

**TEXAS ASSOCIATION FOR CLINICAL  
LABORATORY SCIENCE  
HANDBOOK**

***TACLS***

Texas Association for Clinical Laboratory Science  
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## PURPOSE OF TEXAS ASSOCIATION FOR CLINICAL LABORATORY SCIENCE HANDBOOK

The purpose of the Texas Association for Clinical Laboratory Science Handbook is to provide guidelines for TACLS Officers, Committees, Appointments, and District Presidents.

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## PURPOSE TEXAS ASSOCIATION FOR CLINICAL LABORATORY SCIENCE

The purposes for which the Association is formed are:

- To be responsible for providing educational programs in the clinical laboratory and related sciences and defining standards of competence at all levels;
- To promote standards in clinical laboratory methods and research, and in affiliated fields;
- To enhance the professional status and image of its members;
- To create mutual understanding and cooperation among the Association and its members and all others who are engaged in the interests of individual and public health;
- To represent the interests of the clinical laboratory and affiliated professions and the members of the Association in all government and other forums that affect those interests;
- To establish and promote ethical standards for the professions represented; and
- To provide aid and benefit to all members of said professions

## GENERAL GUIDELINES

### I. ELIGIBILITY REQUIREMENTS

#### A. Elective Position

Must have been an active or emeritus member in good standing in this Association for at least two (2) years immediately prior to nomination. Shall have attended at least three (3) official business meetings in the two (2) years immediately prior to their nomination or have demonstrated sufficient participation and knowledge of the organization as determined by Board of Directors.

#### B. APPOINTIVE POSITION

1. Committee chairman must be an active or emeritus member.
2. Committee members must be a member of TACLS.

### II. COMMITTEE APPOINTMENT AND TERM OF OFFICE

- A. Chairman is appointed by the President by July 1 to serve for a term of one year beginning with appointment and ending with the close of the next House. The chairman is a committee member.
- B. The President shall appoint at least one committee member by July 1 to serve for a term of three (3) years beginning with appointment and ending with the close of the third House. The President shall send to each member of the committee, a list of the names and addresses of the other members of this committee. A member may not serve on the same committee for more than six consecutive years.
- C. If a committee chairman or member is unable to fulfill the responsibilities of the appointed position, he or she shall notify the committee chairman and/or the President immediately.
- D. In the event of resignation, the President will appoint a new committee chairman or member.

### III. The Administrative Office has a current list of District and TACLS officers and committee members, addresses, and terms of office.

#### IV. COMMITTEE MEMBERSHIP

- A. Number of committee members including chairman: minimum of three (3). (President is ex-officio member of all committees except the Nominations Committee).
- B. The committee chairman is a member of the Advisory Board.
  - 1. Shall submit a report for all official board meetings and the House.
  - 2. Attendance is encouraged at official board meetings, but committee chairman has no voting privileges. However, input into decisions is encouraged.

#### V. COMMITTEE DUTIES AND RESPONSIBILITIES

- A. The duties and responsibilities of the committee are as outlined in the TACLS Bylaws and as may be assigned by the House, Board, and/or the President.
- B. By the Fall Board Meeting, the chairman notifies committee members and the President of planned activities for the year.
- C. The chairman plans committee meetings and notifies committee members and the President of these meetings. The Chairman may delegate duties to committee members as needed.
- D. The chairman informs committee members of Board meetings as soon as possible after receiving notice and encourages attendance. (Time before or after Board meetings may provide an opportunity for committee meetings).
- E. Maintain a permanent committee file.
  - 1. Reports of the committee presented at official business meetings.
  - 2. Committee correspondence
  - 3. A record of all committee activities, e.g. committee meetings, discussions related to presentation at official business meetings, telephone conversations, etc. This record should also include date, persons contacted, and summary of discussion.
  - 4. TACLS Handbook

- F. At the expiration of term of office, deliver permanent committee files to the successor. Inactive files are permanently stored in the Administrative Office.
- G. Send a copy of all official correspondence to the President and President-Elect. Communication with board liaisons as appropriate.
- H. TACLS Newsletter may be used for communication of committee activities to the membership. Publication deadlines shall be determined by the Newsletter editor.

VI. REPORTS TO OFFICIAL BUSINESS MEETINGS

- A. Officers, Board members and committee chairmen are expected to submit a report for each official business meeting.
- B. Reports may be sent to the Administrative office for reproduction prior to the meeting.
- C. Suggested Report Heading:

TACLS COMMITTEE NAME  
 REPORT TO TACLS WINTER BOARD MEETING  
 FEBRUARY 26, 1977  
 HILTON INN, FT. WORTH, TX  
 SEPTEMBER 26, 1999 TO FEBRUARY 20, 2000

OR: source of report  
 reporting to whom  
 date of report  
 place of report  
 time period covered by report

- D. Reports are written in the third person and should include the following:
  - 1. Board Meeting
    - a. Present activities
    - b. Future activities
    - c. Recommendations and/or motions pertaining to reported activities with background information and alternative for Board action.
    - d. Request for funds
  - 2. House of Delegates
    - a. Summary of activities of previous year
    - b. Future activities
    - c. Recommendations and/or motions pertaining to reported activities with background information and alternatives for House action.
    - d. Request for funds.
- E. Suggested statement of recommendations and/or motions:
  - 1. Officer/Board Member
    - a. Recommendations

"I recommend . . . . . "

B. Motions

"I move that . . . . . "

2. Committee Chairman

a. Recommendations

"The committee recommends . . . . . "

b. Motions

"The committee recommends and I move  
that . . . . . "

F. Signing of Reports

1. Officer/Board member

An officer's or Board member's report needs no complimentary close ( do not write "Respectfully Submitted").

2. Committee

A committee report needs no complimentary close (do not write "Respectfully Submitted"). If all committee members are listed on the report, the chairman's name appears first (do not write "chairman" after name). If only the chairman is listed, write "chairman" after name.

## VII. SUPPLIES

Supplies are available from TACLS Administrative Office i.e. Association letterhead and envelopes.

## VIII. COMMITTEE REIMBURSABLE EXPENSES

A. Budgeted Expenses

Monies for committee expenses are budgeted by the House of Delegates for the fiscal year. Expenses incurred in excess of the budgeted amount must have prior Board approval. Budgeted Line Items for each respective committee include postage, telephone, duplication, stationery, and envelopes.

B. Reimbursement

A reimbursement form is available from the Treasurer. This form (voucher) along with receipts is submitted to the Treasurer who reimburses the individual. Reimbursement must be requested during the fiscal year expenses are incurred. To facilitate bookkeeping, request reimbursement within sixty (60) days after incurring expenses.

## PRESIDENT

- I. An Elective Office: elected at large as President-Elect
- II. Eligibility Requirements
  - A. See General Guidelines
  - B. Should have served as President-Elect of this Association
- III. Term of Office
  - A. One (1) year beginning upon election and installation
  - B. In the event of vacancy, the Immediate Past President shall serve as President for the remainder of the unexpired term.
  - C. In the absence of the President, the President-Elect, Immediate Past President, or Secretary in that order will perform the duties of and have the same authority as the President or the President may designate another appropriate individual to preside.
  - D. Removal from office is in the manner prescribed in the current edition of Robert's Rules of Order.
- IV. Membership
  - A. Member and presiding officer of the House
  - B. Member and presiding officer of the Board
  - C. Member and presiding officer of the Advisory Board
  - D. Member and presiding officer of the Corporate Board
  - E. Ex-officio member of all committees except the Nominations Committee
- V. Duties and Responsibilities
  - A. A member of the governing body when the House is not in session.
  - B. The Board is vested with the charge of all properties and funds, the management of the affairs of this Association and shall have the authority to perform all functions not inconsistent with the Articles of Incorporation and Bylaws or with any action taken by the House.
  - C. Attendance at all official business meetings of TACLS is imperative.
  - D. A term of Presidency is one year in length but includes three (3) years of service (one year President-Elect, one year President and one year Immediate Past President in this order.)



