunds	860	Scholarship Comm. Dinner
	399 Misc.	865	Board Dinner
		899	Misc.
		900	Miscellaneous
400	Publicity/Printing	910	Scholarship Fund Donations
	410 Postage	920	Kringle
	499 Misc.	930	WISCLS Letterhead and Envelopes
500	Committee Expense	931	Event Binders, Tabs, Supplies & Envelopes
	510 Postage	932	Post Convention Reports
	520 Committee Expense	940	Lighthouse (Foam)
	530 Committee Thank You Gifts	999	Misc.
	599 Misc.		
		1000	Convention Planner
600	Program	1010	Contract Fee - Estimated (Includes Expenses Other Than Hotel & Travel)
	610 Hotel (Meeting Rooms)	1020	Hotel Room
	620 Honoraria	1030	Travel
	621 Travel (Speaker)	1060	Misc.
	622 Speaker Thank You Gifts		
	630 Room Monitor Thank You Gifts		

4. Operating expenses for the Annual Meeting committee shall be based on estimates of exhibit fees and registration fees.

RATIONALE: These estimates can be determined from previous Annual Meeting committee reports.

5. A maximum of 3% of exhibit income may be used for exhibit door prizes.
6. Social functions are encouraged; however, the admission fee to the event(s) should be such that it covers the expense.

RATIONALE: Since the Society depends on Annual Meeting profits to finance its operations, no social function should be allowed to reduce these profits.

7. Committee lodging shall be provided for:
 - a. Annual Meeting General Chair
 - b. The next year's Annual Meeting General Chair, if funding is available.

Sharing of rooms shall be with other complimentary room occupants whenever possible. If the room is shared with other (non-complimentary) individuals, the cost of the room shall be shared equally by all occupants.

RATIONALE: The Annual Meeting General Chairs are on call throughout the entire Annual Meeting and must be available. The Program and Registration Chairs are required to have materials/equipment set up very early in the mornings and thus should be housed near Society work commitments.

8. Emeritus members should be charged a registration fee equal to that of the Student rate.

C. SPEAKERS

1. Speakers, whether members or non-members, shall be guests of the Society and their expenses shall be paid according to financial policies and guidelines from the Board. Special guidelines for panelists shall be determined by the Board.
2. Speakers shall receive official pertinent information and forms regarding reimbursement at confirmation of presentation.
3. Honorariums shall be determined by the convention committee, but ordinarily shall be the same as the previous year's honorarium amount. This limitation does not apply to sponsored speakers.
4. Speakers shall receive complimentary registration for the day of their presentation.

- D. Special Society guests (e.g., ASCLS Region V Director) shall receive full registration, travel, hotel, and per diem as recommended by the Annual Meeting Planning Committee.
- E. Financial support from industry, such as speaker sponsorship, donations, and/or payment of exhibitor fees, does not grant industry the privilege of free or reduced registration fees to their clients.
- F. FINANCIAL ACCOUNT
 - 1. Seed money for the Annual Meeting shall be returned to the ASCLS-WI Treasurer prior to disbursement of revenues.
 - 2. All accounts shall be closed 90 days after the close of the Annual Meeting. An outside review may be performed by an audit committee and expenses included as a line item in the Annual Meeting budget. Suggestions for reviewers include past state Treasurers.
 - 3. Disbursement of the Annual Meeting revenues shall be sent to the ASCLS-WI Treasurer and joint sponsors per all agreements.

80% of the convention profit shall be disbursed to the ASCLS-WI budget
20% of the convention profit shall be divided equally among active
Local Societies

IV. **EXPENSE POLICY**

ASCLS-WI will reimburse the following except for expenses that are reimbursed by other agencies, organizations, or employer. Receipts are required for all expenses when available. These receipts must accompany the proper expense voucher (obtained from Treasurer) along with the explanation of expense. All reimbursed expenses are paid as itemized in the budget / or approved by the Board of Directors (BOD). Every effort should be made to submit expenses within 60 days of the even occurrence.

- A. **POSTAGE** - Reimbursement of postage will be made to Officers, Board Members, Committee and Scientific Assembly Chairs, ASCLS-WI members performing BOD authorized activities, and Official Representatives appointed by the President to represent the Society to other Professional/Public organizations by the Treasurer, upon receipt of the properly completed expense form.
- B. **TELEPHONE** - Reimbursement of long distance telephone calls will be made to Officers, Board Members, Committee and Scientific Assembly Chairs, ASCLS-WI members performing BOD authorized activities, and official Representatives appointed by the President to represent the Society to other Professional/Public organizations by the Treasurer upon receipt of the properly completed expense form. Long distance calls should be kept to a minimum and as short as possible. Please call, if possible, when reduced rates are in effect. Use of phone cards is encouraged.

C. COPYING AND MISC - Reimbursement of copying and misc. budget line items, etc., will be made to Officers, Board Members, Committee and Scientific Assembly Chairs, ASCLS-WI members performing BOD authorized activities, and Official Representatives appointed by the President to represent the Society to other Professional/Public organizations by the Treasurer, upon receipt of the properly completed expense form.

D. TRAVEL

1. All Officers and Board Members will be reimbursed for travel to Board meetings which are held outside a 25-mile radius from their home at a rate of 50% of the Federal allowance per mile traveled by the shortest route. This does not include the Post-Convention Board Meeting.
2. The President and President-Elect will be reimbursed for official business involving ASCLS, Region V, and ASCLS-WI meetings. If within the state, reimbursement will be by auto, at 50% of the Federal allowance; if outside the state reimbursement will be: if by auto, at 50% of the Federal allowance per mile; if by air, the coach fare and limousine fare (airport limo).
3. To ASCLS Annual Meeting: President, President-Elect and President-Elect-Elect (recently elected President-Elect) shall be reimbursed. If by auto, at 50% of the Federal allowance per mile; if by air, the coach fare and limousine fare (airport limo).
4. If the President or designee travel to constituent society meetings, reimbursement will be at 50% of the Federal allowance per mile and for lodging if outside a 150-mile radius. No reimbursement of any kind will be made for travel expenses to the President's own branch society. Funding will be provided for a maximum of one meeting/branch society/year.
5. Official Representatives appointed by the President to represent the Society to other Professional/Public Organizations will be reimbursed for travel to a Board meeting or official meeting which are held outside a 25-mile radius from their home at a rate of 50% of the Federal allowance per mile traveled by the shortest route. A fee per vehicle of 50% of the Federal allowance per mile will be paid for travel exceeding 150 miles. A meeting means a Board meeting and/or Official meeting of the Professional/Public Organization to which they are representing ASCLS-WI. This does not include attendance at their appointed Professional/Public Organization Convention.
6. Members performing Board authorized activities will be reimbursed for travel to committee meetings, board meetings which are held outside a 25-mile radius from their home at a rate of 50% of the Federal allowance per mile traveled by the shortest route.

- E. LODGING -- Hotel/Motel (room only at 1/2 double occupancy rates) costs will be paid as follows:
1. ASCLS-WI Spring Convention - President and President-Elect, provided by the convention.
 2. Bi-State Convention - President and President-Elect, provided by ASCLS-WI.
 3. Region V Convention - President and President-Elect, provided by ASCLS-WI.
 4. ASCLS Annual Meeting - President, President-Elect, and President-Elect-Elect (recently elected President-Elect) - maximum 6 nights, provided by ASCLS-WI.
 5. Lodging will be provided if required by the officers and Board members to stay overnight for a BOD meeting. In addition, lodging will be provided for officers and Board members for one evening provided the traveling distance is at least 150 miles one way.
 6. Lodging will be provided if required by members performing Board authorized activities or Official Representatives appointed by the President to represent the Society to other Professional/Public Organizations. Lodging will be reimbursed for one evening provided the traveling distance is at least 150 miles one way.
- F. MEALS - Paid at a per diem determined annually by the BOD on the following basis:
1. ASCLS-WI Spring Convention - President and President-Elect - 3 days.
 2. Region V Convention - President and President-Elect - 3 days.
 3. ASCLS Annual Meeting - President, President-Elect, and President-Elect-Elect (recently elected President-Elect) - maximum of 6 days.
 4. Board members, Officers, member(s) performing Board authorized activities or Official Representatives appointed by the President to represent the Society to other Professional/Public Organizations - 1 day each. Requires BOD approval.
- G. REGISTRATION FEE – The Registration fee will be paid for the President, President-Elect, and President Elect-Elect to attend the ASCLS Annual Meeting since they are required to attend.
- H. DELEGATES – See Part I, Section G, No. 1 & 2 for policies regarding reimbursement of ASCLS-WI Delegates to the ASCLS Convention.
- I. STUDENTS - See Part I, Section G, No. 3 for policies regarding reimbursement of the Student Forum Rep and Alternate when attending ASCLS Convention.

