

STUDENT FORUM MANUAL
OF THE
AMERICAN SOCIETY FOR
CLINICAL LABORATORY SCIENCE

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PART I

INTRODUCTION

ASCLS BELIEFS, VALUES, and MISSION

ASCLS Believes:

1. Quality laboratory service is essential to quality health care.
2. Competent, credentialed, laboratory professionals are the foundation to quality laboratory medicine.
3. Everyone deserves access to safe, effective, efficient, equitable, and patient-centered healthcare, and
4. Advancing the laboratory profession advances health care.

Core Values:

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

ASCLS Mission

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

ASCLS Beliefs, Values, and Mission Adopted by the 2011 House of Delegates.

ASCLS CODE OF ETHICS

Preamble

The Code of Ethics of the American Society for Clinical Laboratory Science (ASCLS) sets forth the principles and standards by which clinical laboratory professionals practice their profession.

I. Duty to the Patient

Clinical laboratory professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining individual competence in judgment and performance and striving to safeguard the patient from incompetent or illegal practice by others.

Clinical laboratory professionals maintain high standards of practice. They exercise sound judgment in establishing, performing and evaluating laboratory testing.

Clinical laboratory professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to other health care professionals about the services they provide.

II. Duty to Colleagues and the Profession

Clinical laboratory professionals uphold and maintain the dignity and respect of our profession and strive to maintain a reputation of honesty, integrity and reliability. They contribute to the advancement of the profession by improving the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Clinical laboratory professionals actively strive to establish cooperative and respectful working relationships with other health care professionals with the primary objective of ensuring a high standard of care for the patients they serve.

III. Duty to Society

As practitioners of an autonomous profession, clinical laboratory professionals have the responsibility to contribute from their sphere of professional competence to the general well being of the community.

Clinical laboratory professionals comply with relevant laws and regulations pertaining to the practice of clinical laboratory science and actively seek, within the dictates of their consciences, to change those which do not meet the high standards of care and practice to which the profession is committed.

ASCLS PLEDGE TO THE PROFESSION

As a clinical laboratory professional, I strive to:

- Maintain and promote standards of excellence in performing and advancing the art and science of my profession.
- Preserve the dignity and privacy of others.
- Uphold and maintain the dignity and respect of our profession.
- Seek to establish cooperative and respectful working relationships with other health professionals.
- Contribute to the general well being of the community.

I will actively demonstrate my commitment to these responsibilities throughout my professional life.

Approved July 1995

ASCLS STRATEGIC PLAN 2008-2009-2010-2011-2012

- 1. Strengthen organizational viability.**
 - a. Update, develop and implement a membership recruitment marketing plan
 - b. Increase overall membership by 10% across all categories
 - c. Identify additional sources of non dues revenue
 - d. Develop and implement strategies to revitalize local societies
 - e. Create leadership development and mentoring materials that can be disseminated and used by states and regions at their meetings.
 - f. Develop future organizational and professional leaders through the Leadership Academy.
 - g. Develop and implement mechanisms to mentor members to prepare them for leadership roles in the profession.

- 2. Position ASCLS to recognize and respond to the changing needs of our members**
 - a. Identify and create strategies to address the needs and wants of clinical laboratory professionals
 - b. Collaborate with other clinical laboratory organizations to foster trust and increase communication
 - c. Promote the value of the profession by increasing the impact of the voice of clinical laboratory professionals

- 3. Engage the profession in continuously improving patient safety**
 - a. Incorporate patient safety issues into educational offerings
 - b. Represent the laboratory perspective in the development of strategies for improving patient safety and the reduction of medical errors
 - c. Establish patient safety benchmarks for the profession
 - d. Develop materials to address patient safety issues and distribute to the public
 - e. Create educational materials for public / legislators to advocate for personnel standards to assure quality and patient safety
 - f. Strengthen media response to patient safety issues

- 4. Identify and develop strategies to address issues and opportunities that will impact clinical laboratory professionals**
 - a. Identify proposed regulations, policies, proposals, and funding that will affect the profession and respond in a timely manner to influence decisions
 - b. Collaborate with other clinical laboratory organizations to create and implement strategies to address the shortage of clinical laboratory professionals and educational programs
 - c. Advocate for and implement the levels of practice model including the professional doctorate
 - d. Educate and engage clinical laboratory professionals to take responsibility to elevate the image of the profession
 - e. Support efforts for unified certification

5. Respond to advances, opportunities, and challenges in scientific and information technology that will impact the profession

- a. Identify scientific and technological advances that will impact clinical laboratory practice
- b. Prepare strategies to respond with new educational programs and products
- c. Create and offer advanced continuing education
- d. Identify scientific expertise and resources within the organization

6. Identify strategies to respond to the changing demographics and needs of the communities we serve.

- a. Facilitate and coordinate efforts to establish DCLS (Doctorate in Clinical Laboratory Science) programs
- b. Collaborate with other clinical laboratory organizations to respond to the clinical laboratory personnel shortage.
- c. Promote research to identify needs in the communities we serve, to develop interventions and to evaluate outcomes

ASCLS REGIONS

REGIONAL COUNCIL

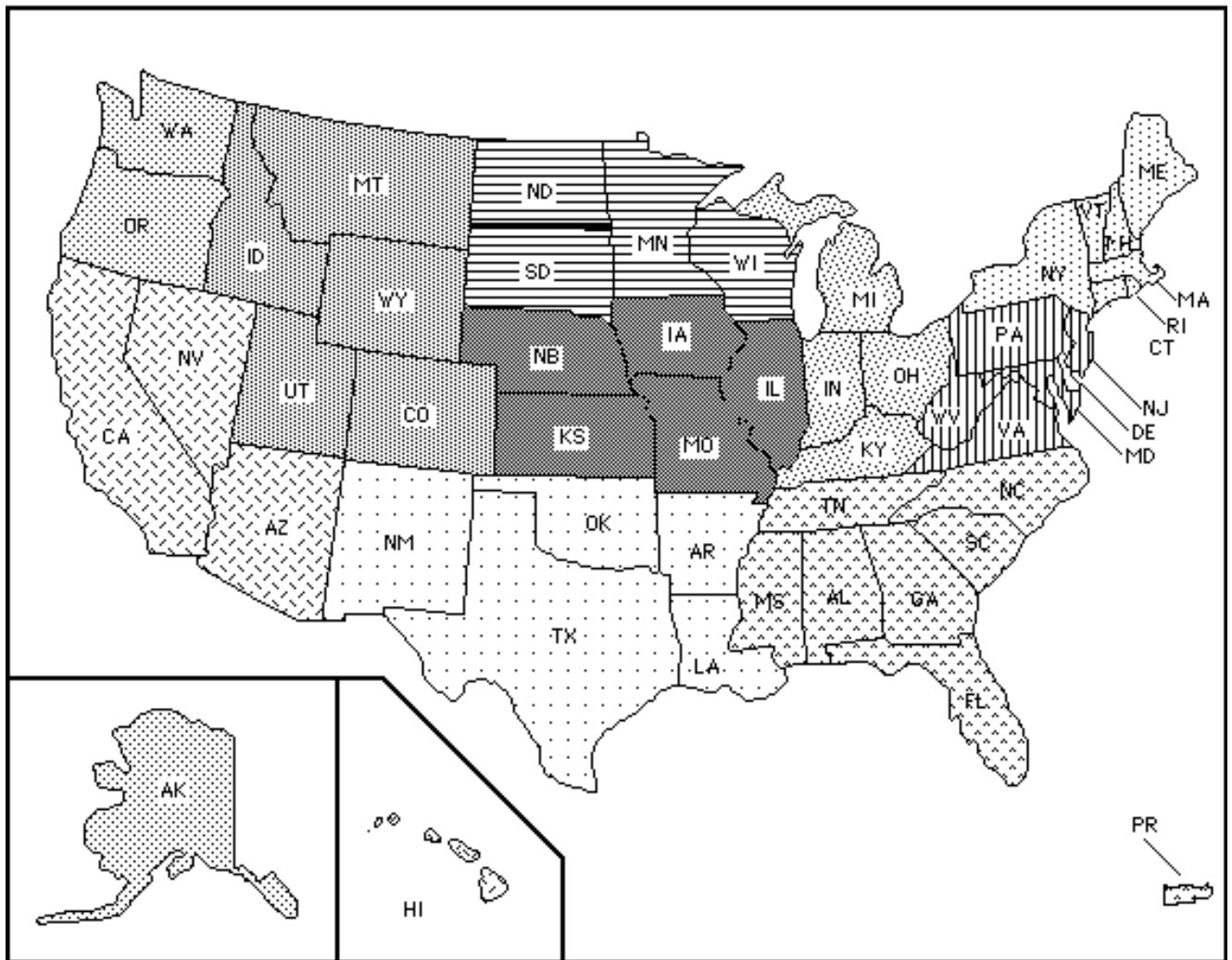
JOB DESCRIPTION: The Regional Council is the governing body of the region, consisting of the nationally elected Regional Director, Officers of Constituent Societies located within the region as defined in regional guidelines and, as *ex officio* members, all such persons in the region who serve ASCLS in an elective or appointive capacity.

PURPOSE: The Regional Council shall function to coordinate within the regional boundaries activities which support the principles and further the goals of ASCLS and to provide for the constituent societies of the region greater access to, and utilization of, the resources of ASCLS.

COMPOSITION

<p>Region I Connecticut Maine Vermont New York Central New England: New Hampshire Massachusetts Rhode Island</p>	<p>Region II Delaware District of Columbia Maryland New Jersey Pennsylvania Virginia West Virginia</p>	<p>Region III Alabama Florida Georgia Mississippi North Carolina Puerto Rico South Carolina Tennessee</p>	<p>Region IV Indiana Michigan Kentucky Ohio</p>
<p>Region V Minnesota North Dakota South Dakota Wisconsin</p>	<p>Region VI Illinois Iowa Kansas Missouri Nebraska</p>	<p>Region VII Arkansas Louisiana New Mexico Oklahoma Texas</p>	<p>Region VIII Colorado Idaho Montana Utah Wyoming</p>
<p>Region IX Alaska Oregon Washington</p>	<p>Region X Arizona/Nevada California Hawaii</p>		