- E. Send a copy of all correspondence to the President-Elect and related individuals.
- F. Maintain a permanent file relating to the office.
  - 1. Presidential reports which are present at official business meetings.
  - 2. Presidential office correspondence.
  - 3.. An updated record of all committee and task force members, date of appointment. (Send a copy to the Administrative Secretary.)
  - 4. A list of elected officers and board members, date of election, and term of office. (Secretary and Administrative Secretary also maintains a copy.
  - 5. All active contracts entered into by this Association. (Administrative office files the original contract.)
  - 7. Follow-up on board action
  - 8. Correspondence with ASCLS and Region VII Director
- G. At the expiration of term of office, current pertinent files are to be delivered to the successor. Inactive files are stored in the Administrative office.
- H. Each committee and officer will send a copy of correspondence to this office. Read this correspondence and be familiar with all activities.
- I. Respond to all mail received. Circulate pertinent mail to related individuals.
- J. Knowledge of parliamentary procedure is advisable.
- K. Attend committee meetings when possible.
- L. Attend district meetings when possible.
- M. Duties immediately following installation as President
  - 1. Announce committee chairmen appointments
  - 2. Announce Post House Board Meeting
    - a. Inform House that the Advisory Board consists of board members, officers, district presidents, and committee chairmen.
    - b. Urge all members of the outgoing and incoming Advisory Board as well as other interested members to attend the Post House Board Meeting.
  - 3. Adjourn House
  - 4. Call Corporate Board Meeting, usually immediately following the House. The President, President-Elect, Immediate Past President, Secretary, and Treasurer attend the meeting.

Order of Business: call to order, call for business, adjourn.

Secretary prepares minutes for official records.

#### N. Post House Board Meeting

Purpose: To acquaint incoming Advisory Board with TACLS activities and their responsibilities.

1. Appoint board members as commissioners. Encourage communication between commissioners and districts through letter, telephone, newsletter, personal visits, etc.
2. Announce committee chairs and/or members

#### O. Commission Appointments

##### 1. Administrative/Appointive Commissions

- a. Chairmen are appointed for one (1) year except the Publications Chairman who is appointed for three (3) years, and the Convention Chairman who is appointed to serve three to five (3-5) years
- b. Appoint at least one (1) committee member to each committee by July 1. All committees should have an odd number of members. Committee appointments are usually for three (3) years. Send a list of new appointees, appointment dates, and term to the Secretary.
- d. Inform committee chairmen of any planned goals or activities desired. Request each chairman and committee member to carefully read the committee guidelines. Encourage immediate committee communication and activity. (Do not waste summer months.) The Annual Meeting is an opportune time for discussing activities.
- e. If a committee chairman or member is inactive, remove the individual from the committee and replace with another individual to complete that member's term.
- f. Board members will be appointed as liaison members to select committees.

##### 2. Special Committees

- a. Special committees (task forces) may be established for specific tasks.
- b. Committee members are appointed by the President for a designated term (usually until the completion of the task).
- c. Send names of committee members and chairmen to the

Administrative office and Board of Directors.

P. Responsibilities at ASCLS Annual Meeting

Attend the following meetings:

- a. Pre-Convention Board as invited by ASCLS
- b. State President's Orientation as invited by ASCLS
- c. President's Council (First House of Delegates)
- d. All appropriate committees as deemed necessary
- e. Region VII Council Meeting
- f. House of Delegates as TACLS delegate

Q. Send information to committee chairs as necessary. Include information from ASCLS leadership mailings which are received monthly by the President and President-Elect. Also include information from Region Council meetings. Each board member then conveys information to assigned districts.

R. Prepare calendar of events for the upcoming year and send copies to the Advisory Board and the Board of Publications

S. Traveling Seminar(s)

The President should make a special effort to communicate with the Local Coordinator and District President concerning current events or attend meetings himself.

T. Contracts

All contracts entered into on behalf of any portion of the Association must be signed by the President. The original shall be filed in the Administrative Office. The President, President-Elect, and Treasurer shall receive a copy for their files. The Convention Committee shall be empowered to make such contracts as it deems necessary.

U. Represent TACLS on the Region VII Council

Communication between the state societies and the ASCLS Board is the primary purpose of the Council. Reports from the state are to be submitted to the Region VII Director prior to meetings. Region Council meetings are called by the Region Director usually after each ASCLS Board Meeting (i.e. Fall and Winter) and one at the ASCLS Annual Meeting. (The Region Council Meeting at the ASCLS Annual Meeting is attended by the Immediate Past President.)

V. Board Meetings

1. Location and date of Fall, Winter, and special Board Meetings are at the discretion of the President. Meetings are usually held after the ASCLS Board Meeting. Notice of board meetings may be announced in TACLS Newsletter.
2. If meeting is in conjunction with a Traveling Seminar, correlate arrangements

(i.e. availability and arrangement of meeting rooms, lodging, coffee, meals, etc. with responsible Traveling Seminar Committee member.

3. A quorum of the Board shall be the President or President-Elect plus a majority of the other members.
4. The agenda of a board meeting is distributed at the beginning of the meeting. The current edition of Robert's Rules of Order may be consulted. The order may be changed by the President with Board consent.
5. Request the Secretary to take roll call of members of the Board. Members present will respond with "present".
6. Request that all persons attending the board meeting sign the official roll call list.
7. Instruct the Advisory Board to send their reports to the Administrative Office at least two weeks prior to the meeting for duplication and collation. If this deadline is not met, the report may be returned to the officer or chairman and that individual is then responsible for bringing sufficient copies to the meeting. An oral summary of the report may be presented.
8. It may be helpful to appoint an individual to make notes of special committee appointments, task forces, etc., appointed during the meeting and anything which is pertinent enabling immediate action to occur after the meeting.
9. A board member may make a motion (requires a second).
10. A committee chairman may make a motion related to reported committee activities only. The motion needs no second if it comes from the committee, unless it is a committee of one.
11. Any active or emeritus member may make a recommendation.
12. Any TACLS member may sit in the gallery unless the meeting is an Administrative Session. Guests may be seated in the gallery by permission of the Board only. Guests must have Board approval to speak.

#### W. TACLS Annual Meeting

1. Arrange with the Convention Chairman for the availability of meeting rooms for such functions as deemed appropriate or necessary. Such activities may include a pre-convention board meeting, an Awards ceremony, Issues and Answers, TACLS booth in exhibit area and Open Forum.
2. The President should be informed of major Annual Meeting events to prevent conflicts in schedules.

#### X. TACLS House of Delegates

1. Agenda is distributed at the beginning of the House. (no unfinished business is called for at the House.) The current edition of Robert's Rules of

Order may be consulted. The order may be changed by the President with consent of the House.

