



**AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE - NEW JERSEY**  
*An Affiliate of the American Society for Clinical Laboratory Science*

**STANDARD OPERATING PROCEDURES**

Compiled under direction of the ASCLS-NJ Board of Directors  
Revised: 8/85, 9/86, 8/91, 4/03, 1/10, 9/10, 12/7

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## **Standard Operating Procedures (SOPs)**

This document has been developed under the direction of the Board of Directors of the American Society for Clinical Laboratory Science – New Jersey. The duties of the officers and committees are outlined in this document. The SOPs and any subsequent changes must be approved by the Board of Directors of this Society.

It shall be the responsibility of the Past-President to propose appropriate changes and updates to the Board of Directors for approval.

Each elected Officer, Director and Committee Chair shall have a copy of the SOPs, which shall be passed onto successors.

### **General Instructions – All Committee Chairs/Members/Appointed Positions**

1. Attend all board meetings as regularly as possible.
  - Voice opinions
  - Vote on straw votes
  - Propose motions relating to their committee report
  - Bring written copy of committee reports for all Board members and others attending
2. Work closely with Board liaison for their committee.
3. Notify President and Board liaison of all meetings of their committee.
  - If President or Board Liaison cannot attend the meeting, notify individuals of business transacted.
4. Maintain a file of activities and duties to be passed to the next chair.
5. Write an article on committee activities for the Society newsletter.
6. Copy all correspondence to the President.
7. Submit important materials to the President for maintenance in the Society file.

## **OFFICERS:**

### **President**

Revised: 4/03

Term of Office: 1 yr

Assumes Office: After adjournment of ASCLS House of Delegates

1. Is Chief Executive and Chairman of the Board of Directors.
2. Presides over all meetings of the Society.
3. Is ex-officio member of all committees with the exception of Nominations Committee.
4. Appoints chairs to any committee (except Nominations) as a vacancy occurs.
5. Appoints a Board liaison to each committee.
6. Appoints any special (ad hoc) committees with the approval of the Board of Directors.
7. Submits to the ASCLS-NJ publication editor, a yearly list of current officers, Board members and committee chairs.
8. Countersigns all checks drawn by Treasurer.
9. Serves as a member of the following Councils of ASCLS:
  - President's Council - attends the meetings held in conjunction with the ASCLS annual meeting.
  - Region II Council – attends the meetings held 2 -3 times a year within Region II.
10. Serves as chair of the State delegation to the ASCLS House of Delegates and attends related meetings.
11. Ensures that notices of the Board meetings are published in the Society newsletter, and that the agenda of Board meetings are sent to the Directors and Committee Chairs.
12. Monitors and obtains reports from each Committee Chair for each Board and membership meeting
13. Sends all members (via ASCLS-NJ publication, mailings, or e-mail)
  - Notice of business meetings
  - President's message on a regular basis
14. Arranges for liaison meetings with other related organizations as needed.
15. Assigns duties, as needed, to members who represent ASCLS-NJ (Health Fairs, ASCLS meetings, conferences, etc.).
16. Answers requests from ASCLS for information relative to ASCLS-NJ (delegates, committee chairs, etc.).
17. Keeps President-Elect informed of all activities of the Society.
18. Is custodian of the President's file.
19. Reviews minutes with the Secretary, and at the end of term, retains minutes for the permanent file.
20. Signs all contracts between external parties.
21. Submits records to successor.
22. Is General Chair, and appoints a General Co-Chair, of the Spring Seminar of their presidential year.
23. Is custodian of the records, papers and cast of the ASCLS-NJ logo, banner and display board.
24. In the spring, asks new Board members if they would like a letter sent to their employer about their new position in the society.

25. Sends letters to each awardees employer (immediate supervisor and CEO of that workplace)
26. Presents the President-Elect with the President's Pin at the Spring House of Delegates

### **President-Elect**

Revised 4/03

Term of Office: 1 yr Assumes Office: After adjournment of ASCLS House of Delegates

1. Serves as Program Co-Chair of the Spring Seminar.
2. Presides over meetings in the absence of President.
3. Conducts business of the Society in event of incapacity of the President.
4. Serves as a member of the following Councils of ASCLS:
  - President's Council - attends these meetings held in conjunction with the ASCLS annual meeting.
  - Region II Council – attends these meetings held 2-3 times a year within Region
5. Serves as State delegate to the ASCLS House of Delegates; attends all related meeting.
6. Approximately three months before assuming office:
  - Reviews the Standard Operating Procedure document with the Past-President.
  - Appoints Chairs of all standing committees, except the Nominations Committee, for their presidential year.
7. Submits all records to successor.
8. Presents to the President, the President's Gift at the Spring House of Delegates

### **Secretary**

Revised 4/03

Term of Office: 1 yr

Assumes Office: After adjournment of ASCLS House of Delegates

1. Records the minutes of all meetings of the Board and the membership.
2. Forwards copies of the minutes to the President and the Board within four weeks following the meeting.
3. Ensures copies of minutes are available at Board and membership meetings for approval.
4. Is responsible for conducting all board mail, or e-mail ballots, recording names of those voting and action taken.
5. Maintains the minutes in a permanent file.
6. Is custodian of the Society seal.
7. Answers correspondence for the Society.
8. Submits all records to successor.

