

VSCLS POLICY MANUAL

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MEMBERSHIP IN THE SOCIETY

Applicants for membership in the society should apply for the class appropriate to the maximum qualifications possessed. The qualifications for each class of membership shall be as defined in the most current By-Laws and Society regulations of ASCLS. Applications shall be sent directly to the executive office of ASCLS for processing. Members entitled to vote, hold office, and serve on any board or committee of this Society shall be those as defined by ASCLS.

The Society President, on appropriate forms, if required by ASCLS, shall submit to ASCLS the nominations of candidates for emeritus and honorary members. Qualifications for these categories shall be those set forth by ASCLS.

A member shall maintain his membership in this Society through membership in ASCLS. Any member in good standing in ASCLS who changes residency or place of employment to the geographical area of this Society may transfer membership to this Society with neither payment of additional dues nor refund of dues for the remainder of his membership year. Residents of bordering states may elect to maintain membership in this Society if they so choose by notifying the executive office of ASCLS of their intent.

The Membership Development Committee and the State Society Treasurer handle membership activities

DUES

Professional: \$15.00 plus the amount of dues specified by ASCLS. Dues shall be payable to ASCLS

Honorary and Emeritus: Shall pay no dues to this Society

Student: \$5.00 plus the amount of dues specified by ASCLS. Dues shall be payable to ASCLS

BOARD OF DIRECTORS

The Board of Directors shall meet prior to the General Membership Meeting of this Society. Additional meetings may be called by the President, or at the request of 4 Board members as the business of the Society may require. The VSCLS Board should meet at least 4 times per year, one of which should be at the annual meeting. It has been traditional for the board meetings (other than the board prior to the annual meeting) to take place in September, November, January, and May. The September meeting usually includes a Board Retreat, which is a planning meeting for the activities to be conducted by the Society that year. National and regional officers or Committee Chairmen of ASCLS, who are residents of the state, shall be regularly invited participants in Board Meetings. They shall have no vote. Board Meetings may be closed sessions.

The Board of Directors may, when appropriate, provide for the establishment and the maintenance of a state office, appoint an executive secretary, define his duties and term of office and fix his compensation.

Any Board member serving half of a term of office shall be considered to have served the term and depending on the office, may not be eligible for re-election.

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OFFICERS

The President shall:

1. Call the first Board of Directors Meeting and Retreat upon taking office in September.
2. Hold an orientation session during the Annual Board Retreat or during the first Board meeting if a Retreat is not held.
3. Schedule Board Meeting dates and locations with the convenience of the Board members in mind.
4. Inform VSCLS members, through the Society website, when, where, and what time the meetings will take place.
5. Notify and mentor the President-Elect on all official matters.
6. Assist in publishing the Society publication(s).
7. Share all official correspondence to the Board of Directors.
8. Report to the Board of Directors on any official Society activities in which he/she has participated.
9. Attend all Region II Council Meetings and assume an active role on the Council.
10. Attend and participate actively in the ASCLS Annual Meeting.
11. Announce the time and location for the Virginia Caucus to be held during the ASCLS Annual Meeting, and preside over the meeting.
12. Appoint a parliamentarian to be present at the Business Meeting during the VSCLS General Membership Meeting.
13. Maintain the VSCLS gavel, and use it to preside over all official meetings and see that the gavel is passed along to the next President.
15. Maintain a copy of the most recent edition of Robert's Rules of Order, and see that the copy is passed along to the new President.
16. Appoint Credentials, Minutes, and Elections Committees to serve at the Business Meeting held during the VSCLS General Membership Meeting.
17. Appoint delegates to the ASCLS Annual Meeting.
18. Appoint an internal Audit Committee to review the books at the end of the Treasurer's term.
19. Distribute a packet containing the VSCLS Handbook to all Board Members at the beginning of their term in office.
22. Disseminate ASCLS leadership information to the elected officers and committee chairs.

