



**North Carolina Society for  
Clinical Laboratory Science**  
**Policy Manual**

**Revised 2007**

<b>Section I. Elected Officer duties</b>	3
1. Duties of the President	3
2. Duties of the President Elect	5
3. Duties of the Past President	6
4. Duties of the Secretary	7
5. Duties of the Treasurer	8
6. Duties of the four Board of Directors	9
7. Student Forum Chair	10
<b>Section II. Elected Non-board officials</b>	11
• Nominations and Elections	12
• Finance Committee member	12
<b>Section III. Student Forum Policies</b>	13
<b>Section IV. Committee Descriptions and Duties</b>	18
• Committee chairs –general information	19
• Awards	20
• Membership	21
• Government Affairs/PAC	22
• Publications	23
• P.A.C.E Administrator	24
• Scholarships	27
• AHEC liaison	30
• Council for Allied Health in North Carolina Liaison	30
• Professional And Public Relations	31
• e-File Custodian	32
• Parliamentarian	32
• Bylaws and Policy Manual	33
<b>Section V. District Description and Duties</b>	34
<b>Section VI. Scientific Assembly Descriptions and Duties</b>	36
<b>Section VII. Appendices</b>	38
• Parliamentary Procedures	39
• Sample meeting agendas	41
• Installation of Officers	49
• Scholarship Application	51

## Office of the President

### NCSCLS Duties

- Serve as the chief executive of this Society.
- Preside, or designate another to preside, at all meetings of the Society and its Board of Directors.
- Serve as an ex-officio member of all committees.
- Appoint chairs of all standing committees, except the elective and finance committees.
- Appoint a past Treasurer to the Finance Committee.
- Assure that a copy of the Society Policy Manual has been received electronically by all officers and committee chairs from the Bylaws chair.
- Appoint Scientific Assembly chairs.
- Appoint any special committee deemed necessary for the proper function of the Society.
- Perform all other duties customary as defined by parliamentary authorities.
- Represent, or appoint a representative for, the Society at all times.
- Inform the Board of Directors and committee chairs of matters coming to their attention that relate to committee function and duties.
- Inform the President-Elect of activities and suggestions for the coming year so as to acquaint him/her with Society matters.
- Consult with advisors/counselors (e.g., financial, legal) when necessary.
- Consult with other NCSCLS officers and committee chairs before making significant decisions.
- Prepare a "President's Column" for each issue of the Filter Paper.
- Inform the officers, board of directors, and committee chairs of their duties and responsibilities.
- Keep abreast of the activities of all committees through contact with the committee chairs.
- Keep abreast of the financial status of the Society.
- Prepare agendas for all business and board meetings.
- Call special or emergency meetings of Board of Directors as needed
- Install newly elected officers, board members, and representatives at the annual business meeting. (See appendix for protocol)
- Advise/consult with Fall Focus or CCC chairs on overall meeting Arrangements and request adequate space for and suggest scheduling of the business and board meetings.
- Represent (or appoint a representative to) the Society at meetings of other professional societies, organizations, institutions, or agencies.
- Serve as a speaker and/or resource person for local societies and all members regarding society and general issues concerning the profession.
- Appoint chairs for future conventions/seminars to occur on calendar in accordance with time lines acceptable to Society.

- Make the following appointments for business meetings and instruct the appointees in their duties:
  - **Parliamentarian-** to serve as parliamentary authority for all business meetings and at the President's request , determine parliamentary procedure.
  - **Minutes Committee** – two people to assist the Secretary minutes during the business meetings and help review written minutes prepared by the secretary.
  - **Sergeant-at-Arms** – one person to keep order in the meeting room and to assist in distributing papers, ballots , etc during the meeting.

### **Region III Duties**

- Attend all regional council meetings.
- Submit reports to the regional director as requested.
- Serve as a voting member of the regional council.
- Inform the regional Council of NCSCLS concerns and issues.
- Disseminate information from the region to NCSCLS membership.

### **ASCLS Duties**

- Inform the Regional Director and National Officers of matters from this Society as necessary or requested.
- Provide ASCLS with an electronic leadership roster
- Submit forms to ASCLS for ASCLS Member of the Year, Keys to the Future and Omicron Sigma. Utilize national guidelines for each award.
- Inform ASCLS office of elected delegates and alternates to the Annual Meetings on the forms supplied by ASCLS.
- Inform NCSCLS delegates to the ASCLS conventions of their duties.
- Represent the Society at the President's Issues and Update (first house) at the annual ASCLS meeting.
- Chair the NCSCLS delegation at the annual ASCLS meeting immediately following your term of office.
- Credential NCSCLS delegates at the ASCLS meeting.
- Arrange caucuses of the NCSCLS delegation if needed.
- Inform the delegation of all pertinent convention business.
- Prepare, or appoint members to prepare, a report of the national convention for the Filter Paper, including photos.
- Submit nominations for appointment to ASCLS committees as requested by the ASCLS president
- Become familiar with ASCLS positions on issues and present an update to the NCSCLS membership at state meetings.

## **The Office of President Elect**

### **NCSCLS Duties**

- Become familiar with the duties of the office of President.
- In the absence of the President, act as chief executive of this Society.
- Organize a summer board and leadership development retreat for newly elected officers and committee chairs to be conducted the summer you take office in July. Invite outgoing officers and committee chairs in the retreat.
- Serve as a member of the Finance Committee
- Become familiar with the activities of the various NCSCLS committees.
- Become familiar with the services and materials available from and utilized by the National office.
- Appoint a CCC and Fall Focus chair or representative to serve on the planning committee for the spring meetings of your year and the fall meetings after your term ends.  
**Note:** Fall Focus is a joint meeting with the NCSSAMT and the chair alternates between societies. CCC is a joint meeting with SC and the meeting alternates between the states with NC having the even years. When the meeting is in North Carolina, the chair alternates between NCSCLS and NCSSAMT.
- In the absence of the President, preside at general business meetings or board meetings.
- Prepare objectives and a timeline for your term as president.
- Represent (or appoint a representative of) the state Society at meetings of other organizations, professional societies, institutions or agencies.
- Serve as a speaker and/or resource person for local societies and all NCSCLS members regarding the Society and general issues concerning the profession.

### **Region III Duties**

- Attend all Region III Council meetings and serve as a voting member.
- Help the president disseminate information from the Region III Council to the state membership.
- Prepare and present a report on the regional council meetings for the NCSCLS membership (either by an article in the Filter Paper or a report at the NCSCLS board and business meetings).

### **ASCLS Duties**

- At the end of the PE year, during the spring convention, assemble the board and committees. Electronically report this to ASCLS the end of May.
- Serve as a member of the NCSCLS delegation at the ASCLS annual meeting.
- Attend all meetings of the House of Delegates, state and regional caucuses
- Attend the President Elect workshop
- Become Familiar with ASCLS positions on issues and assist state membership in becoming knowledgeable.

## **The Office of Immediate Past President**

### **Duties**

- Serve as a member of the NCSCLS Board of Directors.
- Act as a mentor to the NCSCLS President.
- Serve as chair of the NCSCLS Elections Committee.
- Disseminate appropriate position guidelines to all nominees prior to the election. CLS President.
- Execute a call for delegates and prepare a delegate election ballot to elect delegates at the spring business meeting.

## **The Office of Secretary**

### **Duties**

- Serve for a two year term.
- Attend all board and business meetings of the society and record the minutes to include complete records of all items of discussion and motions including the disposition of all motions. maintain complete records of all items of discussion and motions including the disposition of all motions.
- Utilize the appointed minutes committee to electronically review the first draft of the minutes.
- Provide an electronic copy of the minutes of each meeting to the President in a timely fashion so corrections can be electronically gathered from the board and committee chairs who attended the meeting.
- Incorporate corrections to the minutes and submit the corrected minutes for approval at the next board and general business meeting of the society.
- Write any official correspondence requested by the Board of Directors according to the guidelines for sending correspondence.

## The Office of Treasurer

### Duties

- Serve for a two year term.
- Assure the receipt and expenditures of all NCSCLS funds in accordance with the directives established by the Board of Directors.
- Report the financial condition of the Society to the Officers and Board of Directors at the regularly scheduled board meeting and whenever requested.
- Advise the President regarding the financial status on a regular basis (regularity determined by the president).
- Have the accountant compile the annual statement of assets, liabilities and fund balances-cash basis and the related statement of support revenue, and changes in fund balances-cash basis, at the end of the fiscal year and submit the report to the President. All Bank accounts that the Society holds are included in the statement, including convention/meeting accounts when the society has oversight responsibility of the account. Oversight responsibility generally means that someone in the Society is the treasurer of the convention and the Society's tax ID number is used to open the convention's bank account.
- Serve as chair of the Finance Committee (see separate guidelines).
- Obtain the Tax ID number from the past-treasurer and if necessary open bank account(s). Checks should be printed with the name of the organization.
- See that bank account card(s) is/are properly signed with required signatures.
- Secure bonding of the treasurer and president. This is done through a commercial crime insurance policy. The insurance agent should be contacted when a change in the president or the treasurer occurs. In years in which the Society has oversight responsibility of a convention, bonding should be secured for the convention treasurer.
- Deposit checks received as income for the Society such as dues, Advance income, and convention income within two weeks of receipt.
- Pay all legitimate debts upon presentation of a bill, receipt and/or voucher to include Region III dues, PACE Provider Fee, and member reimbursements.
- Contact the CPA for the Society soon after the end of the fiscal year (fiscal year is July 1-June 30) and submit the Society's financial records (including end of year bank balances) to the CPA for preparation of the financial statements and IRS tax forms as necessary.
- Sign, and mail IRS tax returns on time if necessary. The tax return for the fiscal year ending June 30 is due November 15.
- At the end of the 2-year term, transfer the funds to the incoming treasurer and president.
- Serve as an official member of the finance committee for 2 years following your term as treasurer.