### **Minutes Format**

1. Include in the first paragraph:

- Type of meeting
  - Name of Organization
  - Time and place
  - Name of presiding officer
  - Name of board members, members and guests
  - Indicates the if a quorum is present
2. Record business only, making it brief and concise
  3. State motions in full and include:
    - Name of the individuals who moved and seconded the motions
    - Statement of motion
    - Action taken Example: It was moved by \_\_\_ and seconded by\_\_ that ASCLS-NJ give a contribution of \_\_ to the \_\_\_\_. Motion carried.
  4. Include all MAIN MOTIONS, carried or lost.
    - Include all subsidiary and incidental motions that were carried or lost.
    - Include all points of order and appeals sustained or lost.
    - Ensures privileged motions remain confidential.
  5. Motions that are withdrawn need not be included.
  6. Include only the items which are relative to the actual business of a meeting.
  7. Include the vote count when there is a counted vote.
  8. Sign name on minutes.
  9. Attach to the minutes as exhibits, all reports of Treasurer, Revisions, Budget, Audit and other statistical reports that should be a matter of record at all times.

### **Treasurer**

Revised 4/03

Term of Office: 2 yrs

Assumes Office: October 1<sup>st</sup> following election (between election and October 1<sup>st</sup> serves as assistant to the current Treasurer)

1. Receives and deposits into the Society's bank accounts all dues and other funds.
2. Pays all bills promptly:
  - If submitted on the ASCLS-NJ Expense Form within 60 days of when the expense was incurred.
  - Includes appropriate invoices or receipts.
  - Has approval (signature) of the President.
3. Annually ensures that Bank account cards are properly signed.
4. Maintains accurate records of all financial transactions.
5. Signs all checks after counter-signature by the President.
6. Prepares financial reports for all meetings.
7. Prepares audited financial report for the annual Spring House of Delegates.
8. Serves as the Finance Committee Chair in the preparation of the annual budget.
9. Presents the annual budget for Board approval in September and for membership approval at the Fall House of Delegates.
10. Monitors expenditures in each line item of the budget, and notifies the Board if

- requested expenditures would exceed the budgeted amount for a specific line item.
11. Annually submits all financial records for an internal audit.
  12. Every two years, coinciding with the expiration of their term of office, submits two years of financial records for external audit.
  13. Arranges for preparation and filing of Federal Income Tax Form 990 by April 15
  14. Provides the President, Finance Committee and individual Officers and Committee Chairs with statements of income and expenditures, as requested.
  15. Submits Region II assessment per Region II Guidelines/ Timetable
    - In October obtain the number of members from the membership chair
    - Calculate the Region II dues assessment as follows:
      - Number of members in Oct. X \$1.50
    - Check must be sent to Region II Treasurer by Feb. 28
    - In April obtain the number of NEW members from Oct. through April
    - Calculate region II dues assessment as follows:
      - New members (Oct. – April) X \$1.50
    - Check must be sent to the Region II Treasurer by May 31
  16. Submits all records to successor.

### **Past President**

Revised 4/03

Term of office: 1 yr.

Assumes office: After adjournment of the ASCLS House of Delegates

1. Serves as advisor to President and is a member of the Board of Directors of the Society
2. Serves on the Nomination Committee for two years after holding office of President. Serves as Chair of the Committee during the second year.
3. Serves as a member of the Region II Council. Attends council meetings 2-3 times per year within Region II.
4. Reviews the Standard Operating Procedures with the President-Elect and proposes appropriate changes and updates to the Board of Directors for approval.

### **Board of Directors (2)**

Revised 4/03

Term of Office: 3 years

Assumes office: After adjournment of the ASCLS House of Delegates

1. Attends all meetings of the Society.
2. Serves as Liaison to standing committees as assigned by the President.
3. Serves as Secretary at any meeting if the Secretary is absent.
4. Contributes a minimum of one article per term to the ASCLS-NJ publication.
5. During first year of term, reviews Standard Operating Procedures of the Society.



## **Student Director**

Revised 4/03

1. Appointed by the President for a one (1) year term upon recommendation by the students in the State.
2. Attends all Board and Business meetings representing ASCLS-NJ student members.
3. Is a voting member of the Board.
4. Serves as the Student Delegate at the ASCLS Annual Meeting and attends all appropriate sessions at the meeting.
5. Writes an article for the Analyzer, introducing self and welcoming students into the Society.
6. Solicits from various committee chairs opportunities for student participation.