The President-Elect shall:

1. Become familiar with the duties of the President.
2. Attend all Board Meetings.
3. Attend and participate actively in all Region n Council Meetings.
4. Attend and participate actively in the ASCLS Annual Meeting.
5. Appoint the incoming Board of Directors starting around the time of the VSCLS Annual Meeting

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The Secretary shall:

1. Record all official sessions of the Board of Directors and Business Meetings of the Society.
2. Circulate minutes of the General Membership Business Meeting to a Minutes Committee, appointed by the President, for approval.
3. Circulate copies of all approved minutes to the Board of Directors or other persons, at the request of the President.
4. Prepare a summary of all Board actions for publication in the Society publication(s).
5. Maintain a file that contains:
 - a) Copies of the official minutes of all Board meetings and General Membership Business Meetings for the past five years.
 - b) Copies of all Committee Reports that are read into the minutes.
 - c) Copies of all correspondence (invitations, thank-you letters, reports, etc.).
 - d) Copy of the most VSCLS Meeting Handbook.
6. Pass the aforementioned file on to the incoming Secretary.

The Treasurer shall:

1. Be bonded immediately upon taking office. The Board of Directors shall review the amount of the bond annually, and revise as appropriate to adequately protect the financial resources of the Society.
2. Maintain the funds of the Society in a fiscally responsible manner as directed by the Board of Directors to include checking accounts, savings accounts, certificates of deposit, or other mechanisms as approved by the Board.
3. Pay Corporation Dues to the State Corporation Commission, Richmond, Virginia, by March 1st of each year.
4. Be familiar with the Virginia tax laws for exempt organizations. Check with the Commissioner of Revenue concerning the filing of tax returns.
5. File the appropriate Income Tax Form by November 1st of each year. Tax forms are filed for the previous fiscal year that runs September 1st through August 31st.
6. Ensure that the Society accounts are internally audited at the end of each fiscal year.
7. Submit on a monthly basis, copies of the bank statements of all VSCLS accounts to the Chairman of the Finance Committee.
8. Transfer funds, with the approval of the President, from checking to savings accounts or vice-versa, for the benefit of the Society.
9. Maintain financial records and books of the Society and pass them on to the next Treasurer in a timely fashion.
10. Submit the financial records and books to an internal Audit Committee at the end of his/her term.
11. Serve as a member on all committees that have an influence on the financial stability of the Society.

TERMS OF OFFICE

President Elect: Elected for two-year term. After this two-year term, the President-Elect shall succeed to the Presidency for a two-year term, and finally succeed to the office of Past-President for a two-year term. The President-Elect shall not be eligible to succeed themselves in the same office. In the event of a vacancy in the office of President, the President-Elect, and/or Past-President may be asked to fill the vacancy as determined by the Board of Directors.

Secretary & Treasurer: Elected for two-year term and shall not be eligible to serve more than two consecutive terms in the same office. The office of Secretary and the office of Treasurer shall be filled by election in alternating years.

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COMMITTEES OF THE SOCIETY

Committees of the VSCLS shall include the following:

- I. Standing Committees (Appointive)

Constitution and By-Laws	Membership Development/Services
Finance	Professional Development
Government/Regulatory Affairs	Public Relations

- II. Elective Committees
Nominations

- III. General Membership Business Meeting Special Committees
Credentials
Minutes
Tellers

- IV. Ad Hoc Committees
As appointed by the President

GENERAL COMMENTS

The Chairmen of the listed standing committees or their designated representatives are voting members of the VSCLS Board of Directors. The Chairman of the Nominations Committee is a voting member of the VSCLS Board of Directors. Every attempt should be made to have the representation on committees reflective of the general membership of the Society. The President may request monthly or bi-monthly reports from each Committee Chairman. In addition, each Committee Chairman shall submit 3 hard copies of a Annual Report summarizing activities of the committee for the past year. This report shall be given to the President at the Board Meeting immediately preceding the General Membership Business Meeting. Committee Chairman shall also be present at the General Membership Business Meeting to present their reports to the membership and respond to any questions from the membership concerning their activities.

Each committee and subcommittee is responsible for monitoring expenses related to their activities and providing an account of such to the Board of Directors, if asked. Expenditures will only be authorized through the use of a voucher system. See the VSCLS Cost Accounting Policy in this handbook. The VSCLS Cost Accounting Policy is also printed on the reverse side of each voucher slip.

