



# ASCLS-IA Board Meeting

## FALL

**Date:** November 7, 2009

**Time:** 10:00 am

**Location:** Iowa Methodist Medical Center, Des Moines, Iowa

### Minutes

#### Board Members Present:

- Kim Von Ahsen, President
- Keri Erickson, President – Elect
- Sheila Dunn, Past President
- Lindsey Davenport, Secretary
- Karen Campbell, Treasurer
- Kim Rieck, Board Member
- Judy Jackson, Board Member
- Doug Davis, Board Member
- Rachel Leemkuil, First Year Professional
- Shawn Froelich, Student Forum

#### Other Member's Present:

- Mick Williams, Bylaws Chair
- Theresa Ortner, GAC/PAC Chair
- Janel Hartwigsen, Professional & Public Relations
- Yvonne Hinrichsen, Membership Recruitment Chair/Historian/NewsScope Editor
- Meighan Sharp, Leadership Development Chair
- Janice Frerichs, Membership Services Chair
- Tara Sorensen, Region VI Student Forum Chair

#### Guests:

#### Call to Order

Meeting called to order by Kim Von Ahsen at 10:06 am

#### Secretary's Report

Minutes from the  Winter  Spring  Summer  Fall were reviewed with:

Following Changes:

No Changes

**Hearing no further additions, changes, or deletions to the Secretary's Report;**

The minutes were accepted by President Von Ahsen as  printed/posted  corrected

#### Treasurer's Report



**REPORT OF: TREASURER COMMITTEE**  
**REPORT TO: ASCLS-IA BOARD**  
**SUBMITTED FOR: 1<sup>ST</sup> QUARTER BOARD MEETING**  
**PREPARED BY: KAREN CAMPBELL, CHAIR**  
**DATE: NOVEMBER 7, 2009**

#### PURPOSE:

- Purpose of Position: To manage finances
- Purpose of Summary: To keep ASCLS-IA Board abreast of finances and financial planning

**ACTIVITIES:**

Committee goals:

- 1. Need internal audit before Winter board meeting
- 2. Move IMTSF funds to ASCLS-IA. Received some help from Cheryl Rogers.
- 3. Award 2009 IMTSF scholarships.
- 4. Contact bank regarding "shopping cart" option on account.

Activities toward those goals:

- 1. Have not had luck getting help from ASCLS-IA members I've contacted to perform audit. Is one person sufficient; or, do we require two?
- 2. Will meet with Cheryl about moving funds. Kathie McLatchie is the other signer on the accounts. The money is in three \$10,000 CD's in a bank in Ames. The interest that accrues goes into an account that IMTSF has traditionally used to fund scholarships. Cheryl is going to check with the bank to see what the options are on terminating / cashing out the CD's.
- 3. Will use money from former IMTSF or state lab meeting refund – whichever comes first. I chose to NOT cash in our CD. I can write a separate letter to the scholarship recipients.
- 4. Will meet with Wells Fargo rep about setting up shopping cart on our checking account so that members are not always spending their own money and seeking reimbursement.

**CONCERNS:**

- Seriously – NO MONEY yet from Spring 2009 lab meeting – anticipating \$9000+
- Reimbursement issues as presented in Spring 2009 (Q4) report – still discussing and working on SOP
- We have one debit card. Idea for multiple debit cards for ASCLS-IA members will probably not work as anyone with a card will have to be a signer on the account. In case I misunderstood this request, let me know – perhaps we want multiple copies of the card with my name. (This seems like bad idea to me, but...we can discuss.)

**REQUESTS FOR ACTION:**

- Permission to contact Tim Randolph and Beth Zeibig about state lab meeting money.

**See attached Budget Expense Report**

Treasurer's report was reviewed with:

Following Changes:

No Changes

**Hearing no further additions, changes, or deletions to the Treasurer's Report;**

The Treasurer's Report was accepted by President Von Ahsen as  printed/posted  corrected

**President's Report**



**REPORT OF: PRESIDENT**  
**REPORT TO: ASCLS-IA BOARD**  
**SUBMITTED FOR: FALL BOARD MEETING**  
**PREPARED BY: KIM VON AHSEN, PRESIDENT**  
**DATE: NOVEMBER 7, 2009**

**PURPOSE:** To update the board and membership on activities at all levels.

**ACTIVITIES: Since Summer Board Meeting**  
**State Level**

- 1. Summer Board meeting was very productive and not only did the board develop a Travel and Reimbursement Policy for the state but are in the process of a complete revision of the current handbook to help with succession

and leadership planning for the future.

2. 2010 Annual Meeting is planning is under way and going well. Thanks to all who serve a role on the planning committee for their hard work!
3. Membership is staying steady with a large number of new student members. However, retention of student to FYP is still low and lapsed members remain a challenge to get renewed. Many great campaign efforts have been done by not only national ASCLS but by our great committee chairs: Vonnie Hinrichsen (MRC) and Jan Frerichs (MSC). Remember that recruitment and retention is the responsibility of each one of us and to go out into our workplace and tell them all that we do especially the personal connection.

### **Regional Level**

1. Tara Sorensen from University of Iowa has agreed to serve as Region VI Student Forum Chair and Rachel Leemkuil (ASCLS-IA's First Year Professional Board Member) has agreed to serve as Region VI Student Forum Advisor. It has been a privilege to be able to appointment two very talented individuals to serve at the Region level.
2. Fall Region VI Council Meeting to be held November 14 & 15 in Kansas City, MO. Will provide report from Region VI at Winter Board Meeting

### **National Level**

1. Deadline for national awards is February 15th. This includes publication award, ASCLS Member of the Year, ASCLS New Professional of the Year, and Omicron Sigma. Please review the possible awards available at ASCLS website under the Awards section. Please let me know by January 1<sup>st</sup> if interested in nominating a member for an award.
2. Information on Legislative Advocacy has slowed with changes in the Healthcare Reform Bill. Make sure that you have signed up on ASCLS CapWiz to receive alerts at <http://capwiz.com/ascls/home/>

President's report was reviewed with:

Following Changes:

No Changes

Discussion:

## **Committee Reports**

A. Annual Meeting



**REPORT OF: ANNUAL MEETING**  
**REPORT TO: ASCLS-IA BOARD**  
**SUBMITTED FOR: FALL BOARD MEETING**  
**PREPARED BY: KIM VON AHSEN, CHAIR**  
**DATE: NOVEMBER 7, 2009**

**PURPOSE:** To organize the Annual Meeting and provide continuing education opportunities to the members of ASCLS and other laboratory professionals through the state of Iowa.

### **ACTIVITIES:**

Committee goals:

A successful and well attended meeting.

Activities toward those goals:

1. Room block is secured at Holiday Inn Express.
2. Planning meeting was held in October at VA in Iowa City. Great process done and committee feels things are on track.
3. Registration prices were set and no increase was made from last year.
4. Opening Keynote Speaker for Wednesday is Dave Glenn from Nebraska and Closing Keynote for Friday to be confirmed is Mary Ann McLane ASCLS National President.

Update from 2009 meeting – no new updates to final profit from meeting. Hope to be able to present at Winter board meeting.