J. MISCELLANEOUS

1. COMMITTEES - Budgeted expenses which are not itemized above, and which are legitimate expenses for that particular committee, shall be reimbursed by the Treasurer upon receipt of the proper expense form that has the committee chair's signed approval.
 - a) Advances for approved committee budgeted items of greater than \$100.00 shall be granted upon request. Receipts and/or delineation of expenses must later be provided to the Treasurer according to policies for reimbursement.
 - b) Any project approved by the Board that exceeds budget by more than \$100.00 shall have a final written accounting report for the Board upon completion of the event.
2. EXCEPTIONS - For the categories listed above (postage, travel, copying, telephone, conventions, lodging, meals, delegates, students), any additions or exceptions to the guidelines as stated shall require the approval of the Board. Projects that have not been budgeted should be critiqued, including all cost factors, and submitted to the Finance Committee for evaluation. The Finance Committee will submit the proposal with recommendations to the Board.
3. LOANS – See Part I, Section I for information related to Loans.

- K. ADDITIONAL FUNDING PROCEDURE - If additional funds exceeding ten percent (10%) over budget are required, a written request is necessary. All budget requests will require BOD approval. If the request cannot wait for the regular BOD meeting, an **ELECTRONIC BALLOT** (vote) can be taken. This will require a written request sent to any member of the Board. The Board member shall submit the matter for action in the form of a written motion, seconded by another Board member, to the President, with a copy to the Secretary. The President shall submit the motion to the Board of Directors requesting that they vote thereon. The President shall notify the Board of Directors of the results of the balloting within 15 days of the deadline set for voting. A majority vote of all the directors shall be necessary for the transaction of any business.

COMMITTEE REPORTS

Committee Chairpersons are encouraged to submit a written report for each Board of Directors Meeting. The purpose is to provide the Board and Membership with information on activities necessary to carry out the business of the Society. The objective of this reporting mechanism is to provide a report of accountability using a simplified reporting mechanism and to provide a paper trail record of committee activities.

Each Committee is assigned a Board Member who will serve as Liaison between the committee and the Board.

Written Reports should include:

Committee Name

Name of Committee Chairperson

Date of Report

Report of Recent Activities

Request for Action- All requests which require Board action for approval must be written as a formal motion. (Example -- "I move that the ASCLS-WI Board of Directors approve...").

Concerns, if any.

ADDRESS INFORMATION FOR MAILINGS

The following shall be available to ASCLS-WI Officers, Committee Chairs and Committee members for ASCLS-WI business:

1. Address labels for all ASCLS/ASCLS-WI members.

Source: The ASCLS-WI Publications Circulation Editor.

Request in advance via e-mail specifying how you want them organized (e.g. by zip code, name, membership category)

2. ASCLS-WI Membership lists.

Source: ASCLS Website: Click on Members Section, then Click on Rosters.

When it asks for the society code, ours is SOC51XA

3. Lists for all hospitals and clinics in Wisconsin are held by the Convention Planner.

4. Listings of:

- a. Wisconsin hospital schools of Clinical Laboratory Science and education coordinators.
- b. Wisconsin Colleges and Universities with Clinical Laboratory Science programs and program director's name.

Source: The Education Scientific Assembly Chair is responsible for updating these lists yearly.

ASCLS-WI STATE CONVENTIONS

The convention rotation schedule is as follows:

2005.....Racine/Kenosha
2006.....West Central -- Eau Claire
2007.....Madison
2008.....Milwaukee
2009.....Fox Valley
2010.....Central--Wausau
2011.....Racine/Kenosha
2012.....West Central -- Eau Claire
2013.....Madison
2014.....Milwaukee

The sponsoring local society will choose a Convention Chairperson and Convention Treasurer. Together they will form a committee composed of local branch society members. They will work with the Convention Planner who has been contracted for his/her services by the ASCLS-WI Board of Directors.

It is recommended that the Convention Chairperson attend the Post-Convention Convention Committee meetings in the year or 2 years immediately preceding his/her convention year.

ASCLS-DELEGATES

Bylaws

Reference

- XV C1 1. Composition
The ASCLS-WI delegation shall be composed of the President, President-Elect, one Student Delegate, plus the number of Delegates allowed on the basis of one Delegate for each fifty (50) Active and Emeritus members, or major fraction thereof as determined by ASCLS based on May 31st membership numbers. For ASCLS-WI one of the delegate positions will always go to our President-Elect-Elect. Delegates shall be active or emeritus members.
- IX C 2. Election of Delegates
Following the announcement of the results of the election of officers, delegates and alternates shall be elected during the order of business at each annual meeting. Consent forms, for members wishing to serve as delegates, shall be included with the final mail ballot for the annual elections. These Delegate Consent forms shall be returned separately. Additional nominations may be made from the floor with the consent of the nominee. The nominees receiving the largest number of votes shall be the Delegates; those receiving the next largest number of votes shall be the Alternates.
3. Student Delegates
- a. Each constituent (State) Society shall be entitled to one student delegate, and alternate, regardless of the total number of student members. The Student Delegate shall be seated with his State Society in the House of Delegates and shall have full voting privileges.
- IX D b. The student delegate and alternate shall be elected by the student members.
4. Delegate Duties
- a. Delegate Information:
The president of the delegation shall mail or e-mail any appropriate material to all delegates prior to attendance at the meeting.
- b. Opening Session of House:
Requiring delegates to attend the opening session is NOT critical. If necessary, the president of the delegation should schedule a delegates meeting prior to the Final House of Delegates.
- c. Attendance at House of Delegates:
Delegates should attend the House of Delegates to its conclusion.
- d. Voting:
Delegates should vote as the issue(s) dictate(s). In the past, delegates have decided in caucus on voting for actions to be presented to the House. Thus, Wisconsin presents a BLOCK vote in the house on all actions.
PRO'S: Block voting avoids dilution of the state vote.
CON'S: Block voting is NOT representative of the membership's feeling.
Presently, each delegate represents 50 members.
5. Delegates Fee: See Part I, Section G, No. 1 & 2.

WISCLS SCHOLARSHIP FUND, INC.

Bylaws
Reference
XV B

The Corporation shall raise and administer funds and award scholarships.

1. Active or Emeritus members of this Society shall be appointed by the president of ASCLS-WI and with the approval of the Board of Directors of this Society shall serve on the Board of Directors of the WISCLS Scholarship Fund, Inc. as follows:
 - a. One active or emeritus member of ASCLS-WI shall serve as Chair of the Board of Directors of the WISCLS Scholarship Fund, Inc.
 - b. One active or emeritus member of ASCLS-WI shall serve as Vice-Chair of the above named Corporation.
 - c. One active or emeritus member of ASCLS-WI shall serve as Secretary of the above named Corporation.
 - d. One active or emeritus member shall serve as Treasurer of the above named Corporation.
 - e. Two active or emeritus members shall serve as Board Directors-At-Large of the above named Corporation.
2. The President and Immediate Past President and President-Elect of ASCLS-WI shall serve on the Board of Directors of the above named Corporation.
3. The terms of office of the members of the Board of Directors of the above named Corporation shall be as prescribed in the Bylaws of the WISCLS Scholarship Fund, Inc. (Bylaws follow)
4. Duties of the Board of Directors of the above named Corporation shall be prescribed in the Bylaws of the WISCLS Scholarship Fund, Inc.
5. Standing committees of the WISCLS Scholarship Fund, Inc.
 - a. Scholarship Fund Investment Committee, which shall be chaired by the Vice Chair of the Board.
 - b. Scholarship Fund Raising Committee, which shall be chaired by the Board Director-At-Large.
 - c. Scholarship Fund Application Committee, which shall be chaired by the Secretary of the Board.

WISCLS Scholarship Fund, Inc. Continued

- d. Scholarship Fund Award Selection Committee, whose members shall be appointed by the Chair of the Board of Directors of the WISCLS Scholarship Fund, Inc.
- e. Scholarship Awards Committee, which shall be chaired by the Immediate Past President of the ASCLS-WI.
- f. Active or emeritus members of ASCLS-WI or other individuals may be appointed to serve as members of Standing Committees by the President of ASCLS-WI or the Chair of the Board of Directors of the WISCLS Scholarship Fund, Inc. They shall have a voice, but no vote in the business brought before the Board of Directors of the WISCLS Scholarship Fund, Inc.

