



AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE



Region VIII Guidelines

I. Composition

- A. Region VIII of the American Society for Clinical Laboratory Science includes the following states: Colorado, Idaho, Montana, Utah and Wyoming
- B. The Regional Council shall be composed of the Regional Director, the Presidents and Presidents-Elect of the constituent (state) societies within the Region, the Region VIII Membership Chair, the Region VIII Leadership Chair, the Region VIII Government Affairs Chair, the Region VIII Leadership Academy Coordinator, the Region VIII New Professional Chair, and the Region VIII Student Representative. The immediate past Regional Director and all members residing in the Region who serve ASCLS and/or Region VIII in an elected or appointed capacity shall be ex-officio members.

II. Purpose

- A. The purpose, principles, and goals of Region VIII shall be consistent with those of ASCLS.
- B. The Regional Council shall function to:
 - 1. Coordinate the activities supporting the principles and furthering the goals of ASCLS.
 - 2. Provide the constituent societies of the Region with greater access to and utilization of the resources of ASCLS.

III. Officers and Committees

- A. Regional Director (RD)
 - 1. Shall be the Chair and preside at all meetings of the Council
 - 2. Shall coordinate all Council activities
 - 3. Shall visit each state within the Region for the general business meeting at least once during the three-year term as RD. The Region will be responsible for travel, lodging, and meal expenses for those meetings. If the state chooses to have the RD attend additional meetings in the state during the three-year term, the state will be responsible for travel, lodging and meal expenses for those additional visits.
- B. Elected Officers
 - 1. Secretary
 - a. Shall serve a two (2) year term, alternating election years with the Treasurer. May be re-elected to a second term, but shall not serve more than two consecutive terms.
 - b. Shall keep a permanent record of all minutes taken at Council meetings.
 - c. Shall distribute minutes to Council members within 45 days of the meeting.
 - d. Shall send notification of each Council meeting to the members at least four (4) weeks prior to the meeting if requested to do so by the Regional Director.
 - e. Shall transfer records to successor within 45 days of expiration of term of office.
 - f. In the absence of the Secretary, the Chair shall appoint a Secretary pro tem for the meeting from among the professional/emeritus members of the Region who are present.

2. Treasurer
 - a. Shall serve a two (2) year term, alternating election years with the Secretary. May be re-elected to a second term, but shall not serve more than two consecutive terms.
 - b. Shall keep a permanent record of all income and expenses resulting from regional activities and operations, itemized according to budget line items.
 - c. Shall maintain a bank account within the Region VIII boundaries.
 - d. Shall reimburse expenses consistent with the current approved budget within 30 days of receipt. (Extenuating circumstances may allow for an extension of this recommended time frame).
 - e. Shall require said expenses be submitted for reimbursement within 45 days of occurrence.
 - f. Shall prepare a budget for the coming fiscal year (1 August – 31 July) to be presented at the spring Council meeting.
 - g. Shall review all expenses of the Council and keep the Council advised of its financial activities.
 - h. Shall present a written report at each Council meeting and prepare an annual summary for tax purposes.
 - i. Shall transfer records to successor within 45 days of expiration of term of office.

C. Budget and Audit Chair

1. Shall be appointed by the Regional Director from the members of the Regional Council
2. Shall serve a one (1) year term.
3. Shall assist the Treasurer in the preparation of a budget for the coming fiscal year to be presented at the spring Council Meeting and approved at the Council meeting at the ASCLS annual meeting.
4. Shall audit the books once a year.

D. Membership Chair, Leadership Chair, Government Affairs Chair, Leadership Academy Coordinator, New Professional Chair, and Student Representative

1. Shall be appointed by the Regional Director.
2. Membership Chair, Leadership Chair, Government Affairs chair, Leadership Academy Coordinator, and New Professional Chair shall each serve a three (3) year term. May be re-appointed to a second term, but shall not serve more than two consecutive terms.
3. The Student Representative shall serve a one (1) year term, which may be renewed.

E. Other Committees as deemed necessary

IV. Meetings

A. Meetings of the Council shall be:

1. A fall meeting to be held concurrently with IMSS
2. A spring conference call meeting
3. A meeting at the location of the annual meeting of ASCLS, one day prior to the start of the annual meeting
4. Any other time as deemed necessary by the RD

B. Voting Members

1. The Regional Director, Presidents and Presidents-Elect of the constituent societies of Region VIII, the Secretary, Treasurer, Membership Chair, Leadership Chair, Government Affairs Chair, Leadership Academy Coordinator, New Professional Chair, and the Student Representative may vote.

2. Only one (1) vote is authorized for each member on the Council, regardless of how many positions are held.
 3. Voting will be decided by a majority of Council members present.
- C. Council meetings are open to all members of ASCLS, with all rights and privileges except voting.
- D. Attendance
1. All members of the Regional Council shall attend at least two (2) Council meetings per year. Attendance may be via conference phone.
 2. If unable to attend, the RD shall be notified at least twenty-four (24) hours prior to the Council meeting.
 3. Any elected officer or appointed member of the Council failing to attend at least two (2) Council meetings per year may be dismissed at the discretion of the Council. The Regional Director will appoint vacant position replacements.
- E. Proxy
1. Any Council member may appoint a professional/emeritus member from his/her respective constituent society to represent him/her at a Council meeting.
 2. The New Professional Chair's proxy must be another new professional member (New professional is defined as First Year Professional, Professional I, or Professional II membership category with less than 5 years in practice).
 3. The Student Representative's proxy must be another student member.
 4. A written proxy, signed by the Council member, must be presented to the Secretary prior to or at the start of the Council meeting.
- F. Quorum
1. A majority plus one (1) of the voting members of the Council shall constitute a quorum.

V. Election of Officers

- A. Will be held at the fall meeting held concurrently with IMSS
- B. Any professional/emeritus member of ASCLS holding membership in a constituent society of Region VIII is eligible to hold office.
- C. Voting will be by written ballot with a majority of those voting needed for election. In case of a tie, a re-balloting shall occur after a ten (10) minute recess. If a tie still exists, election shall be by lot.

VI. Finances

- A. Funds are received in the manner outlined in the Handbook of the Intermountain States Seminar (IMSS) under Standing Rules, by an assessment of the constituent societies of Region VIII (the amount to be budgeted on an annual basis), and from other Regional resources.
- B. Reimbursement Policies
 1. The Regional Director and Council Members shall be reimbursed one (1) night lodging at ½ the room at the location of the ASCLS annual meeting.
 2. Actual cost of materials and supplies for acknowledged Regional activities, such as membership or leadership activity to include the Leadership Academy will be reimbursed with receipts and approval of the RD, or Council.

VII. Governance

- A. The Majority Rules, Herman W. Farwell, shall govern the business meetings of the Council.
- B. Modifications

1. These guidelines may be modified by two-thirds (2/3) of the voting Council members present, provided proposed modifications are distributed to Council members at least 45 days prior to the meeting at which they are to be considered.

VIII. Dissolution

- A. Two-thirds (2/3) of all voting members of the Council may vote, by written ballot, to dissolve the Council.
- B. In the event of dissolution, all funds remaining in the Region VIII treasury, after all legitimate bills are paid, will be deposited in an escrow account set up through one of the states in the region for a period of three (3) years, after which all funds are to be divided equally between the constituent societies of the five (5) states in Region VIII.
- C. A written consensus by all five states for reorganization purposes may access the escrow account.

IX. Indemnification

- A. See ASCLS Bylaws and SOP's regarding indemnification

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