## **SPECIAL APPOINTMENT:**

### **Student Advisor**

Revised 4/03

1. Appointed by the President for a one (1) year term.
2. Serves as a resource person to the state Student Director and Student Forum.
3. Works closely with the Student Director to organize student programs and develop an active state Student Forum, and guides the Student Director on the performance of their responsibilities.
4. Maintains contact with the Regional Student Advisor and state clinical laboratory program directors to determine the needs of the students, and what services the Student Forum can provide to the Society, to the profession and the students.
5. Works with the state Membership Chair in developing student membership recruitment activities.
6. Acts as a consultant to the state Educational Scientific Assembly Chair in planning activities for student participation.

## **STANDING COMMITTEES:**

### **Nomination Committee**

Revised 4/03

The composition and duties of the Nominations Committee are defined in Article IX Section 1 of the ASCLS-NJ Bylaws.

1. Conducts the election of Directors.
2. At least ninety (90) days prior to the Spring House of Delegates, requests, from professional, emeritus and student members: names of qualified candidates for such offices with instructions that such material be in the hands of this committee at least sixty (60) days before the Spring House of Delegates meeting. Only those candidates who have consented in writing shall be submitted to this committee
3. Not less than thirty (30) days prior to the Spring House of Delegates, this committee shall send the slate of candidates to all professional, emeritus and student members.

4. The official ballot shall list the candidates in alphabetical order and indicate the number to be selected.
5. If conducted by mail, the ballot shall be accompanied by:
  - A pre-addressed envelope for return mailing
  - Ballot envelope
  - Directions for voting.
6. At least two tellers, appointed by the Nominations Chair, are appointed from the professional or emeritus membership to count the ballots.
  - The tellers are supplied with a current list of professional, emeritus and student members from the Membership Chair.
  - Only the ballots returned who appear on the membership list as professional, emeritus or student members shall be counted.
  - A majority of eligible votes cast will decide the Directors elected.
  - In case of a tie, there will be a second ballot cast by the eligible voting members present at the Spring House of Delegates meeting.
  - Majority of votes cast will decide the election.
  - All ballots shall be destroyed after the winner has been declared.
7. If the number of candidates running is equal to the number of vacant positions, then the committee will send out the slate of candidates and call for a voice vote at the Spring House of Delegates.
8. The Chair presents the report of the Nomination Committee to the Spring House of Delegates

### **Bylaws Committee**

Revised 4/03

The composition and duties of the Bylaws Committee are defined in Article IX Section 2 of the ASCLS-NJ Bylaws.

1. Reviews ASCLS-NJ Bylaws for conformance to ASCLS Bylaws and amendments made at the annual ASCLS House of Delegates.
2. Accepts Bylaws amendment proposals from ASCLS-NJ membership
3. Ensures appropriate procedures for amendment adoption are followed as specified in Article XVI of the ASCLS-NJ bylaws.
4. Maintains a current copy of the ASCLS Bylaws and Guidelines and the ASCLS-NJ Bylaws.
5. Serves as the resource on Bylaws questions at all meetings of the Society.

### **Finance Committee**

Revised 4/03

The composition and duties of the Finance Committee are defined in the ASCLS-NJ Bylaws Article IX, Section 3.

1. In summer, prepares the proposed annual budget for approval by the Board in

September and the membership at the Fall House of Delegates.

- Estimates the annual income that ASCLS-NJ will accrue from dues, seminars, etc.
- Estimates the expenses.
- Prepares a balanced budget for the fiscal year.

## **ADDITIONAL COMMITTEES:**

### **Membership Committee**

Revised 4/03

The composition of the committee will consist of three Co-Chairs with the responsibility for new member recruitment, membership retention, and maintaining a current membership list. One Chair will be designated as the liaison to the National Membership Committee which includes follow up on all nationally and regionally initiated programs, receives information and corresponds with the Region II membership chair.

#### **Membership List Co-Chair:**

1. Maintains a current membership database by reviewing membership changes received from ASCLS and makes corrections to the database.
2. Provides membership lists and mailing labels as requested for the various Society activities.
3. Maintains the most current six month membership lists from ASCLS
4. Provide the official membership number for determination of:
  - Delegates to the national meeting
  - Region II assessment
  - Omicron Sigma Awards

#### **New Member Recruitment Co-Chair:**

1. Sends a "Welcoming Letter" to all new members inviting them to attend Board membership meetings, and listing other events of interest.
2. Conducts membership drives as appropriate.
3. Arranges for a membership table at the Fall and Spring Seminar and other appropriate meetings.
4. Plans activities and promotions for membership benefits.
5. Plans activities to promote membership recruitment.

#### **Membership Retention Co-Chair:**

1. Writes a membership column for each issue of the ASCLS-NJ publication.
2. Handles concerns of members regarding membership services.
3. Coordinates efforts to contact lapsed members.