## **The Office of Board of Director**

### **Duties**

- Serve two years as a director on the board which governs NCSCLS.
- Assume the responsibility of all properties and funds of NCSCLS.
- Participate in a meeting prior to each regular meeting of the Society to review and arrange business to be presented to the membership.
- Participate in a report at the annual meeting of all business transacted in the interest of the Society.
- Fill, by a two-thirds vote of all members of the Board, vacancies occurring in offices or elective positions as specified in the Bylaws.
- Attend all board and general business meetings. Absence from more than two board meetings during the may, at the option of the board, result in removal from office.
- The four (4) board members elected as directors shall be assigned duties by the president (i.e. committee chair, liaison to the student forum, task force chair).

## **The Office of Student Forum Chair**

### **Duties**

- Be elected as a voting member the NCSCLS board by the student members to serve a one year term.
- Attend all board and business meetings.
- Be responsible for the business of the NCSCLS student forum
- Be the official representative of the Forum at the Society functions.
- Preside at all business meetings of the NCSCLS Student Forum.
- Be an ex-officio member of all student forum committees.
- Appoint ad hoc committees as needed, with the consent of the student forum advisor.
- File a report on forum activities to the NCSCLS Board of Directors (BOD) as requested by the President.
- Write an article on student forum news for each edition of the Filter Paper.
- Keep on-going records of all activities and correspondence of the forum and ensure that copies of all correspondence are sent to the Student Forum Advisor and all others as directed by the Advisor.
- Transfer records to the incoming student forum chair within thirty days after the NCSCLS Spring Business meeting.

# **Section II**

# **Elected Non-board**

# **Officials**

## **The Office of Nominations and Elections Committee Member**

### **Duties of elected Nominations Committee Members**

- Serve a one year term. The Past President will be the chair.
- Solicit active professional or emeritus members to run for elective office or elective committees (i.e finance and nominations and elections)
- Prepare an article for the fall Filter Paper requesting volunteers and nominees.
- Meet with the chair at Fall Focus to begin preparing a slate of nominees for each office and elective position to be filled by election by the membership.
- Forward the following materials to each nominee:
  - ✓ Job description for the office they are seeking
  - ✓ Candidate profile sheet (to be used in the election process)
  - ✓ Letter of appreciation for willingness to run for office, and instructions
- Send the slate of nominees and ballots to the membership
- Assist the chair with the ballot counting process unless too geographically distant. The chair may appoint a counting committee from active/ emeritus members in their local area.
- The chair will notify the President and all candidates of election outcome by mail.
- The chair will present the N&E report of election results to the spring general business meeting.
- Prepare for delegate elections at business meeting and count ballots.
- Announce the result of delegate elections at business meeting.
- Give the President a written list of delegates in order by plurality vote.
- Prepare an electronic file of all proceedings of the election process to be handed to succeeding Chair of N&E.

## **The Office of Finance Committee Member**

### **Duties**

- Prepare and present the annual budget for the Board of Directors and Society.
- Prepare recommendations for the management of non-budgeted Society Monies.
- Submit written reports through the Treasurer to the Board of Directors at each meeting.
- Review and recommend revisions of the financial guidelines as necessary.
- Recommend in the annual report proposed, the funding for the delegates and the presidential officers to the ASCLS meeting.
- Recommend in motion form to the Board of Directors the funding of the student delegate from the Student Forum monies. Board action on this motion is sufficient. Membership action is not required.

# **Section III**

# **Student Forum**

# **Policies**

**Descriptions**  
**of**  
**Student Forum**  
**and**  
**Committee**  
**Policies**

## **Operational Policies NCSCS Student Forum**

**INTRODUCTION:** Consistent with the Bylaws of ASCLS and NCSCS, the NCSCS Student Forum shall strive to educate students of clinical laboratory sciences by promoting the concept of professionalism as expressed by ASCLS in its philosophies, policies, and procedures.

The Student Forum shall encourage student involvement in the professional organization by providing networking opportunities, and participating in fundraisers and business meetings; and, the Student Forum will advocate for continued membership as students become practicing clinical laboratory professionals.

The Student Forum shall also strive to maintain a structure through which student members of ASCLS can communicate their needs, concerns, and opinions to the local, state, regional and national governing bodies of the society. Operationally, this forum is part of the NCSCS Scientific Assembly.

**I.MEMBERSHIP:** Membership requirements are those established by ASCLS.

**II.MEETINGS:** There should be at least one business meeting of the NCSCS Student Forum each year. Any member of the society may attend the business meeting; non-members may be seated by the consent of the membership present but are not eligible to vote. The NCSCS Student Chair (hereinafter referred to as the Chair) may authorize interim meetings with the approval of the Student Advisor and the President of NCSCS (hereinafter referred to as the Advisor and the President, respectively).

**III.OFFICERS:** The officers of Student Forum shall be the Chair and Vice-chair

### **A. DUTIES**

#### **The CHAIR shall:**

- Be the official representative of the Forum at the Society functions.
- Preside at all business meetings of the NCSCS Student Forum.
- Be an ex-officio member of all student forum committees.
- Appoint ad hoc committees as needed, with the consent of the advisor.
- Become familiar with the guidelines for the NCSCS Scientific Assembly.
- Report to the NCSCS Board of Directors (BOD) as requested by the President.
- Write a short article for publication in each edition of the Filter Paper.
- Keep an on-going file of all activities and correspondence; ensure that copies of all correspondence are sent to the Advisor and any others, as directed by the Advisor. Copy all pertinent information to the e-file custodian. This file shall be transferred to the incoming Chair at the summer leadership retreat
- Initiate the activities of at least one fundraising event.
- Maintain a link on the NCSCS website to the Student Forum.

**The VICE-CHAIR shall:**

- Become familiar with the duties of the office of Chair, and shall serve in the absence of the Chair.
- Follow the directives of the Chair.

**B. ELIGIBILITY FOR OFFICE**

All candidates for chair and vice-chair must be members of the Society and be enrolled in, or accepted into, a clinical laboratory education program.

**C. ELECTION OF OFFICERS**

Voting shall take place at the spring business meeting and the election of officers shall be conducted by the Chair. Nominations will be made from the floor and each candidate will present a three minute speech prior to voting. Only NCSCS Student Forum members (officers included) are eligible to nominate candidates and vote. Election shall be by secret ballot. In the event of a tie, the winner will be determined by lot (i.e. a coin toss).

**D. TERM OF OFFICE**

The term of office for all elected officials shall be one year, to commence at the close of the spring business meeting of the Society. Any officer may be re-elected provided that the eligibility requirements for office are met.

**E. 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 spring business meeting. In the event of a simultaneous vacancy in the office of Chair and Vice-chair, the position of Chair shall be appointed by the NCSCS President.

**IV. DELEGATE TO THE NATIONAL CONVENTION**

The NCSCS Student Forum will sponsor a delegate to the annual ASCLS National Convention. The incoming Student Forum Chair will be the delegate, unless unavailable, in which case, the incoming Vice-chair will be the delegate. In the event that neither the incoming Chair nor Vice-chair is able to attend, the delegate will be appointed by the Board of Directors.

**A. ELIGIBILITY:** The candidate for Delegate shall:

1. Be enrolled in a clinical laboratory education program in the state of North Carolina at the time of the election.
2. Be a member of ASCLS and NCSCS. Present and newly elected officers shall not be excluded from consideration as Delegate.

**B. DUTIES AT THE NATIONAL MEETING:**

The Delegate shall:

1. Attend all meetings of the Student Forum.
2. Attend the NCSCS Caucus.

3. Attend all reference committees, opening session of the general assembly, candidates presentation, regional meetings, etc. (The student delegate should discuss these responsibilities with the NCSCLS President.)
4. Report to the NCSCLS Student Forum at the Fall Student Seminar or the next Business Meeting and write a Filter Paper article.

**C. FINANCIAL AID:**

A pre-determined amount of financial aid support will be provided from the Student Forum fund &/or General Expense Fund. This amount shall be approved by the Board of Directors and included in the budget.