**CONCERNS:** No concerns

**REQUESTS FOR ACTION:** None.

B. By-Laws



**REPORT OF: BY-LAWS COMMITTEE**  
**REPORT TO: ASCLS-IA BOARD**  
**SUBMITTED FOR: FALL BOARD MEETING**  
**PREPARED BY: MICKEY WILLIAMS, CHAIR**  
**DATE: OCTOBER 30, 2009**

**PURPOSE:** To maintain current and up-dated By-Laws consistent with ASCLS By-Laws.

**ACTIVITIES:**

Committee goals:

1. Rewrite current By-Laws to simplify.
2. Suggest SOP's for supplementation of the By-Laws.

Activities toward those goals:

1. Met with Theresa Ortner to develop wording.

**CONCERNS:** No concerns.

**REQUESTS FOR ACTION:** *Motion #1: I move for approval of the submitted documents (see attachments) so that ASCLS By-Laws committee can review. Motion made by Mick Williams. Second: Jan Frerichs. Motion PASSED.*

C. Governmental Affairs/Political Action



**REPORT OF: GAC/ PAC COMMITTEE**  
**REPORT TO: ASCLS-IA BOARD**  
**SUBMITTED FOR: FALL BOARD MEETING**  
**PREPARED BY: THERESA R ORTNER, CHAIR**  
**DATE: OCTOBER 30, 2009**

**PURPOSE:** Inform members of current events and legislation effecting our profession.

**ACTIVITIES:**

Committee goals:

1. Keep members informed of legislation both state and national.
2. Send updates on current events.
3. Post call to action updates.
4. Represent members concerns and opinions to legislative leaders.

Activities toward those goals:

1. Keeping the GAC/ PAC blog updated
2. Staying in touch with the ASCLS GAC committee members
3. Following current events on-line.
4. Investigating different ways to inform legislators of our concerns.
5. Attending the National Legislative Symposium

**CONCERNS:** No concerns

**REQUESTS FOR ACTION:** No requests for action.

D. Historian – No report/discussion

E. Leadership Development



**REPORT OF: LEADERSHIP DEVELOPMENT COMMITTEE**  
**REPORT TO: ASCLS-IA BOARD**  
**SUBMITTED FOR: FALL BOARD MEETING**  
**PREPARED BY: MEIGHAN SHARP, CHAIR**  
**DATE: OCTOBER 30, 2009**

**PURPOSE:** Gain members within ASCLS-IA who have an interest in developing skills, techniques and qualities to be an effective, productive leader.

**ACTIVITIES:**

Committee goals:

1. Gain interest with members
2. Communicate with interested people to develop the committee
3. Bring what has been accomplished at the national level down to the state level

Activities toward those goals:

1. No activities at this time.

**CONCERNS:** What is the best way to get individuals interested and aware of this committee?

**REQUESTS FOR ACTION:** None.

F. Member Recruitment (MRC)



**REPORT OF: MEMBER RECRUITMENT COMMITTEE**  
**REPORT TO: ASCLS-IA BOARD**  
**SUBMITTED FOR: FALL BOARD MEETING**  
**PREPARED BY: VONNIE HINRICHSEN, CHAIR**  
**DATE: NOVEMBER 7, 2009**

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**PURPOSE: RECRUITMENT OF NEW/CURRENT/LAPSED MEMBERS**

**ACTIVITIES:**

Committee goals: Reach out and make contact with current and lapsed members. Thank new members for joining our association.

Activities toward those goals: Colorful reminders were developed using Publisher and sent to the lapsed member list-serv. There were a handful of these reminders developed and can easily be sent periodically. Jan Frerichs contacted members of the board and committees with the lapsed member list. Members were instructed to look thru the names and contact all those that were familiar and remind them to renew. National had prepared a template for us to use during these phone conversations that have been very helpful. We will be going over the results of these phone conversations and reasons they are not renewing at this meeting. We will try to pinpoint these reasons and come up with a plan of action to address these issues. I am having fun using Publisher and will be coming up with welcome emails and cards to send to the new members. (I also got myself a new printer I'm excited to utilize!)

**CONCERNS:** I need to be more dedicated to this committee and try to use the tools developed by National to reach our membership base. I have been working on position descriptions and by reading all that S. Dakota expects of their member chair, I am lagging behind!

**FUTURE ACTIVITIES:** Continue to receive support by the board members and I welcome any and all ideas of reaching our members and showing them what a great association we are.

**REQUESTS FOR ACTION:** No requests for action.

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G. Member Services (MSC)



**REPORT OF: MEMBER SERVICES COMMITTEE  
REPORT TO: ASCLS-IA BOARD  
SUBMITTED FOR: FALL 2009 BOARD MEETING  
PREPARED BY: JAN FRERICHS, CHAIR  
DATE: NOVEMBER 7<sup>TH</sup>, 2009**

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**PURPOSE: Responsible for the retention of present members, reactivation of lapsed members, and other member services.**

**ACTIVITIES:**

Committee goals:

1. Contact lapsed members about reactivating membership.
2. Communicate with members regarding importance of membership
3. Provide membership retention up-dates to ASCLS-IA board
4. Coordinate recurring membership action plans, assignments and activities
5. Transition student members to new professional status

Activities toward those goals:

1. Vonnie Hinrichsen developed electronic membership reminders which can be used to contact members when it is time to renew.
2. Charge from national MSC to all states: have a personalized campaign to contact all lapsed members with a person phone call or face to face visit. The ASCLS-IA board was asked to contact those folks on the list who they personally know. Results of campaign to be discussed at the board meeting.
3. Worked with Vonnie Hinrichsen to develop membership SOP and best practices.
4. Report from national MSC:
  - a. Encourage all states to have connectivity with membership, e-mail preferred.
  - b. Calendar of membership activities developed that shows recurring activities at national, region, and state.

- c. Committee is currently working on revising MSC SOP
- d. Two surveys are being developed – one for about to retire members and another for lapsed members.
- e. Committee has requested resources from the BOD to purchase a web camera for ASCLS president to make a “Thank You for Your Membership” video, which can be posted to the website and be downloaded to play at state and region membership activities.

**CONCERNS:** Two concerns – not converting our student members to new professional status, and number of folks who let their membership lapse each year.

**FUTURE ACTIVITIES:** Ask each board member to reach out to someone in their workplace or their professional contacts list and visit with them about the benefits of belonging to ASCLS. Each of us joined ASCLS or became active because someone asked us to.

**REQUESTS FOR ACTION:** No requests.

#### H. Nominations and Awards



**REPORT OF: NOMINATIONS & AWARDS COMMITTEE**  
**REPORT TO: ASCLS-IA BOARD**  
**SUBMITTED FOR: FALL BOARD MEETING**  
**PREPARED BY: SHEILA DUNN, CHAIR**  
**DATE: OCTOBER 28, 2009**

**PURPOSE:** To nominate members to stand for election to the ASCLS-IA board. To reward and recognize members for their leadership and service to ASCLS-IA and to the laboratory profession.