ASCLS Regions



= Region I

= Region IV

= Region VII

= Region II

= Region V

= Region VIII

= Region III

= Region VI

= Region IX

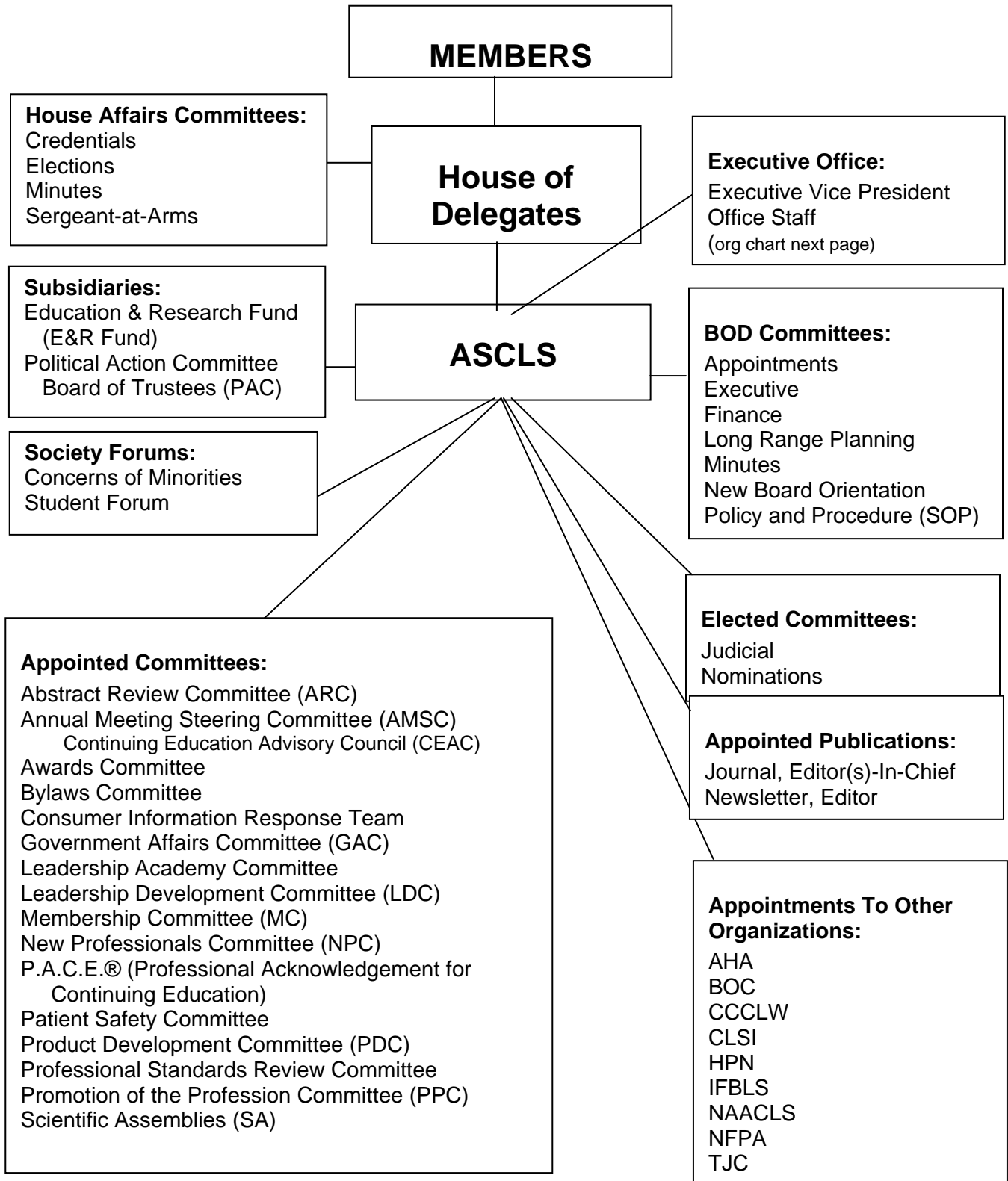
= Region X

CONSTITUENT AND LOCAL SOCIETIES

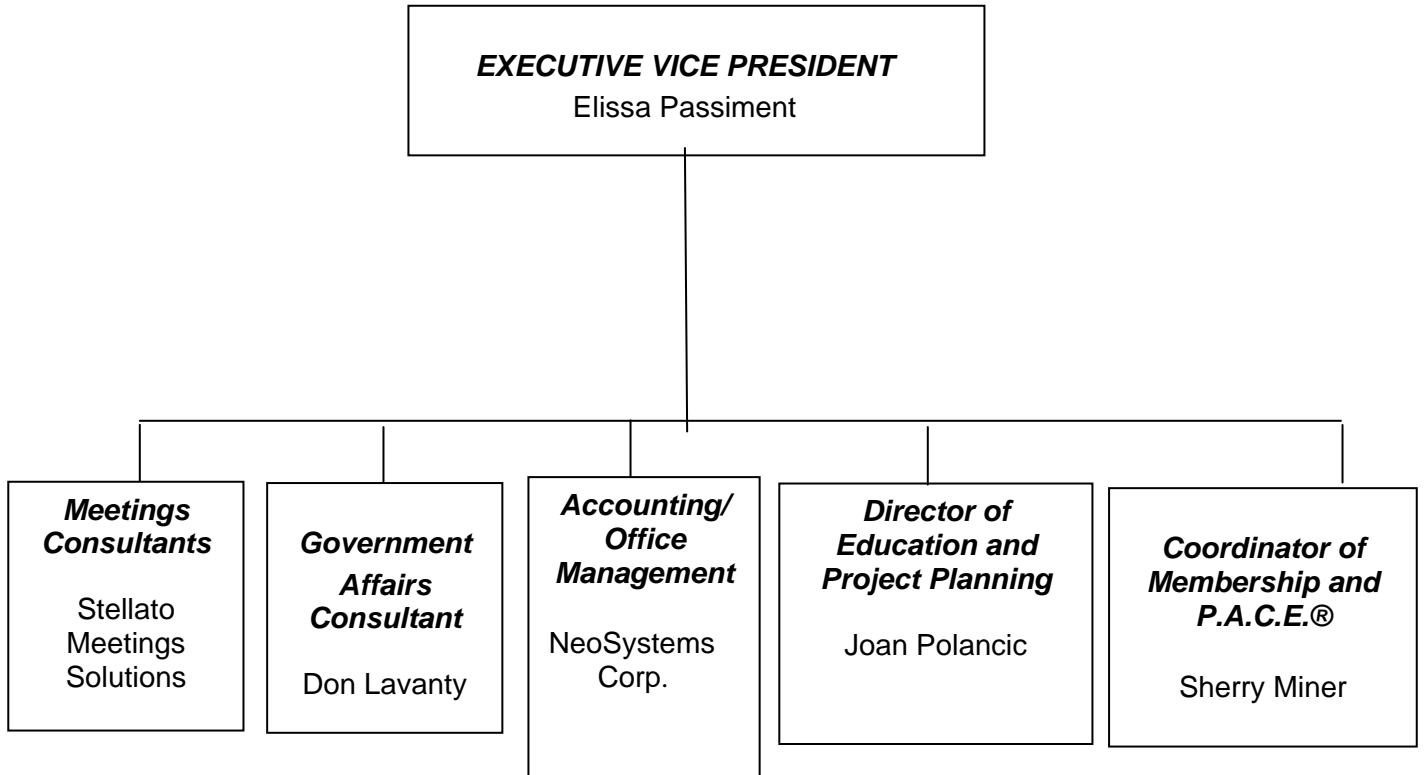
Members maintain their ASCLS membership through constituent and local societies, either by place of residency or employment. Within these societies, members are able to discuss local and constituent society-wide problems, compare and contrast issues / standards and methodologies of their respective laboratories, and stimulate local/ regional interest in the profession. Most constituent societies produce journals or newsletters to facilitate communications among their members. Workshops and seminars are sponsored to provide continuing education. Constituent societies also sponsor their own annual meetings, usually held in the late winter or spring of each year.

As required by the ASCLS Bylaws, an individual must hold membership at the state and national levels. It is this organizational structure that allows for appropriate channeling of local needs to the national level and national activities and programs back to the individual members.

ASCLS ORGANIZATIONAL CHART



**ASCLS ORGANIZATIONAL CHART
EXECUTIVE OFFICE**



ASCLS COMMITTEES

Board of Directors

President, President-Elect, Secretary/Treasurer, Regional Directors, Past President, New Professional Director, Student Director.

Board of Directors Committees (Comprised of Board members only)

Appointments Committee, Board Minutes Committee, Committee on Long Range Planning, Executive Committee, Finance Committee, New Board Member Orientation Committee, Policy and Procedure Committee

Elected Committees (Elected By the Board or Delegates)

Executive Committee: Manages the affairs of the Society between meetings of the Board of Directors and performs such other duties as the Board of Directors may direct.

Finance Committee: Monitors financial records of the Society and reports the financial status to the Board of Directors and the House of Delegates.

Judicial Committee: Exercises its functions only in those matters assigned by the Bylaws, or in matters referred by official persons or bodies of the Society.

Nominations Committee: Publicizes position vacancies, secures nominees and evaluates their qualifications for candidacy.

House Affairs Committees (Appointed by ASCLS President)

Credentials Committee: Implements method to certify and tally delegates and alternates at the Annual Meeting.

Elections Committee: Conducts all elections by the House of Delegates.

Minutes Committee: Takes notes and assists the Secretary/Treasurer with minutes of House of Delegates.

Sergeant-at-Arms Committee: Provides logistical support for all major gatherings at the Annual Meeting and acts as liaison among committees for traffic flow, security and seating.

ASCLS Committees (Participants are appointed by the President-Elect and approved by the Board of Directors)

Abstract Review Committee: Review submissions for the poster sessions at the Annual Meeting.

Annual Meeting Steering Committee: Plans scientific sessions and workshops for the Annual Meeting in cooperation with the Continuing Education Advisory Council, Board of Directors and staff.

Awards Committee: Coordinates all activities for publication, description, nomination, selection and presentation of Societal awards.

Bylaws Committee: Receives the proposed changes to the Bylaws and Articles of Incorporation and prepares said Amendments for consideration. Also, Committee examines, considers, and approves appropriate proposed changes to the constitutional codes of constituent societies.

CLS Journal Committee/Editors(s)-in-Chief: Coordinates and reviews the submitted articles for publication.

Continuing Education Advisory Council: Assists the Annual Meeting Steering Committee with the recommendations of topics and speakers for the Annual Meeting. Recommendations may also be solicited for additional continuing education activities.

Government Affairs Committee: Assists ASCLS in achieving objectives of influencing the formulation of appropriate public (governmental) policy on health care issues vital to the profession and the public.

Leadership Academy Committee: Publicizes the application process for the ASCLS Leadership Academy class; organizes the year's agenda, curriculum, faculty, and meetings/conference calls; serves as a resource and mentor for Leadership Academy class participants; serves as a resource in annual Leadership Academy project development and production; reviews the curriculum, the application and graduation requirements of the previous year's Academy, and suggests appropriate changes.

Leadership Development Committee: Cultivates members to encourage those individuals who have indicated a talent and interest in serving in a leadership position.

Membership Committee: Responsible for the recruitment of members and reactivation of lapsed members.

New Professionals Committee: Represents the interests of First Year Professional members and clinical laboratory professionals with less than 5 years experience in the practice in the activities of the Society.

Patient Safety Committee: Assists ASCLS in achieving its mission to ensure and enhance patient safety; promotes member understanding of the laboratory professional's role in patient safety and provides tools, resources and educational materials to improve safety for all patients served.

Product Development Committee: Annually assesses the need for educational products; assists with identifying topics and authors for development of educational products; serves in an advisory role to the Director of Education; and assesses existing products for relevance to current professional practice.

P.A.C.E.®: (Professional Acknowledgement for Continuing Education) Committee:

Serves to accomplish the goal of the P.A.C.E. program which is to create a combined provider approval and education documentation system for interested allied health professionals.

Professional Standards Review Committee: Examines current standard setting activities and recommends a structure with which ASCLS can manage these activities; monitors and evaluates standards that affect medical laboratorians addressed in ASCLS documents related to policy, certification, standards of practice, levels and scope of practice, and entry level of curriculum; evaluates documents from ASCLS committees or task forces for consistency and uniformity with respect to language, terminology and concepts; works with committees and task forces to ensure that changes made to ASCLS documents are validated prior to submission to the Board of Directors.

Promotion of the Profession: Participates in the areas of activity including- public image, membership services, communications media, personnel development and employment security; provides resources to improve the image of the Society and the profession; strengthens relations with other health care professions and provides information on economic security to members.

Scientific Assembly: Serves to provide expert consultation and technical reviewers for such areas as examinations, conventions, continuing education, etc. in discipline-related areas. Every ASCLS member has the opportunity to designate up to two sections in which to participate, according to individual interests.

ASCLS Forums/Other: These affiliated groups have independent boards and activities.

Education & Research Fund, Inc: Nonprofit 501(c)(3) corporation which functions as an extension of ASCLS. Supports scholarly activity dealing with the clinical laboratory profession and provides undergraduate/graduate scholarships. Appointed by the President-Elect and approved by the ASCLS Board.

Forum for the Concerns of Minorities: Identifies ways that will contribute toward increased participation by minorities at the local, state, regional and national levels of ASCLS.

Political Action Committee: Works with the Government Affairs Committee to monitor legislation at the local, state and federal level dealing with clinical laboratory issues. Raises funds to support lobbying efforts. Members chosen from each ASCLS Region and approved by the ASCLS Board.

Student Forum: Coordinates the involvement and interest of students of clinical laboratory science in the Society.

ALPHA MU TAU

Alpha Mu Tau is an honorary fraternity which recognizes outstanding clinical laboratory professionals in ASCLS for their contributions on a national level. The purpose of Alpha Mu Tau is the professional advancement of clinical laboratory science as a scientific profession by providing monies to clinical laboratory professionals for educational endeavors. Scholarships are given on both undergraduate and graduate levels.

Alpha Mu Tau held its organizational meeting in Chicago in 1948 with 21 charter members. Currently, there are 200 active members. The organization meets annually at the ASCLS Annual Meeting.

NATIONAL MEDICAL LABORATORY PROFESSIONALS WEEK

National Medical Laboratory Professionals Week provides the profession with a unique opportunity to increase public understanding of and appreciation for clinical laboratory personnel. This activity, which takes place the last full week in April each year, is coordinated by the ASCLS National Office. Public relations manuals, posters and recruitment materials are available for state and local society coordinators. Many members plan displays, open houses and various other activities in their hospital, laboratory or on local TV and radio stations. National Medical Laboratory Professionals Week has been successful in increasing the recognition of clinical laboratory science among the healthcare community and the general public.

National Medical Laboratory Professionals Week Objectives:

To recognize the vital contributions to health care made by those professionals engaged in clinical laboratory science in the United States.

To recognize the professional dedication of the practitioners of clinical laboratory science to the health care consumer.

To educate the public, government and private sectors about the key role played by the clinical laboratory professional to the health care consumer.

To enhance the image of clinical laboratory professionals in the public and private sectors.