**STUDENT FORUM ADVISOR**

**DUTIES**

1. Become familiar with the NCSCLS Bylaws and Student Forum Guidelines.
2. Review recommendations for student projects prior to submission to the Board of Directors (BOD) for approval.
3. Assist students in planning projects to help fund the activities of the Student Forum.
4. Review all correspondence created by the Student Forum Chair prior to dissemination to the general membership.
5. Work with Student Forum Chair to propose a student forum budget to the BOD for approval at the first BOD meeting of the fiscal year.
6. Seek approval of the BOD for any money disbursements other than those approved in the budget.
7. Submit all reimbursement vouchers for advisor expenses.
8. Assist the students in planning the student activities of the NCSCLS fall and spring meetings; work with the program chair to schedule these activities.
9. Encourage students to hold meetings in addition to those planned concurrently with the NCSCLS fall and spring meetings.
10. Serve as a recruiter for student members.
11. Obtain the current list of accredited programs and program directors/education coordinators for use by the Student Forum. Utilize the website: [www.naacls.org](http://www.naacls.org) to obtain the information.
12. Assure that the most recent student delegate to the ASCLS meeting writes a report for publication in the Fall Filter Paper.
13. Encourage the most recent student delegate to attend all Student Forum meetings during the year after election of the delegate.
14. Enforce compliance with the Student Forum guidelines.
15. Assist Student Forum Chair and Vice-chair in setting goals for the upcoming year.

**General Comments**

1. All monies collected by the Student Forum should be submitted to the NCSCLS Treasurer.
2. Any reimbursement of expenses will be made according to the NCSCLS financial policies.
3. For student projects in which items are distributed for sale, secure statements from the receiver of the items that he/she will submit monies to cover all items received or an appropriate amount of money and the unsold items.
4. In planning projects, remember that NCSCLS is a non-profit organization; and that NCSCLS strives to maintain a positive professional image; therefore, student projects should be selected accordingly.

# **Section IV**

## **Committee**

### **Descriptions and**

### **Duties**

**NCSCSLS Committees – General Information**  
**All Committee chairs Serving NCSCSLS**

1. Attend all (or as many as possible) NCSCSLS Board meetings.
  - a. Participate in discussion.
  - b. Present to the board any committee recommendations requiring a board motion/action.
2. Submit report of committee activity to President on request and efile custodian prior to each board meeting.
3. Involve as many as possible in the activities of the committee.
4. Prepare a budget for the Finance Committee.
5. Maintain a file of committee activities. At the end of the term, remove any material that is not essential for continuity, and pass the file to the next chair.
6. Assist the succeeding chair in initial performance of committee responsibilities as needed.
7. Notify the President of any meetings of the committee. If the President cannot attend, inform her/him of business transacted.
8. Send information to the Filter Paper editor regarding activities and functions of your committee. Adhere to deadline established by the Filter Paper editor.
9. Copy correspondence to committee members and the President and President-Elect.
10. Extend appreciation to committee members at end of year.
11. Submit or update NCSCSLS website with appropriate information describing committee activity.
12. Periodically check the ASCLS website for leadership information for your committee.

## **Awards Committee**

The Awards Committee serves to recognize individuals for their achievements and service to NCSCLS and the clinical laboratory profession. The Awards Committee consists of the Awards Committee Chair, board members, presidential appointees, and committee chairs. The Awards Committee Chair is appointed by the incoming NCSCLS President each year.

### **Duties of the Chair:**

1. Recognize NCSCLS Scholarship winners by preparing certificates to be awarded at Fall Focus each year.
2. Obtain current ASCLS award guidelines each year from the ASCLS Awards Committee.
3. Solicit appropriate members for potential award nominees. The appropriate members will vary according to the award and may include: the President, Scientific Assembly Chairs, district chairs, elected officials, or the general membership. This appeal for nominations may be executed through board or business meetings, email, or The Filter Paper.
4. Confer with the President concerning potential award winners and nominees. At minimum, awards shall include NCSCLS Member of the Year, Omicron Sigma, and Keys to the Future, if qualifying members exist. The President will choose the recipients for these awards with the advice of the Chair. The President may also award certificates of appreciation to recognize other members or non-members for their contributions to NCSCLS.
5. Oversee NCSCLS nominations for ASCLS awards. The Chair shall communicate with nominators and nominees to define their responsibilities and deadlines to ensure timely completion of ASCLS award nominations.
6. Procure a source for plaques, ribbons, and certificates. For plaques, it is probably best to use an awards or trophy shop close to the Chair's home for logistical purposes. Certificates can be produced very nicely on a personal computer. Generally, NCSCLS members named to Omicron Sigma at the state, regional, and national levels each receive a certificate. Presidential Award of Appreciation recipients also receive certificates. Other NCSCLS award winners, including ASCLS award nominees usually receive a plaque. The Chair shall have all awards made and corrected before Carolinas Clinical Connection.
7. Assist the President in the presentation and distribution of NCSCLS awards at the Carolinas Clinical Connection.
8. Publicize the annual award results by writing an article for The Filter Paper.

### **Membership Chairperson**

This is an appointed position. The appointment is made by the President. The members of this committee can be any current current member of the society and usually includes but is not limited to the NCSCLS district chairpersons.

#### **General Duties:**

1. Understand and stay current with the national membership committee guidelines.
2. Participant on the ASCLS national membership development committee.
3. Maintain a current roster of NCSCLS members, and distribute appropriate member information when requested for NCSCLS sponsored activities. (i.e. Society meetings, Filter paper)
4. Write and distribute a welcome letter to all new members and transfers and include a copy of the NCSCLS Bylaws and current NCSCLS leadership roster.
5. Organize and conduct campaigns for recruiting new members and reactivation of lapsed members.
6. Prepare a membership column for each issue of the Filter Paper to include a list of new members since the last column.
7. At each Society meeting (Fall and Spring meeting) set up a membership table to distribute or have available application materials regarding benefits of Society membership. People knowledgeable about the Society should staff this table.
8. Attend each society business meeting, and chair the credentials committee with the following duties:
  - a. At the business meeting, sit at door and greet and verify the current status of membership of those people who wish to be seated in the business meeting.
  - b. Keep track of voting members present during meeting.
  - c. Recognize guests, student members as well as new members.

## **GOVERNMENT AFFAIRS/PAC Chair**

This is an appointed position.

**How Chosen:** Chairperson appointed by the President; members appointed (as needed) by the chairperson, with approval of the President.

**Qualifications for Chairperson:** Active membership (PFI, PF2 or emeritus).

**Qualifications for Committee Members:** Active, student or emeritus membership

### **General Duties:**

1. To monitor legislative activity concerning the medical laboratory and any legislation that affects the laboratory profession.
2. The chair or designee will act as liaison between ASCLS (Region III and national) and NCSCS members on government actions affecting civil and government laboratory professionals. <http://www.ascls.org/leadership/gac/index.asp>
3. To coordinate the **Political Action Committee** (PAC) activities at the Fall and Spring meetings.
4. To develop and coordinate a **Key Contact Network** for NCSCS. This will allow the chair to communicate quickly and efficiently with the board and all state members should an alert come down from ASCLS.
5. The chair or designee will represent NCSCS annually at Legislative Day in Washington, DC.
6. Provide a review of pertinent legislative issues periodically to the membership through board and business meeting reports and articles published in the *Filter Paper*.
7. 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.

**ASCLS Government Affairs Committee Website and Job Description**

<http://www.ascls.org/leadership/gac/index.asp>

## PUBLICATIONS

**Purpose:** Dissemination of information and news to all Society members at least 3 times a year.

### **Duties:**

1. Contact NCSCLS website coordinator for estimates of time to allow for formatting and posting on the website.
2. Establish deadlines for submission of articles and photographs (utilizing jpeg format)
3. Label each edition with the volume and number.
4. Prepare estimated budget for Finance Committee at beginning of the year. Keep track of expenses and receipts for Treasurer.
5. Maintain file of current photographs.
6. Publications dates:
  - Summer (after spring convention, before national meeting)
  - Fall (before fall seminar)
  - Spring (before spring convention)
7. Maintain 1 original copy of each edition and send e-file custodian an electronic copy.
8. Each issue should include:
  - President's message
  - Student Forum report
  - New Member information
  - Upcoming dates and meetings
  - When appropriate:
    - ✓ Region III Council Report
    - ✓ Scientific Assembly Reports
    - ✓ Committee Reports
    - ✓ Government Affairs Reports
    - ✓ National News
    - ✓ Treasurer's Report

## P.A.C.E. ADMINISTRATOR

**BACKGROUND:** "Provider Status" was instituted in 1985 to economize on paper work and cost of presenting approved continuing education programs to ASCLS members. The annual fee has no limit on the number of presentations offered by the "provider". The intent of Provider Status is to ensure the quality of continuing educational programs for ASCLS members. The rationale for granting this status is that groups which routinely offer greater than 15 programs each year, and/or which have greater than 100 members should have a procedure in place by which approval is facilitated and quality is assured for receipt of CEU credit. The "approval" process is handled locally rather than through a national committee structure which requires excessive labor and time. Given the requirements of an approved provider, and the scaled fee structures for approval through two different mechanisms, **NCSCS DOES NOT SHARE ITS PROVIDER STATUS WITH, NOR TRANSFER IT TO, OTHER GROUPS.** If NCSCS co-sponsors a program with another group, the NCSCS provider number may be used. "Co-sponsor": means that NCSCS is active planning the program, and it **IS EXPECTED** that due notice of our participation will be reflected in the program brochure and materials if our provider number is used.