**ACTIVITIES:**

Committee goals:

- 1. Have one or more persons nominated for each open position on next year’s board.
- 2. Have one or more nominees for all the awards given out at the spring meeting.

Activities toward those goals:

- 1. Brainstorm with the help of the current board, as to possible candidates for our open positions.
- 2. Put out a call in the NewsScope for people willing to serve and which positions need to be filled.

Positions needing filled in 2010: President-Elect  
 Secretary  
 Board Member  
 Student Forum Chair

- 3. Reminder e-mail around spring meeting time that we want nominees for our 5 awards: Member, Student, Mentor, Phlebotomist, and Support Staff of the Year.

**CONCERNS:** Do we have a plan for the Scholarship Committee? (Someone to chair it?)

**REQUESTS FOR ACTION:** None.

I. P.A.C.E. Coordinator



**REPORT OF: P.A.C.E.**  
**REPORT TO: ASCLS-IA BOARD**  
**SUBMITTED FOR: FALL BOARD MEETING**  
**PREPARED BY: KIM VON AHSEN, CHAIR**  
**DATE: NOVEMBER 7, 2009**

**PURPOSE:** P.A.C.E.<sup>®</sup> is an administrative system serving as the quality assurance mechanism for continuing education programs offered to clinical laboratory professionals. P.A.C.E.<sup>®</sup> Committee maintains the standards of P.A.C.E.<sup>®</sup> approval for education programs sponsored and/or offered by ASCLS-IA.

**ACTIVITIES:**

Committee goals:

Provide continuing education for members and non-members including approval of education programs offered by entities other than ASCLS-IA.

Activities toward those goals:

1. Provided P.A.C.E. Credit for Mississippi Valley Regional Blood Center Practical Blood Bank Techniques - Back to Basics.
2. Working on developing P.A.C.E Manual for state coordinator with instructions on using CE organizer, Annual Meeting Templates.

**CONCERNS:** No concerns.

**REQUESTS FOR ACTION:** No actions.

J. Publications Committee



**REPORT OF: PUBLICATIONS COMMITTEE**  
**REPORT TO: ASCLS-IA BOARD**  
**SUBMITTED FOR: FALL BOARD MEETING**  
**PREPARED BY: VONNIE HINRICHSEN, CO-CHAIR**  
**JUDY JACKSON, CO-CHAIR**  
**DATE: NOVEMBER 7, 2009**

**PURPOSE: PUBLICATION OF STATE NEWSLETTER FOR ASCLS-IA**

**ACTIVITIES:**

Committee goals: To inform state members/non-members of activities happening within our organization or to our profession on a state/region/national level.

Activities toward those goals: Summer edition of NewsScope was printed and mailed. New fall edition is in the works and almost completed. This edition will include news of the National meeting in Chicago. Articles are coming in on time and we should be published and ready to send within our timeline that we had set up at the last board meeting. I will be sending a "coming soon" electronic ad with snippets of newsletter content just to gain awareness that one is on the way. We will be using a different printer closer to Judy as she will be doing the printing and postage portion of this publication (say that fast 5 times!). I am still loving the new software and will continue to play and create things until everyone is sick of them!!

**CONCERNS:** No concerns.

**FUTURE ACTIVITIES:** Continue to send in articles on a timely basis and thank you for your support!

**REQUESTS FOR ACTION:** No requests.

K. Promotion of the Profession

Subcommittee: Career Recruitment



**REPORT OF: CAREER RECRUITMENT  
REPORT TO: ASCLS-IA BOARD  
SUBMITTED FOR: FALLBOARD MEETING  
PREPARED BY: JUDY JACKSON CHAIR  
DATE: OCTOBER 31, 2009**

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**PURPOSE:** To work to provide correct information for those interested in the clinical laboratory field.

**ACTIVITIES:**

Committee goals:

1. Promote the laboratory profession
2. Provide programs or materials to do workshops or sessions with Iowa's youth promoting the lab profession.
3. Visit schools to promote the lab profession
4. Encourage PACE programs

Activities toward those goals:

1. Visited 4 schools in September and October
2. Provided SOP and materials to Theresa who plans to attend Wartburg CVS.
3. Wrote article for "Testing Note" Newsletter published at Mississippi Valley Regional Blood Center that is sent to 48 service hospitals in Iowa, Illinois, Wisconsin, and Missouri. The article outlined enrollment at the 3 Iowa Community Colleges in the lab science programs. Amy Kapanka also provided input for the article.
4. Shared with lab technologists at two regional meetings about the need to support the CC as clinical sites for students.
5. Gave 2 PACE programs in fall quarter.

**CONCERNS:** No concerns.

**FUTURE ACTIVITIES:** Please email other workshops or presentations that are done by our membership.

**REQUESTS FOR ACTION:** No requests.

Subcommittee: Professional/Public Relations



**REPORT OF: SUBCOMMITTEE: PROFESSIONAL AND  
PUBLIC RELATIONS  
REPORT TO: ASCLS-IA BOARD  
SUBMITTED FOR: FALL BOARD MEETING  
PREPARED BY: JANEL HARTWIGSEN, CHAIR  
DATE: NOVEMBER 6, 2009**

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**PURPOSE:** To promote the profession by recognizing members' accomplishments.

**ACTIVITIES:**

Committee goals:

1. Recognize ASCLS-IA member's accomplishments in their respective local newspapers.

Activities toward those goals:

1. Committee is compiling a list of elected officers and committee chairs. This list is almost complete. The Committee will then begin a list of contacts and hopefully expand the list as time goes on.
2. At Spring Meeting, committee received "release of information" forms.

**CONCERNS:** Same concerns as last time. Also, work and family commitments have prevented me from working on activities; hope to have a better report before next meeting.

1. Currently there is no list of contacts to use. Also, I wish there was a better way to learn of member's accomplishments.
2. Now that I have the release of information forms – how would it be best to send these out to all members before recognizing them? Are these forms necessary?
3. I am concerned this committee is not active and should be. Recognizing members would be a great way to get the word out about the profession.

**FUTURE ACTIVITIES:** Continue to think about ASCLS members in your lab and contact myself when an accomplishment should be noted.

Does anyone have suggestions to help get this committee active?

**REQUESTS FOR ACTION:** No requests.

L. Scholarship

Changed title from IMTSF Scholarship Committee to ASCLS-IA Scholarship Committee to reflect the dissolution of IMTSF. Rachel Leemkuil volunteered for ASCLS-IA Scholarship Committee (3 year), Tara Sorensen (1 year), Jan Frerichs and Vonnie Hinrichsen (incoming). Goal for minimum of 3 on Scholarship serving a 3 year term, new member added yearly.

M. Webmaster



**REPORT OF: WEBMASTER**  
**REPORT TO: ASCLS-IA BOARD**  
**SUBMITTED FOR: FALL BOARD MEETING**  
**PREPARED BY: KIM VON AHSEN, CHAIR**  
**DATE: NOVEMBER 7, 2009**

**PURPOSE:** To maintain the ASCLS-IA website and other current technology social networking/communication applications. The website serves as an essential means of communication information to potential, new, and existing members about the activities of ASCLS-IA.