Each committee chairman is responsible for disseminating information (i.e., ASCLS leadership information, items pertinent to the committee and board functions, etc.) to all subcommittee chairmen and/or members of the committee. In turn, each subcommittee chairman shall communicate this information to the members of the subcommittee and relay all activities to the respective committee chairman.

The General Chairman and Finance Chairman of any committee appointed for the purpose of conducting seminars and workshops sponsored by VSCLS shall be bonded. The duties and responsibilities of each VSCLS committee are outlined in the following section of the Handbook

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STANDING COMMITTEES

Constitution and By-Laws

General Comments:

In addition to the duties listed below, the Chairman of the Constitution and By-Laws Committee is responsible at all times for assisting the President in assuring that the Society conducts its business in accord with the By-Laws, policy, and unwritten protocol of the Society. Therefore, it is strongly suggested that the Chairman be an individual of long-standing active membership in the Society and preferably a Past-President.

The Constitution and By-Laws Committee shall:

1. Prepare proposed amendments to the By-Laws. An amendment may be proposed by:
 - The By-Laws Committee provides that a majority of the committee members approve.
 - The Board of Directors
 - The membership, provided that at least 3 active members endorse it

The committee may edit, combine, or otherwise alter amendments not changed. The committee is further authorized to recommend withdrawal of the proposed amendments provided full justification is given in writing to the endorsees. The committee may be prompted to propose amendments to the By-Laws by changes in the ASCLS By-Laws. VSCLS By-Laws should be consistent with the ASCLS By-Laws.

2. Submit proposed amendments in final form to the Board of Directors for their approval prior to presentation to the membership.
3. Ensure that proposed amendments are presented in writing to the active membership at least 30 days prior to the time that they will be voted on.
4. Prepare proposed amendments to the By-Laws and Society Regulations of ASCLS as directed by the membership.
5. Submit proposed amendments to the By-Laws and Society Regulations of ASCLS.
6. Review the VSCLS Handbook on an annual basis. 7. Revise the VSCLS Handbook when necessary.

Finance

General Comments:

The Finance Committee shall be composed of a Chairman, the Treasurer, and at least two other persons.

The Finance Committee shall:

1. Prepare the annual budget for the Society, and present it to the Board of Directors at its January meeting and then the membership at the Annual Meeting for approval.
2. Recommend means to support Society activities.
3. Review monthly bank statements provided to them by the Treasurer.
4. Review expense forms provided to them by the Treasurer.
5. Monitor the Society fiscal status to ascertain that receipts and disbursements are in accord with the approved budget.

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Government / Regulatory Affairs Committee

General Comments:

Activities of the Government/Regulatory Affairs Committee shall include all activities related to the licensure, legislation, personnel relations, and laboratory standards at the state and national levels. The committee should be composed of a Chairman and other committee members as necessary to ensure the appropriate completion of responsibilities assigned to the committee.

Members of this committee should have the ability to attend meetings and legislative sessions on short notice. The Committee Members are also Chairmen of specific Subcommittee areas, and may serve as alternates to the Chairman to the VSCLS Board of Directors.

The Government/Regulatory Affairs Committee shall be responsible for the following activities of the Society:

- A. State Affairs
 1. Monitor any legislative activity at the state level that will have an impact on the clinical laboratory professions and report such activity to the Board of Directors.
 2. Maintain an updated roster of state representatives and their addresses.
 3. Develop a liaison with the Department of Health Professions.
 4. Solicit membership to state health advisory committees especially those that are laboratory-related
 5. Serve as an information resource on state legislative and regulatory activity.
- B. Regulatory Agency Review
 1. Serve as a resource person for state members in matters relating to regulatory agency requirements (i.e. CMS, OSHA, etc.), particularly in regards to changes in the regulations.
 2. Monitor national activity regarding legislative and regulatory proposals and keep the membership informed of these activities.
 3. Serve as a resource person for other accrediting agency standards (i.e., CAP, JCAHO, CLIA), particularly in regards to changes in standards.
 4. Solicit and maintain examples of appropriate procedures, plans, and policies as applicable to share with the membership.
 5. Inform membership of issues and changes in regulatory agency requirements through the Society publication(s), website.