THE STUDENT'S PLACE IN THE ORGANIZATION
WHERE DO WE FIT IN?

by James Taylor, 1995-96 Student Forum Chairperson

There is a basic truth among the concepts of institutional growth: that any organization is only one generation away from extinction. This is true regardless of the sized, goals, or even the history of the organization. Therefore, those groups which actively recruit new members, seek out the fresh perspective, and invest in the idea of an institutional legacy, are the organizations that thrive. ASCLS is such an organization, and its members are looking for you.

As a student, however, these concepts may not be as near and dear to you as the fact that you have a Blood Bank practical, a Hematology final, and a Microbiology special project due in the same week. Maybe some of you are staring a registry exam directly in the face. Many students, especially "non-traditional" students (of which I am a proud member), having evening and weekend jobs, or have children at home, and simply do not have the time to join anything, period. Guess what? ASCLS especially wants you. Why? Because this organization was built on a grass-roots level by hard-working professionals, and most of today's members were once in the same circumstances (and in the old days, things weren't as automated...)

The reason an individual joins an organization almost always comes down to a question of needs: both the individual and the group have certain needs which each hopes the other will fulfill. As a professional organization, the ASCLS does a thorough job of meeting the needs of professional clinical laboratory scientists, with programs for continuing education, a peer-administered certification exam, and representation of our profession to the public on local, state and national levels. So once you get that first paying CLS job, the benefits of membership in ASCLS are obvious. But what about before graduation?

Membership in the ASCLS provides a vital service to students of clinical laboratory science that no other organization has to offer: the resource of mentorship. These people have "been there and done that," and have given a great part of their lives to furthering our profession. They can answer many questions, lend moral support, introduce you to the skill of job networking (which is infinitely better than the classified), and, most importantly, set an example of how to be a professional. Professionalism is more than just a paycheck and is often difficult to define, particularly in pressure situations where there is no single correct answer. Not every story is one of success - to be sure, clinical laboratory personnel (ASCLS members included) have been known to make mistakes. As professionals, however, they use mistakes as one of many sources of knowledge. Whether in success or in failure, experience has always been the best teacher; as students, the experience of ASCLS members is a resource you should tap into at every available opportunity.

Both immediately and ultimately, then, ASCLS continues to meet the needs of its student members. The question then turns to what ASCLS requires from its student members. In a general sense, that is not hard to determine. The first requirement is dedication to your future profession. The next is willingness to devote time and energy to maintaining and raising standards both in the workplace and in relationship to the other healthcare fields. Essentially, ASCLS asks that its students and other new members pitch in and start working with their peers. Whether it be legislative contact, educational research, healthcare reform, or any other of a number of fields in which ASCLS has an interest, there is always work to be done.

This then is your opportunity to accept the challenge to grab the shovel and start digging. The job is rarely glamorous, and the rewards may often seem delayed. Just remember that zero-net-gain is not satisfactory; not for you, and not for your profession. Failure to grow is, by definition, failure to live. You as a student need ASCLS, and ASCLS as an organization of dedicated professionals needs you.

QUALIFICATIONS FOR STUDENT MEMBERSHIP

Excerpted from the Bylaws of the American Society for Clinical Laboratory Science
(Adopted June, 1985, Revised July 31, 2010)

ARTICLE III - MEMBERSHIP

A. Membership.

Membership in this Society is open to all persons interested in the clinical laboratory sciences and shall consist of the following classes: professional, collaborative, emeritus, student and honorary. The Board of Directors of the Society shall from time to time review the classes of membership with the qualifications and the rights and privileges of each.

B. Membership Classes.

The general qualifications for each class of membership are as follows: Each category of membership requires that the individual be a member of a constituent society. For each category of membership:

4. Student.

Student membership shall be open to any person enrolled in a program of clinical laboratory studies;

Excerpted from the Standard Operating Procedures of the American Society for Clinical Laboratory Science (Revised July 31, 2010)

ARTICLE III - MEMBERSHIP

B. Membership Classes.

The membership classes and qualifications for this society are as follows.

4. Student member.

- a. An individual is eligible for this class of membership for a total period of five years. After five years, the student may petition the Membership Committee for permission to remain in the student category with provisions that the member is a full-time student. The student member is to be enrolled in one of the following:
- b. a structured program of clinical education conducted by agencies recognized by this Society, or
- c. a program recognized by this Society at an accredited college or university. Accredited colleges or universities include properly accredited academic institutions that offer graduate programs or programs which include clinical education and lead to associate or baccalaureate degrees. A graduate program is defined as any course of study subsequent to the receipt by the individual of an initial degree or certificate relevant to this profession.

PART II

ASCLS STUDENT FORUM

STUDENT FORUM GUIDELINES

NATIONAL STUDENT FORUM

The following guidelines shall serve to govern the national Student Forum of ASCLS:

1. 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 in its philosophies, policies and procedures.
2. The membership of the Student Forum shall be composed of all members qualifying for student membership status as delineated in the organization's Bylaws.
3. The officers of the Student Forum shall be the Chair, Vice Chair and Secretary. Eligibility for office shall be defined in the Student Forum Operational Procedures.
4. Ad hoc committees shall be appointed, as deemed necessary, by the Student Forum Chair in consultation with the Student Forum Advisor.
5. The Student Forum Chair will have a communication network with the Regional Student Forum Representatives.
6. The procedures for effecting appropriate communication shall be included in the Student Forum Operational Procedures.
7. The Student Forum Guidelines and Operational Procedures shall be approved by the Board of Directors of ASCLS.
8. The mechanism(s) for funding the Student Forum shall be determined by the Board of Directors of ASCLS.
9. The Student Forum Guidelines and Operational Procedures shall be consistent with the principles, policies, purposes, procedures and Bylaws of the organization.

REGIONAL STUDENT FORUM

For the regional Student Forum, the following changes should be made as compared to the national Student Forum guidelines (NOTE: guidelines #1, 2, 4, 6, 9 will remain the same as in the national Forum list):

1. The only officer is the Regional Student Forum Representative.
2. The Regional Representative shall have a communication network with the Student Forum Chair/Representative from each constituent society within the region.
3. The Regional Representative shall preside at any Student Forum sessions or business meetings held on a regional level. Meetings shall be held by conference call or in conjunction with the ASCLS Regional meeting, if applicable.

CONSTITUENT SOCIETY STUDENT FORUM

For the constituent society Student Forum, the following changes should be made as compared to the national Student Forum guidelines (NOTE: guidelines #1, 2, 4, 6 will remain the same as in the national Forum list):

1. There shall be a Constituent Society Student Forum Chair and other Student Forum officers as dictated by the constituent society.
2. The Constituent Society Chair shall have a communication network with one representative from each accredited clinical laboratory science program in the state, one representative from each campus where a clinical laboratory science club exists and/or one representative from each local chapter, if applicable.
3. Meetings should be held by conference call or in conjunction with the constituent society annual meeting, if applicable.
4. The mechanism(s) for funding the Student Forum shall be determined by the Board of Directors of the constituent society.
5. The Student Forum Guidelines and Operational Procedures shall be consistent with the principles, policies, purposes, procedures and Bylaws of the national organization and constituent society.

LOCAL STUDENT FORUM

For the Local Chapter Student Forum, the following changes should be made as compared to the national Student Forum guidelines (NOTE: guidelines #1, 2, 4, 6 will remain the same as in the national Forum list):

1. There shall be a Local Chapter Student Forum Chair and other Student Forum officers as dictated by the local society.
2. In a Local Chapter whose members are from more than one program in the area, it would be beneficial to have a Board with one representative from each accredited clinical laboratory science program and one representative from each campus where a clinical laboratory science club exists.
3. Meetings should be conducted as often as necessary and financially feasible.
4. The Student Forum Guidelines and Operational Procedures shall be consistent with the principles, policies, purposes, procedures and Bylaws of the national organization, constituent society, and local chapter.

STUDENT FORUM OPERATIONAL PROCEDURES

Introduction:

The Student Forum shall strive to educate students of clinical laboratory science in the concept of professionalism as expressed by the organization in its philosophies, policies and procedures; and to maintain a structure through which student members can communicate their needs, concerns and opinions to the local, state, regional and national governing bodies of the Society.

I. MEMBERSHIP

Student Forum membership shall be as indicated in the Student Forum Guidelines.

II. OFFICERS

The ASCLS Student Forum Officers shall be as stated in the Student Forum Guidelines.

A. DUTIES and RESPONSIBILITIES

1. The Chair (highest ranking official of the Student Forum) shall:
 - a. Represent the Student Forum as deemed appropriate by the Society.
 - b. Serve as a voting member of the ASCLS Board of Directors with associated responsibilities to include submitting reports to each Board of Directors meeting and writing articles for *ASCLS Today*.
 - c. Communicate the needs, concerns and opinions of the Student Forum to the Board of Directors of the Society and communicate the actions and views of the Board of Directors and Student Forum Officers to the Student Forum Regional Representatives.
 - d. Develop a strategic action plan to meet the Student Forum charges assigned by the ASCLS President and monitor progress to ensure completion.
 - e. Communicate with the Student Forum Advisor on all Student Forum activities and copy the Advisor on all other Forum related correspondence.
 - f. Assume overall responsibility for all activities, programs and projects undertaken by the Student Forum.
 - g. Appoint students to Student Forum ad hoc committees as appropriate and make recommendations, in consultation with the Student Forum Advisor, to the ASCLS President-Elect for student representatives to serve on ASCLS committees for the next governance year and for task force appointments as needed. (ASCLS committee appointments usually occur in March.)
 - h. Serve as an ex officio member of all ad hoc committees of the Student Forum.
 - i. If applicable, prepare all financial requests for operation/activities of the Student Forum to be presented to the ASCLS Board of Directors.

- j. Review the Student Forum Manual and revise as necessary. Any revisions to the Guidelines and Operational Procedures require ASCLS Board of Directors' approval.
 - k. Explain the function and activities of the Student Forum as well as the Student Forum officer election process at the State Presidents-Elect Seminar during the ASCLS Annual Meeting.
 - l. Solicit nominees for Student Forum officers and distribute nomination forms; review submitted nomination forms with the Student Forum Advisor to insure candidate eligibility; publicize candidate information.
 - m. Preside over the ASCLS Student Forum Orientation/Candidates Presentation during the ASCLS Annual Meeting and any other Student Forum meetings.
 - n. Maintain a current file of Student Forum activities, which shall be transferred to the incoming Chair of the Student Forum within thirty (30) days after the ASCLS Annual Meeting.
 - o. Serve as the First Year Professional Director and New Professionals Committee Vice-Chair upon completion of the one year term as Student Forum Chair as eligibility requirements dictate in the ASCLS Standard Operating Procedures.
 - p. Serve as the New Professionals Committee Chair upon completion of one year term as Vice-Chair as eligibility requirements dictate in the ASCLS Standard Operating Procedures.
2. The Vice Chair shall:
- a. Become familiar with the duties of the office of Chair and shall assume those duties in the absence of the Chair.
 - b. Be responsible for all ad hoc committees appointed by the Chair.
 - c. Communicate with and obtain reports from all Student Forum representatives to ASCLS committees and task forces and copy the Student Forum Advisor on all Forum related correspondence.
 - d. Assist in the development of a strategic action plan to meet the Student Forum charges assigned by the ASCLS President and participate in the activities to meet them.
 - e. Assist in the review and revision of the Student Forum Manual.
 - f. Chair the Student Forum Sessions at the Annual Meeting in the absence of the Chair.
 - g. Maintain a current file of all activities appropriate to the office, which shall be transferred to the incoming Vice Chair within thirty (30) days after the ASCLS Annual Meeting.

3. The Secretary shall:

- a. Update and maintain the Student Forum leadership directory.
- b. Record the proceedings of all meetings of the Student Forum officers as well as the election results at the ASCLS Annual Meeting.
- c. Keep in permanent form, a record of minutes taken at meetings and submit copies to the Student Forum officers and the Student Forum Advisor.
- d. Conduct such correspondence as authorized by the Chair of the Student Forum.
- e. Disseminate all information, problems, concerns and requests for action from the Student Forum to the Student Forum Chair.
- f. Assist in the development of a strategic action plan to meet the Student Forum charges assigned by the ASCLS President and participate in the activities to meet them.
- g. Assist in the review and revision of the Student Forum Manual.
- h. Maintain a current file of all activities appropriate to the office which shall be transferred to the incoming Secretary within thirty (30) days after the ASCLS Annual Meeting.

B. ELIGIBILITY FOR OFFICE:

A candidate must be a member of ASCLS for at least four (4) months prior to an election to office and must have been enrolled in a program/major in the clinical laboratory sciences (MLS or MLT) within that academic year. If a student's membership status changes from that of Student to First Year Professional during the term of office, an officer may remain in office for the duration of the term of office. Experience in a college/university/hospital-based program club or at the state society level is preferred.