**ACTIVITIES:**

Committee goals:

Maintain an up to date website.

Activities toward those goals:

1. Updated the following pages on the ASCLS-IA Website [www.ascls-ia.org](http://www.ascls-ia.org) :
  - a. Leadership – Current with Board of Directors and Committee Chairs. Removed Licensure and updated name changes due to marriage
  - b. Board Meetings – Updated to include 2009 Spring Board Meeting Minutes and 2009-2010 Board Meeting dates, locations, and times. Posted Board Minutes through 2009 Spring.
  - c. Annual Meeting – updated with 2010 information and new link to 2010 Meeting Website.

- d. Past Issues – Updated page with all past issues of NewsScope issues
  - e. Main page – Updated Save the Date and Upcoming Events.
2. ASCLS-IA Facebook:
- a. Posted article on Allied Health that featured DMACC MLT Program
  - b. Created ASCLS-IA Student Forum

**CONCERNS:** No concerns.

**REQUESTS FOR ACTION:** No requests.

## Old Business

1. Travel/Reimbursement Policy
  - a. Changes made to policy, Reimbursement for Legislative Symposium changed from 50% to 100% and move item 8 to after item 4.
  - b. Motion #2: To approval the Travel and Expense Reimbursement Policy as written with the changes. Motion made by Sheila Dunn. Seconded: Vonnie Hinrichsen. Motion PASSED.**
2. Leadership Manual/SOP
  - a. Draft of manual to be presented at Winter Board Meeting with goal to vote at Spring Board Meeting.

## New Business

Discussion:

1. Delegation to Legislative Day in March
  - a. Attending : Lindsay Davenport-Landry (Leadership Academy) (exempt from lobbying due to VA employment) and Tara Sorensen (Region Student Forum Chair)
  - b. Concerns: Finances and members with Legislative experience
  - c. Other options: Have Tara shadow Tim Randolph and/or have Mary Jo Bonifas
  - d. Bottom Line: Finances are tight. \$4800 budgeted for 2010 Leg. Day.
  - e. Update to be given at Winter Board Meeting
2. Ad Campaign for Awards – get the word out to members and laboratories to nominate individuals
3. Membership Drive at Annual Meeting – ideas, giveaways, prizes. Board expectation to help man the booth.
  - a. Give Away ideas (horse/racing/casino play)
  - b. Schedule for ASCLS-IA booth (manned at all times)
4. National Medical Laboratory Professionals Week (NMLPW)
  - a. Partnership with ASCLS. Promotional items/screensavers/Fundraiser – cause that's lab related
  - b. Thank you e-mail thanking members for service during lab week

Next Board Meeting – Jan 23, 2010 at VA in Iowa City

## Adjournment

Meeting adjourned by President Kim Von Ahsen at 12:47 am

**2009-10 ASCLS-IA TREASURER'S REPORT**  
**end SECOND QUARTER (07/01/09-09/30/09); 3RD QUARTER (10/01/09-12/31/09) PREPARED**  
**11/02/09**

<b>INCOME</b>	<b>Budget</b>	<b>1st Qtr</b>	<b>2nd Qtr</b>	<b>3rd Qtr</b>	<b>4th Qtr</b>	<b>Actual</b>	<b>Difference</b>
1 Dues	\$1,000.00	\$0.00	\$645.00			\$645.00	(\$355.00)
2 Spring Meeting	\$8,000.00	\$0.00				\$0.00	(\$8,000.00)
3 News Scope/Advance	\$0.00	\$0.00				\$0.00	\$0.00
4 Workshops/Education	\$0.00	\$30.00				\$30.00	\$30.00
5 Interest	\$600.00	\$103.22	\$58.44			\$161.66	(\$438.34)
6 Other/Misc.	\$250.00	\$80.00				\$80.00	\$170.00
<b>Total Income</b>	<b>\$9,850.00</b>	<b>\$213.22</b>	<b>\$703.44</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$916.66</b>	<b>(\$8,933.34)</b>
<b>EXPENSES</b>	<b>Budget</b>	<b>1st Qtr</b>	<b>2nd Qtr</b>	<b>3rd Qtr</b>	<b>4th Qtr</b>	<b>Actual</b>	<b>Difference</b>
1 President	\$250.00					\$0.00	\$250.00
2 President-Elect	\$150.00					\$0.00	\$150.00
3 Secretary	\$50.00					\$0.00	\$50.00
4 Treasurer	\$50.00					\$0.00	\$50.00
5 ASCLS Annual Meeting	\$5,000.00		\$9,773.04			\$9,773.04	(\$4,773.04)
6 President's Pin	\$40.00					\$0.00	\$40.00
7 Career Recruitment	\$700.00					\$0.00	\$700.00
8 Display Expense	\$25.00					\$0.00	\$25.00
9 By-Laws	\$25.00					\$0.00	\$25.00
10 Spring Meeting	\$1,000.00	\$116.00	\$500.00			\$616.00	\$384.00
11 Education/PACE	\$325.00					\$0.00	\$325.00
12 Gov (PAC/Leg Day)	\$4,800.00		\$100.00			\$100.00	\$4,700.00
15 Membership	\$350.00	\$118.65				\$118.65	\$231.35
16 Public Relations	\$50.00					\$0.00	\$50.00
17 News Scope	\$1,600.00	\$69.91	\$588.93			\$588.93	\$1,011.07
18 Student Activities	\$150.00					\$0.00	\$150.00
19 Nominations/Awards	\$400.00	\$288.21				\$288.21	\$111.79

20 Historian	\$25.00					\$0.00	\$25.00
21 Board Expense	\$100.00					\$0.00	\$100.00
22 Region VI	\$1,200.00					\$0.00	\$1,200.00
23 Webmaster	\$35.00					\$0.00	\$35.00
24 MISC	\$0.00					\$0.00	\$0.00
<b>Total Expenses</b>	<b>\$16,325.00</b>	<b>\$592.77</b>	<b>\$10,961.97</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,554.74</b>	<b>\$4,770.26</b>

<b>Net</b>		<b>(\$379.55)</b>	<b>(\$10,258.53)</b>	\$0.00	\$0.00	<b>(\$10,638.08)</b>	
<b>Cash Begin/INCOME</b>		\$213.22	\$703.44	\$0.00	\$0.00	<b>\$916.66</b>	
<b>Cash End/EXPENSES</b>		\$592.77	\$10,961.97	\$0.00	\$0.00	<b>\$11,554.74</b>	

<b>INT &amp; ACCOUNTS</b>	<b>Checking-INT</b>	\$0.00	\$0.00			<b>BALANCE</b>	<b>\$ 246.82</b>
	<b>Savings-INT</b>	\$0.26	\$0.18	\$0.06	\$0.02		<b>\$ 503.73</b>
	<b>*CD-8042-INT</b>	\$0.00					<b>\$ -</b>
	<b>*CD-8075-INT</b>	\$0.00					<b>\$ -</b>
	<b>CD-8059-INT</b>	\$30.67	\$13.17	\$13.19	\$4.31		<b>\$ 5,521.45</b>
	<b>CD-8067-INT</b>	\$142.69	\$89.87	\$45.19	\$7.63		<b>\$ 11,599.23</b>
<b>cash end</b>		<b>\$173.62</b>	\$103.22	\$58.44		<b>TOTAL:</b>	<b>\$ 17,871.23</b>

**COMMENTS:** \*closed 07/18/09; funds moved to checking:  
 CD-8042 closed with \$5499.40  
 CD-8075 closed with \$5273.63

Karen Campbell, Treasurer Date 11/02/09

Proposed for adoption in 2010  
**.By-Laws of ASCLS-IA**

**Article I**  
**Name and Purpose**

The name of this organization shall be the American Society for Clinical Laboratory Science-Iowa (ASCLS-IA) hereinafter referred to as the Society. The purposes of this Society are ~~stated in the Articles of Incorporation~~.