### **Education and Seminar Task Force**

Revised 4/03

## **FALL SEMINAR AND HOUSE OF DELEGATES MEETING**

At the Leadership Meeting (late spring, early summer), the President will appoint a Fall Seminar Chair and committee. The Chair is responsible for organizing the Fall Seminar and works with the President and the Board of Directors in scheduling and planning this event. Responsibilities include:

- Arranges for the meeting location and amenities
- Selects topic, outlines objectives
- Identifies speaker and confirms honoraria and AV needs
- Ensures P.A.C.E. information is provided to the P.A.C.E. coordinator
- Develops brochure/flyer and mails out to the membership and other appropriate audiences
- Arranges for registration services

### **SPRING SEMINAR AND HOUSE OF DELEGATES MEETING**

The President serves as the General Chair, and appoints related task forces as follows:

#### **Seminar Site Selection Task Force:**

- Conducts site visits and obtains facility specifications and pricing for at least 3 facilities.
- Recommends meeting site to the Board not later than September of the year prior to the meeting.

#### **Program Committee:**

Consists of Program Co-Chairs, Scientific Assembly Chairs, as well as individuals responsible for Registration, P.A.C.E. Credit, Fund Development, Industry Exhibits, and preliminary and final Program design

##### **1. General Chair:**

- Monitors the progress of all committees and task forces
- Ensures all deadlines are met
- Maintains liaison with the facility
- Ensures the payments to the facility (deposit and final)
- Informs the facility of food, AV and other amenity requirements
- Ensures the facility contract contains all requirements
- Ensures that all appropriate facility deadlines are met (food, final numbers, exhibit set up, tables, etc.)

##### **2. Program Co-Chair(s):**

- Works with the Finance Committee and Seminar General Chair to develop the seminar budget in early Fall.
- Recommends registration fees to the Board
- Works with the seminar site task force to ensure the facility can meet the program requirements
- Recommends a seminar schedule to the Board
- Sends a letter to the Scientific Assembly Chairs outlining their responsibilities and deadlines for speaker information
- Send confirmation letters to speakers with speaker information forms

- Compiles and sends speaker and program information to the P.A.C.E. Coordinator
- Works with the Brochure Designer to ensure appropriate information is included in the preliminary and final programs
- Edits program objectives and session descriptions with PACE coordinator
- Obtains printing and mailing estimates for preliminary program
- Ensures preliminary program is mailed 8 weeks prior to the event
- Coordinates AV needs with Scientific Assembly Chairs
- Assigns rooms at the facility based on registration information
- Provides treasurer with list of speakers requiring honoraria
- Sends "Thanks You" letters to the speakers

### **3. Scientific Assembly Chairs:**

- Identifies topics and speakers in their discipline
- Ensures that topics are at the intermediate or advanced level
- Obtains a verbal commitment from the speaker, including contact information and ASCLS-NJ honoraria as per guidelines
- Seeks industry support of speakers (honoraria &/or travel etc.)
- Provides all of the above to the Program Co-Chairs according to the timetable established by the Board.
- Works with the Program Co-Chair to ensure AV is available to the speakers.
- Serves as Discipline Moderator at the seminar
  - Arrives at least one hour before the session
  - Greets speaker and assists them in setting up the room
  - Introduces speakers
  - Provides the audience with P.A.C.E. instructions
  - Distributes and collects appropriate P.A.C.E. forms
  - Returns all documents to the P.A.C.E. Coordinator at the end of the session

### **4. Registration Chair:**

- Collects completed registration forms (hard copy and electronically)
- Sets up a data base of registrants
- Forwards registration fees to the Treasurer
- Provides timely updates to the Program Co-Chairs of total number of registrants and the break down by disciplines
- Prepares name badges and receipts
- Solicits assistance of other members at the registration table
- Arrives a minimum of one hour prior to the start of registration
- Ensures coverage for pre-registered, walk-ins and speakers
- Distributes final program, P.A.C.E. Certificate of Attendance, and other materials as directed by the program co-chairs.
- Ensures coverage of the registration table throughout the day.

### **5. Preliminary and Final Program Designer**

- Obtains program information from the Program Co-Chairs
- Formats information for the preliminary and final program according to the time table established by the Board
- Ensures preliminary program is ready for mailing no later than 8 weeks prior to the event.