C. NOMINATIONS AND CANDIDATES' PRESENTATION:

The ASCLS Student Forum Officers shall:

1. Share information via email with constituent society Presidents and Student Forum members regarding each of the Student Forum Officer positions and their roles as well as the election process. (August to December)
2. Email the ASCLS Student Forum Officer Nomination Form to constituent society Presidents and Student Forum members and post on the ASCLS web site and other applicable sites and solicit nominations. (January)
3. Compile and review all nomination forms submitted by the May 15 deadline for eligibility requirements with the Student Forum Advisor. This process is to include verification of membership status.

4. Maintain all forms submitted to the committee until after the Student Forum elections.
5. Publicize all candidates who met the May 15 deadline: post candidate information on ASCLS Connection, guest posts from candidates on ASCLS Facebook page, post any candidate videos provided on ASCLS Facebook page, send a special edition Student Forum E-Newsletter with candidate information to Student Forum Members.
6. After the early registration deadline for the ASCLS Annual Meeting, email nomination forms to student members who registered to ensure as many eligible members as possible have the opportunity to run for office.
7. Compile nomination forms submitted to the Student Forum Chair at the ASCLS Annual Meeting, provided that they are submitted by the start of the Student Forum Orientation, and review for eligibility.
8. The Student Forum Chair shall conduct a candidates' presentation in conjunction with the Student Forum Orientation or provide an opportunity to informally meet the candidates in the ASCLS Booth during the Annual Meeting. If in conjunction with the Student Forum Orientation the Student Forum Chair shall:
 - a. Present the candidates for respective offices. Introductions should include: the candidate's name, residence, school, year of study, and ASCLS join date.
 - b. Grant each candidate an opportunity to provide a brief statement explaining why they're running for office, noting any professional, educational, or community service activities in which they've participated and what, if any, leadership positions they held and what they'd like to accomplish on behalf of students. Time allotted for each candidate shall not exceed five minutes.
 - c. Following all candidate statements open the floor to questions. Time allotted shall not exceed ten minutes. Student delegates may ask candidates specific questions personally anytime prior to the elections.

D. ELECTIONS:

1. The Student Forum Chair shall compile a slate of eligible candidates for election one day prior to the Student Forum Elections.
2. Voting shall take place during the Student Forum Elections at the ASCLS Annual Meeting.
3. The Chair of the ASCLS Elections Committee shall conduct the election of officers. In the event the Elections Committee Chair is not present the election process shall be conducted by the Student Forum Advisor.
4. Only credentialed student delegates, as verified by the ASCLS Credentials Committee, shall be allowed to vote.

5. Elections shall be by secret ballot and a simple majority shall elect. If no candidate receives a simple majority of votes on the first ballot, then there shall be a runoff election between the two candidates receiving the highest number of votes. In the event of another tie, lot shall determine the election.
6. The Chair of the ASCLS Elections Committee shall announce election results and submit a summary of vote totals to the Student Forum Secretary for records prior to the close of the Annual Meeting. Ballots shall be destroyed.

E. **TERM OF OFFICE:**

The term of office for all elected positions shall be one year, to commence with the sine die adjournment of the House of Delegates. Any officer may be re-elected provided that the eligibility requirements are met.

F. **VACANCIES:**

A vacancy in the office of Chair shall be filled by the Vice Chair for the remainder of the unexpired term. The office of the Vice Chair shall remain vacant until the next ASCLS Annual Meeting.

In the event of a simultaneous vacancy in the officers of Chair and Vice Chair, the position of Chair shall be filled by the Secretary. A vacancy in the office of Secretary shall be filled by appointment by the Chair.

III. CHAIN OF COMMUNICATION

A. **ASCLS STUDENT FORUM OFFICERS:**

1. Correspond with Student Forum Regional Representatives regarding their roles, responsibilities and activities. (Student Forum Chair)
2. Solicit input from the Student Forum Regional Representatives regarding assigned Forum charges.
4. Disseminate minutes from Student Forum meetings to Student Forum Regional Representatives.
5. Communicate the needs, concerns and opinions of Student Forum members to the ASCLS Board of Directors along with Regional activity updates. (Student Forum Chair)

B. **STUDENT FORUM REGIONAL REPRESENTATIVES:**

1. Correspond with Student Forum Constituent Society Representatives regarding roles, responsibilities and activities.
2. Solicit input from the Student Forum Constituent Society Representatives regarding assigned Forum charges.

3. Review all correspondence from the ASCLS Student Forum Officers and disseminate information to respective Student Forum Constituent Society Representatives.
4. Determine the needs and concerns of, and obtain opinions from student members in respective region via Student Forum Constituent Society Representatives.
5. Communicate these needs, concerns and opinions to the ASCLS Student Forum Chair along with activity updates.
6. Communicate with and participate on the respective Regional Council.

C. CONSTITUENT SOCIETY REPRESENTATIVES:

1. Correspond with Student Forum Local Chapter Representatives, if applicable, regarding roles, responsibilities and activities.
2. Solicit input from the Student Forum Local Chapter Representatives, if applicable, regarding assigned Forum charges.
3. Review all correspondence from the Regional Representative and disseminate information to respective Local Chapter Representatives and/or individual student members.
4. Determine the needs and concerns of, and obtain opinions from student members in respective constituent society.
5. Communicate these needs, concerns and opinions to the Student Forum Regional Representative along with activity updates.
6. Communicate with and participate on the respective Constituent Society Board of Directors.

D. LOCAL CHAPTER REPRESENTATIVES:

1. Review all correspondence from the Constituent Society Representative and disseminate information to local chapter student members.
2. Determine the needs and concerns of, and obtain opinions from student members in respective local chapter.
3. Communicate these needs, concerns and opinions to the Student Forum Constituent Society Representative.

IV. AD HOC COMMITTEES

All ad hoc committees of the Student Forum shall be appointed by the Chair, in consultation with the Student Forum Advisor. One member of each committee shall be designated to chair the respective committee.



ASCLS STUDENT FORUM OFFICER NOMINATION FORM

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

College Year: (check one)

Freshman Sophomore Junior Senior Graduate student

Educational Program/Clinical Site: _____

Expected graduation date: _____

ASCLS Membership #: _____

Position Descriptions

Student Forum Chair:

The Student Forum Chair serves as the voice of the Student Forum and a voting member of the ASCLS Board of Directors. The Forum Chair is responsible for: recommending national committee student representatives during term of office, assuming overall responsibility for all activities undertaken by the Student Forum, disseminating information to the Student Forum Leadership, corresponding with the Student Forum Board Liaison, and reviewing and revising the Student Forum Manual. The Chair assumes all responsibilities of a member of the ASCLS Board including submitting reports to each Board of Directors meeting and writing articles for *ASCLS Today*. In addition, the Chair presides over the student meetings at the ASCLS Annual Meeting, and serves on the Board of Directors as the First Year Professional Director and Vice-Chair of the New Professionals Committee upon completion of the one year term as Student Forum Chair.

Student Forum Vice-Chair:

The Student Forum Vice Chair needs to become familiar with the duties of the office of the Student Forum Chair, the operations of the Student Forum, and the ASCLS Board of Directors. The Vice Chair aids the Student Forum Chair as requested and is responsible for: all committees and task forces appointed by the Chair, assuming the duties of the Student Forum Chair in their absence, and assisting in the review and revision of the Student Forum Manual. If the Student Forum Chair cannot fulfill his/her duties, the vice chair will resume the position as Student Forum Chair with the approval of the ASCLS President.

Student Forum Secretary:

The Student Forum Secretary is responsible for: the maintenance and updating of the Student Forum Directory, recording minutes of the Student Forum conference calls, of the meetings and Elections at the Annual Meeting Student Forum sessions, and disseminating all information, problems, concerns and requests for action from the Student Forum to the Student Forum Chair.

Eligibility for Office

A candidate must be a Student member of ASCLS for at least four (4) months prior to an election to office and must have been enrolled in a program/major in the clinical laboratory sciences (MLS or MLT) within that academic year. If a student's membership status changes from that of Student to First Year Professional during the term of office, an officer may remain in office for the duration of the term of office. Experience in a college/university/hospital-based program club or at the state society level is preferred.

Position for which you are applying:

(Check one)

Chair*** Vice-Chair Secretary

*****If you are running for Student Forum Chair ONLY:** You have to be available to travel/attend ALL of these functions: the fall Board of Directors' conference call, the Board of Directors' meeting and ASCLS Legislative Symposium in Washington D.C. (approximately 4 days in mid-March), and the ASCLS Annual Meeting (approximately 6 days at the end of July). You will also need to be able to make the same time commitments the following year as the First Year Professional Director. Your travel expenses will be subsidized as a voting Board of Directors member.

Use the following space to explain why you are applying for this office:

Questions

1. In what professional, educational, or community service activities have you participated? Please indicate what, if any, leadership positions you held in these activities.

2. If you were to become an ASCLS Student Forum officer, what would you like to accomplish on behalf of all MLS/MLT students?

Please submit your completed application as an email attachment to ASCLSSStudentForumElections@gmail.com by May 15.

Applications may be turned in at the ASCLS Annual Meeting. They must be submitted to the Student Forum Chair prior to the Student Forum Orientation.

STUDENT FORUM LEADERSHIP

I. ELIGIBILITY FOR OFFICE

Eligibility for the office of Student Forum Chair, Student Forum Vice Chair and Student Forum Secretary is outlined in the ASCLS Student Forum Operational Procedures, Article II, Section B, found in this manual.

II. POSITION DESCRIPTIONS

A. STUDENT FORUM CHAIR

1. Position Purpose and Function:

The Student Forum Chair shall serve as the voice of the Student Forum to the ASCLS Board of Directors. The Chair shall also serve as a voting member of the ASCLS Board of Directors. The function of the Student Forum Chair shall be to disseminate information to and from the ASCLS Board of Directors and the Student Forum.

2. Duties and Responsibilities:

Outlined in the ASCLS Student Forum Operational Procedures, Article II, Section A.1., found in this manual.

3. Reports To:

- a. ASCLS Board of Directors
- b. ASCLS House of Delegates
- c. ASCLS Student Forum
- d. ASCLS Student Forum Advisor
- e. ASCLS Executive Office

4. Term of Office:

One year, to be elected by the ASCLS Student delegates at the ASCLS Annual Meeting.

B. STUDENT FORUM VICE CHAIR

1. Position Purpose and Function:

The Student Forum Vice Chair shall become familiar with the duties of the Office of the Student Forum Chair, the operations of the Student Forum and the ASCLS Board of Directors. The Vice Chair shall aid the Chair as requested and assume responsibility for all committees and task forces appointed by the Chair. The Vice Chair shall assume the duties of the Chair in her/his absence.

2. Duties and Responsibilities:

Outlined in the ASCLS Student Forum Operational Procedures, Article II, Section A.2., found in this manual.

3. Reports To:

- a. ASCLS Student Forum Chair
- b. ASCLS Student Forum
- c. ASCLS Student Forum Advisor

4. Term of Office:

One year, to be elected by the ASCLS Student delegates at the ASCLS Annual Meeting.

C. STUDENT FORUM SECRETARY

1. Position, Purpose and Function:

The Student Forum Secretary shall be responsible for the maintenance and updating of the Student Forum Directory. The Student Forum Secretary shall keep a current file of all correspondence and minutes of previous meetings. The Student Forum Secretary shall be responsible for the transition of all Student Forum records, information, material and directories from outgoing officers to the incoming officers.

2. Duties and Responsibilities:

Outlined in the ASCLS Student Forum Operational Procedures, Article II, Section A.3., found in this manual.

3. Reports To:

- a. ASCLS Student Forum Chair
- b. ASCLS Student Forum
- c. ASCLS Student Forum Advisor

4. Term of Office:

One year, to be elected by the ASCLS Student delegates at the ASCLS Annual Meeting.

D. STUDENT FORUM REGIONAL REPRESENTATIVES

1. Position, Purpose and Function:

The Student Forum Regional Representatives shall represent each of the ten regions of ASCLS. These representatives shall disseminate all information received from the ASCLS Student Forum officers to the Constituent Society Student Forum Representatives in their respective regions and monitor the further dissemination of that information to the Student Forum members in each constituent society.