- 1. To promote high standards in clinical laboratory methods and research.**
- 2. To promote adherence to the Code of Ethics of ASCLS and ASCLS-IA.**
- 3. To promote the visibility and status of those individuals specializing in medical laboratory techniques.**
- 4. To promote mutual understanding and cooperation between laboratory professionals and other health-care providers.**

**ASCLS-IA is a constituent society of the American Society for Clinical Laboratory Science (ASCLS).**

**.Article II**  
**Code of Ethics**

Being fully cognizant of my responsibilities in the practice of Clinical Laboratory Science, I affirm my willingness to discharge my duties with accuracy, thoughtfulness, and care. Realizing that the knowledge obtained concerning patients in the course of my work must be treated as confidential, I hold inviolate the confidence placed in me by patients and physicians. Recognizing that my integrity and that of my profession must be pledged to the absolute reliability of my work, I will conduct myself at all times in a manner appropriate to the dignity of my profession.

**Article III**  
**Membership**

- A. Membership in this Society is open to all persons interested in the clinical laboratory sciences and shall consist of the following classes: Professional, Collaborative, Student, Emeritus and Honorary as prescribed by the American Society for Clinical Laboratory Science (ASCLS).
- ~~B. Applicants for membership will be considered for membership only in the class appropriate to the maximum qualifications possessed by the applicant.~~
- C. Individuals seeking membership in this Society shall furnish information defining their qualifications on application forms prescribed by ASCLS outlining the prerequisites for all classes of membership.
1. Professional member: Any person who meets the requirements for professional membership in ASCLS and who indicates that ASCLS-IA is the constituent society of choice.
  2. Collaborative member: Any person who meets the requirements for collaborative membership in ASCLS and indicates that ASCLS-IA is the constituent society of choice.
  3. Student member: Any person who meets the requirements for student membership in ASCLS and who resides or is a student in the state of Iowa.
  4. Emeritus member: Any member of this Society who qualifies and becomes an emeritus member of ASCLS.
  5. Honorary member: Any person who becomes an honorary member of ASCLS and who resides or is employed in the state of Iowa shall be recognized as an honorary member of this Society.
  6. Meritorious member: An individual residing or working in the state of Iowa who has made outstanding contributions to the profession of clinical laboratory science or to this Society may be selected by affirmative vote of the voting membership at this Society's annual meeting.
- D. Privileges of membership:
1. Professional and emeritus members shall enjoy all the rights, benefits and privileges of this Society. They may vote, hold elective positions and serve on any committee or board. Formerly professional members enrolled as fulltime students and holding student membership shall not forfeit continuity of professional membership privileges upon resuming professional membership.
  2. Collaborative, honorary and meritorious members shall be granted the privilege of the floor and may serve on appointed committees of this Society.
  3. Student members shall enjoy all the rights, benefits and privileges of this Society with the exception of voting, holding elective office or serving as committee chair. One student shall be a delegate to the ASCLS House of Delegates.
- D. The retention, suspension, expulsion or reinstatement of a member of this Society is determined by ASCLS in the manner prescribed in the By-Laws and SOP's of ASCLS.**

**E. Impeachment of officers of this Society shall be in the manner prescribed in the By-Laws and SOP's of ASCLS.**

~~F. An applicant is established as a member in good standing of this Society upon submission to the Executive Office of ASCLS the proper application form and the required dues, with the subsequent approval of the Executive Office and notification of the treasurer and/or the membership chair of this Society.~~

~~G. A person shall maintain membership in this Society through membership in ASCLS.~~

~~H. Any member in good standing of a constituent society of ASCLS who moves his/her residence or employment to the state of Iowa is accepted as a member in good standing of this Society without payment or refund of dues for the remainder of the membership year, provided his/her application is submitted through the Executive Office of ASCLS.~~

~~I. The retention, suspension, expulsion or reinstatement of a member of this Society is determined by ASCLS in the manner prescribed by the By-Laws and Society Regulations of ASCLS.~~

~~J. Impeachment of officers of this Society shall be in the manner prescribed by the By-Laws and Society Regulations of ASCLS.~~

**Article IV  
Dues**

- A. All members of this Society will pay the appropriate dues to ASCLS according to the schedule of dues of ASCLS.
- B. In addition to ASCLS dues, professional and collaborative members will pay \$10 dues for ASCLS-IA; students will pay \$5 dues for ASCLS-IA and emeritus, honorary and meritorious members will pay no dues to this Society.

**Article V  
Officers**

- A. The officers of this Society shall be president, president-elect, secretary, and treasurer. The duties of these officers shall be as defined in these By-Laws, **the SOP's of this Society** and in the parliamentary authority adopted by this Society.
  - 1. The president shall be the chief executive officer of this Society. (S)He shall preside at all meetings of the Board of Directors and of this Society. (S)He shall be an ex officio member of all standing committees with the exception of the Nominations Committee. (S)He shall appoint the chair of all standing committees except the Nominations Committee. ~~and shall appoint an audit committee or auditor to audit the treasurer's books.~~ With the approval of the Board of Directors or the members, (s)he shall appoint such special committees as are needed. (S)He shall be a member of the President's Council and the Regional Council in accordance with By-Laws and SOP's of ASCLS.
  - 2. The president-elect shall, during his/her term of office, familiarize herself/himself with the duties of the office of president and shall, in the absence of the president, act as the chief executive officer of this Society. (S)He shall automatically become president the year following her/his election as president-elect. (S)He shall be a member of the President's Council and the Regional Council of ASCLS in accordance with the By-Laws and Society Regulations of ASCLS. (S)He is an ex officio member of all committees except the Nominations Committee.
  - 3. The secretary shall act as secretary at all meetings of this Society and of the Board of Directors, and shall keep in permanent form a record of all minutes of all meetings at which (s)he serves. (S)He shall be responsible for distributing copies of the minutes of such meetings as directed by the President and/or the Board of Directors. (S)He shall conduct such correspondence as shall be authorized by the Board of Directors or the President.
  - 4. The treasurer shall assure the receipt and expenditures of funds in accordance with the directives of the Board of Directors. (S)He shall be under such bond as established by the Board of Directors. (S)He shall ensure that all accounts of the Society shall be audited annually, prior to each annual meeting, but not exceeding **sixty (60)** days, by **the finance committee**. ~~appointed by the president from the membership.~~ At the annual meeting, (s)he shall submit to the members a statement of all receipts and expenditures for the current fiscal year. Upon taking office, a new treasurer shall examine the books for the previous **sixty (60) thirty (30)** days, notifying the Board of Directors of any inconsistencies, and file any tax returns in accordance with the laws of the state of Iowa **or the United States of America.**
- B. Eligibility for office. A member of this Society shall be eligible to hold office or be a board member provided (s)he is a member in good standing of this Society.
- C. Term of office.
  - 1. The term of office of president shall be one year.
  - 2. The term of office of president-elect shall be one year. The following year, the president-elect shall automatically succeed to the office of president.
  - 3. The term of office for the secretary shall be two years. The secretary may be re-elected but may not serve more than two consecutive terms.
  - 4. The term of treasurer shall be two years. The treasurer may be re-elected, but may not serve more than two consecutive terms.