**WISCLS SCHOLARSHIP FUND, INCORPORATED
BYLAWS**

Article I.

MEMBERSHIP

The membership of this corporation shall be as stated in the Articles of Incorporation.

Article II.

FINANCES

There shall be no dues. The funds collected by this corporation shall be used to provide for scholarship grants and expenses incidental thereto.

Article III.

TERMS OF OFFICE

- A. The Chair shall serve a term of three years, shall be appointed at the post-convention board meeting of ASCLS-WI, and shall assume said position at the beginning of the fiscal year following appointment.
- B. The Vice-Chair shall serve a term of two years, shall be appointed at the post-convention board meeting of ASCLS-WI, shall assume said position at the beginning of the fiscal year following the appointment.
- C. The Secretary, Treasurer, and Board Members-at-Large each shall serve a term, of two years, shall be appointed at the post-convention board meeting of ASCLS-WI, and shall assume said positions at the beginning of the fiscal year following appointment.
- D. The President, Immediate Past President, and President-Elect of ASCLS-WI each shall serve a term of one year and shall assume their board positions at the beginning of the fiscal year.
- E.
 - 1. The Chair, Vice-Chairman, Secretary, and 2 Board Members-at-Large shall not serve in the same position for more than three consecutive full terms.
 - 2. The Treasurer shall not serve in the same position for more than five consecutive terms.
- F. Officers and Directors may be removed from office only in the manner prescribed for their removal in the Bylaws of the Wisconsin Society for Clinical Science.
- G. With approval of the ASCLS-WI Board of Directors, the President of ASCLS-WI shall fill by appointment a vacancy occurring in any office.

Article IV.

DUTIES OF DIRECTORS

- A. The Board of Directors of this corporation shall constitute the governing body of this corporation.
- B. The Chair shall be the presiding officer of this corporation, shall appoint the Scholarship Fund Award Selection Committees, and shall perform all duties customary to the office as defined by parliamentary authority.
- C. The Vice-Chair shall serve as Chair of the Scholarship Fund Investment Committee and shall be, in the absence or disability of the Chair, the chief executive of this corporation.
- D. The Secretary shall be the Chair of the Scholarship Fund Application Committee and shall perform all other duties customary to the office.
- E. The Treasurer shall perform all duties customary to the office and shall be a member of the Scholarship Fund Investment Committee.
- F. A Board Member-at-Large shall serve as Chair of the Scholarship Fund Raising Committee.
- G. The President, Immediate Past President, and President-Elect of ASCLS-WI shall serve as members of the Board of Directors and shall be members of the Scholarship Fund Investment Committee.
- H. The Immediate Past President of ASCLS-WI shall chair the Scholarship Awards Committee.

Article V.

COMMITTEES

- A. There shall be five Standing Committees: The Scholarship Fund Investment Committee, the Scholarship Fund Raising Committee, the Scholarship Fund Application Committee, the Scholarship Fund Award Selection Committee, and the Scholarship Awards Committee.
 - 1. The Scholarship Fund Investment Committee shall manage the Funds.
 - 2. The Scholarship Fund Raising Committee shall organize and conduct campaigns to solicit funds.
 - 3. The Scholarship Fund Application Committee shall administer the procedures necessary to (1) announce the availability of an award, (2) supply and process application forms and (3) prepare the completed applications for consideration by the Scholarship Fund Award Selection Committee.

4. The Scholarship Fund Award Selection Committee shall award scholarship grants to worthy students enrolled in a curriculum in Medical Technology/Clinical Laboratory Science in a school accredited by the North Central Association of Colleges.
 5. The Scholarship Awards Committee shall investigate and propose new awards when deemed appropriate and when funds allow.
- B. Active or Emeritus members of ASCLS-WI or other individuals may be appointed to the standing committees by the President of ASCLS-WI or the Chair of the Board of Directors of the WISCLS Scholarship Fund, Inc. Such membership shall extend to the end of the fiscal year in which such appointment takes place.
1. Individuals appointed to a standing committee shall be voting members of that committee.
 2. Individuals appointed to standing committees shall have a voice, but, no vote in the business brought before the Board of Directors of the ASCLS-WI Scholarship Fund, Inc.

Article VI.

FISCAL YEAR

- A. Fiscal Year shall be from July 1 to June 30.
- B. The corporation shall meet at least twice during each fiscal year. Meetings shall be called by the Chair, who shall notify members in writing, at least fifteen (15) days prior to the meeting.

Article VII.

CONDUCT OF BUSINESS

- A. A quorum shall consist of at least five members of the Board of Directors.
- B. Parliamentary Authority for conduct of business at all meetings of this corporation shall be in accord with Robert's Rules of Order, Newly Revised (recent edition), except where otherwise specified in these Bylaws.

Article VIII.

AMENDMENTS

These Bylaws may be amended by a 2/3 vote of the voting members of this corporation present at any meeting of the corporation, providing all voting members have been notified in writing of the proposed amendments at least fifteen (15) days prior to the meeting.

Suggested Procedures for Forming a Branch Society of ASCLS-WI

- A. The ASCLS-WI member or members wishing to form a Branch Society in their particular locale should:
1. Define the approximate geographical limits.
 2. Call a meeting for the purpose of forming a Branch Society.
 - a. Send notices to ASCLS-WI members only in defined area. Lists of ASCLS-WI members may be obtained from the Membership Chair or Publications Circulation Editor.
 - b. Requests should be made for a ASCLS-WI Officer or official ASCLS-WI Representative to attend the meeting. This officer's advice may save trouble later.
- B. Organizational Meeting.
1. The ASCLS-WI member (prime mover serves as Chair until one is elected) or members arranging for the meeting should elect temporary officers (who serve until successors are elected).
 2. Temporary officer should then conduct the meeting.
 3. Record the names and addresses of those present wishing to form a Branch Society.
 4. At the first meeting, appoint a Special Committee to draw up the Bylaws.
 - a. Check ASCLS Bylaws, Article III.
 - b. Check ASCLS-WI Bylaws.
 - c. Three (3) copies should be prepared to present to ASCLS-WI Bylaws Committee. A Model Bylaws and/or copies of other Branch Societies Bylaws may be obtained from this committee.
 - d. This Committee should be prepared to report at the second meeting.
 5. Set the time and place of the Second Meeting.
 6. At a first, second or later meeting elect a Nomination Committee.
 - a. To draw up slate of nominees for office.
 - b. To conduct the election of officers after the acceptance by ASCLS-WI of the Branch Society's proposed Bylaws.
 - c. This committee to have report for the following meeting.
 7. Decide the name of the Branch Society. This may be referred to the Bylaws Committee.
- C. Membership
1. See Article III ASCLS-WI Bylaws for membership qualifications.
 2. Refer to ASCLS Bylaws for membership qualifications.
- D. Membership Drive
- To increase membership following acceptance as Branch Society of ASCLS-WI conduct a membership drive.

OFFICERS - GENERAL INFORMATION

Bylaws Reference

- IX A 1. ELIGIBILITY--only the active and emeritus members who have been in this Society for two years, immediately prior to election, and who are in good standing are eligible to hold office or be a member of the Board of Directors.
2. NOMINATIONS-ELECTIONS PROCEDURES--refer to Nominations section in Handbook.
- VI B 3. TERM OF OFFICE--the term of office of each newly elected officer or director shall officially commence with the adjournment of the annual ASCLS meeting, with the exception of the treasurer whose term begins July 1, and shall continue as set forth in the Bylaws or until that individual's successor has been elected and qualified at the next election meeting. The offices of President and President-Elect shall be held for the term of one year, while the offices of Secretary and Treasurer shall be held for a two-year term. Each newly elected officer and director is required to attend the spring post-convention board meeting. The outgoing President will serve as Chair of the Wisconsin delegation to the ASCLS Annual Meeting.
- XV C No President may succeed himself in office except one having served a partial term to fill a vacancy. No Secretary or Treasurer may succeed himself in office for more than two consecutive terms.
- VII AD The term of office for the Board of Directors shall be for two years, with no more than two consecutive terms permitted. Two members shall be elected each year. The Immediate Past President shall serve on the Board of Directors for one year.
- VI A,D
VII B 4. VACANCY--vacancy occurring in any office except the President or President-Elect shall be filled by the Board of Directors. In the event of a vacancy in the presidency, the President-Elect shall succeed to that office. In the event of a vacancy in the position of Immediate Past President, the office shall be filled by a person who has served as President within the past five years and has been elected by the Board of Directors. Officers and Directors may be removed from office only in the manner prescribed for their removal in the Bylaws of the American Society for Clinical Laboratory Science.
- VI C 5. RECORDS--although each officer is requested to maintain only those records acquired during his term of office, he should retain records from the files of his immediate predecessor. Older pertinent records shall be given to the Executive Secretary who will deposit them in the ASCLS-WI storage locker. (See Handbook section for: Locker address; members who hold keys).