2. Duties and Responsibilities:

- a. Serve as a liaison between the ASCLS Student Forum and the Constituent Society Student Forums, disseminating information and assisting Constituent Society Student Forums as requested.
- b. Keep the ASCLS Student Forum Chair informed of all activities, concerns, opinions and needs of the Student Forum within the region. Submit a formal report of such to the ASCLS Chair when requested at a minimum prior to each ASCLS Board of Directors' meeting.
- c. Assist the ASCLS Student Forum officers to meet the Forum charges as assigned by the ASCLS President.
- d. Develop a strategic action plan to meet the Student Forum charges assigned by the Regional Director, if applicable, and ensure they are met.
- e. Keep informed of regional activities, correspond with the Regional Director and attend regional meetings to represent student members.
- f. Preside at regional student meetings, if applicable.
- g. Maintain a current file of all activities appropriate to the office and transfer these records to the incoming Regional Representative.
- h. Ensure that the incoming Regional Representative is well informed of the procedures and current status of ASCLS and the ASCLS Student Forum.

3. Reports To:

- a. ASCLS Student Forum Officers
- b. ASCLS Regional Student Forum
- c. ASCLS Regional Student Forum Advisor, if applicable
- d. ASCLS Regional Director

4. Term of Office:

One year, to be appointed by each Regional Director.

E. STUDENT FORUM CONSTITUENT SOCIETY REPRESENTATIVES

1. Position, Purpose and Function:

The Student Forum Constituent Society Representatives shall represent each constituent society of ASCLS. These representatives shall disseminate all information received from the ASCLS Student Forum Regional Representatives to the student members in their respective constituent societies.

2. Duties and Responsibilities:

- a. Serve as a liaison between the Student Forum Regional Representative and the constituent society student members, disseminating information and assisting the Regional Representative as requested.
- b. Keep the Student Forum Regional Representative informed of all activities, concerns, opinions and needs of the Student Forum within the constituent society. Submit a formal report of such to the Regional Representative when requested at a minimum prior to each ASCLS Board of Directors' meeting.
- c. Assist the Regional Representative to meet their Forum charges.
- d. Develop a strategic action plan to meet the Student Forum charges assigned by the Constituent Society President, if applicable, and ensure they are met.
- e. Keep informed of constituent society activities, correspond with the Constituent Society President and attend constituent society meetings to represent student members.
- f. Preside at constituent society student meetings, if applicable.
- g. Maintain a current file of all activities appropriate to the office and transfer these records to the incoming Constituent Society Representative.
- h. Ensure that the incoming Constituent Society Representatives is well informed of the procedures and current status of ASCLS and the ASCLS Student Forum.

3. Reports To:

- a. ASCLS Regional Student Forum Representative
- b. ASCLS Constituent Society Student Forum
- c. ASCLS Constituent Society Student Forum Advisor, if applicable
- d. ASCLS Constituent Society President

4. Term of Office:

One year, as determined by constituent society procedures.

ASCLS STUDENT FORUM ADVISOR

As stipulated in the ASCLS Bylaws, the Student Forum Advisor must be a professional or emeritus member of this Society, who is appointed by the President with the approval of the Board of Directors. The Advisor should have good background knowledge of the Society and its activities and be familiar with objectives and concerns of the Student Forum.

The person who serves as Advisor to the Student Forum plays a vital role in the operation of the Forum. The Student Forum Chair refers frequently to this person and relies on her/him for objective opinions and advice regarding issues and activities of the Student Forum. The Advisor helps the Student Forum Chair with projects, reports and other activities as deemed necessary. Also, the Advisor monitors and oversees the operation of the Student Forum to ensure that it functions as efficiently as possible throughout the year.

STUDENT REPRESENTATIVES ON ASCLS COMMITTEES

Students serving on ASCLS Committees shall:

1. Represent the Student Forum by communicating the needs and concerns of students in regard to the activity of the respective committee; and, contributing student input to the committee when requested by the ASCLS Committee Chair.
2. Keep the Student Forum informed (via the Student Forum Vice Chair) of their activity and input while serving on the committee.
3. Attend the respective ASCLS Committee meetings when possible to increase participation and input from the Student Forum and to broaden student understanding of committee activities.
4. Send copies of all correspondence to Student Forum Officers, the Student Forum Advisor and the Chair of the ASCLS Committee on which they are serving.
5. Maintain a current file of all activities and correspondence.

The ASCLS Committees on which students serve are:

Awards

Membership

Bylaws

Product Development

Government Affairs

Promotion of the Profession

Leadership Development

PART III

STUDENT DELEGATES

ASCLS HOUSE OF DELEGATES

WHAT IS A STUDENT DELEGATE?

A student delegate is a student member who is selected from each state to attend the Annual Meeting as the voice of all student members in the state. The student delegate has a dual role.

As a delegate to the Student Forum, the student delegate attends all Student Forum meetings, discusses Student Forum business and elects Student Forum Officers. At these meetings, the student delegate can increase the visibility of the Student Forum through suggestions, opinions and active participation.

In addition to these activities, the student delegate has the responsibility to attend the House of Delegates representing the students from the delegate's home state as a voting member of the state delegation. This role affords the student delegate the opportunity to voice student opinions of Society issues and activities.

SELECTION OF STUDENT DELEGATES

There are many formats used in the selection of student delegates. In states where students have an organized State Student Forum, the student delegate is typically the State Student Forum Chair. In states where a State Student Forum has not been organized, the student delegate is usually appointed by the President of the constituent society or the Board.

The Student Forum recommends that student delegates be appointed preferably no later than June 1 to allow for travel arrangements. After attending the ASCLS Annual Meeting, these student delegates should serve as state Student Forum Chairs or State Student Representatives the entire year because the knowledge gained at the Annual Meeting increases the viability of their role as State Student Representative.

If you are interested in serving as the student delegate, you should contact the Student Forum Chair in your state or the President of your constituent society.

DUTIES AND RESPONSIBILITIES OF THE STUDENT DELEGATE TO THE STUDENT FORUM

The primary responsibility of a student delegate is to attend all Student Forum sessions and certain ASCLS sessions during the ASCLS Annual Meeting. These include:

- Student Forum Orientation Session/Candidates' Presentation
- Issues Update
- Meet the Candidates
- Region Caucus
- ASCLS Elections
- Student Forum Elections
- House of Delegates

The student delegates are the voice of all student members while the Annual Meeting is in session. Therefore, participation by all student delegates is necessary because any decisions made at Student Forum sessions affect all student members. The student delegates also have the privilege of voting for the ASCLS Student Forum officers at the Annual Meeting.

After the Annual Meeting, those delegates who serve as Constituent Society Student Forum Representatives remain a vital communication arm of the Student Forum. They will be asked for input on Student Forum issues and activities and to disseminate information received from the Student Forum Chair and Regional Representatives to the students in their constituent society.

DUTIES AND RESPONSIBILITIES OF THE STUDENT DELEGATE TO THE ASCLS HOUSE OF DELEGATES

Student delegates have the responsibility of representing their constituent society at the Annual Meeting. Their prime responsibility is to consider all sides of an issue and act in a manner which will bring the greatest benefit to the patient, profession and Society.

The House of Delegates serves as the forum for representation of all members of the American Society for Clinical Laboratory Science. It has such authority within the Society regarding election of the members of the Board of Directors and of elective committees, adoption and amendment of the Bylaws and Articles of Incorporation, and approval of professional practice standards and scope and direction for the Society and the profession. Each constituent society chartered by the Society is allowed at least four delegates to the House of Delegates (two delegates-at-large, one new professional, and one student delegate) plus one delegate per each 50 professional and emeritus members in the constituent society.

The House of Delegates meets each year at the ASCLS Annual Meeting to make decisions that affect the operation and activities of the Society during the coming year. During their respective Regional Caucus delegates discuss candidates for office as well as specific business which will be addressed by the House of Delegates. Decisions are then made on each action item by voting at the House of Delegates session at the end of the week. Students are an important part of the House of Delegates and participation by student delegates affords them the opportunity to voice student opinions on issues and activities of the Society.

WHAT EVERY DELEGATE SHOULD UNDERSTAND

The American Society for Clinical Laboratory Science is a non-profit corporation which is financed by the annual dues of its membership. Every corporation must function within a set of Bylaws and Operating Procedures and ASCLS is no exception. The Bylaws and Operating Procedures outline the duties and responsibilities of the officers in the organization, as well as defining the governmental procedures and guidelines for operation. A copy of the ASCLS Bylaws and Operating Procedures is available on the ASCLS website.

Overseeing the interim functions of the Society is the Board of Directors. The Board is comprised of a President, President-Elect, Secretary/Treasurer, the ten Regional Directors, the Past President, the First Year Professional Director and the Student Director (Student Forum Chair). The Board handles the operational functions of the Society, except as otherwise specified in the Bylaws. The Board of Directors holds periodic meetings for the purpose of

transacting business and short and long term planning. The Board recommends actions appropriate for consideration by the House of Delegates. Prior to the official opening of the Annual Meeting, the Board meets to discuss the business of the year which will be formally presented to the House. At that time, the Board will take each "Request for Action" under consideration and make appropriate recommendations.

ASCLS' main governing body is the House of Delegates, which meets yearly at the Annual Meeting. The House of Delegates is authorized to adopt, enact and amend the Bylaws of the Society. This House is comprised of delegates representing the constituent societies within ASCLS. The voting members of the House of Delegates are: delegates designated by each constituent society and, the members of the Board of Directors of ASCLS. The Bylaws state that each state is allowed one delegate for every 50 professional and emeritus members (or major fraction thereof) plus two delegates-at-large, one new professional delegate and one student delegate.

In order to function efficiently, orderly procedures for a business meeting are established. Robert's Rules of Order, Newly Revised (current edition) govern the business proceedings of the Society. To further facilitate the business of the House of Delegates (as well as the Board of Directors meetings), Standing Rules are adopted. These rules further delineate the business proceedings; i.e., when and how new business may be introduced, when voting takes place, definitions of terms, etc. A copy of the Standing Rules is included with each meeting's agenda materials. Delegates should read and understand the "Rules" since one of the first orders of business is adoption of the Standing Rules.

CREDENTIALS

Prior to the Annual Meeting, each constituent society President must submit to the ASCLS Executive Office a list of official delegates and alternates who are authorized to represent their constituent society in the House of Delegates. Delegates and alternates must be current professional or emeritus members of the Society.

The Credentials Committee has the responsibility of determining the number of delegates representing each constituent society and verifying the eligibility of those individuals. In order to vote on the business of the House or in elections, delegations must be registered. This process is called "receiving credentials." Actions require either a majority vote or a two-thirds vote of members present and voting in the House, depending on the nature of business under consideration. Therefore, it is essential that the exact number of delegates be known at all times. The process is defined by the Credentials Committee.

The President (or alternate) of the constituent society is the Chair of that constituent society's delegation. The Chair is responsible for directing the activities of the delegation and is responsible for authorizing any personnel changes in the delegation. Past-Presidents of ASCLS may be seated on the floor of the House as non-voting members of their constituent society's delegation (if they are not delegates).

Because the ASCLS House of Delegates is a representative body, not every member of the society present at a meeting is allowed to vote. The strict credentials procedure is the only way to ensure that a constituent society is fairly represented by authorized delegates and that a vote is equal to any and all others.

ASCLS ANNUAL MEETING

The times and locations for all official functions are printed in the ASCLS Annual Meeting Program which each attendee will receive as a part of the registration materials. Recommended events for students to attend:

ASCLS Board of Directors Meeting	First Timers & Student Reception
Keynote Addresses	Student Forum Orientation/Candidates' Presentation
Awards Ceremony	Issues Update ASCLS President's Reception
Scientific Sessions	Professional Issues Open Forum
Clinical Lab Expo	Student Forum Elections

All student delegates must attend the Student Forum Orientation, Region Caucus Meeting, Student Forum Elections, ASCLS Elections, and the House of Delegates. Consult the program schedule for time and place.

Professional attire is recommended for the Annual Meeting.

While attending the Annual Meeting, remember to:

- bring your ASCLS membership card
- bring your meeting registration form
- wear your badge at all times
- prepare a personal schedule in advance of required and desired functions
- refer to your schedule often to avoid missing selected functions
- vote in all elections (be aware of run-off elections).

TRAVEL TIPS

- Make hotel and transportation arrangements well in advance. Refer to the meeting program when making these arrangements to ensure ample time to attend all functions.
- When making hotel reservations, use the hotel designated in the meeting program. Special rates have been obtained by ASCLS.
- Check with the hotel to see if they offer transportation to and from the airport, if needed.
- If you are interested in a roommate and are having difficulty finding another student, contact your constituent society President or Student Forum Representative for assistance.
- Attendees of the Annual Meeting usually acquire large amounts of literature and souvenirs. When packing, leave room in your luggage for these materials on your return. Another suggestion is to bring a "bookbag" with you.

Remember, meetings are a great opportunity for networking. Use these functions to make new friends, discover new ideas and expand your professional and personal horizons. Get the most from your time - use it productively!