- D. Filling of vacancies in office occurring between meetings of the Society ;  
**Vacancies in office occurring between meetings of the Society shall be filled by the Board of Directors until the next annual meeting as specified in the SOP's of this Society.**

~~A vacancy in the office of president shall be filled by the president elect for the remainder of the unexpired term. If so filled, this member shall remain in the office of president for the following year as well:~~

- ~~2. A vacancy in the office of president elect shall be filled by a majority vote of the Board of Directors to elect a replacement to serve for the remainder of the year. This member shall succeed to the office of president for the following year. At the next annual meeting following the occurrence of the vacancy, the Society shall elect a president elect.~~
- ~~3. In the event of the simultaneous removal during their terms of office of the president and president elect, the immediate past president of this Society shall become the president for the remainder of the unexpired term of the president. The office of the president elect shall be filled as previously described. At the next annual meeting of this Society, the members shall elect a president elect.~~
- ~~4. A vacancy in the office of secretary or treasurer shall be filled by the Board of Directors who shall elect a replacement by a majority vote to serve until the next annual meeting. In the selection of a member to fill vacancy, the Board shall first consider the candidates from the slate of nominees for that office from the preceding election.~~
- ~~5. A vacancy in the office of past president shall be filled by the most recent past president who is willing to assume the duties of the position.~~

- E. Election to office.

1. Election to an office will be by majority vote of the votes tabulated at the annual meeting.
2. The secretary and treasurer will be elected in alternate years.

## ARTICLE VI BOARD OF DIRECTORS

- A. The Board of Directors shall consist of the president, president-elect, secretary, treasurer, the immediate past-president, and three members elected from the membership at the annual meeting. In addition, there shall be a director from each chartered district society. A First Year Professional, if one is available and willing, may be appointed to the board by the president, with the approval of the board. This member of the board shall have full privileges of board membership, and shall serve in this capacity for one year. A student representative (or representatives) may be appointed to the board by the president, with the approval of the board, and may be granted voting privileges at the discretion of the board.
- B. The Board of Directors shall constitute the governing body of this Society when the regular meetings of this Society are not in session. The Board is vested with the control and management of all affairs, properties, and funds of this Society in accordance with the Articles of Incorporation and the By-Laws of this Society.
- C. A vacancy in an elective directorship shall be filled by the Board of Directors who shall elect a replacement by majority vote to serve until the next annual meeting, at which time the Society shall fill the position for the remainder of its unexpired term.
- D. The president or any other officer of this Society may call meetings of the Board of Directors, providing proper notice, stating purpose and place of the meeting is made to the respective members prior to such meetings.
- E. The president or president-elect and a majority of the membership of the Board shall constitute a quorum.
- F. Board members, except FYP and student representatives, shall be elected at the annual meeting by ballot for a three year term. One shall be elected each year to succeed the one having served three years. The term of office of any Board member of this Society elected at the annual meeting shall begin with the sine die adjournment of such annual meeting. A board member may be re-elected to a second term, but may serve no more than 2 consecutive terms. After a hiatus of one year, an individual may be elected to the board again.
- G. Notice of board meetings shall be printed in the official publication and sent to all members of the Board of Directors at least thirty (30) days in advance of the meeting. Meeting dates may also be established at one board meeting for future meetings and is deemed sufficient notice if absent members are notified by letter, by publication **or electronically**. Changes in the date must be communicated as early as practical.

## Article VII District Societies

- A. This Society may charter district societies
- B. This Society is empowered to revoke for just cause the charter of a district society upon notice and an opportunity to be heard thereon, by a majority vote of the members eligible and voting at the annual meeting, providing the Board of Directors of this Society by a majority vote favors the revocation of such charter.
- C. Any district society whose charter has been revoked may be reinstated by a majority vote of the Board of Directors and ratification by a majority vote of members eligible to vote and voting at the next annual meeting of this Society.

## Article VIII Committees

- A. There shall be the following standing committees;

~~Membership Development, Education, Career Recruitment, By-Laws, Finance, Professional and Public Relations, Publications, Government Liaison, Historian, Annual Meeting,~~ and Nominations and Awards. The president at the beginning of his/her term, shall appoint, with the approval of the Board of Directors, the chair of each standing the By-Laws committee. except Nominations and Awards. Any eligible member in good standing may be appointed. Each of these committees shall be composed of the chair and any number of members selected by the chair to conduct effectively the work of the committee.

**The Finance committee shall be composed of the President-elect, Treasurer and a Boardmember selected by the Board of Directors.**

The Nominations and Awards committee shall be composed of the immediate past-president (chair) and two members elected by the membership at the annual meeting. Eligibility for election shall be the same as for other elective positions in this Society. Each member of the Nominations and Awards committee shall serve for one year and may be re-elected to a second term.

B. Duties of the committees

- ~~1. Activities of the Membership Development committee shall include recruitment of new members, retention of present members, and reactivation of lapsed members. This committee shall maintain a current membership list and information concerning membership services.~~
- ~~2. Activities of the Education Committee shall include teaching methods and aids, continuing education and seminars. It shall assist the Annual Meeting committee in planning the program for the annual meeting, as appropriate.~~
- ~~3. Activities of the Career Recruitment Committee shall include student recruitment and professional reactivation.~~
4. Activities of the By-Laws Committee shall include keeping the By-Laws of this Society in compliance with the By-Laws of ASCLS, examine and consider proposed changes in the code of this Society and of the district societies. This committee shall be empowered to make such non-substantive changes as may be required to clarify language and to conform to proper usage, such changes to be reported by the committee at each annual meeting.
5. **Activities of the Finance Committee shall include preparation of a proposed budget, annual audit/review of all financial records and preparation of a statement of financial health of the organization.**
- ~~6. Activities of the Professional and Public Relations Committee shall include promoting the public image of the profession and developing good relations with the news media. News releases of significant items shall be prepared and submitted to the media by this committee.~~
- ~~7. Activities of the Publications Committee shall include responsibility for the preparation, editing, and distribution of the official publication and such newsletters as may be deemed advisable by the Board of Directors. The chair of this committee shall be the editor.~~
- ~~8. Activities of the Government Liaison Committee shall include tracking state, local, and federal legislation, Civil Service and Armed Forces regulations which affect Clinical Laboratory Science and its practitioners.~~
- ~~9. Activities of the Historian shall be to keep a history of the Association, a file of the publications and other pertinent information.~~
- ~~10. The Annual Meeting Committee shall be responsible for the planning and presentation of the meetings of this Society. It shall select and/or approve meeting sites, arrangements and programs. It shall be responsible for contacting commercial exhibitors, assist with exhibit arrangements and control.~~
11. Nominations and Awards Committee shall be responsible for preparing a slate of at least two qualified nominees, whenever possible, for each office to be filled by election at the annual business meeting. This Committee will be responsible for the Awards program of this Society.