Criteria/conditions which must be met by a "provider" (the Society) are as follows:

1. a qualified person is designated "P.A.C.E. ADMINISTRATOR" for the Society by the President. It is the President's responsibility to determine that the appointee has a working knowledge of educational methodologies and program planning and meets one or more of the following:

- a. is or has been a program official (program director, education coordinator) of an accredited program in the clinical laboratory sciences;
- b. holds a degree in education or laboratory science;
- c. has sufficient teaching experience, or experience in educational
- d. program planning in the clinical laboratory sciences;
- e. has participated in a workshop or course in education methodologies;
- f. is able to determine that the program topic appears in the ASCLS Body of Knowledge or is related to the clinical laboratory sciences;
- g. has a working knowledge of the P.A.C.E. criteria & procedures for provider status or has attended the ASCLS P.A.C.E. Workshop where objectives and evaluations are discussed;
- h. it is also desirable but not required that provider administrators meet the requirements established for P.A.C.E. Committee members.

2. The Criteria & Procedures for approval of P.A.C.E. Programs are as follows:  
The provider administrator is responsible for determining that each program is "approved". Provider Approval means that each program offered meets the following criteria, and thereby is permitted to grant P.A.C.E. CEUs:
  - a. Each program is a structured learning experience;
  - b. Each program has qualified faculty with background and experience necessary to teach the subject
  - c. Each program has stated objectives which are given to participants and are stated in learning outcomes;
  - d. Each program has a time schedule that is set up in an orderly fashion and CEUs are awarded only for instructional and evaluation time;
  - e. Each program includes some type of assessment to ensure that participants have achieved a specified level of performance;
  - f. Each program's topic appears in the ASCLS Body of Knowledge or is related to clinical laboratory science;
  - g. Each program is at least one instructional hour (50 minutes) in length;
  - h. Each program's attendance roster (and Quarterly Reports) are submitted to the ASCLS office according to established schedules;
  - i. Each program has an announcement/brochure that includes:
    1. educational objectives or program description;
    2. level of instruction (basic/intermediate/advanced);
    3. schedule or time table;
    4. fee (if any);
    5. number of Contact Hours granted;
    6. faculty credentials or qualifications;
    7. the following statement: "NCSCLS is approved as a Provider of continuing education programs in the clinical laboratory sciences by the ASCLS P.A.C.E. Program."
  - j. Special requirements must be met for Self-Instructional materials.  
(Consult the P.A.C.E. Provider Manual for details.)
3. Violations of P.A.C.E. policy will result in revocation of Provider Status for the Society.
4. Specific duties of the NCSCLS P.A.C.E. Administrator are to:
  1. Annually, secure current Provider Status from ASCLS/P.A.C.E.
  2. Notify the Finance Committee of any increases in financial support required for Provider Status and operation of P.A.C.E. activities for the year.
  3. Process program approval requests.
  4. Examine program content & faculty for criteria required for approval
  5. Maintain an ongoing log of all programs approved and submit reports of all P.A.C.E. approved programs to ASCLS following established schedule in the P.A.C.E. Policy Manual.
  6. Assure P.A.C.E. materials to include attendance rosters, evaluation forms, Certificates of Attendance, and validation stickers are available prior to each program.

7. Report NCSCS Provider Activities to the NCSCS board of directors and the ASCLS P.A.C.E. Committee throughout the year,
8. Serve as a resource to program planners regarding the requirements of offering P.A.C.E. approval, and the required contents of program announcements/brochures.
9. Advise program planners from other groups how to seek and obtain P.A.C.E. approval for their programs.
10. Obtain and maintain supplies of P.A.C.E. materials.
11. Maintain society's P.A.C.E. files; effect an orderly transfer of records to succeeding P.A.C.E. Administrators; insure that a current copy of the P.A.C.E. Provider Manual is available.
12. Establish/staff a P.A.C.E. desk with posted hours of operation at each program to furnish P.A.C.E. stickers to attendees, and offer assistance with P.A.C.E.-related business.

### PROVIDER FEE STRUCTURE

Category	Single	Annual
A. ASCLS Constituent Society (less than 300 active ASCLS members)	\$50.00	\$250.00
B. ASCLS Constituent Society (more than 300 active ASCLS members)	\$100.00	\$500.00
C. Business or Industry	\$200.00	\$1200.00
D. Educational Institution	\$100.00	\$500.00
E. Hospitals with less than 300 beds	\$100.00	\$250.00
F. Hospitals with more than 300 beds	\$100.00	\$500.00
G. Self Instructional Material (SIM) only**	\$100.00	no additional fee
H. Other	\$100.00	\$500.00

**The annual fee covers the approval period from January 1 through December 31.**

Single fees apply to each day of program offering. If the same program is offered more than once, each date is considered a separate program and the single fee must be paid for each day of programming. Hospital in-service programs offered more than once to accommodate employee shifts are considered one single program offering.

\*\*The Self Study program fee will cover a two year period to allow for development, distribution, and completion time. No additional fee for Annual Providers.

A live presentation may be audiotaped or videotaped and participants may earn credit for viewing/listening to the recording. They must view/listen to the recording within two years of the original live presentation

## **NCSCLS STUDENT SCHOLARSHIP FUND GUIDELINES AND SCHOLARSHIP COMMITTEE CHAIR DUTIES**

The NCSCLS Student Scholarship Fund was established May 8, 1965. The purpose of this fund is to encourage qualified students to pursue courses of study in accredited colleges, universities, community colleges and technical institutes which lead to careers in the clinical laboratory professions. Campus/clinical education must be NAACLS approved in the Clinical Laboratory Scientist or Clinical Laboratory Technician categories.

Sources of Scholarship funds include:

- a. interest on monies in scholarship account;
- b. interest on scholarships which have reverted to loan status;
- c. voluntary contributions.

### **Eligibility**

Student must be enrolled in or accepted into a NAACLS-accredited Clinical Laboratory Science (CLS) or Clinical Laboratory Technician (CLT) program in North Carolina. Awards are conferred on one-year-cycles. Applications must be submitted each year to receive consideration for an award in that yearly cycle. Continued eligibility criteria are considered in making awards to previous recipients. A CLS student is eligible to receive scholarship support for three years. A CLT student is eligible to receive scholarship for two years. (If a student progresses from the CLT level to the CLS level, the total support shall not exceed three years.)

### **Criteria**

1. Personal motivation and achievement;
2. Demonstrated scholastic ability, supported by transcripts, including work in current year of application;
3. Financial need.

### **Conditions of Award**

1. Each scholarship recipient must sign a "statement of intent" form indicating he/she will attend the NAACLS accredited program indicated on the application for award, and fulfill all requirements of that program during the year of the award.
2. If the Award is conferred, and for any reason the recipient does not matriculate into or complete a program, or fulfill the requirements thereof (as indicated by the "intent form"), the Award automatically reverts to LOAN STATUS, to be repaid at 7% interest in equal installments over a period of 12 months. If the recipient withdraws from school and is not gainfully employed, the loan may be extended over a 2 year period from the date of withdrawal at 7% interest by written permission from the current NCSCLS Treasurer. Payments will be in equal installments with interest computed annually on the unpaid balance. All payments (including interest) should be forwarded to the current NCSCLS

Treasurer. If a recipient does not file for an extension, the loan becomes due over a 12 month period from the date of withdrawal from the program.

3. Awards will be made payable directly to the student recipient.
4. Recipients are responsible for notifying the Scholarship Committee of any changes in status (enrollment, address, name, etc.) while the "statement of intent" is in force.
5. Recipients must answer promptly any inquiry from the Scholarship Committee or the NCSCLS Treasurer.