Officers - continued

Discard the following records before storing:

- a. Non pertinent correspondence.
 - b. Financial records (except Treasurer records).
 - c. Officer and Committee reports to BOD.
 - d. Copies of ASCLS-WI business and BOD minutes
(The Secretary retains official minutes).
6. ASCLS-WI Letterhead Stationery--available from the Secretary.
 7. EXPENSES--see the Expense Policy (printed in this Handbook) and the current adopted ASCLS-WI budget.

PRESIDENT

Bylaws Reference

- | | | |
|-------------------|-----|--|
| VI A1 | 1. | Shall be the chief executive of this Society. |
| VI A1 | 2. | Shall preside at all meetings of this Society and its Board of Directors. |
| VI A1 | 3. | Shall appoint a Chair for a one year term for each standing and administrative committee except the Nominations and Finance Committees. Excerpts from the Handbook outlining duties of the appropriate position should be sent to prospective chairs who have not served as co-chairs. |
| | 4. | Shall submit, as soon as possible after assuming office, a list of all committee chairs, their addresses, phone numbers at work and at home, e-mail addresses, and Fax number to ASCLS for its directory and to all ASCLS-WI members. E-mail addresses of all BOD and Committee Chairs shall be sent to the webmaster for publication on the Society's website. |
| | 5. | Shall appoint each member of the Board to act as liaison between the Board and assigned committees. Board members shall be as knowledgeable about the committee functions as any other committee member and shall report to the Board in the absence of the committee chair or its members. |
| | 6. | Shall be the liaison to the annual spring meeting committee. |
| VI A1
XIB3,4,5 | 7. | Shall appoint, with the approval of the membership or the Board of Directors, ad hoc committees and coordinators as may be deemed necessary for the proper function of the Society. Ad hoc committees will function according to written objectives and will not cease to exist until completion of those directives. Coordinators will carry out specific delineated functions. The BOD shall project a budget at the time of assignment. |
| | 8. | Shall appoint a chair for each section of the ASCLS-WI Scientific Assembly. |
| VI A1 | 9. | Shall be an <u>ex officio</u> member of all committees except the Nominations Committee. |
| XV B2 | 10. | Shall be a voting member of the Board of Directors of the WISCLS Scholarship Fund, Inc. |

Bylaws

Reference

- XV B2 11. Shall appoint, at the post convention Board Meeting, with the approval of the Board, active or emeritus members to serve on the WISCLS Scholarship Fund, Inc., Board of Directors.
 Chair - 3 year term.
 Vice Chair - 2 year term.
 Secretary - 2 year term.
 Treasurer - 2 year term.
 2 Members-at-Large - 2 year term
12. Shall send status reports to the Region V Director as necessary.
13. Shall represent ASCLS-WI at Region V meetings.
14. Shall assist if necessary in processing emeritus membership applications. Refer to ASCLS Bylaws and Regulations for guidelines.
15. Shall have all available reports e-mailed to the Board for its study prior to each regular Board meeting.
- VII C 1,2 16. Shall call regular or special meetings of the Board as necessary and shall notify Board members by mail, phone, or e-mail at least ten (10) days prior to such meetings, if feasible. When possible, notice of regular Board meetings shall be published in the official ASCLS-WI publication or on the website. There shall be a regular meeting of the Directors within 72 hours after each regular or special meeting of the Society.
- V A 17. Shall hold an annual business meeting, open to all ASCLS-WI members within ninety (90) days prior to the end of the fiscal year.
- V B 18. Shall call special meetings of the Society if, in the opinion of the Board, the nature of the business to be transacted requires immediate action by the membership. At least fifteen (15) days **notice** to all members, including agenda, shall be required to hold a special meeting of the Society.
- XV D 19. Shall represent ASCLS-WI on the ASCLS President's Council in the term of the presidency.
- XV C 1,3 20. Shall attend the ASCLS Annual Meeting and serve as Chair of the Wisconsin delegation in the year in which he/she completes the term of office.

President - continued

Bylaws

Reference

21. May attend the ASCLS Pre-Convention Board of Directors meeting in the year the term of office is completed. Attendance is not mandatory.
 22. Shall complete the proper forms received from the ASCLS Credentials Committee.
 23. As Delegate Chair, shall direct the Treasurer to pay the ASCLS delegates and/or alternates their allowances following the ASCLS Annual Meeting.
 24. If possible, shall hold an "Orientation Workshop" for officers, directors, committee and scientific assembly section chairs, and branch society presidents and president-elects as soon as possible after assuming the presidency, preferably at the annual spring meeting. The purpose of this meeting will be the exchange of ideas with official input into ASCLS-WI activities.
 25. Shall work in cooperation with the Membership Development Committee chair to coordinate membership drives and activities throughout the state--to include all branch societies.
- VII C3
26. Between regular and special meetings of the Board, the President shall direct the Secretary to submit properly seconded motions, written by any member of the Board, to the entire Board via e-mail, requesting that they vote thereon and reply to the President. The President shall notify the Board of the results of the balloting within 15 days of the deadline set for voting.
 27. Shall request that committee chairs and board members submit reports in advance of each meeting.
 28. Shall request the Nominations Committee to serve as appointed tellers for the annual election process.
 29. Shall send copies of pertinent information from ASCLS to all branch society presidents and ASCLS-WI Board members.
 30. Shall select a Parliamentarian based on the following priority list:
 - a) Current Bylaws Chair or Co-Chair
 - b) Past Bylaws Chair
 - c) ASCLS-WI Past President
- XVII A
31. Shall use Roberts Rules of Order, Newly Revised (recent edition) to govern business proceedings.
 32. Shall sign all legal documents (leases-contracts) executed by ASCLS-WI with approval of the BOD.

PRESIDENT-ELECT

Bylaws Reference

1. Shall perform all duties customarily performed by a Vice President and those assigned by the President and/or the Board.
- VI A2 2. Shall become familiar with the duties of the office of the President.
- VI A2 3. Shall serve as a member of the Finance Committee.
4. Shall attend the ASCLS Annual Meeting in the year elected.
- VI A2 5. Shall represent ASCLS-WI on the ASCLS President's Council during
XV D3 the term of office.
6. Shall attend Region V meetings.
- XV C4 7. May attend the ASCLS Pre-Convention Board of Directors meeting
in the year he/she completes his/her term and shall act as co-
chair of the Wisconsin delegation.
8. Shall obtain a Past President's pin from the Awards Chair, have it engraved with
the years of service, and present it to the outgoing President at the annual spring
meeting.
- VI A2 9. Shall, in the absence of the President, or in the event of vacancy in office of the
President, act as the Chief Executive of ASCLS-WI.
- VII C2 10. May call a special meeting of the Board, by mail, e-mail, or phone, if deemed
necessary.
11. Shall submit reports as requested by the President.
- XV B2 12. Shall serve on the Board of Directors of the WISCLS Scholarship Fund.
VI A2

SECRETARY

Bylaws Reference

1. Shall request that all motions be submitted in writing.
- VI A3 2. Shall prepare minutes of all meetings and shall send within thirty (30) days one copy to each member of the Board for their approval.
- VI A3 3. Shall arrange for publication of said minutes on the Society website for the membership.
4. Shall have minutes approved by the presiding officer before their adoption at a meeting of the Society.
- VI A3 5. Shall keep available an official copy of all minutes.
- VII C1
V B 6. Shall notify in writing all members of this Society of the time and place of its meetings, including Board meetings, providing at least fifteen (15) days notice for special meetings.
7. Shall forward to the ASCLS-WI Publications Circulation Editor change of address information if members should contact the Secretary. Shall remind the member to update his/her information for ASCLS via their website.
- VI A3 8. Shall conduct such correspondence as shall be authorized by the Board of Directors or requested by the President.
- VII C3 9. Between regular or special meetings of the Board, the method of carrying on business may be by e-mail.
- XVIII A7 10. When Bylaws have been amended, the Secretary or President shall send one (1) copy of the amended Bylaws to the Executive office of ASCLS and two copies to the chair of the ASCLS Bylaws Committee within ninety (90) days after adoption.
11. The principal duties of the Secretary shall be to countersign all deeds, leases, and conveyances executed by the corporation, keep a record of the proceedings of the Board of Directors and to safely and systematically keep all books, papers, records and documents belonging to the corporation, or in any way pertaining to the business thereof, except the books and records incidental to the duties of the Treasurer.
12. Shall submit reports as requested by the President.
13. Shall order and stock a supply of letterhead stationery for ASCLS-WI use.