2. Request credential report from Membership Committee to determine if a quorum is present. (Quorum is the President or President-Elect plus a majority of the credentialized delegates.) The committee reports the total number of possible delegates (one per every five active or emeritus members) and the number of delegates present, plus the number of board members and officers present.
3. Appoint one (1) sergeants at arms, three (3) tellers, and one (1) timekeeper.
  - a. Sergeants at arms duties  

Follow Presidential order, keep order, and escort people in and out of the House if requested.
  - b. Teller duties  

Collect votes at House Meeting and transport to Nominations Committee. Only the person making the vote may touch the ballot (remind House of this). Nominations Committee provides containers to collect ballots and counts the votes. Nominations Committee may be appointed as tellers.
  - c. Timekeeper duties  

Times debate or discussion at the request of the presiding officer.
4. The House may approve or disapprove acceptance of an individual as a voting delegate if he meets delegate qualifications but did not go through credentials at designated times.
5. Admission and Exit of Delegates  

Inform the delegates of the status of the House

  - a. "Open House"  

During "Open House" as designated by the President, delegates may leave the floor and additional credentialized delegates or alternates may be admitted.
  - b. "Closed House"  

During a "Closed House" as designated by the President, no one (guest or delegate) may enter or exit the House.
6. The House is closed during all voting sessions.
7. If a committee chairman is not a member of the House, permission must be requested from the House to go onto the House floor to present the committee report. A member of the House designated by the committee chairman may present the report.

8. Any member of the House may present a motion, and it requires a second.
9. Any member of the House may present a recommendation.
10. Any TACLS member may sit in the gallery. A member of the gallery may speak to a motion after being recognized by the President and with permission from the House. Guests may be seated in the gallery by permission of the House only. Guests must have House approval to speak.
11. The House must act upon (approve or disapprove) the proposed budget as presented by the Finance Committee.
12. The House must act upon (approve or disapprove) Bylaws changes according to the provisions in the Bylaws for their amendment.
13. Request that all persons seated in the gallery sign the official roll call list.
14. Announce meeting of ASCLS delegates (usually immediately following Corporate Board Meeting).

Y. President will provide for updates of the Handbook annually and distribute copies to the Officers and the Advisory Board.

VI. Reports to Official Business Meetings: see General Guidelines

VII. Reimbursable Expenses

Expenses of the President for travel and lodging to all TACLS official business meetings, ASCLS Annual Meeting, Traveling Seminars, and any official Association representation are reimbursable and shall be budgeted by the House of Delegates for the fiscal year. Expenses incurred in excess of the budgeted amount must have prior Board approval. A reimbursement account form is available from the Treasurer. This form along with receipts is submitted to the Treasurer who reimburses the President. Reimbursements must be requested during the fiscal year expenses are incurred. To facilitate bookkeeping, request reimbursement within sixty (60) days after incurring expenses.

- A. Budgeted Line Item: Presidential Officers  
Postage, telephone, duplication, stationary/envelopes, travel/lodging incurred during attendance at all TACLS Board and official business meetings and TACLS and ASCLS Conventions.
- B. Travel, food, and lodging expenses incurred at Region VII Council Meetings are reimbursed by the Region. Submit expenses (receipts) to the Regional Director who authorizes reimbursements.
- C. Travel, food, and lodging expenses incurred at Traveling Seminars shall be charged against the Traveling Seminar Fund. Submit receipts to the Treasurer for reimbursement.

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## PRESIDENT-ELECT

- I. An Elective Office: elected at large
- II. Eligibility Requirements: see General Guidelines
- III. Term of Office
  - A. One year beginning upon election and/or installation
  - B. A vacancy occurring prior to the Winter Board Meeting shall be filled by a special election by the membership. In the event the vacancy occurs after the Winter Board Meeting, the office shall remain vacant.
  - C. In the absence of the President, the President-Elect will perform the duties of and have the same authority as the President.
  - D. Removal from office is in the manner prescribed in the current edition of Robert's Rules of Order.
- IV. Membership
  - A. Member of the House
  - B. Member of the Board
  - C. Member of the Advisory Board
  - D. Member of the Corporate Board
  - E. Shall attend, have voice, and voting privileges at all meetings.
- V. Duties and Responsibilities
  - A. A member of the governing body when the House is not in session.
  - B. The Board is vested with the charge of all properties and funds, the management of the affairs of this Society, and shall have the authority to perform all functions not inconsistent with the Articles of Incorporation and Bylaws or with any action taken by the House. (Must be willing to devote numerous hours to this responsibility.)
  - C. Attendance at all official business meetings of TACLS is imperative.
  - D. A term of Presidency is one (1) year in length but includes three (3) years of service (one year as President-Elect, one year as President, and one year as Immediate Past President in this order.)
  - E. Send a copy of all correspondence to the President and related individuals.
  - F. Perhaps the most important duty is to become familiar with all the duties of President which devolve upon this office.



G. Maintain a permanent file relating to office.

1. President-Elect's reports which are presented at official business meetings.
2. President-Elect office correspondence.
3. A record of all activities relating to office.

H. At the expiration of term of office, all permanent files are retained by the individual until the office of President is completed at which time the files become a part of the President's file.

I. Each committee and officer will send a copy of correspondence to this office. Read this correspondence and be familiar with all activities.

J. Become familiar with parliamentary procedure.

K. Duties of incoming President-Elect (immediately after installation) at ASCLS Annual Meeting.

1. Serve as TACLS delegate to ASCLS House of Delegates.
2. Attend any appropriate committee meetings designated by the President

L. Responsibilities of outgoing President-Elect (incoming President) at the ASCLS Annual Meeting.

1. Plan to spend ten (10) days at the ASMT Annual Meeting.
2. Attend the following meetings:
  - a. State President's Orientation (first Saturday) as invited by ASCLS
  - b. All reference committees.
  - c. House of Delegates as TACLS delegate.

M. Column of Honor Award

1. Time period covered: May 1 to March 31 ( ASCLS may vary dates).
2. Guidelines are sent to the President-Elect about February 1 from ASCLS.
3. Deadline for material being submitted to ASCLS is March 1-15. Because of this time factor, begin work as soon as possible and use guidelines of the previous year.
4. Material is collected on the district, state, regional, and national level by the President-Elect.

5. Send a copy of ASCLS Column of Honor Guidelines to each District President. Request the District President or his designee to collect material on the district level and submit the material to the President-Elect. To qualify, the material must specify the name of the district and TACLS sponsorship. Deadline for districts to submit material to the President-Elect is March 1.

N. During this term of office, be aware of potential TACLS projects and identify contributions of active members for possible committee chairmen.

O. Select committee chairmen and obtain consent from the individuals prior to the House. Announce these chairmen at the House after installation as President. Chairmen are appointed for one (1) year except the Publications Chairman, who is appointed for three (3) years, and the Convention Chairman who is appointed to serve three to five years.

VI. Reports to the Official Business Meetings: see General Guidelines

VII. Reimbursable Expenses

Expenses of the President-Elect for travel and lodging to all TACLS official business meetings and any official Society representation as designated by the President are reimbursable and are budgeted by the House of Delegates for the fiscal year. Expenses incurred in excess of the budgeted amount must have prior Board approval.

An expense account form is available from the Treasurer. This form along with receipts is submitted to the Treasurer who reimburses the President-Elect. Reimbursements must be requested during the fiscal year expenses are incurred. To facilitate bookkeeping, request reimbursement within thirty (30) days after incurring expenses.