### **Scholarship Committee Chair Duties**

1. The NCSCLS Scholarship Chair is appointed by the President of NCSCLS for a period of 2 years.
2. The NCSCLS President-Elect will appoint a Scholarship Chair-Elect at the beginning of the second year of the current Chair. This Chair-Elect will serve with the active Chair for one year before becoming the active Chair.
3. The Scholarship Chair will select the Committee to serve with him/her for the purpose of selecting the scholarship recipients, and in carrying out other duties of this Committee. The number of Committee members will be decided by the Chair. The Scholarship Chair-Elect is automatically a member of the Committee.
4. All applicants should be notified of the committee's decision by September 1st of each year. The Chair should sign these letters.
5. The Chair should have the scholarship recipients sign and have notarized the "statement of intent" prior to the time the award is conferred.
6. Scholarship award checks should be requested from the NCSCLS Treasurer by the Scholarship Chair. A separate request should be filed for each award. All requests must be in writing. Forms for issuing these requests (NCSCLS expense vouchers) are available on the NCSCLS website or from the treasurer. Include in the request(s) all pertinent information on each recipient and instruct the Treasurer to make the check(s) payable to the recipient(s).
7. The Chair should arrange to present the scholarship to the recipient(s) before or during the Fall Seminar dates. An invitation to the Seminar should be extended to all recipients. The recipients should be introduced to the NCSCLS Membership if at all possible. Recipients should also be announced in the Filter Paper.
8. The chair should instruct each recipient, at the time the award is conferred, that the Scholarship Committee must be kept informed of any and all changes in their status, i.e., enrollment, name, address, etc. The chair must keep files of this information for each recipient until the conditions of the award are satisfied. Files for non-recipients may be discarded after awards for a given year are conferred.
9. The Chair is responsible for submitting a Committee operating budget to the Board of Directors of NCSCLS for approval. Reports of ongoing committee activity are due at each meeting of the Board, and at NCSCLS Business Meetings. Monies to be deposited in the NCSCLS Scholarship Fund should be forwarded promptly to the NCSCLS Treasurer.

10. The Chair and the Treasurer will review the financial status of the scholarship fund and determine the amounts of the CLS and CLT awards for the academic year. The number and amounts of the awards must be approved at the winter Board meeting. The Chair may later elect to decrease the number of scholarships granted in any one cycle, (1) upon receiving notice from the treasurer of the lack of funds in the NCSCLS Scholarship account or (2) due to lack of eligible candidates during the cycle.
11. The Chair should make at least one follow up contact with each award recipient's Program Director/Faculty Advisor during the year of the award to verify the recipient's satisfactory progress. Once the conditions of the award have been satisfied (i.e., the recipient has fulfilled the requirements of his/ her program during the year of the award), that recipient's files may be discarded.
12. If an award recipient fails to complete the educational program, or fails to fulfill the conditions of the NCSCLS Scholarship award, the Scholarship Chair should begin action and arrangements toward reversion of the scholarship to a loan, as set forth in these guidelines and "statement of intent". The recipient's signed "statement of intent" and any other pertinent information should be forwarded to the NCSCLS Treasurer, to be maintained in the treasurer's files for the duration of repayment.
13. The Chair is responsible for transferring a complete and accurate Committee Activity file at the close of his/her active term to the Chair-Elect.

#### **Scholarship Committee Chair-Elect Duties**

1. The Chair-Elect will assist the Chair in selection of recipients, and in other duties of the committee as needed.
2. The Chair-Elect will ensure that application materials (both in print and on the NCSCLS website) are up-to-date, and will send printed application materials to interested students on request.
3. The Chair-Elect will distribute by March 1st each year NCSCLS Scholarship information to Program Directors and/or Education Coordinators of all NAACLS-accredited North Carolina CLS and CLT Programs; and publish in the Filter Paper the annual June 1 deadline for receipt of applications. A list of accredited programs, directors, and contact information may be obtained from [www.naacls.org](http://www.naacls.org).

The scholarship application is posted on the website at <http://nc.ascls.org> and is shown in the appendix (Section VII, page 51).

## **AHEC Liaison**

### **General Duties**

1. Attend all (or as many as possible) NCSCLS Board meetings.
  - a. Participate in discussion.
  - b. Present motions relating to committee report.
2. Submit report of committee activity to President and to e-File Custodian prior to each board meeting.

### **Specific Duties**

1. Inform the NCSCLS District Chairs and the AHEC Allied Health Directors of contact information for each regional chair & director.
2. Assist District chairs upon request.

## **Council for Allied Health in North Carolina Liaison**

### **General Duties**

1. Attend all (or as many as possible) NCSCLS Board meetings.
  - a. Participate in discussion.
  - b. Present motions relating to committee report.
2. Submit report of committee activity to President and to e-File Custodian prior to each board meeting
3. Send information to the Filter Paper editor regarding activities and functions of your committee. Adhere to deadlines established by the Filter Paper editor.

### **Specific Duties**

Attend the Council for Allied Health in North Carolina and keep the NCSCLS leadership informed of any developments

## **Professional And Public Relations Chair Job Description**

### **General Duties**

3. Attend all (or as many as possible) NCSCS Board meetings.
  - a. Participate in discussion.
  - b. Present motions relating to committee report.
4. Submit report of committee activity to President and to e-File Custodian prior to each board meeting.

### **Specific Duties**

1. Dispense information and promote public understanding of the profession of Clinical Laboratory Science, and attend such duties related to membership services as designated.
2. Develop and implement programs of action which will inform the public of the benefits derived from our profession and the health care field. This may be accomplished through a better awareness of our profession as it relates to the communications media.
3. Submit for publication to the ASCLS News, information which will publicize NCSCS activities.
4. Coordinate the promotion of National Medical Laboratory Week. This may include working with other professional organizations.
5. Appoint a committee, as necessary to assist with promotions.
6. Review financial needs for publicity

## **E-FILE CUSTODIAN**

### **Responsibilities**

1. Secure and maintain electronic storage space for the Society's records. Primary storage space will be on a computer's hard drive, with back up storage on a suitable removable media, such as CD ROM or DVD.
2. Prepare and submit a voucher to the Treasurer for payment of necessary software supplies.
3. The following items should be retained:
  - a. Filter Paper
  - b. June 30 Membership Rosters (obtain from the membership chair and archive as excel files)
  - c. NCSCLS Constitution and Bylaws
  - d. Official Minutes
  - e. Treasurer's Files
4. Maintain an electronic master copy of the following:
  - a. Stationery (envelopes, letterhead)
  - b. Expense voucher
  - c. Activity Report Form - including Budget report
5. Post electronic stationery and official forms on the NCSCLS website.

### **Parliamentarian**

1. Serve as parliamentary and by-laws/policy authority for all business and board meetings. In this role, bring to meetings a copy of the NCSCLS bylaws and the updated policy manual.
2. Answer questions that the board may have regarding parliamentary and by-laws/policy procedure,
3. Assist the board in observance of proper procedures based on Robert's Rules of Order. Strict adherence to Robert's Rules of Order will not be required, but guidelines on motions and proper procedures as stated in the policy manual will be followed, based on Robert's Rules of Order.
4. Ensure that a quorum is present and that a minutes committee has been appointed for each board meeting.

### **BYLAWS/POLICY MANUAL COMMITTEE**

#### **BYLAWS:**

1. Examine all proposed amendments to the Constitution and/or Bylaws of NCSCLS and its branch societies.
2. Prepare proposals for presentation as amendments to the Constitution or Bylaws of this Society, making such changes as necessary to put the

- amendments in proper form without altering the intent of the proposal as submitted.
3. Obtain the name and email address of the ASCLS Bylaws Committee Chair from the NCSCLS President.
  4. Submit copy (as email attachment) of the proposed amendment which shall be presented in context, affecting the Constitution and/or Bylaws of this Society, to the Bylaws Committee of ASCLS at least 60 days before the opinion of such committee is desired.
  5. Following ASCLS approval, submit the proposed amendments to the NCSCLS membership. Members must have these amendments fifteen days prior to action taken. If there is sufficient time, the proposals should be published in the Filter Paper; otherwise, a separate mailing is required.
  6. Seek to publicize the views of the author of the proposed amendment whenever possible.
  7. At the business meeting, present each proposed amendment, in motion form, to the NCSCLS membership.
  8. After NCSCLS adoption of revisions and amendments to the Constitution or Bylaws of NCSCLS, send copies of the amended codes as follows: one copy to the Executive Office of ASCLS and one copy to the chair of the ASCLS Bylaws Committee.
  9. For the spring annual business meeting, review the proposed changes to the ASCLS Constitution and Bylaws as published by ASCLS.
  10. At the annual business meeting, discuss the effect of the proposed ASCLS changes on the NCSCLS codes and solicit comments for the delegates to the upcoming ASCLS convention.
  11. After the proposed amendments are adopted by ASCLS, revise the NCSCLS codes as necessary. This does not require further action of the membership. Submit amended codes to ASCLS (see #8) and publish the specific changes in the Filter Paper.

## **POLICY MANUAL**

1. Maintain a current copy of Society Policies.
2. Revise policies on a yearly basis. If substantive changes are made, seek approval by the Board of Directors.
3. Send copy of revised policies to webmaster for posting on the NCSCLS website.