PART IV

PARLIAMENTARY PROCEDURES

A GUIDE TO PARLIAMENTARY PROCEDURES

Adapted from Robert's Rules of Order, Newly Revised (current edition),
(For Presiding Officers and Members of Parliamentary Assembly)

PRESIDING OFFICERS:

1. Effect democratic procedure:
 - a. promote free discussion and debate;
 - b. guarantee the rights of minorities;
 - c. seek and abide by the will of the majority;
 - d. maintain equal rights of members;
 - e. avoid and discourage dilatory, absurd, frivolous, hair-splitting and time-wasting motions and procedures;
 - f. keep the meeting on an impersonal basis; and,
 - g. take definite, positive and decisive action.
2. If possible, determine the order of business before the meeting. If a program committee or executive board exists in your organization, plan with it an order of business for the meeting. Assign responsibility for necessary reports and information for profitable discussion, debate and action. The usual order of business is:
 - a. reading the Minutes of a previous meeting, with corrections and approval;
 - b. reports of Boards and Standing Committees;
 - c. reports of Special Committees;
 - d. Special Orders;
 - e. Unfinished Business; and,
 - f. New Business.
3. Adjust yourself, your attitude, your speech and your vocabulary to the size and purpose of the assembly. In small groups, discussion and debate can be carried on informally, but form motions should be made for the minutes when action is taken.
4. Preserve order.
5. Refer to yourself as "The Chair," not as "I."
6. Recognize speakers fairly. Give preference to one who has not spoken, to one who speaks infrequently, to alternate sides, etc.
7. If you must debate, leave the chair. Ask another to take the chair, move on to the floor and debate from the floor. If you find it necessary to assert your opinions, you probably are not "The Chair" type.
8. Insist on clearly phrased motions. Help the secretary or clerk to get the motion clearly phrased. Keep the assembly clearly informed as to what is immediately pending.
9. Insist on relevant discussion and debate
10. Identify the motion to be voted on. For example, say: "The vote is to closed debate on the motion to...," "Those in favor of ending debate, say yes," "Those opposed, say no."

11. Always take a negative vote, even though the affirmative seems to have carried.
12. State clearly whether the motion is carried or lost.
13. Remember that nothing is official until it is stated by the Chair. The meeting is not adjourned, even after the vote, until the Chair announces adjournment.
14. Remember that a two-thirds majority is required to close nominations.
15. If you are in doubt, ask for a vote or for the opinion of someone who knows, such as a Parliamentarian.

MEMBERS:

1. Keep alert. A meeting can seem to be fruitless and even worthless to a member who does not participate. You will probably enjoy the deliberations much more if you participate.
2. Listen carefully and think about the motion before the Assembly. If possible, study and read up on the motion, bill or resolution. Preparation contributes to a member's being alert and effective in the Assembly.
3. Study the most important parliamentary motions and their order of precedence so you will know what to do and when to do it.
4. Address the Chair and get consent to speak. To obtain the floor, rise after the floor has been yielded, address the presiding officer, state your name and constituent society. The Chair assigns you the floor by stating your name or identifies you in some other manner. You should again state your name and affiliation. This allows for correct record keeping.
5. If you are too reserved and too shy to request the floor, get into the discussion and debate. As you concentrate on the subject, you will tend to forget your fear.
6. If you are too aggressive and talkative, discipline yourself. Think before and as you speak, rather than speak before and as you think - but don't think too long before you speak.
7. Remember that silence may be interpreted as consent. You have an obligation to participate and an obligation to object if you think something is not proper or wise.
8. Speak to the whole meeting, not merely to your neighbors.
9. Discuss and debate the motion, not the member who presented it.
10. If you are in doubt, ask for information. Use either Request for Information or Parliamentary Inquiry.
11. Use Point of Order if violations of procedure occur.
12. Appeal the decision of the Chair if the Chair seems to be in error.

13. Make your contributions in the assembly, not merely indignantly to a friend after the meeting.
14. Concentrate on discussion and debate of each motion, bill or resolution rather than upon parliamentary intricacies.
15. Know Parliamentary Law but do not use it to restrain free and responsible discussion and debate. Your purpose is to act in the best interest of the entire group.
16. Avoid bombastic and artificial display.
17. Know your subject. Know what you are saying about it.
18. No motion is necessary to close debate if no one wishes to speak further.
19. Nominations need not be scheduled.
20. Cooperate with the Chair and your fellow members whenever you can.

PARLIAMENTARY PROCEDURES:

1. Main Motion.
Rise, wait until the Chair recognizes you, then say, "I move that..." You may speak in favor of the motion before or after you move it.
2. To Second.
You need not be recognized by the Chair. Simply say, "I second it." After a second has been given, the Chair will call for discussion. If there is no discussion and no subsidiary motions are placed before the house, the Chair calls for the vote.
3. Postpone Indefinitely.
"I move to postpone the consideration of this question indefinitely." This kills the motion.
4. Postpone Definitely.
"I move to postpone the consideration of this motion until (specific a date and time)."
5. Amend.
"I move to amend the resolution by (one of the following forms):"
 - "adding the words (insert new phrasing) after the word (in the text already)."
 - "striking out the words (delete old phrasing) and substituting (insert new phrasing)."
 - "striking out the words (delete old phrasing)."
 When amending, always quote the exact part of the resolution you wish to change. You may also move to amend an amendment in the same fashion explained above.
6. Limit Debate.
"I move to limit debate on this resolution to (a specific time length)." Another way of limiting debate is, "I move to limit debate on this resolution to (a specific number) speeches by those in favor and (the same number) by those opposed to it."

7. Previous Question.
"I move the previous question." Another version, in which a two-thirds vote is required, is "I move the previous question on the main motion and all motions pending." If this passes, it ends all discussion and the Chair calls for a vote on the main motion in the first case, or upon all motions if the second form was used.
8. Lay on the Table.
"I move to lay this motion on the table." It is a motion to kill a resolution unless the motion states that it is to be considered at a later time, in which case, at a future time, someone needs to move, "to take motion #(whatever number is was given when tabled) from the table."
9. Rise for Information.
"I rise for information. Will the Chair please ask (person's name)." The Chair at this point will ask the speaker to provide the source of the information she is presenting. Another version is, "Mr./Madame Chair, may I ask the speaker a question?"
10. Object to Consideration.
"I object to the consideration of this question." You must say this before any discussion has started. You might feel, for example, that this motion would discriminate against certain people in the assembly. A two-thirds vote is required for this action to be accepted.
11. Call for Division of the House.
"I call for a division of the House." Do this if you think the Chair has given the wrong interpretation of a voice vote. Chair must then call for a hand vote or a standing vote.
12. Question of Privilege.
"I rise to a question of privilege." This may interrupt a speaker if it is urgent; as soon as the request is granted, the Chair returns the floor to the speaker who had the floor prior to the interruption. For example, if the speaker is not speaking loud enough, "We cannot hear the speaker. Will the Chair ask the speaker to speak more loudly or move closer to the assembly?"
13. Parliamentary Inquiry.
"I rise to a parliamentary Inquiry." To be used if you think the Chair is wrong. Upon being recognized by the Chair, say, "Isn't the Chair out of order (in a specific parliamentary action)?"
14. Point of Order.
"I rise to a point of order." When the Chair asks you to state your point of order, you may say, "the Chair was out of order (in a specific parliamentary action)."

PART V

MEMBERSHIP DEVELOPMENT

HOW TO RECRUIT STUDENT MEMBERS

Student Groups vary from area to area due to the structure of educational programs in each locality. Anyone desiring to start a student group should begin by assessing the needs of the students in his/her school or locality. If there is an established clinical laboratory science program or a specific section for students pursuing careers in this field, speak with the person in charge.

Planning a recruitment campaign for the school, laboratory, state or region is a very rewarding but challenging task. It takes dedication, determination, persistence, patience and a sense of fun. An outline of how to implement this task appears below. Where to write for membership information and applications, how to contact the appropriate parties and other useful information is included.

The first step in planning this campaign is to decide who to recruit to join ASCLS. Write to the constituent society Membership Chair and explain the project and plans. This person should be able to send you membership applications and other information needed for the campaign; if not, contact the national office.

The next step is to learn all about the membership benefits of ASCLS. These include: *Clinical Laboratory Science*, *ASCLS Today*, insurance programs, continuing education programs, publications, governmental involvement, promotion of the profession activities, education and research projects, the national Annual Meeting and Exposition, etc. The best source of this information is from constituent society Membership Chairs or the national office.

Third, think of why YOU joined ASCLS. Education? Professionalism? Government Activities? Friendship? To be convincing, you not only need the facts about ASCLS, you need to put YOURSELF into the presentation.

Contact a program director or someone who will be able to schedule a room and time for the session. As soon as this information is definite, make posters or flyers to be placed in the laboratory or classrooms. Post notices and/or ads in the campus or local paper several weeks before the date of the meeting. Here is a sample of what your poster should include:

ASCLS: WHY SHOULD I JOIN?

A Discussion about Membership in
OUR Professional Society

WHEN: Day of the Week, Month, Day, Year

TIME: Time

WHERE: Location

SPEAKER: Name and Title

WHY SHOULD I JOIN ASCLS?

1. Benefits offered by ASCLS:
 - a. Reduced membership fees: ASCLS offers its lowest dues to students to be affordable
 - b. *Clinical Laboratory Science*: the quarterly journal filled with vital information and a continuing education self-test
 - c. *ASCLS Today*: the monthly newsletter that contains important information on the latest events and news concerning ASCLS
 - d. Discounted student insurance programs
 - e. Member discounts at annual, regional and state conventions and workshops
 - f. Constituent society newsletters: provide important information that occurs directly in your local society
 - g. Free Student Forum workshops
 - h. Mock-certification exam at no cost in some areas

2. Students can become involved in the profession and the Society:
 - a. Through the ASCLS Student Forum, participate in local and regional activities.
 - b. Through the ASCLS Student Forum Chair, have a vote on the national Board of Directors, affecting the policies and direction of the Society.
 - c. Participate in local chapters on committees or help organize a session and/or social for students at the regional and constituent society levels.
 - d. Develop relationships with other members across the country leading to collaboration in ASCLS activities or prospective employment opportunities.
 - e. Participate in online forums to discuss student related issues.
 - f. Develop ways to educate peers on the healthcare team to understand the value of clinical laboratory professionals.

Keep your flyers simple and printing to a minimum. Make them easy to read and eye-catching so they will attract attention.

Next in the planning stage is making an outline for the session. Decide what you want to say and write a brief version. An outline should be a guide to glance at while talking, not something you will read. Remember, you want to project that this organization is something in which you believe. Practice your presentation at home or in front of a friend; it will increase your knowledge and confidence.

If you do not like public speaking, don't let this discourage your plans for a membership campaign. Ask someone you know (a program director, your local chapter president or another ASCLS member) to do the talking for you. You can still plan and organize the session.

At the session, you want to make sure you have plenty of handouts. In addition to membership applications and brochures, it is helpful to have several copies of *Clinical Laboratory Science*, *ASCLS Today*, and your constituent society publications and newsletters (if available), for the students to look at when the presentation is finished.

At the time of the meeting, hold an open discussion with those present about forming a student group. Topics that should be discussed include: program ideas, how students benefit through this type of involvement and the important role the American Society for Clinical Laboratory Science plays in our profession. Decide on the type of program for the next meeting. There are technical speakers who offer lectures related to the field of clinical laboratory medicine and there are non-technical speakers who concentrate on career guidance, financial aid and issues of the profession.

If the interest at student meetings is consistent, a formal organization with guidelines and operational procedures should be established. The ASCLS Student Forum Guidelines and Operational Procedures should serve as an aid in establishing guidelines for the student group. Once the student group has established a firm foundation, expand areas of interest to include fund-raising projects, educational activities and social functions. Exchange ideas and information with other student groups in the area.

Encourage membership in ASCLS. Students receive much more than membership benefits from the Society - they acquire pride in being a professional.

Organizing a student group takes time and participation of interested individuals. Remember - a student interested in the profession and in our Society can generate more enthusiasm and involvement from students than programs or literature can. So, take time and get involved!

ORGANIZING A STATEWIDE MEMBERSHIP CAMPAIGN

If you are interested in organizing a state campaign, a lot of work is ahead of you. Advance planning and scheduling is needed because you are working with programs other than your own.

The office of your clinical laboratory science program should have a list of other programs in your state. If the listing is not available, the National Accrediting Agency for Clinical Laboratory Sciences website, www.naacls.org, has contact information for all NAACLS accredited programs.