A. Budgeted Line Item: Presidential Officers

Postage, telephone, duplication, stationary/envelopes, Leadership packet distribution, travel/lodging/food incurred during attendance at all TACLS Board and official business meetings and TACLS Annual Meetings.

B. Travel and lodging expenses incurred at the Region VII Council Meetings may be reimbursed by the State. Submit expenses (receipts) to the Treasurer who authorizes reimbursement.

REVISION DATE 3-00

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## IMMEDIATE PAST PRESIDENT

I. An Elective Office: elected at large as President-Elect

II. Eligibility Requirements

- A. See General Guidelines
- B. Must have served as President of this Association

III. Term of Office

- A. One (1) year beginning upon election and/or installation
- B. A vacancy shall be filled until the next election by the Board from the members who have served this Association as President.
- C. Removal from office is in the manner prescribed in the current edition of Robert's Rules of Order.

IV. Membership

- A. Member of the House
- B. Member of the Board
- C. Member of the Advisory Board
- D. Member of the Corporate Board
- E. Shall attend, have voice, and voting privileges at all meetings.

V. Duties and Responsibilities

- A. A member of the governing body when the House is not in session.
- B. The Board is vested with the charge of all properties and funds, the management of the affairs of this Association, and shall have the authority to perform all functions not inconsistent with the Articles of Incorporation and Bylaws or with any action taken by the House.
- C. Attendance at all official business meetings of TACLS is imperative.
- D. Maintain a permanent file relating to office
  - 1. Immediate Past President's reports presented at official business meetings
  - 2. Immediate Past President's office correspondence
  - 3. A record of all official activities relating to office.
- E. At the expiration of term of office, deliver permanent office files to the Administrative office.
- F. The current TACLS publication may be used for communication of office activities to the membership.

G. Send a copy of all correspondence to the President, President-Elect, and related individuals.

H. Duties at ASCLS Annual Meeting

1. Lead Texas Delegation

2. Prepare the Texas report and mail to Region VII Director or to the ASCLS office.

3. Attend the following meetings:

a. Pre-Convention Board as invited by ASCLS

b. State President's Meeting

c. President's Council -First House of Delegates

d. Any other appropriate committees

e. Region VII Council Meeting

f. House of Delegates as Chairman of Texas Delegation

4. Arrange for at least one (1) TACLS delegate to attend any important committees and report to the Delegation at the state caucus.

5. Arrange for caucus to discuss committee action and other important issues as necessary.

6. Preside at Texas caucuses.

7. ASCLS will announce specialty workshops, e.g. secretary, treasurer, finances, etc. Send TACLS representative to these workshops.

8. Represent TACLS as a delegate to the ASCLS House.

I. Serve as a consultant to the President of this Association.

J. In the event of death, resignation, or total disability of the President, the Immediate Past President shall perform the duties of , and have the same authority as the President.

VI. Reports to Official Business Meetings: see General Guideline

VII. Reimbursable Expenses

Expenses of the Immediate Past President for travel and lodging to all official business

meetings are reimbursable. Monies for all Immediate Past President's expenses are budgeted by the House of Delegates for the fiscal year. Expenses incurred in excess of the budgeted amount must have prior Board approval.

An expense account form is available from the Treasurer. This form along with receipts is submitted to the Treasurer who reimburses the Immediate Past President. Reimbursement must be requested during the fiscal year expenses are incurred. To facilitate bookkeeping, request reimbursement within sixty (60) days after incurring expenses.

Budgeted Line Item: Presidential Officers

Postage, telephone, duplication, stationery/envelopes, travel and lodging incurred during attendance at all TACLS Board and official business meetings and TACLS and ASCLS Conventions.

REVISION DATE 3-00

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## SECRETARY

- I. An Elective Office: elected at large
- II. Eligibility Requirements: see General Guidelines
- III. Term of Office
  - A. Two (2) years beginning upon election and/or installation. The Secretary and Treasurer are elected in alternate years.
  - B. A vacancy shall be filled until the next election by the Board from the Advisory Board.
  - C. In the absence of all Presidential officers, the Secretary will perform the duties of and have the same authority as the President.
  - D. Removal from office is in the manner prescribed in the current edition of Roberts's Rules of Order.
- IV. Membership
  - A. Member of the House
  - B. Member of the Board
  - C. Member of the Advisory Board
  - D. Member of the Corporate Board
  - E. Shall attend, have voice, and voting privileges at all meetings.
- V. Duties and Responsibilities
  - A. member of the governing body when the House is not in session.
  - B. The Board is vested with the charge of all properties and funds, the management of the affairs of this Association, and shall have the authority to perform all functions consistent with the Articles of Incorporation and Bylaws or any action taken by the House.
  - C. Attendance at all official business meetings of TACLS is imperative.
  - D. Send notices of official business meetings three to four (3-4) weeks prior to the meeting to the Advisory Board or arrange for the Administrative Secretary to do this.
  - E. Take the following items to each board meeting:  
Tape recorder, extension cord, cassette tapes for the meeting, motion forms, file which contains the minutes for the previous five (5) years, and record book for

official business meeting attendees to sign.

F. For convenience, prepare and present at each official business meeting the following motion: "I move that all motions be submitted in writing and be signed by the mover.

G. Take roll call of the Board at the request of the President at the opening of each official business meeting and keep a tally of the presence or absence of board members for the duration of the meeting.

H. Record all business meetings on cassette tape. Turn over the tapes of the previous board meeting to the Administrative Secretary at a board meeting. Do not mail. Tapes are filed in the Administrative Office and must be kept for at least two (2) years.

I. Type a summary of the business meetings. This summary shall serve as the official, legal, minutes of TACLS. These minutes may be called for by the Internal Revenue Service. The minutes should include the following:

1. Title of meeting (Fall, Winter Board Meeting, etc.)  
Place of meeting (city)  
Date of meeting
2. Time meeting convenes  
Time of any recesses  
Time of reconvening after recesses  
Time of adjournment
3. Roll call to include officers and board members
4. Recognition of any guests
5. Report of officers, committee chairmen, district president, and regional officers. These reports need not be given in detail. If a written report is submitted, then the words "written report" may be entered. Even if the report is oral, the words "oral report" may be entered into the minutes UNLESS there is an item of direction given, either by motion or otherwise. (All motions, must be entered into the minutes). Written reports are attached to the permanent file copy of the minutes.
6. Unfinished business, new business, and announcements. These items are briefly described in the minutes.
7. Any direction given by the Board to committees, individual members, or individual board members shall be entered into the minutes.
8. All motions stated verbatim (correct the grammar and spelling) and the name of the individual who introduced the motion shall be entered into the minutes. Any discussion need not be entered into the minutes (enter the words, "discussion followed") unless during the discussion the intent of the motion needed clarification. The clarification of the motion's intent should be entered into the minutes. The outcome of the motion should be entered as "motion carried" or "motion defeated". The vote of the motion is recorded on the

motion sheet itself and need not be entered into the minutes UNLESS any officer or board member requests that his vote be recorded.

9. Summary of all motions and actions taken.

J. Within four (4) weeks after the close of any official business meeting, mail a copy of the minutes to one Board member. This person will send the Secretary corrections for content and typographical errors. The Secretary will then correct the original copy of the minutes.

K. Mail a copy of the minutes to each member of the Board of Directors within sixty (60) days after the close of the meeting.