Membership Development/Services Committee

General Comments:

The Membership Development/Services Committee is one of the most important standing committees of the VSCLS. It is charged with actively recruiting new members into the Society, as well as encouraging members to maintain their membership, thereby contributing to the overall growth of both the state and national organizations. The Membership Committee also has responsibility for administering the Awards and Student Financial Aid Programs of the Society. It is critical that the Committee Chairman and all committee members actively accept their responsibilities. It is strongly suggested that the Chairman meet the following requirements:

1. Served on the committee for at least one year.
2. Active member of the VSCLS for a minimum of two years.
3. Knowledgeable of state Society activities and membership benefits.

The Committee Members are also Chairmen of specific Subcommittee areas, and may serve as alternates to the Chairman to the VSCLS Board of Directors.

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The Membership Development/Services Committee shall be responsible for the following activities of the Society:

- A. Membership Development
- B. Awards
- C. Student Financial Aid

A. Membership Development

1. Maintain a file of all members (present, new, and lapsed), following the guidelines in the ASCLS Membership Manual. ASCLS website roster password for VA: **soc48xC**
2. Maintain an adequate supply of all membership recruitment materials
3. Develop strategies to increase membership and encourage members to maintain their membership.
4. Maintain close communication with the National Membership Committee, Regional Membership Coordinator, state and local Societies, and the Student Representative.
9. Send to all new members and information packet which includes:
 - a) A letter, written over the name of the President, welcoming them to the Society and information them of Society activities.
 - b) A letter explaining benefits, activities and opportunities of state membership.
 - c) An invitation to all Board Meetings.
 - d) A new member certificate.
10. E-mail Program Directors with student membership information.
11. Communicate reminders to all lapsed members
12. Organize and staff a recruitment booth at the General Membership Meeting.
13. Submit at least one article during the year to the Society's publication.
14. Submit quarterly reports of committee activities and constituent Society membership status to the Regional Membership Coordinator.

B. Awards

1. Distribute forms to all VSCLS members no later the December 1st of each year for:
 - VSCLS Member of the Year
Recommended gift - Jefferson Cup
 - VSCLS Educator of the Year
Recommended gift - Plaque
2. Coordinate with Past-President a gift to be presented to the President during the General Membership Meeting Awards Ceremony.
 - Recommended President's gift is an officer's pin guard with suspended gavel. This can be purchased through ASCLS.
3. Coordinate obtaining and engraving:
 - Plaque: template available
 - Jefferson Cup: VSCLS, Name, Year
 - President pin guard: VIRGINIA
4. Recognize active members who have continuous membership in ASCLS for a period of five years or increments thereof. Create display of names for registration desk during the General Membership Meeting
5. Coordinate President Award recipient(s) with the President.
6. Coordinate the Keys to the Future Awards with the President.
7. Coordinate through President and Region II recognition of active members for the Omicron Sigma Award. Recognition will be in the form of a certificate of appreciation to be presented at the General Membership Meeting Awards Ceremony.
8. Assist in the presentation of awards during the General Membership Meeting Awards Ceremony

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C. Scholarships

1. Review and update VSCLS scholarship information on an annual basis.
2. Distribute scholarship information to all colleges, universities, MT, MLT, CT, and HT, in the Commonwealth of Virginia. A list of MT and MLT programs may be obtained from the VSCLS website.
3. Select scholarship recipient

Professional Development Committee

General Comments:

The Professional Development Committee is responsible for planning, organizing and directing activities of the Society designed to provide educational opportunities for the membership, and to provide mechanisms for the recruitment of individuals into the profession. This Committee is charged specifically with responsibility for Society meetings, PACE coordination, and other educational activities in the state. In addition, representation on this committee will include an education liaison as selected by the State MT/MLT Educators Group to provide input into Society educational programs and policies. The Committee Members are also Chairmen of specific Subcommittee areas, and may serve as alternates to the Chairman to the VSCLS Board of Directors.

The Professional Development Committee shall be responsible for the following activities of the Society:

- A Career Recruitment
- B Scientific Assembly Chairs
- C Education Liaison
- D PACE Coordination
- E Meetings Management

A. Career Recruitment

1. Provide information to students interested in laboratory careers.
2. Maintain a list of names of clinical laboratory scientists who can speak to high school groups, clubs, etc., in various areas of the state.
3. Work with the Virginia AHEC to see that up-to-date and correct information is disseminated to Virginia high schools, guidance counselors and students.