Decide what area of your state it is possible for you to visit and write to the Program Director of those programs. It is always a good idea to plan your trip so that you can visit more than one clinical program during the day. In your correspondence with the Program Directors, explain that you would like to talk with the students about membership in the American Society for Clinical Laboratory Science. Request the following information:

- a date and time which would be convenient for you to visit and give a brief talk;
- the number of students in the program which you will be addressing;
- the names/contact information of any ASCLS student members already enrolled in that program who could help you with publicity (your constituent society Membership Committee or the national office could possibly assist you with this information if the Program Director does not have access to it).

Be sure to share your contact information for responses.

REMEMBER, if you need assistance, it should be available from your constituent society Membership Committee Chair, your constituent society President, or the National Office. Please do not hesitate to contact these people to get you started, to assist with problems or to offer suggestions. They are there to help you - use them!!

CONDUCTING A WORKSHOP

A workshop is both a discussion and a practical application of the topic under discussion. There are several workshop topics that can be conducted at the undergraduate level, such as a basic urinalysis or venipuncture, to introduce the students to clinical procedures. They are good group or class projects.

A successful workshop includes two separate parts: the explanation of the procedure and the performance of that procedure by those attending. The discussion may be a short lecture giving the pertinent information necessary to comprehend the theory and to interpret the procedure. Visual aides are very helpful if available.

The first step is to select a topic for the workshop. Once this has been done, a speaker is selected. The instructor of the workshop is the best source to obtain information on materials needed, space required and the length of time necessary to cover the topic adequately and give each participant practical experience. After this information is obtained, a time and location is set.

The location should be an area that is easily accessible and one that provides the space needed. The room should be checked in advance to see that it can accommodate not only those attending but the equipment to be used. Included in your checklist are: adequate lighting, electrical outlets and seating that allow both comfort and ease in taking notes. If the lecture and the practical application are to be simultaneous, be sure each person has a good view of the instructor and/or any visual aids.

The next step is to determine the number of people who can be invited to attend. If, for example, the room can only accommodate fifty people, it should be limited to a first-come basis. This can be accomplished by advance registration if it is a campus group project.

Announcement of the workshop can be in the form of posters, e-mail, mail-outs or an ad in a campus or local paper. Things that should be included are: time, date, location, topic, the name and title of the speaker. Additional information might include any materials each applicant would have to supply.

Advance preparation on the day of the workshop would include a check to see if all needed materials are ready, that the room is set up with the seating arrangement required, that any audio-visual aids are in proper working order and that signs are posted to direct people to the area if necessary.

After the workshop, a short question and answer period might be provided to review any of the material presented or to make suggestions for future workshops.

On the following page is a workshop set-up that is an example of one used by a campus group.

VENIPUNCTURE WORKSHOP

(Example)

1. Select a Chair to coordinate the activities of the committee.
2. Assign people to the following:
 - a. Publicity: make posters, e-mail potential attendees, place ads in the campus paper and bulletin boards.
 - b. Speaker: ask a group advisor for a possible source.
 - c. Location: on campus - get needed permission to use rooms (check to see that there is no conflict over the use of the rooms(s) for the time and date chosen).
 - d. Materials: multimedia projector (if requested by speaker), venipuncture supplies, disposal containers.
 - e. Registration Forms: from the names on the registration forms, make up name tags for each person, including the speaker and the people assisting with the workshop.
3. Review the activities of the committee members and keep a current record of their progress.
4. One week before the workshop, confirm the date and time with the speaker.
5. On the date of the workshop, check the room(s) to see if the seating is properly set-up; place signs directing people to the meeting area; clean any lab benches to be used; and check all venipuncture supplies.
6. At the time of the workshops, give each person a name tag and introduce the speaker and/or any assistants.
7. After the workshop, dispose of all used materials, taking care that all needles have proper disposition; repack all unused supplies; and replace seating.
8. Have a meeting after the workshop to evaluate the speaker, discuss the participant response, any problems that may have arisen, changes in the working format and to make sure any borrowed materials have been returned.

CONTACTING SPEAKERS:

There are many sources you may utilize to find a speaker for a workshop or meeting. After the topic has been chosen, check the source available in your area to locate an appropriate speaker. If the topic is of a clinical nature, you should check with local laboratories, your program director or laboratory science instructor to find people who have expertise in the field. Other sources who may have talent are listed below.

When a speaker has been located, be sure to give her/him the necessary information regarding time, location and date of the meeting. Some speakers charge a fee for their services, so be sure to inquire about an honorarium.

SOURCES:

1. **Constituent Society:**
Contact the Constituent Society President for a list of speakers or for the names and addresses of the Constituent Society Scientific Assembly Coordinators.
2. **Regional Society:**
Contact the ASCLS Regional Director for the names and addresses of the Regional Scientific Assembly Coordinators. Some regions have talent banks established.
3. **ASCLS National Office:**
Contact the National Office for a list of Scientific Assembly Coordinators on the national level.

SUGGESTED PROGRAMS TO USE AT LOCAL AND STATE STUDENT MEETINGS:

TECHNICAL:

1. Formal lectures on almost any topic. Students might be especially interested in topics related directly to the patient.
2. Journal clubs are especially worthwhile as everyone becomes involved and it can be done on a large or small scale. Topics and journals are numerous; therefore, you do not have to restrict yourself to topics formally taught in clinical laboratory science programs.
3. Case study programs almost always generate a lot of interest and can be as elaborate or as simple as the presenters would like.

NON-TECHNICAL:

1. **Career Guidance** - Individuals discuss a wide variety of professions that an educational background in clinical laboratory science may offer. You might want to include information on how to go about soliciting a job, how to approach an interview, how to compose a resume, etc.
2. **Scholarship and other types of financial assistance** available to students.
3. **Legislation awareness** - Accent legislative efforts at federal, state or local level. Show how these efforts will impact on laboratory professions.
4. **Society Issues** - Include activities of the ASCLS Student Forum. This is a good opportunity to reinforce the benefits of membership in ASCLS.

STARTING A NEWSLETTER

Establishing a newsletter is a great way to generate interest in your meetings and circulate information to members of your group. But before you create one consider whether the best format is an e-newsletter or paper newsletter.

E-NEWSLETTER:

The following considerations apply to an e-newsletter:

Staff:

Since more work is involved, it is suggested that a group of students participate in getting an e-newsletter together. One should serve as editor for final decision-making, administrative duties and layout. The staff will be responsible for collecting articles, typing them, correcting grammar and secretarial duties such as maintaining a subscriber list.

Time:

Since everything from writing articles to designing an attractive layout is the responsibility of the student staff, a considerable amount of work could be involved in publishing an e-newsletter. The size, content and frequency of each edition and the roles of individual staff members may factor into the amount of time needed.

Frequency:

Whether you choose to distribute your e-newsletter monthly, bi-monthly or quarterly is an important consideration for you and your staff. Whatever you choose, be sure to stick to the schedule. The timely delivery of your e-newsletter conveys a professional image and showing your local involvement can make all the difference to your readers.

Format:

The type of format used to create your e-newsletter is important and should not be overlooked. Plain text is easy to create and you can be assured that everyone receiving the e-newsletter will be able to read it. However, HTML formatting can include color, images and other visually appealing elements that make for more engaging communications. There are also a wide variety of Microsoft Word templates available for free on the internet. Once you have laid out your e-newsletter using one of these templates, it can easily be converted to a PDF format ready to send as an email attachment.

Circulation:

Each student member in the constituent society and/or region should receive a copy. In addition, as a courtesy, the National Student Forum Officers should receive a newsletter but this is optional.

PAPER NEWSLETTER:

"Professional" newspapers, those resembling a city newspaper or *ASCLS Today*, may also be considered by your student group. But these run into considerable cost and additional time for layout work. If you are interested in establishing an independent newsletter for your constituent society or region, here is a list of things to do to get started:

1. Talk to your Constituent Society Treasurer to see if the Student Forum has money available for such a project. If not, fund raising programs may be started for the newsletter.
2. Investigate printing facilities at your school or hospital to see if they are available to you and at what cost. If there is no such facility, call several printers in your area, explaining what you are interested in and obtain an estimate.
3. Decide on a format and name for the newsletter. Also, get an idea of the number of student members in the area so cost estimates will be accurate.
4. With this information, contact your Constituent Society President or Board of Directors for approval of expenditure of funds. Be prepared to answer questions they may have about the purpose of the newsletter and who will be responsible for it.
5. Once approved, contact education coordinators or program directors and let them know when a newsletter will be published. Make an appeal for interested students to contact you or send in written information.
6. Establish a publishing schedule and deadlines for receiving articles. The latter should be based on the time it takes for printing. For example, if your distribution date is the first of the month, allow two or three days for mail, 7 to 10 days for printing (or whatever is needed) and a week for you and your staff to review, type and lay out the newsletter. That gives you a deadline for articles around the 10th of the month. You must remember - each publication is different, so establish your own work schedule.
7. Send a request for funds, to include postage, to the Constituent Society Treasurer at least one month in advance of expenditure. This will ensure, in most cases, that expenses will not have to come out of your pocket. Again, you may have special procedures to follow in your constituent society so check with your treasurer.
8. Contact your Constituent Society President to determine the best way to obtain mailing labels. Labels are available from the ASCLS National Office for a fee.

FUND RAISING

Fund raising is an important function of any organization. There are varied ways to raise money but they all have one thing in common - good planning. Make sure the emphasis of the project is one that fully promotes and enhances the clinical laboratory profession. The ideas listed below have been used successfully by various groups.

Button Sales

Everyone loves to wear a button proclaiming "Love a Laboratorian" or a similar phrase. Printing takes about a week for these easy to sell novelties.

Bake Sales

Holding a bake sale is a great way to get a lot of members involved in the fundraising of your organization. You may either sell items at predetermined prices or solicit donations. The key to a successful bake sale is location, be sure to pick a high traffic area on your campus.

Candy Sales

There are many commercial companies that offer "group rates" provided you order a certain number of cartons of candy. Just be sure not to over order on this project.

Car Washes

Smaller towns are usually the most successful places for these fundraisers. Garages will often donate space and hoses for the group and a local business will usually help out with tickets. Sell the tickets a few weeks ahead of time and don't forget to plan for a rain date.

Cookbooks

How about a cookbook with recipes for the college student? This project can be successful if printing is done on campus or you can get someone to donate the printing costs.

T-Shirt Sales

A week or two is all that is needed for a company to print shirts. Plan your sales for a campus or society function. Shirts cost a few dollars each and can be sold at a nice profit. Some working capital is needed to make a deposit or purchase the shirts at wholesales prices.

ASCLS AND YOU, THE STUDENT MEMBER

What is ASCLS?

The American Society for Clinical Laboratory Science is a national professional association representing over 9,000 medical laboratory personnel dedicated to serving special educational, legislative, economic and social needs of its members.

Why have over 2,500 students joined ASCLS?

Because membership in ASCLS:

- * allows a low cost look at the role you will be playing in the healthcare field;
- * provides you, as future professionals, the opportunity to see how a professional society keeps its members abreast of changes and improvements;
- * allows laboratory professionals to be instrumental in directing their own future.

Who can join ASCLS?

Any student enrolled in:

- * a structured program of clinical education conducted by agencies recognized by the Society, or
- * a program recognized by this Society at an accredited college or university.

Accredited colleges or universities include properly accredited academic institutions that offer graduate programs or programs which include clinical education and lead to associate or baccalaureate degrees. A graduate program is defined as any course of study subsequent to the receipt by the individual of an initial degree or certificate relevant to this profession.

What does it cost me, a student, to join ASCLS?

Only \$25.00 per year plus constituent society dues (if applicable).

As an additional benefit, ASCLS offers the graduated student entering the first year of employment a reduction on membership dues. Because the transition from the Student rate and the Professional rate can be financially difficult during the first year out of school, ASCLS offers a half-price First Year Professional membership rate. This is just another way ASCLS responds to the needs of its members.

What are the benefits of Student Membership in ASCLS?

- * Opportunity to attend ASCLS workshops in scientific, management and education arenas at a reduced rate.
- * Each State Society has one Student Delegate to the Annual House of Delegates meeting.
- * Availability of low-cost professional liability insurance.
- * Opportunity to meet and work with people already employed in laboratory-related fields.

In addition to all the membership benefits that members receive, such as the *Clinical Laboratory Science* magazine and *ASCLS Today*, P.A.C.E.®, and FOCUS, students have the privilege of participating in the Student Forum, the voice of student members in the Society. Through the Student Forum, students can voice their ideas, opinions and concerns. Students can serve on ASCLS Committees, increasing their knowledge about the Society's activities; students can also participate in Student Bowl activities and enjoy reduced rates at scientific meetings.