L. Send a copy of the actions and motions of all business meetings to the Chairman of the Publication Committee for publication in the current Association publication.

M. Minutes for the previous five (5) years will be made available at all official business meetings. All other minutes will be filed in the Administrative office.

N. Type and mail any correspondence as requested by the President, Board, or House of Delegates.

O. Send a copy of all correspondence to the President, President-Elect, and related Individuals.

P. Maintain active Association files. Inactive files are transferred to the Administrative office.

1. Copies of minutes for previous five (5) years.
2. Keep a record book of all members attending official business meetings. Within three (3) weeks after the meeting, send a copy of these names to the Nominations Committee Chairman.
3. An updated list of all committee members, date of appointment, and term of appointment.
4. A list of elected officers and board members, date of election, and term of office.
5. File copies of secretarial correspondence for five (5) years.
6. A file copy of all written reports presented at official business meetings for the previous five (5) years.
7. Keep on file all active contracts entered into by this Association.
8. TACLS Handbook.

VI. Supplies and equipment available from TACLS



A. Office of Secretary

Cassette tape recorder and extension cord

B. Administrative Secretary

Association letterhead, notepads, envelopes, any other material needed for correspondence.

VII. Reports of Official Business Meetings: see General Guidelines

VIII. Reimbursable Expenses

Expenses of the Secretary for travel and lodging to all official business meetings are reimbursed. Monies for all Secretarial expenses are budgeted by the House of Delegates for the fiscal year. Expenses incurred in excess of the budgeted amount must have prior Board approval.

An reimbursement form is available from the Treasurer. This form along with receipts is submitted to the Treasurer who reimburses the Secretary. Reimbursements must be requested during the fiscal year expenses are incurred. To facilitate bookkeeping, request reimbursement within sixty (60) days after incurring expenses.

Budgeted Line Items: Secretary

Postage, telephone, duplication, tapes, stationary/envelopes, travel/lodging to official business meetings, misc. expenses.

REVISION DATE 3-00

**TEXAS ASSOCIATION FOR CLINICAL LABORATORY SCIENCE**

**MOTION FORM**

**Motion Number:**

**MOTION:**

Made by: \_\_\_\_\_

Second by: \_\_\_\_\_

Carried \_\_\_\_\_

Defeated \_\_\_\_\_

Vote: For \_\_\_\_\_ Against \_\_\_\_\_

## TREASURER

- I. An Elective Office: elected at large
- II. Eligibility Requirements: see General Guidelines
- III. Term of Office
  - A. Three (3) years beginning upon election and installation. The Treasurer and Secretary are elected in alternate years.
  - B. A vacancy shall be filled until the next election by the Board from the Advisory Board.
  - C. Removal from office is in the manner prescribed in the current edition of Robert's Rules of Order.
- IV. Membership
  - A. Member of the House
  - B. Member of the Board
  - C. Member of the Advisory Board
  - D. Member of the Corporate Board
  - E. Ex-officio member of Finance Committee
  - F. Shall attend, have voice, and voting privileges at all meetings.
- V. Duties and Responsibilities
  - A. A member of the governing body when the House is not in session.
  - B. The Board is vested with the charge of all properties and funds, the management of the affairs of this Association, and shall have the authority to perform all functions not inconsistent with the Articles of Incorporation and Bylaws or with any action taken by the House. (Must be willing to devote numerous hours to this responsibility.)
  - C. Attendance at all official business meetings of TACLS is imperative.
  - D. Maintain a permanent file relating to office.
    1. Treasurer's reports presented at official business meetings

2. Treasurer's office correspondence.
3. A record of all activities relating to office.
4. Accurate records of all income and expenditures of this Association.
5. Policy for retention of records:
  - a. Audit report, tax forms, general ledger, all bank statements and canceled checks, contracts to be kept indefinitely.
  - b. Receipts, and other expense/income documentation, Treasurer's correspondence - at least seven (7) years.
  - c. Note: The above retention periods are the minimum required by the IRS. Some records may be kept for historical value.
- E. At the expiration of term of office, deliver permanent office files to the successor. Inactive files are stored in the Administrative office.
- F. The current Association publication may be used for communication of office activities to the membership.
- G. Send a copy of all correspondence to the President and President-Elect.
- H. Deposit funds in checking and savings accounts designated by the Board (location of accounts is usually convenient to the Treasurer.)
- I. Pay all bills authorized by the House, Board, or President. Use of funds in TACLS savings account other than general operating expenses requires two-thirds (2/3) vote of the Board.
- J. A reimbursement form is available from this office for use by committees or officers (see attached form). This form, along with receipts, must be submitted to this office in a timely manner (within thirty days). The Treasurer reimburses approved expenses and records the expense to the budgeted line item.
  1. Mileage is reimbursed at the current rate approved by the Board
  2. Meal expenses are not reimbursed
  3. Any non-budgeted expense must be pre-approved as in Section I above before reimbursement.
- K. Remit \$5.00 for each active, inactive and associate member to the treasurer of the appropriate district Association at least annually. Any check outstanding for more than sixty (60) days is declared void. Inactive districts may elect to have their district dues remain in the association's general fund until such time as the district is reorganized and becomes active again.
- L. Remit \$2.00 for each Professional I and Professional II member to the treasurer of Region VII annually.
- M. Have the accounts audited jointly and/or separately by the Association's Finance Committee or by a Certified Public Accountant (approved by the Board) annually. If

the Finance Committee is chosen as auditor, it is recommended that a Certified Public Accountant be contracted to perform a summary or compilation report of the Association's finances. The Audit should include:

1. Checking account (canceled checks, deposit slips, ledger book)
  2. Savings account (statements, deposit slips, withdrawal statements)
  3. Convention books from conventions whose business transactions have been completed. Submit Convention audit or entire set of books to include detailed report of contribution by company.
  4. Education and loan accounts
  5. Publications, Administrative Office and Traveling Seminar Accounts
  6. Legislative fund -- this is a fund made up of donations from district societies and/or individual members to be used from licensure only.
- N. Provide tax identification number and records to a Certified Public Accountant (approved by the Board) who files income tax report each year.
- O. Report the financial condition of the Association to the President and the Board whenever requested.
- P. The Treasurer will send a financial report to the Finance Committee for utilization in determining the effectiveness of the budget.\
- Q. Keep a copy of all contracts involving Association funds on file.
- R. Distribute a copy of the current House approved budget at the Fall Board Meeting.

VI. Reports to Official Business Meetings

- A. See General Guidelines
- B. Include the Societies financial condition in the written report.

VII. Reimbursable Expenses

Expenses of the Treasurer for travel and lodging to all official business meetings are reimbursable. Monies for all Treasurer's expenses are budgeted by the House of Delegates for the fiscal year. Expenses incurred in excess of the budgeted amount must have prior Board approval. The expense account form along with receipts is submitted to this office and reimbursement is made to the Treasurer. Reimbursement must be requested during the fiscal year expenses are incurred. To facilitate bookkeeping, request reimbursement within sixty (30) days after incurring expenses.

Budgeted Line Item: Treasurer

Postage, telephone, duplication, stationary/envelopes, printing of reimbursement forms, audit and tax forms, travel/lodging to TACLS Board and Convention.

REVISION DATE 3-00

TACLS EXPENSE REIMBURSEMENT FORM

Committee/Office: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home ph. \_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_

Work ph. \_\_\_\_\_

PURPOSE: \_\_\_\_\_

Expense

Date

Amount

**Postage**

**Long Distance Phone Calls**

**Food, Lodging**

**Travel**

**Miscellaneous**

TOTAL \$

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

.....