C. The committees of this Society shall cooperate with the corresponding committees of ASCLS in carrying out their programs, as appropriate.

D. The president, with the approval of the Board of Directors, may appoint other committees and/or representatives as necessary for the welfare and proper functioning of this Society. **Such committees shall align with committees of ASCLS.**

E. Further definitions of the duties of each of the committees shall be outlined in the SOP's of this Society. This Handbook **These SOP's** may be changed in content by the Board of Directors.

## Article IX Regional Council

This Society shall be an active member of the Region to which it has been assigned according to the By-Laws and Society Regulations **SOP's** of ASCLS.

The president and president-elect of this Society are members of the Regional Council. Members of this Society who serve ASCLS in an elective or appointive capacity are ex officio members of the Regional Council.

The president and president-elect of this Society or their representatives are to attend all Regional Council meetings as the official

representatives of this Society and give a report of such meetings to the Board of Directors of this Society.

#### **Article X President's Council**

The president and president-elect of this Society, or their appointed alternates, are members of the President's Council of ASCLS. They shall attend all meetings of the President's Council, where practical, and give a report of such meetings to the Board of Directors of this Society.

#### **Article XI Delegates**

- A. This Society is represented at the annual House of Delegates Meeting of ASCLS by the number of delegates and alternates as provided for in the By-Laws and Society Regulations SOP's of ASCLS.
- B. Delegates and alternates are nominated and elected by the voting membership at the annual meeting of this Society.
- C. One student member, and an alternate, shall be appointed by the president of this Society, with the approval of the Board of Directors, to be a student representative to the House of Delegates of ASCLS.

#### **Article XII Meetings**

- A. There shall be at least one meeting of this Society each year. The annual meeting shall be held in the spring and shall include one or more scientific sessions and not less than one business meeting of the membership.
- B. The Board of Directors may authorize special scientific or business meetings as the best interest or conduct of affairs of this Society may render necessary or appropriate.
- C. Business meetings of this Society shall be open to all members upon proper identification. Each eligible member of this Society shall be entitled to one vote. The privilege of the floor shall be granted to non-voting members.
- D. A quorum for all meetings of this Society shall be the professional and emeritus members present, but in no case shall a quorum be less than ten per cent (10%) of the professional and emeritus membership and must include at least one officer and one additional board member.
- E. Notice of regular meetings shall be printed in the official publication and sent to all members at least thirty (30) days in advance of the meeting. Notice of special meetings shall be sent to the members at least ten (10) days prior to the meeting.
- F. Guests may be seated and given the privilege of the floor by consent of the members.

#### **Article XIII Fiscal Year**

The fiscal year is from April 1 to March 31.

#### **Article XIV Parliamentary Authority**

The rules contained in Robert's Rules of Order, Newly Revised shall govern this Society in all cases to which they are applicable and in which they are not inconsistent with these By-Laws. The parliamentarian for this Society shall be appointed by the presiding officer.

#### **Article XV Official Publication**

- A. There shall be an official publication of ASCLS-IA which shall be published not less than twice a year and which shall be identified by logo and/or title as a publication of this Society.
- B. The official publication shall be made available to all members of this Society.
- C. ~~The official publication shall be under the Publications Committee with the editor in charge, and such other staff members as the editor may select from the membership to execute publication.~~
- D. New C. **The editor(s) of the publication shall be appointed by the president and may select additional staffing as needed.**

#### **Article XVI Amendments**

- A. Amendments to the By-Laws of this Society may be submitted to the chair of the By-Laws Committee of this Society by individual members or by the Board of Directors.
- B. The By-Laws Committee shall make such changes as may be necessary to provide proper form without altering the meaning of the proposed amendment(s), and submit the amendment(s) to the Board of Directors for approval.

- ~~C.~~ Upon such approval, the chair of the By-Laws Committee shall submit the required number of copies of the proposed amendment(s) to the chair of the By-Laws committee of ASCLS for review and approval. ~~in such format (written or electronic) as deemed acceptable by the ASCLS By-Laws committee. At least ninety (90) days should be allowed from the mailing date to receive notification of the action of the ASCLS By-Laws Committee.~~
- D. Upon approval of the By-Laws Committee of ASCLS, the By-Laws Committee of this Society shall distribute copies of the amendment(s) to the voting members of this Association at least thirty (30) and not more than ninety (90) days before any scheduled business meeting of this Society. At such meeting the amendment(s) shall be presented to the members for consideration.
- E. Adoption of amendments shall require a two-thirds majority of the votes cast by members present at the meeting.
- F. Within ninety (90) days of adoption of amendments to these By-Laws, the secretary or By-Laws committee chair shall send an official copy (written or electronic) of the amended By-Laws to the Executive Office of ASCLS and to the chair of the By-Laws Committee of ASCLS.
- G. The By-Laws Committee of this Society shall have the responsibility and authority to initiate amendments in accordance with established procedures when necessary to be consistent with the By-Laws and SOP's ~~Society Regulations~~ of ASCLS.

**Article XVII  
Executive Council**

- A. The executive council of this Society shall consist of the Board of Directors, the chairs of ~~the standing~~ committees and representatives to other organizations. The president shall be the presiding officer of this council and shall call meetings when deemed necessary.
- B. The council may meet in concurrent session with the Board of Directors, to keep the Board informed of committee activities and developments involving the Society.
- C. There shall be no conflict for control or management of this Society, for control is vested in the membership at the annual business meeting, and alternatively with the Board of Directors.

**Article XVIII  
Dissolution**

- A. This Society may be dissolved by action of a two-thirds positive vote of the voting membership at a regular or special meeting or the membership; such meeting and its purpose having been communicated to the members at least sixty (60) days prior to such meeting.
- B. In the event of such dissolution, assets of the Society shall be used to pay any legal debts of the Society, with the residual assets, if any, to be transferred to an organization which has goals compatible with the goals of this Society, as the members shall direct when voting on dissolution. None of the assets of this Society will be distributed to members of this Society, other than the payment of legal debts.

**Article XIX This Article is redundant  
Affiliation**

This Society is a constituent society of the American Society for Clinical Laboratory Science and shall at no time, in any manner, adopt any policy contrary to the policies of that Society, except as may be required by the laws of the State of Iowa.

Note: This document contains all amendments approved through April 2007.

## **Suggested Standard Operating Procedures**

Article I The Name and Purpose are as defined in the Articles of Incorporation and the By-Laws of this Society.

Article II See By-Laws

Article III A.