#### **6. Fund Development Chair:**

- Seeks industry grant support for speakers or seminar activities (Exhibits, break, lunch, Program printing/mailing, etc.)
- Coordinates activities with the Scientific Assembly and Exhibits Chairs.
- Provides a list of industry supporters to the Program-Co-Chairs for the preliminary and final program
- Maintains a data base of industry contacts

#### **7. Industry Exhibits Chair:**

- Serves as the liaison between the exhibitors and the program committee
- On recommendation of the Fund Development Chair, contacts confirmed exhibitors to determine their needs
- Sends written confirmation and requests exhibitor specifications (outlets, # of tables, etc).
- Coordinates exhibitors needs
  - Numbers and placement of tables
  - Electrical outlets (additional costs?)
  - Extension cords
  - Facility requirements/limitations
  - Shipping contact information at the facility
- Implements a method to ensure maximum participant/exhibitor interaction (free time for exhibitor visits within the program, exhibitors, games, raffles etc.)
- Coordinates distribution of industry supporters' materials
- Sends "Thank You" letters at the end of the event

#### **8. P.A.C.E. Coordinator:**

- Prepares moderator packets with instructions
- Arrives one hour prior to the start of sessions
- Distributes packets to the moderators
- Provides sufficient P.A.C.E. Certificate of Attendance forms to the registration table for distribution
- Collects session packets from the moderators after the sessions
- Signs and seals P.A.C.E. certificates at the end of the seminar

### **Marketing and Public Relations Committee**

Revised 9/10

1. Obtains Board approval for any contact with media.
2. Obtains Board approval for all press releases or articles.
3. Secures newsworthy information about the Society and the members for announcements in appropriate publications.
4. Takes photographs at seminars or other events for use in the State newsletter, ASCLS Today, etc.
5. Sends press releases to appropriate newspapers.

### **National Lab Week Coordinator**

Revised 1/10

1. Coordinates activities related to National Medical Laboratory Professional's Week

- (NMLW) in New Jersey (generally the second week in April).
2. Publicizes (generally via the ASCLS-NJ publication) and disseminates NMLPW promotional materials available through ASCLS.
  3. Collects information on what local labs have done or are planning to do for NMLPW and writes an article in society newsletter.
  4. May initiate and coordinate a more extensive statewide program.

### **Scholarship Committee**

Revised: 4/03

1. The scholarship committee shall consist of a Chair, and two additional members appointed by the President who are not connected to any educational programs in New Jersey.
2. The Chair sends the Scholarship announcement to the ASCLS-NJ CLS/CLT/HT Program Directors in May.
3. The Chair receives scholarship applications by Sept 15 and distributes them to the committee.
4. Answers all inquiries relative to scholarships.
5. The committee selects the winners in time for presentation of the scholarships at the Fall Seminar/House of Delegates.
6. Prepares committee reports for society newsletter.
7. Works with the Fund Development Chair to ensure industry grantors are recognized.
8. Invites industry grantors to be present at the Fall Seminar to participate in the presentation of the award and be recognized.
9. Notifies the recipients by letter with an invitation to attend the Fall Seminar and House of Delegates as a guest.
10. Sends appropriate acknowledgments and "Thank You" letters to the sponsors listing the name and institution of the scholarship recipient.
11. Recommends any changes in process or eligibility to the Board for approval.

Revised 1/10

The amount of the Scholarships that will be awarded each year is determined during the budgeting process. Normally the awards are:

- Two \$1000 scholarships for a student newly enrolled in their last year in an accredited CLS program in New Jersey
- Two \$500 scholarship for a student newly enrolled in their last year in an accredited CLT or HT program in New Jersey

### **Awards Committee**

Revised 4/03

#### **National Awards**

1. With the Officers and Board of Directors, assists in completing any award applications as directed (such as ASCLS Member of the Year, Publication, etc.)
2. Checks all deadlines and informs the appropriate committee of the information required.

## **State Awards**

1. In the Fall, works with the Funds Development Chair to contact industry requesting sponsorship of awards.
2. Based on the industry replies, prepares the Award Program Guidelines for publication to all members by December. (generally appears in the Fall ASCLS-NJ publication with a February 1<sup>st</sup> deadline).
3. Secures qualified judges who will review nominations and other materials as appropriate for the following awards:
  - Outstanding Clinical Laboratorian of the Year
  - Outstanding Clinical Laboratory Manager/Supervisor of the Year
  - Outstanding Student of the Year
  - Outstanding Educator of the Year
4. Sends appropriate acknowledgments and “Thank You” letters to the sponsors listing the name and institution of the award recipient.
5. Arranges for checks to be drawn in the amount of each award so they may be presented to the winners.
6. Follows up with sponsors and secures both checks and plaques, where applicable.
7. Arranges time on the Spring House of Delegates for presentation of awards.
8. Arranges for a representative or an alternate of each sponsor to present the award at the Spring House of Delegates.