Line Item Credited: \_\_\_\_\_ Total Paid \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_ Check No. \_\_\_\_\_ Treasurer: \_\_\_\_\_

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## FINANCE COMMITTEE

- I. An Administrative Committee
- II. Eligibility Requirements: see General Guidelines
- III. Committee Appointment and Term of Office: see General Guidelines
- IV. Committee Membership  

See General Guidelines. Treasurer is also ex-officio member of this Committee.
- V. Committee Duties and Responsibilities  

See General Guidelines in addition to the following:

  - A. Communicate with the Treasurer on a regular basis.
  - B. Contact all officers, board members, and committee chairmen before the Winter Board Meeting to request information about projected expenses for the coming fiscal year. Send a copy of current budget and expenses from the previous year.
  - C. Upon request, at least annually, the Treasurer will submit a financial report to the Finance Committee for utilization in determining the effectiveness of the budget and preparing the budget for the coming fiscal year.
  - D. Prepare a budget for the coming fiscal year to be presented to the Winter Board Meeting for recommendations to the House at the Annual Meeting. The budget should list line items, amount spent for the previous and current years, amount projected for coming fiscal year, and the amount of projected income.
  - E. Be prepared to discuss each line item at the Board meetings and/or Open Forum at the House of Delegates
- VI. Reports to Official Business Meetings: see General Guidelines
- VII. Committee Reimbursable Expenses: see General Guidelines

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REVISION DATE 3-00

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## BOARD MEMBER AT LARGE

- I. An Elective Position: elected at large
- II. Eligibility requirements: see General Guidelines
- III. Term of Office
  - A. Three (3) years beginning upon election and/or installation. They shall be elected on a continuing rotation: one (1); two (2); and two (2) Board Members
  - B. A vacancy shall be filled until the next election by the Board from the Advisory Board.
  - C. Removal from office is in the manner prescribed in the current edition of Robert's Rules of Order.
- IV. Membership
  - A. Member of the House
  - B. Member of the Board
  - C. Member of the Advisory Board
  - D. Shall attend, have voice, and voting privileges at all meetings.
- V. Duties and Responsibilities
  - A. A member of the governing body when the House is not in session.
  - B. The Board is vested with the charge of all properties and funds, the management of the affairs of this Association, and shall have the authority to perform all functions consistent with the Articles of Incorporation and Bylaws or any action taken by the House.
  - C Attendance at all official business meetings of TACLS is imperative.
  - D. Board Meetings and House of Delegates
    1. Provide informed input at all official business meetings.
    2. Correctly answer roll call by answering "present".
  - E. Commission Responsibilities
    1. Act as commissioner overseeing those district societies and/or committees as delegated by the President in current TACLS structure.



2. Communicate with the district/committee to learn of needs and activities. Convey information on matters requiring prompt action.
  3. Act as ex-officio member of all committees or districts in the commission and attend as many meetings as feasible. If not in attendance, communicate with the chairman or District President.
  4. Ensure TACLS Board is updated on Commission activities and opinions. Ensure committee chairs and/or District Presidents prepare a report for official business meetings
- F. Keep abreast of all activities concerning TACLS and ASCLS (i.e. attend meetings, read newsletters, initiate and answer correspondence.)
- G. Send a copy of all correspondence to the President and President-Elect.

VI. Reports to Official Business Meetings

- A. A report of all Board and Commission activities since previous official business meeting is required. The House of Delegates report should include a summary of the entire year.
- B. See General Guidelines.

VII. Reimbursable Expenses

Expenses for travel and lodging incurred by board members will be reimbursed not to exceed the approved budgeted amount. Monies for board member expenses are budgeted by the House for the fiscal year. Expenses incurred in excess of the budgeted amount must have prior Board approval.

A reimbursement form is available from the Treasurer. This form along with receipts is submitted to the Treasurer who reimburses the individual.

Reimbursement must be requested during the fiscal year expenses are incurred.

Budgeted Line Item: Board Expenses

- VIII. At the expiration of term of office, deliver permanent files to the successor. Inactive files are stored in the Administrative office.

REVISION DATE 3-00 \_\_\_\_\_

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DISTRICT ASSOCIATION PRESIDENT  
COMMISSION ON DISTRICT AND STATE AFFAIRS

- I. The District President is a member of the Advisory Board
  - A. The District President or designee is encouraged to attend all board meetings and the House of Delegates.
  - B. Has no voting privileges at board meeting, however, input into decisions is encouraged.
  
- II. Duties and Responsibilities
  - A. To transfer pertinent information from local to state, and state to local levels of all activities. Communicate with the Commission/Board member and the District President's Forum Chairman on a regular basis.
  - B. Within two weeks after their election and/or appointment, send names and addresses of district officers and committee chairmen to the Administrative Secretary and the Secretary of TACLS.
  - C. Perform duties as indicated in the TACLS Standard Operating Procedures, Handbook, and District Bylaws.
  - D. District Bylaws
    - 1. Review District Bylaws annually for compliance with TACLS Bylaws. Include date of review and/or updates in the Bylaws.
    - 2. Proposed amendments to local Bylaws shall be sent to TACLS Bylaws Committee at least sixty (60) days prior to the desired approval date. Changes must be dated and submitted to the Administrative office.
    - 3. The District Association has two (2) years to comply with TACLS Bylaws.
  - E. House of Delegates
    - 1. The District President or designee shall chair the District Delegation.
    - 2. Credentials
      - a. Send the names of delegates and alternates with their address and ASCLS number to the TACLS Membership Chairman at least fifteen (15) days prior to the Annual Meeting or according to deadlines established by the Membership Chairman.
      - b. If an additional delegate or substitute is to be credentialed, the member must be presented to credentials with his membership card by the Chairman of the District Delegation at the Annual Meeting.

3. District Delegation
  - a. Delegates may make motions.
  - b. Badges must be deposited at credentials when leaving the House.
  - c. Alternates and other members may sit in the gallery.
  - d. Delegates may leave the House only when the House is "open". When the House is "closed", no member may enter or leave the House.
  - e. A timekeeper may be designated by the TACLS President to monitor time limits.
  - f. Tellers shall be appointed by the TACLS President. Tellers collect and transport ballots ONLY (do not touch ballots). The counters may touch the ballots.
  - g. Sergeants at arms keep order and follow Presidential orders.
  - h. Invitations for hosting Annual Meeting during option years are extended at the House.
- F. Welcome new members to the District Association.
- G. Encourage and promote district activities for student members.
- H. Inform membership that when a change of address occurs, send changes to the National ASCLS office, TACLS Administrative Secretary and The TACLS Membership Committee Chairman.
- I. Approve the transfer of district members as prescribed in the Bylaws.
  1. Must have approval of other district.
  2. Must report change to Administrative Secretary, Treasurer and Membership Chairman.
- J. Send notices of district meetings and activities to the President, Officers, Board Liaison, Commissioner and other District Presidents
- K. Inform district membership of time and location of TACLS board meetings.
- L. Send a copy of pertinent correspondence to the President, President-Elect, and related individuals.
- M. Deadlines are extremely important and must be kept

1. Nomination: TACLS Officers, Board positions and Member of the Year names with qualifications to the Nominations Committee prior to December 15.
  2. Publication--Newsletter  
  
Newsletter may be used for communication of district activities. Deadlines are established by the newsletter editor.
  3. Board Reports--see section III.
  4. Column of Honor--a national award given to the State with the most activities/members during the year. Keep accurate record of activities, seminars, PACE numbers, speakers, etc for this important task. Usually due by March 1 to the TACLS President-Elect. Forms indicating the information needed are immediately following this section 2.02.
- N. Participate in the District President's Forum. This is a forum where all District Presidents can exchange information and ideas. Most meetings occur in conjunction with Board Meetings or Annual Convention.