TREASURER

Bylaws Reference

- VI A4 1. Shall receive, from the ASCLS Executive Office, those Wisconsin dues dollars, paid to ASCLS by ASCLS-WI members, accurately recorded, and have charge of all funds of this Society.
- VI A4 2. Shall deposit such funds in a bank approved by the Board of Directors. Also, if necessary, rent a safety deposit box to contain the valuable documents of ASCLS-WI (key also to be held by the ASCLS-WI Executive Secretary) and, with the President, take annual inventory of its contents.
3. Shall obtain a co-signature from the ASCLS-WI President on any checks issued for amounts greater than \$3,000.
4. Shall send our yearly determined assessment based on active membership totals to our ASCLS Region Director when requested.
5. Shall verify that payments of expenses are within budgeted amounts. Expenses in excess of the budgeted amount shall be brought to the attention of the Board of Directors (see below for that process).
6. Shall disperse appropriate delegate allowances upon notification by the ASCLS-WI Delegation Chair.
7. Shall receive a complete financial statement and a check for any excess meeting receipts from each ASCLS-WI annual meeting treasurer within 120 days of the annual meeting.
8. Shall disburse profits from the ASCLS-WI annual meeting. See Part III, Section F, Number 3.
- VI A4 9. Shall submit a proposed budget to the BOD at their Jan/Feb meeting. This budget, along with requested changes, shall be submitted to the membership at the annual meeting for their approval. Following BOD approval of the fiscal year report the treasurer shall send reports to the accountants.
10. Shall direct the auditor to prepare and file IRS reports. A copy of the IRS report shall be sent to the President, as well as to the Treasurer. ASCLS-WI does not have a tax-exempt number. Our current classification is 501C-6. We must file income tax reports, but we do not pay income tax.
11. Shall submit copies of the auditor's report to each Board member.

Treasurer continued---

Bylaws

Reference

- VI A4 12. Shall submit the auditor's report at the fall or winter Board meeting, but should not publish this report in the official publication. Publish only receipts and disbursements in a Treasurer's Cash Flow statement from the date of the annual spring meeting to the close of the fiscal year (May 31).
13. Shall submit the cash flow statement and a listing of membership equity at all Board meetings and business meetings of the Society; however, it is not recommended that the equity be published in the official publication.
- VI A4 14. Shall report the financial condition of the Society to the Officers or Directors whenever requested.
15. Should consult the ASCLS Treasurers' Guide, kept in the ASCLS-WI Treasurer's file, for bookkeeping techniques and suggestions.
- VI A4 16. Shall be the Chair of the ASCLS-WI Finance Committee.
- VII C2 17. May call special meetings of the Board if deemed necessary.
18. Shall submit reports as requested by the President.
- XVI B2c 19. Shall appoint a ASCLS-WI Board Member to the Finance Committee with BOD approval.
- XVI B2c 20. Shall appoint a member-at-large to the Finance Committee with BOD approval.
21. Shall make ASCLS-WI expense forms available to the ASCLS-WI leadership.
22. Shall retain financial records for a period of 5 years, after which time they may be destroyed.

BOARD MEMBERS

Bylaws Reference

1. Shall constitute the governing body between membership meetings.
- VII A 2. Shall be composed of all officers during their term of office, the Immediate Past President, four (4) members elected by the membership, and the highest ranking student official of the ASCLS-WI Student Forum.
- VII A 3. The President of this Society shall act as the Chair of the Board of Directors.
- VII A 4. The Secretary of this Society shall act as the Secretary of the Board of Directors.
- XVII 5. Transaction of any business by the Board of Directors shall be in accord with Robert's Rules of order, Newly Revised (recent edition), except where otherwise specified in the Bylaws.
- VII B1 6. Shall be vested with the charge of all properties and funds.
7. Shall have the control and management of the affairs of ASCLS-WI.
- VII B3 8. Shall have authority to perform all acts and functions not inconsistent with the ASCLS-WI Bylaws between regular or special meetings of the membership.
9. Shall be assigned by the President to function as liaison members of committees.
These Board members shall be as knowledgeable about the committee functions as any other committee member and shall report to the Board on the activities in the absence of an official report.
- VII B 10. Shall fill by a majority vote any vacancy occurring in any office, except the office of President, and/or President-elect.
11. May call special elections to fill a vacancy if deemed necessary.
- V A 12. Shall solicit the time and place for the annual meeting which shall be held within ninety (90) days prior to the end of the fiscal year.
- VII C1 13. Shall hold a meeting prior to each regular meeting of the Society to review and arrange business to be presented to the membership; hold a meeting within 72 hours after each meeting of the Society to make the necessary arrangements for the execution of the business approved by the membership. Shall report all business transacted in the interests of the Society to the membership via the ASCLS-WI official publication or website.

Board Members -continued

14. Shall submit all motions presented during a meeting in written form to the Secretary.
- VII C3 15. Between regular and special meetings of the Board, the method of carrying on business may be by e-mail. Any member of the Board of Directors shall submit the matter for action in the form of a written motion, seconded by another Board member, to the President with a copy to the Secretary.
16. Shall submit reports as requested by the President.

STANDING & ADMINISTRATIVE COMMITTEES - GENERAL INFORMATION

Bylaws

Reference

1. Active, Emeritus, and Student members may be appointed to membership on the Standing Committees but Student members may not serve as Chair of these committees. The elected Nomination Committee and the Scholarship Committee shall be composed of active or emeritus members only.
- XI B1 2. Each committee shall be composed of a chair and a co-chair, if possible.
- XI A1 3. Election of the Nominations Committee - see Nominations section in Handbook.
4. Copies of all correspondence pertaining to any Committee should be sent to the President and President-Elect, as well as a copy retained in the file of said Committee.
5. Stationery - official stationery may be obtained from the Secretary.
6. When requesting payment, all expenses such as postage, telephone, and stationery (other than ASCLS-WI) should be submitted to the Treasurer by the Chairperson with receipts and/or invoices on a ASCLS-WI expense voucher. Refer to the current budget for the amounts allotted to the appropriate Committee.
7. Legal counsel should not be obtained without ASCLS-WI Board approval.
8. Reports shall be submitted, to the President, by each officer and committee chair, well in advance of each stated ASCLS-WI meeting.
- VI C 9. Records - although each Committee Chair is requested to maintain only those records acquired during her term of service, she should retain records from the files of her immediate predecessor. Older pertinent records shall be given to the Executive Secretary who will deposit them in the ASCLS-WI storage locker. Discard the following records before storing:
 - a. Non pertinent correspondence.
 - b. Financial records (except Treasurer's records).
 - c. Officer and Committee reports to BOD.
 - d. Copies of ASCLS-WI business and BOD minutes (the Secretary retains official minutes).
10. Committee Chairs are encouraged to communicate with appropriate ASCLS National and Regional Committee Chairs for information, ideas, advice, etc., as regards activities.

**AD HOC COMMITTEES/COORDINATORS/SUBCOMMITTEES
GENERAL INFORMATION**

Bylaws

Reference

XI B3,4,5

1. With the approval of the Board of Directors or the membership, Ad Hoc Committees/Coordinators may be formed/appointed by the ASCLS-WI President at any time that they are deemed necessary.
2. These Committees/Coordinators will serve the need that is not fulfilled by one of the Standing Committees. These needs may be temporary or long-standing. The duties of each new committee/coordinator will be outlined by the ASCLS-WI President and a copy shall be sent to the appropriate person in charge of the Handbook.
3. The committee chair or coordinator will be appointed by the ASCLS-WI President and must be an active or emeritus member of ASCLS-WI.
4. The number of committee members may be designated by the ASCLS-WI President or the Chair of each committee may appoint as many committee members as he deems necessary for the proper functioning of that committee. Members of the committee may be active, emeritus, associate, or student members of ASCLS-WI.
5. Each committee/coordinator will function in the same manner as a standing committee in the areas of correspondence, reports, records and expenses.
6. With approval of the Board of Directors, any ad hoc committee or coordinator position may be dissolved by the ASCLS-WI President at any time that its services are deemed completed and/or no longer necessary.
7. Subcommittees may be appointed by the chair of an appointive committee if he has the approval of the President and with the concurrence of the committee members.