### **Criteria and Nomination Procedures of ASCLS-NJ Awards**

#### **Outstanding Laboratorian of the Year**

This award recognizes professional excellence and dedication of a clinical laboratory scientist or clinical laboratory technician. To be eligible for this award, the nominee must:

- Be an active member of the American Society for Clinical Laboratory Science and the American Society of Clinical Laboratory Science of New Jersey Society in good standing for three (3) years
- Hold national certification
- Have contributed to the profession of clinical laboratory science in an outstanding manner
- Be an active participant in community and professional affairs

#### **Nomination procedure:**

A CLS/CLT may be nominated by any professional peer who is an active member of ASCLS/ASCLS-NJ. The following information must be provided:

- Name & address of nominee
- Name & address of nominee’s employer
- Brief description of the accomplishments and attributes for which the nominee should be recognized
- The Awards Chair will verify the nominees membership in ASCLS/ASCLS-NJ with the membership chair



### **Outstanding Educator of the Year**

This award recognizes excellence and dedication of a clinical laboratory educator. To be eligible for the award, the nominee must:

- Be a member of ASCLS/ASCLS-NJ for at least three (3) years
- Be active in the field of clinical laboratory education for at least two (2) years
- Demonstrate outstanding achievement as an educator in the profession

### **Nomination procedure:**

See procedure outlined above for Outstanding Laboratorian of the Year.

### **Outstanding Student of the Year**

This award recognizes a CLS/CLT student who has demonstrated outstanding dedication to the profession and active participation in the professional activities of this Society. To be eligible for this award, the nominee must:

- Be a student member of ASCLS/ASCLS-NJ and enrolled in an accredited program in CLS or CLT in New Jersey
- Be nominated by one or more faculty in the program in which they are enrolled
- Demonstrate outstanding achievement as a student in academics and professional service

### **Nominating Procedure:**

1. Provide the following information:

- Name & address of the student
- Name & address of the program
- Name of the Program Director or Faculty member submitting the nomination
- Expected date of graduation
- Resume of student's professional experience, awards, skills, research work, and other accomplishments.

### **“Keys to the Future” Member Recognition**

The cultivation of leaders depends on recognizing members of promise, providing opportunities that challenge them to develop and demonstrate leadership skills, rewarding their efforts, and planning for their continued growth. Toward this end, the Board of ASCLS-NJ created the Keys To The Future Award. It recognizes efforts on behalf of the Society and a maximum of three members may be recognized per year. Incoming Presidents should consider these award recipients when filling posts and the Nominations Committee should seek former recipients for nomination to elected positions. To be eligible for this award, one must:

- Be a new member of ASCLS/ ASCLS-NJ (within 3 years) who has recently become actively involved in Society leadership and/or committee activities or a long-standing member who has recently increased his/her activity with the society. Must be a professional, emeritus or student ASCLS member.
- Have demonstrated leadership potential by directing at least one task force or project or chairing a committee with significant tasks or performing exceptionally as a Board member or Officer. The outcome of this involvement must be considered outstanding, creative and of high quality.
- May only receive this award once in a lifetime.

**Nomination procedure:**

- ASCLS-NJ member(s) may be nominated by any member of the Board of Directors.
- Nominations must be submitted in writing to the President.
- The written nomination must include the name of the nominee, a description of the Society activities in which he/she has been involved, and an explanation of the reason this person should be recognized.
- Nominations should be submitted by February 1 for awarding at the Spring House of Delegates.

The President, President-Elect, and Past-President will serve as the voting body for the selection of the recipient(s).

**Publications Committee**

Revised: 9/10

**ASCLS-NJ Publication Chair: Two-year appointment**

1. Publishes at least three (3) issues per year of the official ASCLS-NJ publication, pending budget approval
2. Keeps a detailed, up-to-date workbook of duties to relinquish to successor at completion of term
3. Serves as a mentor to successor during the successor's first year
4. May appoint an editorial committee
5. Keeps on file one copy of all issues of the ASCLS-NJ publication
6. Maintains a list of:
  - Name and address of printer (including contact person)
  - Requirements for submitting copy to the printer
  - Proofreaders
  - Cost of printing
  - Circulation of issues (current mailing list with the printer)
7. Selects deadlines dates for material to be published and notifies contributors
8. Solicits and selects material for each issue, and prioritizes material to be used. Issues traditionally contain:
  - A mast-head
  - A list of Officers/Committee Chairs (in Fall issue)
  - A President's message
  - An article by a Board member
  - Membership Column (from the membership chair)
  - A calendar of coming events
  - News of the Society
  - Abstracts or excerpts of board and business meetings
  - Pertinent committee reports or announcements
  - List of award winners (Issue following the Spring Seminar) and scholarship winner

(following the Fall Seminar)

9. Works with printer to prepare each issue.
10. Obtains mailing labels from the Membership Chair and arranges for mailing.
11. May appoint a social networking coordinator.
12. Fulfills the duties of the social networking coordinator in the absence of an appointee.
13. Serves as “admin” and monitors content posted by members on social networking sites.