### III. Reports to Official Business Meetings

- A. A report of previous district activities is required at each official business meeting along with a brief oral summary presented by the District President or his designee.

If a District President is not a member of the House, notify the TACLS President prior to the House. Permission must be requested from the House to go onto the House floor to present the District report, or a member of the District designated by the District President may present the report.

- B. Reports may be sent to the Administrative Secretary's office for reproduction at least two (2) weeks prior to the meeting.

- C. Reports are written in the third person and should include the following:

1. Board Meeting
  - a. Present activities
  - b. Future activities
  - c. Recommendations for Board action related to District activities with background information and alternatives.
2. House of Delegates
  - a. Officers and committee chairmen for the upcoming year--names, addresses and telephone numbers
  - b. Report of meetings and activities for the past year

- c. Future activities
- d. Recommendations and/or motions for House action with background information and alternatives.

D. Suggested Report Heading:

DISTRICT 12  
Winter Board Meeting  
January 13, 1990  
Houston, Texas

OR: source of report  
reporting to whom  
date of report  
place of report

- IV. At the expiration of term of office, deliver all official records and correspondence to the successor (include copies of reports to all official business meetings). **Deliver TACLS Handbook to the successor.**

REVISION DATE 3-00 \_\_\_\_\_

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MEMBERSHIP COMMITTEE  
COMMISSION ON DISTRICT AND STATE AFFAIRS

- I. An Appointive Committee
- II. Eligibility Requirements: see General Guidelines
- III. Committee Appointment and Term of Office: see General Guidelines
- IV. Committee Membership: see General Guidelines
- V. Committee Duties and Responsibilities
  - A. See General Guidelines in addition to the following:
  - B. Communicate with the Commissioner for District and State Affairs/Board Member on a regular basis.
  - C. Active recruitment at Traveling Seminars is an avenue of reaching potential members and aiding districts in membership
  - D. Membership

1. Remember the 3 R's:
  - Recruitment of new members
  - Reinstatement of lapsed members
  - Retention of present members
2. Cooperate with ASCLS by conducting follow-up campaign on
  - a. Develop a letter of invitation for membership and send to prospective members of each campaign. (ASCLS will carry out a follow-up campaign on possible new members who have been submitted by the states. ASCLS has a list of names and addresses of attempted recruitment by ASCLS.)
  - b. Instruct all district membership chairmen to conduct a follow-up campaign on the district level with letters and personal contact.
3. Write a letter of welcome to new members. This can be coordinated with the Administrative Secretary through the Administrative office.
4. ASCLS forwards names and addresses of new members to the TACLS Membership Committee Chairman. Forward these names to the respective District Membership Chairman or other designated contact as well as the TACLS Administrative Secretary. By August 1, inform district membership chairmen of duties and responsibilities.
  - a. Record keeping of an up-to-date district membership list
  - b. Conduct follow-up campaigns on district level to support state and national campaigns.
  - c. Make personal contacts, invitations, phone calls, etc. to new registrants, lapsed members, and new members in the district. One-to-one contact is important.
5. Send a letter to invite lapsed members to renew membership. Send a list of lapsed members to district membership chairmen for further follow-up.
6. A computer printout from ASCLS is mailed each month. These must be checked for change of address, change of name, members moving into and out of state, and any new members
7. Update the TACLS alpha list and the district membership lists within thirty (30) days (preferably two weeks) after receiving list from ASCLS.
8. Communicate with district membership committees for consultation.
9. Communicate with Region VII Membership Coordinator.
10. Distribute ASCLS applications to Districts and at all official board meetings.

E. House Credentials

1. Compile a complete district membership list (Professional I, Professional II, Collaborative, First Year Professional, Student, Emeritus and Honorary from the most current ASCLS computer printout.
2. Send TACLS House of Delegates and Alternates Form (see attachment) and current membership list of each District Association prior to the Annual Meeting. Request return of the Delegate Form fifteen (15) days prior to the Annual Meeting.
3. Inform all districts that a District Association in good standing shall be entitled to at least three (3) delegates, or one (1) delegate for every five (5) active or emeritus members or major portion thereof. Such delegates shall be qualified by virtue of holding an active or emeritus membership in this Association. Each District Association shall provide the manner of election or appointment of delegates. The final number of delegates per District Association is based on the most current membership list prior to the Annual Meeting.
4. Student Delegate(s)

Each District Association may elect or appoint at least one (1) student member as a delegate to the House. Student delegate(s) shall be qualified by virtue of holding a student membership in the Association. Each District Association shall be entitled to one (1) student delegate for one to fifty (1-50) student members, plus one (1) additional student delegate for each additional fifty (50) student members or major portion thereof. Each District Association may elect or appoint an alternate for each student delegate.

5. Send the total number of possible delegates to the Convention Chairman, and the TACLS President two months prior to the Annual Meeting.
6. Using the returned Delegate Form, approve the delegate list from the most current membership list available from ASCLS.
7. With the assistance of the Convention Committee, and the District Membership Chairmen, maintain booth at the Annual Meeting to verify/credential delegates. Correlate booth hours with Convention Committee. A work schedule of committee members should be prepared for this purpose.
8. At the Annual Meeting, verify the credentials of each delegate and record on the Delegate Form. Distribute delegate's packet (prepared by the Administrative Secretary), ribbon (available from Convention Committee), and delegate tickets for admission to the floor of the House(s). Alternate delegates must be certified by credentials (Membership) committee.
9. If a member's name is not submitted to the Membership Committee fifteen (15) days prior to the Annual Meeting as a delegate or alternate, the member may be accepted as a delegate if he is personally presented to the Membership Committee by the District President or leader of the District Delegation. The member must meet delegate qualifications.

#### F. TACLS Exhibit Booth

Assist Public Relations Committee with membership-related functions.

## G. House of Delegates Duties

1. With the District Membership Chairmen's assistance, arrange the floor of the House to provide a convenient grouping of the correct number of tables and chairs for each District Delegation. A specific location of district delegations on the floor is unnecessary (traditionally, the host District Delegation for the Annual Meeting is seated at the front of the House).
2. Monitor entrance to the House.
  - a. Any TACLS member may sit in the gallery. Guests may be seated in the gallery by permission of the House only. All persons seated in the gallery must sign the attendance log.
  - b. During the House, maintain an accurate count of all credentialed delegates including officers and board members present. Badges must be worn. Committee should have available extra badges.
  - c. As delegates enter the House, collect delegate tickets. Duplicate counts of all delegates entering the House must be tallied by at least two (2) committee members. Tally counters are essential. Total number of delegate tickets and tally MUST agree.
3. Upon request by the presiding officer, the Chairman reports the total number of possible delegates and the number of delegates, officers, and board members present. However, if potential delegates are present who were not credentialed during scheduled hours, the Chairman may request permission of the House to credential the members and include them in the number of delegates present. The presiding officer will determine if a quorum exist.
4. Admission and Exit of Delegates
  - a. "Open House"

During "Open House" as designated by the President, delegates may leave the floor (remove the delegate's ticket from the District Association file when the delegate leaves and replace his ticket when the delegate returns) and additional credentialed delegates or alternates may be admitted.
  - b. "Closed House"

During a "Closed House" as designated by the President, no one (guest or delegate) may enter or exit.
5. Substitution of Delegates at House

If a delegate leaves the floor, the leader of the District Delegation may enter a credentialed alternate.
6. The house may approve or disapprove acceptance of an individual as a voting delegate if he meets delegate qualifications but did not go through credentials at designated times.