# **Section V**

## **District Chair Description and Duties**

## **DISTRICT CHAIR JOB DESCRIPTION**

### **General Duties**

1. Attend all (or as many as possible) NCSCLS Board meetings.
  - a. Participate in discussion.
  - b. Present motions relating to committee report.
2. Submit report of committee activity to President and to e-File Custodian prior to each board meeting.

### **Specific Duties**

1. Promote activities within the district, focusing on continuing education, social activities, and peer support and networking.
2. Encourage involvement in NCSCLS and ASCLS through local activities.
3. Assist membership chair as part of membership committee.

### **Activities: Continuing Education Guidelines**

1. Can be done independently or in cooperation with other districts or organizations.
2. Assess needs and interests of district members, and include all clinical laboratory personnel as potential participants.
3. Distribute notices to NCSCLS members and non-members.
4. Obtain P.A.C.E. approval when possible.
5. Delegate responsibilities to other NCSCLS members where appropriate.
6. Offer one to two activities per year, when possible. (Major meetings such as Fall Focus or Carolina Clinical Connection maybe considered as district activities.)

### **Meeting Guidelines**

1. Location and time of meeting should be convenient to target audience.
2. Promote NCSCLS to participants.
3. State NCSCLS's role as sponsor/co-sponsor of the meeting.

### **Financial Guidelines**

Continuing education meetings are designed to be break-even events.

1. When possible, use volunteer or sponsored speakers
2. If NCSCLS funds are necessary, request in writing from the Treasurer. Expense vouchers are available on-line.

### **Social Activities Guidelines**

Encourage opportunities for social activities. Include time for discussion and networking at continuing education meetings.

**Section VI**  
**Scientific Assembly**  
**Descriptions and**  
**Duties**

### **Scientific Assembly Chair Job Description**

1. Request and receive a list of your SA members from the Membership Chair.
2. In the fall, communicate with the CCC Convention chair to determine SA meeting plans at CCC spring convention.
3. Around January, contact SA members and announce the CCC Spring meeting and SA meeting planned at CCC.
4. Solicit names for Kendall Awards in your discipline. Submit recommendations and assist with application process as directed by Awards Chair.
5. Conduct SA meeting at CCC Spring Convention.
6. At the SA meeting, obtain list of participants and contact information. Agenda should include:
  - a. Identify SA specific issues and current problems.
  - b. Develop lists for future speakers and presentation topics.
  - c. Provide information re. ASCLS's list-serve.
  - d. Invite nonmembers in attendance to join.
  - e. Summarize the scope and role of the SA.
  - f. Report on any national SA activities.
7. After CCC Spring convention, write a summary of recommended topics and forward to the Program chairs for Fall Focus Meeting and CCC Spring convention.
8. Assist the Convention program chair as requested to obtain speakers for the program.
9. Identify and pursue options for enhancing participation in SA activities and responsibilities.
10. Periodically check the ASCLS web site for information on national ASCLS SA activities.

# **Section VII**

# **Appendices**

## **Procedures to be followed for NCSCLS Board Meetings.**

Determine if there is a quorum. A quorum for a board meeting is either the president or president elect and five other board members. There are a total of nine people on the board (the student forum chair or vice-chair counts as one) If a quorum is not present the meeting can be held, but any motions cannot be voted upon. If there is urgent business, it can be discussed, and the president or any member of the board can make a request for action in the form of a motion to the Secretary who sends it out by mail, fax, electronic bulletin board, etc. This can be treated like other matters that come up between meetings that need board approval as described in the next paragraph.

If a matter comes up that needs board approval between regular and special meetings of the board, business can be conducted by mail, fax, electronic bulletin board or other means as technology allows. The President or any member of the Board shall direct the request for action in the form of a motion to the secretary who shall submit such motion to each member of the board requesting their vote. A vote taken by mail or other communication requires a two-thirds favorable vote of all Directors to approve or adopt the motion.

Minutes do not have to be read. Minutes should be reviewed by the board and corrected but the board does not vote on them. They are approved at the business meeting.

The treasurer's report should be reviewed by the board and corrections made if any, but the board does not vote to approve it. The treasurer's report is approved at the business meeting.

A major function of an NCSCLS board meeting is dissemination of information and informal discussion. There should be a published agenda that should be followed, but at the president's discretion, can be altered. Strict adherence to Robert's Rules will not be required during the dissemination of information and informal discussion.

When a **motion** is made, then these procedures should be followed.

- 1 .Member making the motion: "I move that we "
2. Chair asks, "Is there a second?"
3. Someone seconds it (or if no one does, motion dies).
4. At this time, members can informally suggest that the motion be modified.
5. Chair should restate the motion just like the member who made it.
6. Member who made it can ask at this time that it be modified (as long as everyone agrees).

7. Then Chair asks, "Is there any discussion?" The member who made motion is allowed speak first.

8. Then other people are allowed to speak, including chair and non-board members who are members of NCSCLS.

9. Board members can move to amend the motion by striking out words or paragraphs, inserting words or paragraphs, or striking and inserting at the same time.

10. When someone makes an amendment to the motion, there needs to be a second and vote on the amendment also. Then the members can continue debate on whatever version of the motion you have agreed upon.

11. If motion requires further study, members can vote to refer the main motion to a committee.

12. When no one seeks to speak, the chair can say, "If there is no further discussion, (pause). debate is closed."

13. If a member wants to end debate, he can say, I move the previous question. Then there has to be a 2/3 vote. This would be at least 2/3 of the members agreeing.

14. Chair says "The question is on the adoption of the motion to \_\_\_\_\_ All in favor say , "aye", all opposed say, "no". (Motions pass with a two-thirds vote\*\*\* of all Directors present at any meeting of the Board of Directors provided a quorum is met. Then the chair would say either, "The ayes have it and the motion is adopted", or, The noes have it and the motion is defeated."

\*\*\* (Robert Rules say majority which is more than half of the legal votes cast, excluding abstentions. Our bylaws say 2/3)

# **Sample Agendas for Meetings**

**Summer Board**  
**Fall Joint Board with NCSSAMT**  
**Fall Board**  
**Fall Business**  
**Winter Board**  
**Spring Board**  
**Spring Business**

**Summer Board**  
**Greenville**  
**June 25, 2005**  
**9:30 – 10:45 AM**

1. Call to order – Kathleen Schulman, President
  - welcome and instructions for the meetings
  - appointment of a secretary, sergeant of arms and parliamentarian
  - introductions
  - national, regional and state reports
  - installment of Jeanne Whittelsey and Laine Stewart as Directors
2. Minutes from Spring Board and Business meetings
3. Treasurer's report – Karen Sullivan
4. Filter Paper –LaVonda Benbow
5. Membership – Sheila Lloyd
6. Fall Focus 2005- Libby Haile
7. CCC 2005 update –
8. Nominations and Elections
9. Student Forum – Becky Sanders
10. Schedule for the leadership retreat
11. Old Business
  - Policy Manual revisions
12. New Business
  - 2005-2006 roster
  - 2005-2006 budget
  - inclusion of ASCP in our continuing education work
13. group assignments for afternoon breakouts
14. *Adjourn*

Joint Board Meeting agenda  
**NCSCLS and NCSSAMT**

October 28, 2005  
The Courtyard by Marriott

1. **Call to order and Introductions** - Mary Midkiff, NCSSAMT President and Kathleen Schulman, NCSCLS President
2. **Report on Fall Focus 2005** – Louise Hilliard and Carol Wood
3. **Report on CCC 2006** – Mary Midkiff
4. **Cooperative efforts:**
  - A. **Future sites and committees for Fall and Spring meetings**
    - \* Fall Focus 2006 and planning committee
    - \* CCC 2008 and planning committee
  - B. **ASCP and AACC involvement in Fall Focus and CCC?**
  - C. **National Medical Laboratory Week**
    - \* Proclamation
    - \* Flyers
    - \* Activities
    - \* Publicity (TV, radio, newspaper, PSAs?)
5. **Other business**
6. **Adjourn**

**North Carolina Society for  
Clinical Laboratory Science**

**Fall NCSCLS Board Meeting Agenda  
The Courtyard by Marriott  
October 28, 2005 (6:30 pm)**

1. **Call to Order**, Introductions and Announcements- Kathleen Schulman, President
2. **Appointments:** minutes committee, sergeant at arms and parliamentarian
3. **ASCLS and Region III update** - Dan Southern
4. **Secretary** - Review of Spring and Summer Minutes attached - Sandra Little
5. **President elect report** - Kathleen Schulman - summer leadership retreat
6. **Past President report** - Dan Southern- Nominations and Elections
7. **Treasurer's report/finance committee-** Karen Sullivan
8. **Board of Director reports-**
  - \* Laine Stewart - Scholarships
  - \* Jeanne Whittlesey
  - \* Becky Laudicina - Bylaws
  - \* DeLayne McGehee - government affairs
9. **Student Forum Report** - Kimberlee Van Every and Katherine Walker with Becky Sanders, faculty advisor
10. **Other Committee Reports**
  - \* Membership- Sheila Lloyd
  - \* Teresa Hutson- NMLW
  - \* Mike Little - Awards
  - \* Filter Paper - LaVonda Benbow
  - \* Fall Focus 2005- Louise Hilliard
  - \* Carolinas Clinical Connection 2006 - Dan Southern
  - \* Triennial Meeting Fall 2007- Dan Southern
  - \* AHEC Liaison and NC Council - Libby Haile
  - \* Professional Acknowledgement for Continuing Education (PACE)- Brenda Hamm
11. **District Reports -**