MEMBERSHIP RECRUITMENT AND RETENTION

Membership activity in an ASCLS Constituent Society has one principal objective - to attract and retain members and thus contribute to an ever-growing active organization. Obviously, new members must be acquired to offset losses and to provide a realistic growth increase. The second facet of this objective is often overlooked, but member retention must be encouraged and Constituent Society activities designed to continue member interest.

To realize this two-fold objective, membership activity must be organized as a continuing program. A haphazard approach or occasional high-pressure campaign cannot do it. A coordinated effort is required to emphasize the need for prospective member lists, to develop techniques for contacting prospects and to create ways of convincing them of the benefits of membership. Once they become members, make sure they are properly introduced to the state and local activities, services and to other members. Remember, first impressions are lasting.

This coordinated effort requires planning, organization, execution and follow-through. The assurance that the membership effort receives the sustained attention it merits will go a long way in building membership growth.

MEMBERSHIP BENEFITS

CLINICAL LABORATORY SCIENCE

The official journal of ASCLS: *Clinical Laboratory Science* is a peer-reviewed professional journal which is published quarterly. The journal's timely features and editorials, reports on cutting-edge technologies, methods and products, together with recruitment classified ads help you stay up-to-date on the latest trends, issues and openings in the field. Published by the profession for the profession, the journal embraces a philosophy that clinical laboratory science is something more than a collection of sub-disciplines: it is an interactive, multi-disciplinary and autonomous body of knowledge unified through its patient care orientation.

CONTINUING EDUCATION

ASCLS' P.A.C.E.® program (Professional Acknowledgement for Continuing Education) reviews and approves hundreds of continuing education opportunities offered each year in ASCLS publications and at local, state, regional and national meetings. By participating in these timely sessions, you will not only expand your knowledge, but will also earn continuing education units (CEU). Additionally, there is also FOCUS, ASCLS' peer-reviewed, mail-in continuing educational program. Each FOCUS self-study module, covering a current scientific or professional topic, is developed by a board of editors and published in *Clinical Laboratory Science*. Furthermore ASCLS has provided P.A.C.E.® approval to the *Learning Scope of Advance*, an independent newsletter. ASCLS also provides a "CE Organizer" as a member benefit to allow easy documentation of all continuing education activities, certificate and transcript production and printing.

GOVERNMENT RELATIONS

Policy and regulatory changes at all levels of government directly affect our profession. Early access to these developments gives us the ability to make informed decisions - which gives us a decided advantage on the job. That is one reason why ASCLS, headquartered in Washington, DC, maintains continuous liaison with Congress and the Federal Executive branch. Through ASCLS' government affairs staff, you have an effective means of monitoring and influencing the

federal and state laws and regulations that can change your world. But to have a positive effect on government policy you must have more than lobbying: you must have a direct say in who is elected to Congress. And through ASCLS/PAC - our Political Action Committee - you will have just that: a legal, ethical way to pool our political campaign contributions. Why are we supporting their election campaign? Because they support legislation that benefits our profession!

ASCLS ANNUAL MEETING AND EXPOSITION

The ASCLS national meeting continues to help you keep up to date with prevailing clinical laboratory technologies, methods and concepts. The Annual Meeting includes the Clinical Lab Expo, the largest industry exposition in the nation, featuring tomorrow's technologies and services under one roof; national policy makers whose insights give us a competitive head start; a forum for scholarly exchanges among colleagues; and a lively setting for socializing with your contacts, colleagues and friends. As an ASCLS member, you will automatically receive substantial discounts on the registration and scientific session fees. The intermediate and advanced scientific sessions, the issue-oriented interdisciplinary symposia, and the professional development/leadership workshops are P.A.C.E.® approved and designed to meet state and Board of Certification (BOC) continuing competency requirements.

PUBLICATIONS

ASCLS' expanding library of publications brings the profession to your bookshelf and, at a substantial discount. Our publications focus on a broad range of topics, from technical specialty areas to government affairs, from education to industry. Our issue analyses on such subjects as physician office laboratories are handy references for trend watchers and career planners alike.

PROMOTION OF THE PROFESSION

In a rapidly changing world, ensuring the public's continuing trust is not only crucial, it is a source of personal satisfaction for professionals. That is why ASCLS' promotion of the profession programs maintain an open dialogue between the public and the profession. Our programs remind the public that disease prevention, health promotion and medical diagnosis and treatment are only as good as the clinical laboratory professional on whom they depend. Members of the Society mobilize public opinion to support quality assurance standards. They bring to light such pressing issues as adequate salaries and personnel supply and demand. Our programs give you the benefits of enhanced professional security and all are reported to you in *ASCLS Today*, the Society's newsletter.

EDUCATION AND RESEARCH

Every day, we face an information crisis. Cost containment, technological and marketing developments demand new ideas and new solutions... and you demand a constant flow of information to maintain your competence and keep the professional advantage. ASCLS meets your information needs in two major ways: through the Education and Research Fund, Inc. and through ASCLS' Education and Project Planning Department which develops materials you need for the most profitable investment you can make - an investment in yourself and your career.

ASCLS COMMITTEES AND SPECIALTY INTEREST GROUPS

ASCLS provides the privilege of helping to shape our professional Society. Through participating in ASCLS' leadership structure - locally and nationally - you will have an important say in how your Society is governed and how it will represent the profession. Active involvement in ASCLS' specialty interest groups, governance bodies, or substantive committees provides many benefits. While you help your profession mature, you mature as a professional.

AWARDS

This program provides members national recognition for outstanding professional and leadership achievement. The Student Forum Leadership award is given in recognition for outstanding contributions to the ASCLS Student Forum. Additionally, the Keys to the Future Award is given annually to ASCLS members who demonstrate leadership potential to the organization. Winners are announced at the ASCLS Annual Meeting.

REGIONAL, CONSTITUENT AND LOCAL SOCIETIES

Your professional Society is also available to you nearer home. The Regional and Constituent Society meetings give you opportunities to network and hone your personal leadership skills. District/chapter meetings give you a wide range of technical and professional opportunities that are in step with issues important in your local area.

PERSONAL SERVICES

ASCLS members can choose from a range of discount services targeted especially for clinical laboratory professionals. Save on credit card, hotel room and car rental purchases. Participate in the ASCLS insurance programs and take advantage of group rates on health, professional liability, life, disability and automobile insurance.

WEBSITE ACCESS

The ASCLS website located at www.ascls.org contains a large body of information about the Society's organizational structure, regions, and meetings. Regional and constituent society web pages are linked, and interactive discussions with members occur on the "Forum". Visit this site often and use the features available only to members.

PART VI

CREDENTIALS FOR CLINICAL

LABORATORY PERSONNEL

TERMINOLOGY ON CREDENTIALS FOR CLINICAL LABORATORY PERSONNEL

The term "Credential" means formal recognition of professional or technical competence. This formal recognition most often occurs through the process of certification or licensure. Certification agencies define the criteria for eligibility to sit for a certification examination. Most criteria include academic and clinical requirements. The specialist categories often require additional education and/or experience.

What is Certification?

Certification is a process by which the educational qualification and technical competencies of individuals are formally recognized by their respective professions.

Recertification is a process by which the educational qualification and technical competence are reaffirmed.

What is Registration?

Registration is the process by which a nongovernmental agency or association identifies an individual by maintaining (listing) his/her name on a roster upon request of the individual.

Re-registration is the continuing process of updating this roster.

What is Licensure?

Licensure is a process by which a government agency grants permission to an individual to engage in a given occupation upon finding that the applicant has attained the minimal degree of competency necessary to ensure that the public health, safety and welfare will be reasonably well protected.

What is Accreditation?

Accreditation is the process by which an agency or organization evaluates and recognizes an institution or program of study as meeting certain predetermined qualifications or standards. It applies to institutions and their programs of study or their services as opposed to individuals.

AGENCIES OFFERING CREDENTIALS FOR CLINICAL LABORATORY PERSONNEL

ASCP Board of Certification: BOC

American Society for Clinical Pathology
33 West Monroe Street, Suite 1600
Chicago, Illinois 60603

Medical Laboratory Technician: MLT(ASCP)^{CM}
Medical Laboratory Scientist: MLS(ASCP)^{CM}
Cytotechnologist: CT(ASCP)^{CM}
Histotechnician: HT(ASCP)^{CM}
Histotechnologist: HTL(ASCP)^{CM}
Technologist in Blood Banking: BB(ASCP)^{CM}
Technologist in Chemistry: C(ASCP)^{CM}
Technologist in Cytogenetics: CG(ASCP)^{CM}
Technologist in Hematology: H(ASCP)^{CM}

Technologist in Immunology: I(ASCP)^{CM}
Technologist in Microbiology: M(ASCP)^{CM}
Technologist in Molecular Biology: MB(ASCP)^{CM}
Specialist in Blood Banking: SBB(ASCP)^{CM}
Specialist in Chemistry: SC(ASCP)^{CM}
Specialist in Hematology: SH(ASCP)^{CM}
Specialist in Microbiology: M(ASCP)^{CM}
Specialist in Cytotechnology: SCT(ASCP)^{CM}
Phlebotomy Technician: PBT(ASCP)^{CM}

American Association of Bioanalysts Board of Registry: AAB BOR

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Medical Laboratory Technician: MLT(AAB)
Medical Technologist: MT(AAB)
Physician Office Laboratory Technician: POLT(AAB)
Phlebotomy Technician: PBT(AAB)

American Medical Technologists: AMT

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Medical Laboratory Technician: MLT(AMT)
Medical Technologist: MT(AMT)
Medical Laboratory Assistant: MLA(AMT)
Phlebotomy Technician: RPT(AMT)

ARE WE MEMBERS OF A PROFESSION?

The following article was provided by NCA (National Credentialing Agency for Medical Laboratory Personnel), which has since united with the ASCP Board of Registry to form the Board of Certification (BOC), to emphasize the role that each individual plays in shaping the profession. Share these ideas with your peers.

Most clinical laboratory personnel consider themselves "professionals," primarily because of their education and training. But, are they? Are we?

Professions differ from occupations in that professions consist of knowledge and techniques so specialized that the lay person is not able to understand or evaluate them. This creates a situation wherein the client (patient) must depend upon the practitioners to protect his/her interests. The professional must then take the responsibility for this protection by maintaining a high standard of competent practice, by espousing ideals of service, altruism, sacrifice, by policing the ethic, by protecting colleagues and by holding standards of public accountability.

Two articles in the literature describe well what the ethics of a profession include, and what a professional possesses. The first article, found in the Journal of Health and Social Behavior (December, 1971), notes the following standards of a professional:

1. **STANDARD OF EXCELLENCE.** A professional is responsible for maintaining and improving his competence in the art and science of his/her professions. For example, he/she must take additional training to keep up in the field.
2. **UNIVERSAL STANDARDS.** A professional must use universal scientific and technical standards when dealing with clients or colleagues and prevent the intrusion of considerations such as friendship, relations, sex, age, personality or other irrelevant criteria.
3. **ALTRUISM, SERVICE AND SACRIFICE.** A professional must maintain an attitude of service to the client, to the public and to the profession over and above self-interest motives. A professional must be prepared to make sacrifices in the interest of the client.
4. **PROTECTION OF CLIENTS.** A professional must be certain that the client's interests are protected and that the client is not exploited in terms of such factors as money, personal discomfort or violation of confidence.
5. **POLICING THE ETHIC.** A professional has the responsibility for detecting, reporting and sanctioning the deviations of her/his peers as well as controlling her/his own behavior.
6. **PROTECTION OF COLLEAGUES.** A professional must protect his/her colleagues from lay control or interference and must maintain the sole right to evaluate professional competence. This includes taking the responsibility for support and being active in professional organizations.

7. GENTLEPERSON'S CODE. A professional is expected to conform to standards of dress, language and public behavior. The professional must avoid dishonoring the profession or self by engaging in undignified activities.

The second article, found in the Journal of Allied Health (Summer, 1977), states that to be a "professional" requires:

First: a marked degree of theoretical knowledge and the possession of concomitant skills or art.

Second: an orientation to the interest of the "other," i.e., the patient, client, or the community. "The basic attitude of the health care professional to the sick person should be that of respect and care for the human dignity of that patient as a person. And this attitude must prevail in spite of the fact that the sick person may not appreciate his/her own humanity."

Third: a commitment beyond rules and codes.

Fourth: the responsibility to lifetime learning and to be so self-motivated as to seek out education opportunities.

In summary, then, to be a professional requires:

- Competence in the field (skills, knowledge, attitudes)
- Peer evaluation of that competence
- Altruism, service and sacrifice
- Protection of clients and colleagues
- Self-motivation to seek out educational opportunities

Consequently, if asked, "Are we professionals?" we can respond positively if we have competence in the field, demonstrate altruism, service and sacrifice, protect clients and colleagues, and participate in additional education offerings, such as those required by the BOC for certification maintenance.