### **ASCLS-NJ Webmaster: Two-year appointment**

1. Arranges for payment to maintain the official web name and Internet hosting.
2. Maintains up-to-date information on the website
3. Posts information on the website as requested by the President and/or Board of Directors.
4. Makes arrangements and posts information for credit card registration for workshops and seminars.

### **ASCLS-NJ Social Networking Coordinator: Two-year appointment**

1. Creates and deletes accounts on social networking sites (i.e. facebook) based on membership trends.
2. Serves as “admin” with Publications Chair and monitors content posted by members on social networking sites.
3. Maintains up-to-date information on social networking sites.
4. Posts information on social networking sites as requested by the President and/or Board of Directors.
5. Provides the appropriate links to the Webmaster to be included on the website.

## **Government Liaison Committee**

Revised 4/03

### **Government Liaison Committee Chair:**

1. Maintains constant review of local, state and national legislation concerning the clinical laboratory profession.
2. Presents pending legislation to Board and Society membership for comment and action.
3. Acts as a Society representative at meetings regarding legislation.
4. Coordinates PAC solicitation at state meetings.
5. Notifies the ASCLS office of state issues that need action.
6. Corresponds and works with ASCLS Government Affairs Committee.
7. Constitutes and maintains a state contact network of members:
  - Notifies state network of actions and directives
  - Assigns network members specific Senators or Congressional Representatives to contact

## **Leadership Development**

Revised 4/03

## **Leadership Development Chair: 2 year appointment**

The Leadership Development Committee Chair shall be appointed by the President and selected from among the senior and active members of this Society. Additional members may be appointed as needed.

1. Conducts an annual leadership development activity.
2. Serves as a mentor and resource for Officers, Directors, and Committee Chairs
3. Works with the President to identify future leaders.
4. Works with the President to assign mentors to newly active members.

## **APPOINTED REPRESENTATIVES:**

### **State Representatives to Scientific Assembly**

Revised 4/03

Microbiology	Histology/Cytology
Biochemistry/Urinalysis	Hematology/Hemostasis
Immunology/Immunoematology	Laboratory Administration
Phlebotomy	Education

1. Assists the Program Chair of the Fall and Spring Seminars in obtaining speakers and/or workshops.
2. Responds to requests from the Regional Scientific Assembly Chairs to participate on the national level.
3. Prepares and submits reports of all committee activities to the President for presentation at each Board meeting.
4. Optional:
  - Writes an article for the ASCLS-NJ publication
  - Attends the business meeting of the assembly at the ASCLS Annual Meeting
  - Volunteers to work at the national level

### **Delegates to ASCLS House of Delegates**

Revised 4/03

#### **Selection:**

Delegates to the ASCLS House of Delegates are selected according to the ASCLS-NJ Bylaws Article XII, Section 1.

#### **President's responsibilities:**

1. Serves as the leader of the state Delegation at the ASCLS annual meeting.
2. Schedules and conducts a pre-House meeting for all delegates to orient them, and provide information, a list of responsibilities and a schedule of activities for the ASCLS annual meeting.
3. Obtains credentials at the ASCLS annual meeting and distributes to the delegates
4. Plans and conducts a State Caucus during the ASCLS annual meeting week

#### **Delegate's Responsibilities:**

1. Attends ASCLS-NJ pre-House meeting to obtain information on activities and responsibilities of delegates (usually conducted at the May Board meeting).
2. Notifies the President upon arrival at the ASCLS annual meeting, and obtains all credentials, materials and additional instructions.
3. Attends candidates' presentations and becomes familiar with candidates' qualifications
4. Attends the opening session of the ASCLS House of Delegates; the President and President-Elect are seated as delegates.
5. Attends the Region II caucus and the ASCLS-NJ caucus
6. Votes during Delegate voting.
7. Attends meetings as directed by the President of ASCLS-NJ .
8. Attend the business sessions of the ASCLS House of Delegates; must be in attendance at least until all business is concluded.
9. May be asked to write a summary or a report for the next ASCLS-NJ Publication.

### **Reimbursement**

1. Dollar amounts are determined by budget appropriation and action of the Board of Directors.
2. Only delegates who performed all required responsibilities as listed above will be reimbursed.
3. Requests for reimbursement (Expense Report Form with receipts attached) must be made **within sixty (60) days after the close of the ASCLS House of Delegates** in writing to the President in whose term of office the meeting was conducted.
4. In the event that a delegate cannot complete his/her responsibilities and an alternate is credentialed to complete the duties, the President shall have final decision on all appropriate compensations.

### **PACE Coordinator**

Revised: 4/03

Note: Per ASCLS PACE Committee regulations, the chair of this committee must have demonstrated educational experience. (See ASCLS PACE Committee regulation).