District 1 - Dan Southern	District 5 - Becky Laudicina
District 2 - Vacant	District 6 - Janis Milliken
District 3 - Vacant	District 7 - Jeanne Whittelsey
District 4 - Teresa Hutson	District 8- Karen Sullivan
12. **Scientific Assembly Reports**

Hematology/Hemostasis- Mary Ann Dotson	Microbiology - Jeanne Phelps
Clinical Chemistry - Kathleen Schulman	Education- Pam Horton
Immunology/Immunohematology- Susan Beck	
13. **Old Business**
  - \* Extra NCSCLS funds
  - \* Policy Manual Revisions
14. **New Business**
  - \* Vacant District chair positions
  - \* First Year Professionals board position
15. **Adjourn**

**Fall NCSCLS Business Meeting Agenda  
Alamance Regional Medical Center  
October 29, 2005 (12:00 - 1:30 PM)**

1. **Call to Order, Introductions and Announcements** - Kathleen Schulman, President
2. **ASCLS and Region III news** - Dan Southern
3. **Approval of Spring and Summer Minutes (handout)** - Sandra Little, Secretary
4. **Treasurer's report (handout)**- Karen Sullivan, Treasurer
5. **Student Forum reports** - Kimberlee Van Every , chair  
Katherine Walker, vice chair  
Becky Sanders, faculty advisor
6. **Committee Reports**
7. **District Reports**
8. **Scientific Assembly reports**
9. **Old Business**
  - \* Policy manual revisions
  - \* Extra NCSCLS funds
10. **New Business** -
  - \* Vacant District Chair positions
  - \* First Year Professionals Board position
11. **Adjourn**

**Winter Board Agenda**  
**January 7, 2006**  
**10:00 AM – 2:00 PM**  
**Conference Room of the Health Sciences Building**  
**Wake Tech Health Sciences Campus, Raleigh, NC**

1. Call to order – Kathleen Schulman, President
  - a. Appointment of a minutes committee and sergeant at arms
2. Focus of the meeting in priority order
  - A. Slate of candidates – Dan Southern, Past President
  - B. Membership issues – Sheila Lloyd, Membership Chair
  - C. Award nominations and deadlines – Mike Little, Awards Chair
  - D. Treasurer’s report and budget proposal for 2005-2006 – Karen Sullivan
  - E. District Reports- District Chairs
  - F. Scientific Assembly reports – SA chairs (Education, Chemistry, Micro, Hematology, Immuno)
  - G. Student Forum – Kimberlee Van Every, Katherine Walker and Becky Sanders
  - H. Publications – La’Vonda Benbow
  - I. President’s report – Kathleen Schulman
  - J. President-Elect report – Kathleen Schulman
3. Minutes from fall board and business meetings – Sandra Little
4. Other reports:
  - Teresa Hutson - NMLW
  - DeLayne McGehee – Government Affairs and PAC
5. Fall Focus 2005 report – Kathleen Schulman
6. CCC 2006 report – Dan
7. Other committee reports
8. Old Business
  - Policy Manual revision update – Dan
9. New Business
  - Proposed budget
  - Proposed amendment to NCSCLS Bylaws
10. Adjourn

**NCSCLS Spring Board at CCC 2006  
Crowne Plaza Resort, Asheville, NC  
April 26, 2006, 10:00-Noon**

1. Call to Order- Kathleen Schulman, President
  - appointment of minutes committee and sergeant at arms
  - introductions
2. Treasurer's report
3. President's report
4. Past President Election Results and Delegate Election – Dan Southern
5. Board of Director Reports
  - Mike Little- Awards
  - Teresa Huston – NMLPW
  - DeLayne McGehee- Government Affairs
  - Becky Laudicina- Bylaws
6. Student Forum – Kim Walker, chair, Becky Sanders, faculty advisor
7. Membership- Sheila Lloyd
8. Scholarship Committee- Laine Stewart
9. Convention Reports
  - Fall Focus 2005 report
  - Fall Focus 2006 – Jeanne Whittlesey
  - CCC 2005 report – Dan Southern
  - CCC 2006 and 2007
10. District Reports
 

• District 1 – Dan	District 6- Janis Milliken
• District 4- Teresa Hutson	District 7 – Jeanne Whittlesey
• District 5- Becky Laudicina	District 8- Karen Sullivan
11. Scientific Assembly Reports
  - Hematology/Hemostasis- Mary Ann Dotson
  - Clinical Chemistry – Kathleen Schulman
  - Immunology/Immunohematology- Susan Beck
  - Microbiology- Jeanne Phelps
  - Education- Pam Horton
12. Other Reports
  - Filter Paper- LaVonda Benbow
  - Bylaw and Policy Manual Committee- Becky Laudicina
  - AHEC/NC Council/Career Recruitment- Libby Haile
  - PACE- Brenda Hamm
  - eFile Custodian- Ann McConnell
13. Old Business
  - Policy manual revisions – Dan Southern
  - Proposed amendment to NCSCLS Bylaws
14. New Business
  - Proposed budget 2006-2007
15. Adjourn

**NCSCS Spring Business Meeting at  
CCC 2006 Asheville, NC  
Thursday April 27, 2006  
5:00 – 6:30 pm**

15. Call to Order- Kathleen Schulman, President
  - appointment of minutes committee and sergeant at arms
  - introductions
16. Treasurer's report
17. President's report
18. Past President Election Results and Delegate Election – Dan Southern
19. Board of Director Reports
  - Mike Little- Awards
  - Teresa Huston – NMLPW
  - DeLayne McGehee- Government Affairs
  - Becky Laudicina- Bylaws
20. Student Forum – Kim Walker, chair, Becky Sanders, faculty advisor
21. Membership- Sheila Lloyd
22. Scholarship Committee- Laine Stewart
23. Convention Reports
  - Fall Focus 2005 report
  - Fall Focus 2006 – Jeanne Whittlesey
  - CCC 2005 report – Dan Southern
  - CCC 2006 and 2007
24. District Reports
 

• District 1 – Dan	District 6- Janis Milliken
• District 4- Teresa Hutson	District 7 – Jeanne Whittlesey
• District 5- Becky Laudicina	District 8- Karen Sullivan
25. Scientific Assembly Reports
  - Hematology/Hemostasis- Mary Ann Dotson
  - Clinical Chemistry – Kathleen Schulman
  - Immunology/Immunohematology- Susan Beck
  - Microbiology- Jeanne Phelps
  - Education- Pam Horton
26. Other Reports
  - Filter Paper- LaVonda Benbow
  - Bylaw and Policy Manual Committee- Becky Laudicina
  - AHEC/NC Council/Career Recruitment- Libby Haile
  - PACE- Brenda Hamm
  - eFile Custodian- Ann McConnell
27. Old Business
  - Policy manual revisions – Dan Southern
  - Proposed amendment to NCSCS Bylaws
28. New Business
  - Proposed budget 2006-2007
  - Delegate results
  - Installation of officers
15. Adjourn

## NCSCLS Installation of Officers

### Introduction:

Thanks to all/officers and committee chairs/members for job well done as well as support shown.

### INSTALLATION OF OFFICERS FOR \_\_\_\_\_

“Will the following people please come to the front”

#### Board of Director:

You have been elected to the Board of Directors for a term of two years. According to the Bylaws of this Society, the duties of the board of Directors are:

- to be the governing body of this society between business meetings;
- go assure responsibility for all properties and finds of this society;
- to hold a meeting prior to each regular meeting of the society to arrange and review business to be presented to the membership;
- to fill vacancies occurring in such offices or elected positions as specified in the Bylaws.
- To function as the Membership Committee; and
- To attend all board meetings.

Do you accept these responsibilities?

#### Treasurer:

You have been elected to the office of Treasurer for a term of two years. According to the Bylaws of this Society your duties are:

- to assure the receipt and expenditures of all funds of the society;
- To report the financial condition of the society to the officers and directors whenever requested
- To have the accounts reviewed at the end of the fiscal year; and
- To serve as chair of the Finance Committee

Do you accept these responsibilities?

#### Secretary:

You have been elected to the office of Secretary for a term of two years? According to the Bylaws of this Society, your duties are:

- to act as secretary at all meetings of the society and its board of directors;
- to prepare, have approved , and keep a file of the minutes of all meetings;
- to conduct correspondence as authorized by the society, board of directors or the president

Do you accept these responsibilities?