**Bylaws
Reference**

- XI A1 1. There shall be one elective committee, the Nominations and Elections Committee. The committee shall consist of a total of three members, with the Immediate Past President serving as chair. The elected members shall serve a term of two years and may be re-elected.
- XI A1 2. Each year there shall be one member elected to the committee. The election shall be conducted in the same manner as the election of officers.
3. Members of this committee are not barred from becoming nominees for office.
4. Specific Duties
- XI 2a a. Shall publish, not less than six (6) months prior to the annual meeting, the names of those officers and directors whose terms expire at the next annual meeting.
- XI 2a,b,c,d b. Shall solicit, through the official publication or by e-mail from the qualified membership of ASCLS-WI and from branch societies, candidates to fill the occurring vacancies. The committee members may nominate qualified candidates to complete the slate. After verifying an individual's eligibility, as prescribed in the bylaws, shall obtain that individual's consent to be placed upon the ballot.
- IX A c. An active or emeritus member of ASCLS-WI shall be eligible to hold office or serve on the Board of Directors provided that individual has been an active or emeritus member for at least two (2) years immediately prior to that individual's election.
- IX BI d. The qualifications of candidates shall be sent along with the ballot.
- e. Candidates for State Office and BOD shall prepare a statement of philosophy to be sent with the ballot
- IX B1 f. A primary ballot shall be required whenever there are more than two nominees for any position. The primary ballot shall be sent by first class mail at least six weeks before the annual meeting.
- IX B2 Additional nominations may be written on the primary ballot.
- XI A2g
nominees, g. In the event that upon exhaustion of all possible sources for only one candidate can be obtained for a particular office, the presentation of such a slate shall be considered legal.

Nominations & Elections Committee continued--

Bylaws

Reference

- IX B4 h. The names of two candidates receiving the highest number of votes for each position as officer; the names of the four candidates receiving the highest number of votes for the two positions as director; the names of the candidates for the position on the Nominations and Election committee shall appear on the final ballot which is sent by first class mail to the eligible voters at least 2 weeks before the annual meeting.
- IX B3 i. A write-in vote on the final ballot shall be legal, provided that proper consent and credentials forms are filed.
- j. The membership shall be given a deadline for the casting of the ballots.
- X B5 k. The final ballots shall be returned to the Nominations and Elections committee and shall be counted by said committee at such time and place as designated by the President. The results of the voting shall be announced during the order of business at the annual business meeting.
- IX B6 l. In the event of a tie on the final ballot, which would affect the outcome, the election shall be determined by lot at the annual meeting.
- IX C m. A separate consent form to serve as a delegate to the ASCLS annual meeting and delegate duties should be included with the mailing of the final ballot. The delegate consent form is to be returned separately from the ballot. Additional delegates may be nominated from the floor at the ASCLS-WI annual meeting.
- n. For voting at the annual meeting, approximately fifty (50) preliminary delegate ballots should be prepared listing the names of members who have consented to be nominated as a delegate. Blank spaces shall be provided for additional nominations from the floor.
- IX C o. Delegate voting shall be by secret ballot after the election of officers. The newly elected President-Elect should receive all votes in order to qualify as first delegate. Nominees receiving the largest number of votes shall be elected as delegates until the delegate quota is filled; then those receiving the next largest number of votes shall be elected as alternates.
- p. The ballots shall be counted by the appointed tellers (usually the Nominations Committee), and the tally of the voting presented during the order of business at the annual meeting.
- IX D q. A student delegate and alternate shall be elected by the ASCLS student members in the State.

It is preferable that members of this committee represent different geographical areas.

1. Member of the Year
(The purpose of this highly honored award is to recognize a member of ASCLS-WI who has contributed significantly to the field of Medical Technology (Clinical Laboratory Science) and the Society, and who by outstanding example, has inspired others.)
 - a. Shall follow guidelines and procedures as approved by the ASCLS-WI BOD.
 - b. Shall request ASCLS-WI Branch Society presidents and/or Branch Society Awards committee liaisons to submit a list of nominees and their addresses from among their members. A list of Past Award winners should be included with the request and published in all publicity.
 - c. Shall send the appropriate forms to the nominees who shall be responsible for completing them and returning them to the Awards committee.
 - d. Shall evaluate all nomination forms according to the Member of the Year point system, adopted by the BOD, and select a winner.
 - e. Present award to current year's winner.
 - f. Shall submit the name of the previous year's award to ASCLS, along with the appropriate forms as the ASCLS-WI nominee for the ASCLS Member of the Year award.
 - g. Should maintain with board approval, guidelines and evaluation mechanisms to keep files current.

2. ASCLS-WI Board Service Award
(The purpose of this award is to give recognition to members who give outstanding service and dedication to ASCLS-WI.)
 - a. Shall follow guidelines and procedures as approved by the ASCLS-WI BOD.
 - b. Shall request ASCLS-WI Branch Society presidents, Board Members and/or Branch Society Awards committee liaisons to submit a list of nominees and their addresses from among their members.
 - c. Shall send the appropriate forms to the nominees who shall be responsible for completing and returning them to the Awards committee.
 - d. Shall evaluate all nomination forms according to the Service Awards point system, adopted by the BOD, and select a winner(s).
 - e. Present awards to current year's winner(s).
 - f. Should maintain with board approval, guidelines and evaluation mechanisms to keep files current.

Awards Committee - continued

3. Membership Awards

(A traveling Trophy Award will go to the Branch Society which has the largest percentage increase over last year's baseline of new active members of ASCLS. This award is jointly sponsored by the Membership and Awards committees. Any society winning this trophy three consecutive years will retain the award.)

a. Branch Society

- 1) Obtain current ASCLS-WI membership list from ASCLS.
- 2) Establish baseline membership figures from previous year's data retained in Awards committee records.
- 3) Request current membership lists from ASCLS-WI Branch Society presidents or Branch Society liaisons.
- 4) Verify ASCLS membership of all names submitted by Branch Societies against the February ASCLS membership list.
- 5) Select a recipient based on current committee guidelines.

b. Individual Members

(The purpose is to recognize members who recruit the greatest number of NEW active members and STUDENT members.)

- 1) Refer to 3. a. 1. above.
- 2) Obtain new member lists and recruiter information from the ASCLS membership staff liaison.
- 3) Select a recipient for each category or competition based on current committee guidelines.
- 4) Present Awards at the annual Spring meeting.

4. Industry Award

(The purpose of this award is to recognize industry's support of the annual meeting, educational programs, and the profession of clinical laboratory science.)

- a. Shall follow guidelines and procedures as approved by the ASCLS-WI BOD.
- b. Shall request ASCLS-WI President, ASCLS-WI Branch Society presidents, Convention Chair, and/or Membership Chair to submit a list of nominees.
- c. An Industry or Company (not an individual company employee) is nominated for recognition of such activities as sponsoring speakers, renting booth space, contributions, advertising, social hour sponsorship, promotional material, continuous sponsorship of booths, sponsoring awards, ASCLS membership, branch membership, committee membership, and officer.
- d. Shall evaluate all nomination forms according to the Industry Award point system, adopted by the BOD, and select a winner.
- e. Present awards to current year's winner.
- f. Should maintain with BOD approval, guidelines and evaluation mechanisms to keep files current.

Awards Committee - continued

5. ASCLS-WI Certificate of Recognition
(The purpose of this award is to recognize ASCLS members who serve on the local level, ASCLS-WI committees, conventions, and state level but do not accrue enough points for a ASCLS-WI Board Service Award.)
 - a. Names may be submitted by Branch Societies and individual members.
 - b. Anyone receiving a Board Service Award is not eligible.
 - c. Nomination for a Board Service Award will automatically be a nomination for this award.
 - d. A point system is not used.
 - e. Any ASCLS-WI member can be nominated for service on the local or state level.

6. Faith Dravis Award
The Faith Dravis Award is presented as a memorial to Faith Dravis who was a long-term member of ASCLS-WI. The Board of Directors established this award to recognize those who have been members for 25 years.

7. Shall encourage research activity, publication of technical papers among members, and projects submitted for poster sessions.

8. Shall actively encourage participation in the ASCLS-WI awards program in the official publication and website, to allow participants time to prepare an entry.

9. Shall establish, with Board approval, procedures for Awards of the above member activities. Refer to committee records for details on the awards procedure.