1. Ensures that the PACE Provider Application for ASCLS-NJ has been properly completed and submitted authorizing ASCLS-NJ as a PACE provider.
2. Receives and maintains appropriate correspondence with the ASCLS PACE Committee.
3. Upon request, submits appropriate forms to be completed by applicant within ASCLS-NJ seeking PACE approval (Works closely with the Education and Seminar Committee members and Scientific Assembly Representatives to ensure all necessary documents are obtained).
4. According to the criteria issued by the ASCLS PACE Committee, evaluates application and grants appropriate PACE Credit for educational activity.
5. Supplies the appropriate PACE forms and instructions to the sponsor of the educational activity prior to the event.
6. Immediately after the educational activity, collects and duly records the forms per the ASCLS PACE committee guidelines.

### **Representatives To Related Organizations**

Revised: 12/11

Representatives serve as a communication link and translator of information between ASCLS-NJ and the related organization. They accept and implement appropriate charges as assigned by the President and/or Board of Directors. The President appoints representatives for a one-year term or as specified by the related organization. Individuals may be reappointed for an unlimited number of terms.

Responsibilities:

1. Communicates appropriate ASCLS-NJ positions, concerns, and activities to the related organization.
2. Communicates to ASCLS-NJ the positions, concerns, and activities of the related organization that may impact upon clinical laboratory science, the ASCLS-NJ Strategic Plan, or the ASCLS Mission Statement.
3. Ensures consistency in the representation of ASCLS-NJ and on issues impacting upon clinical laboratory science and the ASCLS-NJ Strategic Plan.
4. Representatives provide written activity reports to the ASCLS Board of Directors and House of Delegates when requested.
6. Provides the ASCLS-NJ Board of Directors with a cost/benefit analysis of continued association with the organization at the end of the year.

**POLICIES:**

**Record Retention Schedule**

<b>Record</b>	<b>Time</b>	<b>Record Keeper</b>
Bank Statements	2 yrs.	Treasurer
Bank Reconciliations	2 yrs.	Treasurer
Budgets	4 yrs.	Treasurer
Canceled Checks	7 yrs.	Treasurer
Receipt Books	permanent	Treasurer
Ledgers	permanent	Treasurer
Deposit Books and Slips	2 yrs.	Treasurer
Financial Statement	permanent	Treasurer
Certif. Of Incorporation	permanent	President
Bylaws	permanent	President
Published Analyzers	permanent	President
Minutes with exhibits	permanent	Secretary
Contracts	2 yrs after termination	Secretary
Bonds	1 yr after termination	Secretary
Mailing List	until new one received	Membership Co-Chair
Scholarship Applications	2 years	Scholarship Chair
Key Correspondence	2 yrs	President

**Reimbursement Policy**

**Policy for Speakers**

**Honorarium:** \$200 – One – two hour lecture

- Travel: Air or Rail:**
- Reimbursed for coach fare **pending approval** of the General Chair and Program Chair based on seminar budget
  - Original receipts required

- Travel: Automobile:**
- 32 cents per mile
  - Tolls - receipts required

- Lodging:** Arrangements will be made by the Program Chair
- Decision on what will be allowed due to distance or time constraints is at the discretion of the General Chair of that meeting.

**Other Expenses:** For categories not covered above, approval must be given by the General Chair in advance.

- All expenses must be submitted using the **ASCLS-NJ Expense Report Form**.
- All expenses must be submitted to the General Chair **within thirty (30) days after the meeting**.
- The General Chair will in turn submit these forms to the President **within fourteen (14) days** of receipt.
- The General Chair will be held accountable for all expenditures for programs undertaken.

## **OFFICERS/COMMITTEES:**

Officers and committee members will not be reimbursed for travel or food during the normal execution of their duties. All reimbursable food and travel expenses will be presented in the yearly budget. Any exception requires a majority vote of the Board of Directors.

**Region II Council Meeting:** President, President-Elect, Past President or Designated proxies.

**Travel:** Automobile -32 cents per mile plus tolls (receipts required)

- Where more than one officer and/or representative attends a meeting and travels by car, expenses will be paid for only one car (i.e. carpool).
- Travel by members of a car pool to meet car pool driver will be covered at the same rate as above.

**Lodging/Food:** Not to exceed \$75.00 per day per person

**Officer & Committee:** Must work within the funds allotted in the Budget and expenditures may include the following:

- Phone – within reason
- Stationary supplies
- Photocopying costs

- Postage

***Delegates Expenses:***

- Maximum allowed per category of delegate as defined in the annual ASCLS-NJ budget and approved by the Board of Directors.
- Expenses allowed – travel (including transportation to and from the airport, food, lodging, general registration (receipts required))

***Miscellaneous Travel:***

Travel to meetings between designated ASCLS-NJ members and other organizations will be covered subject to prior Board approval

**The ASCLS-NJ Publication Advertising Policy**

Advertisements should be related to the profession.

***Job Postings/ Ads***

Rates are as follows:

Per issue:            Full page \$75.00  
                              Half page \$50.00  
                              Quarter page \$25.00