**President Elect:**

You have been elected to the office of President-Elect for a term of one year. According to the Bylaws of this society, your duties are:

- to become familiar with the duties of the office of President;
- to act as chief executive of this society in the absence of the President;
- to serve as a member of the Finance Committee

Do you accept these responsibilities?

**President:**

You have been elected to the office of president of the North Carolina Society for Clinical Laboratory Science for a one-year term. According to the Bylaws of this society, the duties of this office are:

- to be the chief executive of this society;
- to preside at all meetings of the society and its board of directors;
- to be an ex0officio member of all committees;
- to appoint special committees as deemed necessary; and
- to perform all other duties customary to the office as defined by parliamentary authorities

Do you accept these responsibilities?

**PIN**

**GAVEL**

**INTRODUCTION**

## **NORTH CAROLINA SOCIETY FOR CLINICAL LABORATORY SCIENCE STUDENT SCHOLARSHIP**

The North Carolina Society for Clinical Laboratory Science Student Scholarship Fund was established May 8, 1965. The purpose of this fund is to encourage qualified students to pursue courses of study in accredited colleges, universities, community colleges and technical institutes which lead to careers in the clinical laboratory professions. Clinical training as a Clinical Laboratory Scientist (CLS) or Clinical Laboratory Technician (CLT) must be in a North Carolina program approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

### **ELIGIBILITY**

Student must be enrolled in or accepted into a NAACLS-accredited Clinical Laboratory Science (CLS) or Clinical Laboratory Technician (CLT) program in North Carolina. Awards are conferred on one-year cycles. Applications must be submitted each year to receive consideration for an award in that yearly cycle. Continued eligibility criteria are considered in making awards to previous recipients. A CLS student is eligible to receive scholarship support for three years. A CLT student is eligible to receive scholarship support for two years. (If a student progresses from the CLT level to the CLS level, the total support shall not exceed three years.)

### **CRITERIA**

1. Personal motivation and achievement.
2. Scholastic ability, supported by college transcripts including records for the year in which application for scholarship is made.
3. Financial need.

### **CONDITIONS OF AWARD**

1. Each recipient must sign a "statement of intent" form indicating he/she will attend the NAACLS accredited program indicated on the application for award, and fulfill all requirements of that program during the year of the award.
2. If the award is conferred, and for any reason the recipient does not matriculate into or complete a program (as indicated by the "intent" form), the award automatically reverts to LOAN STATUS, to be repaid at 7% interest in equal installments over a period of 12 months. If the recipient withdraws from school, and is not gainfully employed, the loan may be extended over a 2 year period from the date of withdrawal at 7% interest, by written permission from the current NCSCLS Treasurer. Payments will be in equal installments with interest computed annually on the unpaid balance. All payments

(including interest) should be forwarded to the current NCSCSLS Treasurer. If a recipient does not file for an extension, the loan becomes due over a 12 month period from the date of withdrawal from the program.

3. Awards will be marked payable directly to the student recipient.
4. Recipients are responsible for notifying the Scholarship Committee of any changes in status (enrollment, address, name, etc.) while the "statement of intent" is in force.
5. Recipients must answer promptly any inquiry from the Scholarship Committee or the NCSCSLS Treasurer.

### **APPLICATION PROCESS**

The scholarship application and all other requested material must be submitted to the NCSCSLS Scholarship Committee Chairman by June 1. Applicants will be notified of the Committee's decision by September 1, and awards conferred shortly thereafter. Applicants must submit a **COMPLETE** application package, under one cover, which includes:

- Application form
- Official college or university transcript(s) from each school attended  
Official transcripts issued to students are acceptable. Photocopies cannot be accepted. If an institution will not release a transcript directly to the student it should be sent to the program director for insertion in the student's application package.
- Three Recommendation forms  
Two should be academic references and one should be a personal or employer reference. They should be in a sealed envelope that has the signature of the recommender across the seal and be included in the application package.
- One or two stamped, self-addressed envelopes  
These will be used for acknowledgment of receipt of application materials and notification of the scholarship selection decision. (If only one envelope is sent, receipt of materials will be acknowledged by email.)

**STUDENT SCHOLARSHIP AWARD APPLICATION**  
**(Please print or type)**

Name \_\_\_\_\_

Last

First

Middle or Maiden

Present Address \_\_\_\_\_

Permanent Address (if different from above) \_\_\_\_\_

Email address \_\_\_\_\_ Date of birth \_\_\_\_\_

Are you currently a member of NCSCLS? \_\_\_\_\_

**EDUCATION**

High School \_\_\_\_\_ Location \_\_\_\_\_

Date of Graduation \_\_\_\_\_

College or University (list in order attended):

1. \_\_\_\_\_ Dates \_\_\_\_\_  
Degree [ ]Received or [ ]Expected in \_\_\_\_\_ (year) Major \_\_\_\_\_

2. \_\_\_\_\_ Dates \_\_\_\_\_  
Degree [ ]Received or [ ]Expected in \_\_\_\_\_ (year) Major \_\_\_\_\_

3. \_\_\_\_\_ Dates \_\_\_\_\_  
Degree [ ]Received or [ ]Expected in \_\_\_\_\_ (year) Major \_\_\_\_\_

List all courses presently in progress which do not appear on your official transcript.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROGRAM VALIDATION** (This statement must be signed by the CLS or CLT Program Director.)

*I certify that this applicant [ ] is enrolled in or [ ] has been accepted into the [ ]CLS/[ ]CLT Program at \_\_\_\_\_, and therefore is eligible for consideration for the NCSCLS Student Scholarship.*

\_\_\_\_\_  
Signature of Program Director

\_\_\_\_\_  
Date

**FINANCIAL INFORMATION**

Marital status \_\_\_\_\_ No. of dependents \_\_\_\_\_ Ages \_\_\_\_\_

Do your parents contribute toward your support? [ ] yes [ ] no

If yes, please answer the following:

Parents' Total Gross Annual Income \_\_\_\_\_ No. of dependents \_\_\_\_\_

Number of dependents currently enrolled in higher education \_\_\_\_\_

Itemize below your expected monthly expenses.

Itemize below your expected monthly income from ALL sources.

- \_\_\_\_\_ Tuition (annual amount/12)
- \_\_\_\_\_ Housing (include utilities)
- \_\_\_\_\_ Necessities (food, medication, etc.)
- \_\_\_\_\_ Debts (car payments, loans, etc.)
- \_\_\_\_\_ Insurance (all types)
- \_\_\_\_\_ Transportation (gas, parking)
- \_\_\_\_\_ Personal
- \_\_\_\_\_ Other (Explain)

- \_\_\_\_\_ Wages
- \_\_\_\_\_ Spouse's Wages
- \_\_\_\_\_ Social Security
- \_\_\_\_\_ Veterans Benefits
- \_\_\_\_\_ Help from Parents
- \_\_\_\_\_ Scholarships/ Loans
- \_\_\_\_\_ Other (Explain)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

TOTAL MONTHLY EXPENSES \$ \_\_\_\_\_

TOTAL MONTHLY INCOME \$ \_\_\_\_\_

If your monthly income does not equal or exceed your monthly expenses, explain how expenses will be met.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In what ways have you contributed toward your own support and savings?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List all scholarships or loans for which you have applied (application in process) or expect to apply in the next year, and the amount of each.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why have you chosen Clinical Laboratory Science as a career?

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What do you think you will contribute to the profession of Clinical Laboratory Science?

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**REFERENCES:** (Give full name and address)

Academic

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Personal

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Return this application form, 3 sealed references, **an official transcript of grades from each College or University attended** , and self-addressed stamped envelope(s) to:

**Laine Stewart, NCSCLS Scholarship Chair**  
4107 Bradford Ridge Rd.  
Efland, NC 27243  
Email: [lstewart@med.unc.edu](mailto:lstewart@med.unc.edu)

**Note:** Official transcripts issued to students are acceptable. Photocopies cannot be accepted. If an institution will not release a transcript directly to the student it should be sent to the program director for insertion in the student's application package.

**RECOMMENDATION FOR  
NORTH CAROLINA SOCIETY FOR CLINICAL LABORATORY SCIENCE SCHOLARSHIP  
AWARD**

Name of Applicant \_\_\_\_\_

THE PENDING APPLICATION WILL BE CONSIDERED INCOMPLETE UNTIL YOUR RESPONSE IS RECEIVED. Your candid appraisal will assist the Selection Committee in evaluating this applicant as a prospective recipient for the scholarship award.

	Excellent	Above Average	Average	Below Average	Unable to Evaluate
Adaptability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work habits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In what capacity and how long have you known this applicant?

Please cite examples leading to any of the judgments indicated above. Use the back of this page if necessary.

How would you rate this applicant's overall abilities?  Outstanding  Above average  Average  
 Recommend  Recommend with reservation  Unable to recommend

Date \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Please seal this form in an envelope and sign across the seal. Return the sealed envelope to the applicant for inclusion in his/her application packet.