10. Should encourage industry support of member awards.

11. Establishment of NEW awards and their rules, regulations, and procedures must be approved by the ASCLS-WI Board of Directors.

12. Awards should be presented at the Annual Spring meeting.

13. Shall be responsible for the Annual Spring meeting Awards presentation ceremony.

14. Shall retain all winning nomination forms and pertinent correspondence for permanent storage.

**Bylaws
Reference**

- XVIII A 1. Shall examine all amendments to the Bylaws of ASCLS-WI which are submitted in writing by active or emeritus members, a Branch Society, or members of the Board; make changes as necessary to put this amendment in proper form without effecting any substantive meaning in the submitted amendment.
- XVIII A 2. Shall submit them with a recommendation to the BOD for consideration. The proposed amendments shall be submitted to the membership no less than fifteen (15) days prior to a meeting of ASCLS-WI within the State of Wisconsin, with Board recommendations.
- XVIII A 3. The amendment shall be accepted by a majority (2/3) vote of the accredited active and emeritus members present at the time of the vote.
- XVIII A 4. One (1) copy of the amended Bylaws shall be sent to the Executive Office of ASCLS and two (2) copies sent to the Chair of the ASCLS Bylaws Committee within ninety (90) days after adoption, by the ASCLS-WI Secretary or President.
- XVIII A 5. When amendments of Bylaws or Society Regulations of ASCLS shall require revision of constituent society constitutional codes, ASCLS-WI shall be obliged to act to restore accord within two (2) years after adoption of such amendment by ASCLS. When a complete revision of Bylaws or Society Regulations of ASCLS shall have occurred, the grace period shall be two (2) years.
- XVIII A 6. Shall examine the proposed Constitution or Articles of Incorporation and Bylaws of any group petitioning for a Branch Society Charter from this Society and report with a recommendation concerning the chartering of such a group to the ASCLS-WI Board of Directors and the membership.
- XVIII B1 7. Branch societies shall submit proposed amendments to their bylaws in writing to the chair of the ASCLS-WI bylaws committee at least sixty (60) days before adoption is desired.
- XVIII B1 8. The committee, after examining proposed Branch Society changes, shall communicate with that society regarding any discrepancies before submitting any recommendations to the ASCLS-WI Board.
- XVIII B2 9. The bylaws committee shall consider the amendments, and submit them to the ASCLS-WI Board of Directors for approval.
- XVIII B3 10. Board approval of the amendments shall be transmitted to the Branch Society by the bylaws chair, for adoption according to the bylaws of the Branch Society.

Bylaws

Reference

1. Shall meet at least twice each year, once to prepare the budget and once to review/evaluate investments and strategies. Shall gather data on estimated expenses, including postage, calls, stationery, and projects, for the ensuing year from the officers, committee chairs, Board, and Scientific Assembly Section Chairs, by early February or late January. The budget must be prepared prior to the pre-convention Board meeting.
- XI B2 2. Shall study current allotments and expenditures and the submitted estimates and shall prepare a budget for the ensuing year. Budget shall include a breakdown of expenses for all budgeted expenses. The President's discretionary fund shall be excluded.
3. Budget shall include estimated income from membership categories, investments, and interest income. Equity income present and estimated, should be printed on the budget.
- XI B2 4. Shall present the budget to the BOD at the pre-convention Board meeting for approval prior to presenting the budget to the membership for adoption at the annual meeting.
- XI B2 5. The Treasurer shall be the chair of the committee. Members shall include the President-Elect, a Board member appointed by the chair, the student member (if one is willing to serve) and an ASCLS-WI member-at-large appointed by the chair for a term of one year. The Immediate Past Treasurer should be utilized as a resource person to this committee.
6. Shall investigate new investment sources and monitor present investments at the Treasurer's direction and submit recommendations to the Board.
7. Shall study all financial matters of ASCLS-WI and submit recommendations to the Board.
8. Shall evaluate ASCLS-WI dues structure and submit recommendations for any changes to the Board of Directors.
9. A copy of the budget, which was approved by the membership, should be e-mailed to each Board member, committee chair, scientific assembly section chair and branch society president.

Bylaws

Reference

- XI B1
1. Shall direct its activity in the recruitment of new members, retention of present members and reactivation of lapsed members, in the membership category appropriate to the maximum qualification of the candidate.
 2. Shall procure the ASCLS updated membership lists from ASCLS.
 3. May coordinate membership drives and activities throughout the state in conjunction with branch society activities.
 4. Shall work with ASCLS-WI Convention Chairs and have a membership booth.

P.A.C.E. = Professional Acknowledgement for Continuing Education

1. Objective: Administration of ASCLS-WI's Provider Status
 - a. To evaluate continuing education programs offered in Wisconsin and award P.A.C.E. credit.
 - b. To act as consultant to individuals in Wisconsin regarding the P.A.C.E. program.

2. Criteria for meeting objectives:
 - a. Apply for P.A.C.E. Provider Status for ASCLS-WI on a yearly basis. Application forms are available from ASCLS. The person who is designated as the administrator of ASCLS-WI's Provider status must be a "qualified person who has a working knowledge of educational methodologies and program planning".
 - b. Inform members of current procedures to follow when applying for P.A.C.E. credit. This may be accomplished through the ASCLS-WI official publication or by individual correspondence.
 - c. Evaluate each program submitted based upon criteria provided by ASCLS to determine whether P.A.C.E. credit can be awarded.
 - d. Assign CEU's and P.A.C.E. number to the program; distribute appropriate forms and information to the program moderator.
 - e. Maintain records of each P.A.C.E. program by retaining a copy of the program Attendance Roster and P.A.C.E. Application Form.
 - f. Provide quarterly reports to ASCLS.

Details for administration of the P.A.C.E. Program are found in a handbook supplied by ASCLS to P.A.C.E. Providers.

GOVERNMENT LIAISON

1. Shall alert the BOD concerning any proposed local, state, or federal legislation concerning Clinical Laboratory Science or its practitioners.
2. Shall keep the membership of ASCLS-WI informed of all legislative issues concerning Clinical Laboratory Science and its practitioners.
3. Shall serve as state lobbyist, at the discretion of the BOD.
4. Shall be responsible for establishing lines of communication with the ASCLS Government office in Washington, D.C.
5. Should be informed of actions of state and national Labor Relations Boards.
6. Recommend communication with the ASCLS Government Liaison Chair in problems dealing with state and national legislation regarding Clinical Laboratory Science and related problems dealing with employment security.
7. Shall be familiar with the guidelines of the ASCLS Personnel Relations Committee.
8. Shall establish a Key Contact Network following ASCLS guidelines and procedures as outlined in the Government Relations Program Manual.
9. The Chair should obtain a legislative directory for his/her term.
10. Shall participate in the ASCLS Legislative Days.

PUBLICATION

1. There shall be an official publication of ASCLS-WI and it shall be mailed to all members in good standing.
2. The number of issues per year shall be approved by the ASCLS-WI Board of Directors.
3. All items to be published shall be submitted to the Editor according to guidelines stated in the newsletter.
4. The operating budget will be determined by the BOD. Expense vouchers for money needed shall be submitted to the Treasurer.
5. The publication staff may be composed of the following:
 - a. Editor and Business Manager (appointed by ASCLS-WI)
 - b. Circulation Editor
 - c. Advertising Editor (appointed by ASCLS-WI)
 - d. Local Society Reporters-usually the president or secretary of the local society.
 - e. Contributing Columnists
6. Publication Staff duties:
 - a. Editor and Business Manager
 - 1) Receive, edit, and otherwise prepare all materials for publication.
 - 2) Maintain record of expenses and revenues for each issue.
 - b. Circulation Editor
 - 1) Maintain a current mailing list for the publication, utilizing the ASCLS computer printout obtained from the National office. Prepare mailing labels for each issue.
 - 2) Prepare mailing labels on request from branch societies, the Regional organization and various committees.
 - c. Advertising Editor
 - 1) Solicit advertisers for the Publication, send invoices to advertisers with a copy to the Treasurer. Payment is to the Treasurer.
 - 2) Send, to the advertisers, a copy of each issue of the newsletter in which ad space has been purchased.
 - 3) Fees for ads are to be stated on a per issue basis and should be reestablished each year,

1. ASCLS-WI Leadership Handbook
 - a. Annually review and update appropriate sections of the Handbook
 - b. Special attention should be directed to changes in ASCLS and ASCLS-WI Bylaws and the minutes of all ASCLS-WI meetings.
 - c. Monitor the exchange of Handbooks as new officers, chairs, and co-chairs assume their positions.
 - d. Request revision suggestions from officers and chairs at the end of their term.
2. Convention Handbook
 - a. The Convention Handbook is maintained by the Convention Planner hired by ASCLS-WI.
 - b. Copies shall be given to the President, President-Elect, Convention Chairperson, and Chairpersons for the next two years of state conventions.