1. Membership classes are defined by ASCLS.
2. Membership is granted when the application and the appropriate dues are accepted by ASCLS.
3. Meritorious members are recognized only by ASCLS-IA as defined in the By-Laws.

Article III B.

1. Professional and emeritus members may debate, vote and hold any elective or appointed office.
2. Collaborative, honorary and meritorious members shall be granted the privilege of the floor and may serve as committee members.
3. Student members shall have the privilege of the floor.

Article IV

- A. All members will pay ASCLS dues as defined by ASCLS.
- B. State dues are \$10 for professional and collaborative members and \$5 for student members.
- C. Emeritus, honorary and meritorious members shall pay no ASCLS-IA dues.

Article V A.

1. The officers of this Society shall be president, president-elect, secretary and treasurer.
2. The duties of each are as defined in the By-Laws.

Article V B. Eligibility for office requires being a member in good standing of ASCLS in the professional or emeritus class.

Article V C. Filling of a vacancy in one of these offices shall be by vote of the Board of Directors: such filling of office to be effective only until the next annual meeting of the membership.

Article VI A.

1. Membership of the Board of Directors includes all elected officers, the FYP appointed by the president, and one or more students.
2. The president may appoint both a MLS and MLT level student, if possible, to serve for one year.
3. The appointed representatives shall have full privileges of participation, including voting.

Article VI B. The Board has the responsibility of governing the Society between meetings of the membership.

Article VI C. Vacancies in elective office shall be filled by majority vote of the remainder of the Board, such appointment to run until the next annual meeting.

Article VI D. Meetings may be called as specified in the By-Laws.

Article VI E. The president or president-elect and 4 other board members shall constitute a quorum.

Article VI F. Election is as stated in the By-Laws.

Article VI G. Notice of meetings of the Board shall be given to all Board members at least 30 days prior to the meeting by;

1. Notice in the official publication
2. By e-mail
3. By phone or fax

Any changes in date due to weather or unforeseen circumstances must be communicated as soon as possible.

Article VII District societies may be recognized by ASCLS-IA.

1. Must define the area to be covered.
2. Must adopt By-Laws consistent with ASCLS-IA
3. Must conform to eligibility requirements for officers.

4. Must submit formal request (written or electronic) to Board.

#### Article VIII Committees

- A.
1. By-Laws committee chair is to be appointed by president.
  2. Must maintain By-Laws in compliance with ASCLS.
  3. Helps to develop amendments proposed by the Board of Directors or by individual members.
  4. Communicates with ASCLS By-Laws committee for approval of proposed amendments.
  5. Submits approved amendments to the membership for adoption.
  6. Reports results to ASCLS By-Laws committee.
  7. Maintains updated version of By-Laws internally and with ASCLS.
- B.
1. Finance committee composition is defined in the By-Laws
  2. Develops a proposed budget to be submitted to the board prior to being submitted to the membership at the annual meeting for final action.
  3. Conducts an audit/review annually within sixty (60) days of the Annual meeting. A report of the audit/review is to be submitted to the board and the membership by the board representative.
  4. An outside accountant may be consulted.
- C.
1. Nominations committee is chaired by the past-president.
  2. 2 members are elected at the annual meeting.
  3. Receives suggestions or makes suggestions for individuals to run for vacancies in elective office and ensures their eligibility to serve. Nominees must be willing to serve if elected.

Article IX The president and president-elect are expected to participate in the Regional Council as defined in the By-Laws of ASCLS and the SOP's of Region 6.

Article X President and president-elect are members of the President's Council of ASCLS, as defined in ASCLS By-Laws and SOP's.

Article XI Delegates to the house of delegates;

1. Number of delegates is determined by membership number and is given to ASCLS-IA by ASCLS.
2. Delegates and alternates are to be elected at the annual meeting.
3. Delegates are expected to familiarize themselves with issues on which they will be voting.

The other articles are pretty self-explanatory. SOP's would be one line repeating basic premise. The By-Laws copies have deletions underlined and in red. Bold type indicates additions. Renumbering or re-lettering will be done as needed in the final product.

## **TRAVEL AND EXPENSE REIMBURSEMENT POLICY (ASCLS-IA Policy)**

### **PURPOSE**

The purpose of this policy is to provide ASCLS-IA with guidelines governing disbursement of ASCLS-IA funds for travel and expenses incurred in conducting the business of the state.

### **GUIDING POLICY**

It is the State's policy to reimburse authorized individuals for all reasonable expenses of a business nature incurred while performing activities directly related to the function of the State and defined in position descriptions.

Authorized individuals include members of ASCLS-IA. When feasible, expenses will be line items in the approved budget of the State.

To qualify for reimbursement, expenditures must:

- Be reasonable, necessary and most economical
- Provide a reasonable expectation of benefit for ASCLS-IA
- Not be for items of personal comfort or family expenses
- Be properly approved
- Be incurred in conjunction with the conduct of authorized business of the State.

### **APPROVAL AND DOCUMENTATION**

All budgeted travel expenses, business expenses, and lodging incurred must be submitted to the President for review and approval. If questions arise regarding appropriateness of expenses, expenses are not budgeted or exceed the budgeted amount, the final decision for approval rests with the President or Board of Directors.

Vouchers must accompany all reimbursement requests and contain itemized bills, receipts or other documentation of expense (e.g. map quest printout showing roundtrip mileage.) Vouchers and associated documentation must be submitted within 90 days of the incurred expense.

### **APPROPRIATE SPENDING LEVELS**

#### 1. Transportation

- Air travel - coach or most economical unless otherwise approved by the Board of Directors
- Ground travel
  - Rental car - not authorized
  - Personal car - the driver will be reimbursed for mileage at the current rate established by the IRS. Reimbursement includes tolls and parking. Members are encouraged to carpool whenever possible.
  - Train – actual expense
  - Bus – actual expense
  - Shuttle - transportation from the airport by most economical means (usually not by taxicab); the possibility of local members assisting with personal cars should be evaluated.

2. Meals will be reimbursed only on an individual basis through the Board of Directors. Alcohol will not be reimbursed.

#### 3. Lodging

- Lodging expenses for members will be reimbursed for the ASCLS nationally sponsored events. Reimbursement for overnight accommodations will be determined by the length of the meeting.

- A double accommodation in a reasonably priced hotel is the standard. If a single accommodation is requested the difference in charge will be paid by the member.
- Commercial or group rates should be obtained when possible for large groups and/or extended stays.
- Hotel amenities (i.e. internet, phone, movies, etc) are not reimbursed.

4. Registration Fees

- a. ASCLS National Meeting - 50% reimbursement for non-student and 100% for student members
- b. Legislative Symposium - 100% reimbursement for all members
- c. Other ASCLS nationally sponsored meetings – 50% reimbursement for non-student and 100% for student members

5. Gratuities - no reimbursement

6. ASCLS Appointed Committee Individual will be reimbursed at 50% total expenses.

7. Travel advances - are not provided except under extenuating circumstances, at the discretion of the Board of Directors.

8. For items not specifically addressed in this policy, the individual requests are to be approved by the Board of Directors prior to the reimbursement in these situations.