B. Scientific Assembly Coordinators

1. Disseminate information received from ASCLS regarding Scientific Assembly activities.
2. Coordinate activities at the state level as appropriate.
3. Maintain liaison with the National Section Chairman, Regional Coordinator, and Regional Section Chairman.
4. Assist the Professional Development Committee in identifying the educational needs of state Society members.
5. Serve as a consultant to or member of the Meetings Management Subcommittee of the Professional Development Committee.
6. Encourage communication and cooperation with Allied Professional Organizations.
7. Submit articles, as appropriate, to Society publication(s).

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C. Education Liaison

1. Represent the interests of the State MT/MLT Educators Group to the VSCLS Board of Directors.
2. Assist in planning for education-oriented programs as requested by the MT/ML T Educators Group.
3. Represent the interests and positions of VSCLS to the Educators Group.

D. PACE Coordination

1. Maintain PACE Provider status for the state Society.
2. Arrange for the awarding of PACE credit for VSCLS educational programs following established guidelines.
3. Ensure appropriate PACE recording forms in sufficient quantity are available at education meetings.
4. Review and process program evaluation forms according to established PACE guidelines.
5. Obtain appropriate forms and credentialing information for states with continuing education requirements as part of their licensure renewal, including FL, CA, and TN.

E. Meetings Management

1. Responsible for coordinating activities related to educational meetings of the Society. Specifically, this includes coordination of exhibits, registration, financial activities, program, and site arrangements.
2. Select committee chairs for General Membership Meeting immediately after appointment. Report the names of the committee members to the Board of Directors at its first meeting.
3. Annually survey the membership for topics and needs for future meetings. Keep an updated list of these topics.
4. Submit final report to the Board of Directors.

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Public Relations Committee

General Comments

The Public Relations Committee is charged with actively promoting the image of the laboratory professionals. This committee has primary responsibility for coordinating National Medical Laboratory Week in the state, publishing the Society publication(s), and other activities designed to educate the public about the laboratory profession. The Committee Members are also Chairman of specific Subcommittee areas, and may serve as alternates to the Chairman to the VSCLS Board of Directors.

The Public Relations Committee shall be responsible for the following activities of the Society

- A National Medical Laboratory Week
- B Public Relations
- C Professional Relations
- D Publications

Specific responsibilities/or each o/the area assigned to the Committee are as follows:

- A. National Medical Laboratory Week
 - 1. Organize a state campaign for the observance of National Medical Laboratory Week immediately upon taking office.
 - 2. Distribute promotional materials to hospital and commercial laboratories within the state.
 - 3. Prepare and distribute television and radio promotional messages/news releases to the TV and radio stations within the state
 - 4. Prepare and distribute newspaper promotional news releases to major city newspapers within the state.
 - 5. Prepare and request from the Governor of Virginia a proclamation of National Medical Laboratory Week. Proclamation should be submitted for publication in the Society newsletter.
- B. Public Relations (the Chair is responsible for this activity)
 - 1. Send news items on state members or Society activities to the news media.
- C. Publications
 - 1. Publish the Society publication following the schedule as established by the VSCLS Board of Directors.
 - 2. Solicit articles from VSCLS committees on matters of interest to the state membership, edit, and arrange for printing of articles.
 - 3. Establish deadlines for notices and articles from specific committees such as Nominations and Awards, in order to provide the membership with information on a timely basis, and in compliance with the Society By-Laws.
 - 4. Arrange for the mailing and posting on the VSCLS website

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ELECTIVE COMMITTEES

Nominations Committee General Comments

The Nominations Committee is charged with one of the most important and critical tasks of any committee. They are responsible for soliciting candidates to seek office and serve in leadership roles in the Society. Therefore, the Nominations Committee shall, at all times, nominate the Society's most suitable candidates. The election of a President-Elect, Secretary, and one member of the Nominations Committee are held on odd years. The election of a President-Elect, Treasurer, and one member of the Nominations Committee are held on even years.