HISTORIAN

1. Gather the important historical information of the Society such as: lists of officers and committee chairs, the Convention sites, bylaws changes and etc.
2. Should compile this information in chronological order.
3. May obtain data from the records in the ASCLS-WI storage locker as needed.
4. Should keep this historical data updated.
5. Should provide the membership with this information when requested and perhaps publish various historical notes in the official Publication.

1. Promotes greater recognition of the profession of Clinical Laboratory Science and its practitioners. Also corrects misinformation about the profession and its practitioners.
2. Prepares and sends a press release on the following ASCLS-WI activities:
 - a) Member of the Year Award
 - b) Board Service Awards, Etc.
 - c) Newly elected officers and board of directors
 - d) Other ASCLS-WI activities as directed by the BOD
3. Coordinates the National Medical Laboratory Professionals Week (NMLPW) publicity for the state:
 - a) Proposes yearly budget for NMLPW activities
 - b) Orders appropriate materials from ASCLS
 - c) Obtains proclamation from the governor
 - d) Distributes appropriate NMLPW promotional supplies to branch societies and other clinical laboratories as directed by the BOD
 - e) Prepares and sends a press release on NMLW to major state newspapers and television stations; also sends press releases to branch societies with instructions for release to local newspapers.
4. Maintains a file with examples, price and ordering information on publications available to fulfill public relations needs.
5. Maintains a file with available speakers for career presentations.
6. Coordinates the local societies for the recommended cooperation and participation in high school career day programs throughout the state.

The Student Bowl Coordinator (SBC) is responsible for maintaining/updating all pertinent information with regards to the Student Bowl Competition. This includes the question pool, letters, entry forms and guidelines. In addition to this, the SBC must arrange the details for the annual competition and write a report for publication in the Badger Lab Times at the end of the year.

Each year the competition takes place at the State Convention the evening before the conference is scheduled to begin. The number of teams participating in either the MT or MLT categories determines how many simultaneous rounds of competition occur. Arrangements for room(s) set up are made with the convention planner along with the host society. Refreshments for the competition are provided by the convention committee.

In 2005, the Jeopardy-style game format was adapted to computer projection that included both tabulation of the score and timing for each round of competition. Typically, the SBC provides the moderator(s) for the competition and the host society secures the appropriate number of judges.

Letters, entry forms and guidelines for the competition are updated as needed. Timely communication with all the educational programs in the state provides ample opportunity for participation in this annual event. Prior to the competition the SBC mails the questions/answers to the judges to review for the current competition. The judges are then asked to make corrections and/or additions which are changed/added to the master question pool for future competitions.

After the winner(s) have been determined each year, the SBC has the traveling plaque(s) engraved and sent to the winning team(s) to be displayed during the forthcoming academic year.

A detailed schedule of activities, copies of letters, guidelines, and the question pool are maintained in both typed and electronic format by the SBC.

The budget line for student bowl is adequate to meet the yearly costs, typically \$125.00 There is also money in the budget to offset hotel accommodations for the student participants for the night of the competition.

STUDENT FORUM GUIDELINES

1. The following guidelines shall serve to govern the ASCLS-WI Student Forum:
 - a. The purpose of the Student Forum is to coordinate the involvement and interest of students in the field of clinical laboratory science, to provide students with a voice in their professional society, and to educate students in the concepts of professionalism as expressed by ASCLS-WI and the American Society for Clinical Laboratory Science.
 - b. The officers of the Student Forum shall be the Chair, Vice-Chair, and Secretary (and Treasurer if deemed necessary). These positions will be elected positions as decided by a majority vote passed by ASCLS student members attending the ASCLS-WI annual Student Forum Business Meeting.
 - c. Student Forum membership shall be on a volunteer basis with the criteria that the student be an ASCLS student member.
 - d. There shall be a Student Forum Board of Representatives which shall consists of the Student Forum Chair, Vice-Chair, Secretary, one representative from each accredited clinical laboratory science program, one representative from each campus where a CLS club exists and/or one representative from each local chapter.
 - e. There shall be one annual Business meeting of the Student Forum which will be held in conjunction with the ASCLS-WI State Meeting in the spring.
 - f. Committees shall be appointed, as deemed necessary by the Student Forum Chair with the approval of the ASCLS-WI Board of Directors.
 - g. Funding for Student Forum activities shall be budgeted for by the ASCLS-WI Finance Committee with approval by the ASCLS-WI Board of Directors.
2. The following shall serve as the position description for the Student Forum Chair:
 - a. Shall serve one year as Student Forum Vice-Chair prior to Chair to become familiar with societal policies and procedures.
 - b. Assumes chair immediately following the ASCLS Annual Meeting; shall be a voting member of the ASCLS-WI Board of Directors.
 - c. Shall attend the ASCLS-WI annual Meeting to coordinate the Student Forum Business Meeting and other student activities.
 - d. Shall attend the ASCLS National Meeting as a Wisconsin delegate with participation in National Student Forum activities and the House of Delegates.
 - e. Shall submit committee and convention reports to the ASCLS-WI Board of Directors for review and shall be encouraged to write a Student Forum Column in the ASCLS-WI official publication.

EXECUTIVE SECRETARY

- QUALIFICATIONS: 1. Active or Emeritus member of ASCLS-WI and ASCLS.
2. Experience as officer or Board member of ASCLS-WI.

POSITION SUMMARY:

1. Maintains Central office for ASCLS-WI.
2. Acts as custodian for records, properties, legal properties, and correspondence.
3. Acts as a resource person for officers, committee chairs, and members of ASCLS-WI.
4. Acts as ASCLS-WI "Registered Agent" for the purpose of a permanent address.

RESPONSIBLE TO: Board of Directors

DUTIES AND RESPONSIBILITIES:

- A. Maintains a permanent file to include:
1. Minutes of all BOD and Business meetings and all BOD reports as far as possible.
 2. Up-to-date roster of members and their addresses.
 3. Up-to-date directory of ASCLS-WI officers and committee chairs.
 4. Up-to-date list of Branch Societies, their officers, and committee chairs.
 5. ASCLS-WI publications
 6. Up-to-date names and addresses of institutions with CLS or CLT programs.
 7. Incorporation papers.
 8. Copy of all final programs for all ASCLS-WI Annual Meeting and Exhibits.
 9. Treasurer's books and records not needed by the current treasurer; completed files of past officers and committee chairs.
- B. Attends all Board and business meetings when possible.
- C. Prepares expense voucher of Executive Secretary expenses for treasurer.
- D. Holds all keys for safety deposit box, equipment, and storage area.
- E. Presents to the Board of Directors when requested, a report including activities, accomplishments, operating expenses, recommendations, and requests for action.
- F. Should facilitate storage of all pertinent records from officers and chairs. Request that the following be discarded before storage:
- (1) Non-pertinent correspondence
 - (2) Financial records (except Treasurer's records)
 - (3) Officer and Committee reports to BOD
 - (4) Copies of ASCLS-WI business and BOD minutes (Secretary retains official minutes)
- G.. Storage Locker: Storsafe – Locker #920 A
7825 W. Tower Avenue
Milwaukee, Wisconsin 53223
414-354-0990

ASCLS-WI GUIDELINES FOR MEMORIALS

Upon the death of:

1. ASCLS-WI Member
2. Officer, board member, chair
past president
3. Spouse, child, parent of #2

Send:

- Sympathy Card
- Remembrance, value of about
\$25.00. Sign card from ASCLS-WI
- Same as #2

Remembrance options:

- a. Whenever feasible, a donation to the WISCLS Scholarship Fund, Inc. in the amount of \$25.00.
- b. If the family has designated specific charities for donations, send a check in the amount of \$25.00.
- c. If flowers are sent, a plant is preferred.

Whom To Notify:

The executive secretary, who in turn will notify the president of ASCLS-WI (or in whose absence, the president-elect) and the chair of the Past Presidents' Advisory Group.

The executive secretary shall order the remembrance to be sent unless specified differently.

Depending on the person involved, notify others for possible attendance at the wake or funeral.

Notify the ASCLS-WI newsletter editor for notice to be printed in the next issue of publication.