



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 Constituent (state) Societies: Colorado, Idaho, Montana, Utah and Wyoming
- B. The Regional Council shall be composed of the Council Chair, Council Vice Chair, the President, Past-President, and President-Elect of each constituent society within the Region, the Region VIII Membership Chair, the Region VIII Leadership Academy Coordinator, the Region VIII Government Affairs Chair, the Region VIII Ascending Professional Representative, and the Region VIII Developing Professional Representative. The Treasurer of the state holding budgetary line item for the Region VIII Leadership Academy serves on an ad hoc basis. 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.
 3. Recruit for the annual Region VIII Leadership Academy (R8LA)
 4. Appoint the Region VIII Leadership Academy Coordinator and oversee the operations of the Academy.

III. Officers and Committees

A. Elected Officers

1. Region VIII Council Chair

- a. Shall be the Chair and preside at all meetings of the Region VIII Council
- b. Shall coordinate all Council activities.
- c. Shall send notification of Council meeting to members in Region VIII at least 30 days prior to the meeting.
- d. Shall serve a one-year (1) term following one year (1) as Vice Chair
- e. Responsible for file retention of the minutes and other permanent documentation within the ASCLS Connect Community for permanent storage

2. Region VIII Council Vice Chair

- a. Shall be elected by the voting members of the Region VIII Council at the summer meeting to serve a term of two (2) years, first year as Vice Chair, succeeding to Chair in year two (2)

B. Appointed Council members.

3. Secretary

- a. Shall be appointed by the Chair at the beginning of each meeting.

- b. Shall record and distribute the minutes of the meeting and post them to the cloud sharing folder within 45 days of the meeting.
- 4. Membership Chair, Leadership Academy Coordinator, Government Affairs Chair, Ascending Professional Representative, Developing Professional Representative
 - a. Shall be appointed by the Council Chair in consultation with Council members.
 - b. Membership Chair, Government Affairs Chair, Leadership Academy Coordinator shall each serve a three (3) year term. May be reappointed to a second term.
 - c. Ascending Professional Representative shall serve a three (3) year term or until transitioned to Professional membership category
 - d. Developing Professional Representative shall serve a one (1) year term, which may be renewed.
- 5. Other committees as deemed necessary by the Council.

IV. Meetings

- A. Meetings of the Council shall be:
 - 1. A fall conference call meeting
 - 2. A winter conference call meeting, prior to state meetings
 - 3. A summer meeting at the location of the annual meeting of ASCLS; date to be determined by Region VIII Council members. Summer Council meeting agenda will include election of Vice Chair and financial report on R8LA funds.
 - 4. Any other time as deemed necessary by the Council Chair
- B. Voting Members
 - 1. The Council Chair, Council Vice Chair, President, Past President, and President-Elect of each constituent society of Region VIII, Membership Chair, Leadership Academy Coordinator, Government Affairs Chair, Ascending Professional Representative, and Developing Professional 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 Council Chair 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 Council Chair will appoint vacant position replacements
 - 4. In the event of a vacancy in the Council Chair position, the Vice Chair will serve as Chair until the summer council meeting when a new Vice Chair is elected
- 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 Ascending Professional Representative's proxy must be another ascending professional member. (Ascending Professional is defined as an individual who has not held previous membership other than Developing or Ascending Professional and

is within five years of graduation from a program for clinical laboratory studies.)

3. The Developing Professional Representative's proxy must be another Developing Professional member.
4. A written or electronic proxy, signed by the Council member, must be presented to the Council Chair 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 summer meeting held at the location of the annual meeting of ASCLS.
- B. Any professional/emeritus member of ASCLS holding membership in a constituent society of Region VIII is eligible to hold office.
- C. Call for nominations will go out to members of Region VIII prior to and/or at the Constituent Society spring conferences. Notification of nominations will be posted on the Region VIII website, each Constituent Society website and through the ASCLS Member Community.
- D. Voting will be by written/electronic 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. Funding for the Region VIII Leadership Academy shall be deposited in the checking account as a line item of one of the Region VIII constituent societies. Determination of which constituent society holds the funds shall be made annually.
- B. Expenses for the R8LA shall be approved jointly by the Region VIII Council Chair and the R8LA Coordinator.
- C. Additional funds for R8LA expenses may be requested on an annual basis from the constituent societies with approval by the Council.
- D. An annual report regarding R8LA finances shall be made to the Council by the R8LA Coordinator at the Summer Council meeting.
- E. R8LA Interns shall be reimbursed one (1) night lodging at ½ the room at the location of the ASCLS annual meeting if an extra night of lodging is needed to attend Summer Council meeting. Reimbursement will be based on actual expenses, with receipt submitted

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) majority of all voting members of the Council, by written and/or electronic ballot, is required to dissolve the Council.
- B. In the event of dissolution, all funds remaining in the Region VIII Leadership Academy account are to be divided equally among the constituent societies of the five (5) states in Region VIII.

IX. Indemnification

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

Approved September 13, 2000

Modified March 29, 2003

Modified April 9, 2005

Modified and Approved September 14, 2005

Modified and Approved April 7, 2006

Modified and Approved September 26, 2012

Modified and Approved August 2013

Modified and Approved April 1, 2017

Modified and Approved March 30, 2019

Modified and Approved October 2, 2021

Modified and Approved January 25, 2023

Provisio: At the 2023 Summer Region VIII Council meeting, both a Chair and Vice Chair will need to be elected. The Chair will serve one (1) year and the Vice Chair will serve a two (2) year term succeeding to Chair in 2024.