The Chair of the Nominations committee is the person in the last year of their three-year term, unless this position has been filled by appointment, in which case the Chair is the member who has served on the committee for the longest period.

The Nominations Committee shall:

1. Select a nominee (or preferably nominees) for each elective position to be filled at the General Membership Business Meeting. Nominations of qualified individuals may be made from the floor with written permission of the nominee.
2. Place a suitable form in the Society publication and/or VSCLS website prior to November 1st, so that members may make nominations for state elections
3. Solicit nominees for elective positions in ASCLS or Region II in accordance with the instructions of the ASCLS Nominations Committee.
4. Submit a report to the President, which includes a list of suitable nominees for elective offices. This report shall be submitted to the President so that it can be distributed to the membership not less than 30 days prior to the General Membership Business Meeting.
5. Prepare ballots, if needed, for the election.

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GENERAL MEMBERSHIP BUSINESS MEETING SPECIAL COMMITTEES

Credentials Committee

General Comments

A Credentials Committee composed of a Chairman and the President at the Board Meeting immediately preceding the General Membership Business Meeting shall select two other members.

The Credentials Committee shall:

1. Verify the active membership status of all persons admitted to the General Membership Business Meeting.
2. Maintain an exact count of voting members present at the General Membership Business meeting.
3. Maintain an exact count of guests present at the General Membership Business Meeting.
4. Provide an exact count of voting members present at the General Membership Business Meeting to the President at his/her request.

Minutes Committee

General Comments:

Minutes Committee composed of a Chairman and the President at the Board Meeting immediately preceding the General Membership Business Meeting shall select at least one other person.

The Minutes Committee shall:

1. Note all business, which is conducted during the meeting.
2. Review and correct minutes submitted to them by the Secretary.
3. Return corrected minutes to the Secretary within 10 days after having received them

Tellers Committee

General Comments:

Tellers Committee composed of a Chairman and the President at the Board Meeting immediately preceding the General Membership Business Meeting shall select two other members.

The Tellers Committee shall.

1. Distribute, collect, and tabulate ballots to be used for the election.
2. Provide a report to the membership present at the Business Meeting. The report shall include total votes cast, votes necessary for election, and votes received by each nominee for each office. The report is to be presented immediately following the tabulation of votes.

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AD HOC COMMITTEES

The President may appoint ad Hoc Committees. The appointment of such committees is for the sole purpose of performing a single specified task. The committee is automatically dissolved when that task is completed.

SPECIAL REPRESENTATIVES

Student Representative, Student Advisor

General Comments:

The Student Representative shall be appointed by the President, and serve as a voting member of the VSCLS Board of Directors. The Student Representative should be a graduating student or first-year active member of the Society. The student representative shall take office September 1st.

The Student Representative shall assume the role of Student Advisor, following their year as Student Representative. The Student Advisor shall mentor the incoming Student Representative as to the proceedings of VSCLS Board of Directors and shall share the duties of the Student Representative.

The Student Representative shall.

1. Participate in all VSCLS Board Meetings as a voting member of the Board.
2. Communicate with Education Coordinator/Program Directors throughout the state as early as possible to obtain names of local student representatives. A list of programs is available on the VSCLS website.
4. Provide input to the Meetings Management Chair for student activities/programs at the General Membership Meeting.
5. Work with current students, as much as possible; to identify potential successor(s) to this position and make recommendation(s) to the President-Elect after the General Membership Meeting.
6. Communicate information to the regional student representative.
7. Attend the ASCLS National Meeting as a delegate.

Young Professional (First Year Professional)

General Comments:

The Young Professional (First year Professional) is responsible for representing First Year Professional members and recent graduate's interests in the activities of VSCLS

The Young Professional shall:

1. Participate in VSCLS Board Meetings
2. Work with the Meeting Management to identify areas of interest of Young Professionals and assist in identifying speakers and topics for the Annual Spring Meeting that reflects these interests.
3. Assist the Membership Development Chairperson in recruiting activities
4. Work on special projects as identified by the President

STATE, REGIONAL, AND NATIONAL MEETINGS

ASCLS National Meeting

Delegates:

Official representation of this Society at the ASCLS Annual Meeting and the House of Delegates of ASCLS shall include the President, President-Elect, Past-President, Student Representative, or their alternates together with the delegates or their alternates of this Society. The maximum number of designated delegates shall be based on delegate allotment as set by ASCLS (One delegate for every 50 state constituent society members). The President shall appoint delegates from those VSCLS members who are planning to attend the ASCLS Annual Meeting. Delegates should be appointed at least two months prior to the Annual Meeting. It is strongly recommended that

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delegates be active, interested members who are well- informed on national issues. Delegates of VSCLS are not "instructed delegates." However, they are expected to represent the majority of the VSCLS membership on Society issues. The Past-Presidents of ASCLS who reside in this state, and are members of this Society have the privilege of sitting with the delegation of this Society as non-voting members of the House of Delegates.

Financial Arrangements:

The Society shall pay registration fees for the President, President-Elect, and Student Representative to attend the ASCLS Annual Meeting.

The Society shall pay a per diem to the President, President-Elect, and Student Representative to offset costs of travel, meals, and lodging to attend the ASCLS Annual Meeting and Pre-Convention Board Meeting if required. The amount of the per diem will be set by the Board at the time of budget approval, after a review of meeting location, financial status of the Society, and any other extenuating circumstances.

The Society will attempt to provide registration fee assistance to delegates from VSCLS to the ASCLS Annual Meeting. The provision of financial assistance of any form to the official VSCLS delegates will be at the discretion of the Board after a review of Society finances, and projected expense. Such review and determination of financial assistance is to take place annually at the time of budget approval.

VSCLS General Membership Meeting

The VSCLS shall hold a General Membership Meeting each year. The election of officers, receiving of annual reports, and official business meeting of the Society shall occur during this meeting.

The Meeting shall provide a variety of educational seminars, workshops, and lectures for Society members. The Board of Directors shall determine the meeting location.

Formal, written, contractual agreement shall be made between the Society and all convention facilities to be used for the General Membership Meeting. Such contracts shall be presented to the Board of Directors for approval as far in advance of the scheduled meeting dates as possible. The Meeting Management Committee should send out programs not less than 60 days and preferably 90 days before the event. Notice of the General Membership Meeting shall be printed in the Society publication, and posted on the VSCLS website for distribution not less than 30 days prior to the meeting.

Meetings may be held jointly with other Allied Health professional organizations, particularly other laboratory professional organizations, at the discretion of the Board of Directors. Contractual agreements shall be made between the Society and the other sponsoring party detailing the financial arrangements for the joint effort. This contract must be approved by the Board of Directors of each organization.

Financial Arrangements:

The registration fee of the President, President-Elect, Annual Meeting Chairman, or others as approved by the Board of Directors may be reimbursed by the Society.

The Board may approve the reimbursement of any other expenses such as lodging, meals, or travel for specific individuals involved in the planning of the program, or acting as a Presidential officer. Such reimbursement will be based on an assessment of the financial status of the Society at the time of budget approval, expected profits from the meeting, and any other extenuating circumstances.

OTHER MEETINGS

The VSCLS Board of Directors may elect to hold other educational and/or membership recruiting seminars throughout Virginia, as funds allow. The area chosen for membership recruitment seminars should be based upon the area's demographics and current member concentration.

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If the meeting is for the purpose of providing education opportunities to Society members, a fee may be charged and scientific exhibits may be part of this meeting. The Board of Directors shall approve the meeting location and registration fees. Any financial arrangements/contracts are to be handled as they are for the Annual Meeting.

Region II Council Meetings

Meetings of the Region II Council are held on a regular basis as scheduled by the Region II Director. These meetings serve as forums for state societies to discuss plans, share concerns, and provide input to our elected Director to the ASCLS Board of Directors. The President, President- Elect, and Past-President, or their duly designated proxies of the State Society serve as voting members of the Region n Council. The State Society may reimburse State Region II Council members for transportation expenses incurred in connection with attendance at a Region II Council Meeting.

VSCLS Board Meeting

Reimbursement of travel expenses incurred by VSCLS Board Members for attendance at Board Meetings shall be at the discretion of the VSCLS Board of Directors. Policies for such reimbursement shall be set annually at the time of budget approval and may be subject to change during the year should unexpected changes occur in the financial state of the Society.

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