VI. Reports to Official Business Meetings: see General Guidelines

VII. Committee Reimbursable Expenses: see General Guidelines

REVISION DATE 3-00 \_\_\_\_\_

NOMINATIONS COMMITTEE  
COMMISSION ON DISTRICT AND STATE AFFAIRS

- I. An Elective Committee: elected at large
- II. Eligibility Requirements
  - A. See General Guidelines
  - B. No committee member may be an Officer or Administrative Board member.
- III. Term of Committee Membership
  - A. Two (2) years beginning upon election and/or installation. On odd years, three (3) members elected and even years, two (2) members elected.
  - B. A vacancy shall be filled until the next election by the Board from the membership at large (majority vote required). The remaining nominees for the committee shall be considered first, in the order of highest number of votes received.
- IV. Committee Membership
  - A. The number of committee members including the chairman is five (5).
  - B. Nominations for the committee are made by district societies only, one (1) nominee per district Association.
  - C. The two (2) or three (3) persons receiving the highest number of votes by ballot shall be elected.
  - D. The chairman - elect for the following year is elected by the entire nominations committee from the new members coming onto the committee. This individual will have one (1) year to be mentored regarding the duties of the Chairman before taking over those duties.
  - E. If a committee chairman or member is unable to fulfill the responsibilities of the committee, notify the committee chairman and President immediately.
  - G. Removal from office is in the manner prescribed in the current edition of Robert's Rules of Order.
  - G. The committee chairman is a member of the Advisory Board
    - 1. Shall attend all board meetings and the House of Delegates.

2. Has no voting privileges at board meetings; however, input into decisions is encouraged.

## V. Committee Duties and Responsibilities

- A. See General Guidelines
- B. Communicate with Commissioner/Board Member on a regular basis
- C. Maintain in the permanent committee files:
  1. Copies of official attendance logs of all official business meetings. Secretary sends copy within three (3) weeks of close of meeting for past three (3) years.
  2. Ballots and tallies for three (3) years and then destroy.
  3. Teller reports for three (3) years.
- D. Officers, board members, nominations committee members, and TACLS Member of the Year solicitations
  1. Publish in the current Association publication
    - a. Names and positions that will be vacated i.e. officers, board members, nomination committee members
    - b. Solicitation of nominees for TACLS Member of the Year
    - c. Qualifications and duties are outlined in the current edition of Bylaws, S.O.P. and/or General Guidelines in the TACLS Handbook required of these positions
  2. Solicit names of qualified candidates for elective positions to TACLS. Send the following to district presidents by October 1.
    - a. A list of vacancies with required qualifications and duties
    - b. Nomination forms, candidate information and consent forms which must be returned postmarked no later than December 15
  3. Nominations may be made by a TACLS member except for Nominations Committee and TACLS Member of the Year which must be made by a district Association.
  4. Verify eligibility of nominees.
  5. Consult members of Nominations Committee to evaluate nominees' qualifications in order to prepare a slate. Consult Board for help if unable to fill slate with qualified candidates.
  6. Prepare ballot packet as follows:

a. Ballot

- 1) specify direction for marking ballot and postmark deadline. Also, specify that to be counted, the ballots must be in the hands of the Nomination Committee by appropriate date.
- 2) Leave spaces for write-in candidates
- 3) Consider choosing nominee order by lot

b. Ballot Envelope

Place following information on Ballot Envelope:

- 1) DO NOT place any identifying marks on the Ballot Envelope
- 2) Place properly marked ballot in Ballot Envelope and seal
- 3) Place sealed Ballot Envelope in addressed Mailing Envelope and seal
- 4) BLOCK PRINT or type your name and address on Mailing Envelope in the upper left corner. Mailing Envelopes without voter's name cannot be validated as legal votes.
- 5) Mail Mailing Envelope with ballot to the chairman of the Nominations Committee

c. Mailing Envelope

Prepare self-addressed envelope with voting member's return address location indicated in the upper left corner.

- d. The Nominations Committee shall distribute to all active and emeritus members the names and qualifications of candidates for each office at least thirty (30) days prior to the Annual Meeting. To fulfill this responsibility, include each candidate's biographical data and photograph in the ballot packet or publish this in the current Association publication.
- e. Submit ballot packet to Administrative Secretaries office for printing. Proofread ballot packet from printer before printing.

8. Mail ballots

- a. Cooperate with Administrative Secretary's office to prepare ballot packets for mailing
- b. Administrative Secretary's office will mail ballot packets to all

Professional I, Professional II, First Year Professional and Emeritus TACLS members listed on the most current membership list available from ASCLS.

- c. Mail ballot packets at least 5-6 weeks prior to the Annual Meeting
9. Verify validity of received ballots with the mailing list used to mail the ballots, open Mailing Envelope, and collect unopened Ballot Envelope.

At least three members, preferably nominations committee members, shall be present when ballots are counted. All members of the committee should be notified and invited to participate.

10. The results shall be announced at the Annual Meeting.

#### E. ASCLS Delegates

1. Verify eligibility of ASCLS Delegates
  - a. Membership requirement of Professional I, Professional II, First Year Active or emeritus member through Administrative Secretary's office.
  - b. Official Business Meeting attendance: attend at least two (2) business meetings in the two (2) years immediately prior to nomination or have demonstrated sufficient knowledge and participation as determined by the board. (See copies of official business meeting attendance logs for verification).
2. Print a ballots with marking instructions (circle number to left of nominee) for election of ASCLS Delegates by listing one (1) nominee from each district at the top portion of the ballot. The remaining nominees are listed at the bottom of the ballot.
3. Arrange with the Convention Committee to have available at the First House, blackboard and chalk or other appropriate audiovisual equipment to list write-in nominees.
4. Election of ASCLS Delegates and alternates occurs during the First House of Delegates. Remind voters that each person must place his own ballot in the collection container.
5. Members of the Nominations Committee may be appointed as tellers by the President at the House.
6. ASCLS delegates and alternates are elected by ballot. There shall be one (1) ASCLS delegate for each fifty (50) Professional I, Professional II and emeritus TACLS members or the major portion thereof and one (1) student delegate. The President, President-Elect, and one student are automatic delegates. The incoming President-Elect satisfies the requirement of the delegate for the first fifty members. Obtain the number of possible ASCLS delegates from TACLS President. This number includes all automatic delegates.

7. TACLS student delegates will elect by ballot, the ASCLS student delegate and alternate in the TACLS House (See Student Delegate Guidelines).
8. Verify total ballots with the Sergeant-at-Arms Report
9. Count ballots
10. Announce results at the Second House
11. Submit the list of delegates and alternates to TACLS President and Secretary

#### F. Counting of ballots

1. Counting of mail ballots is usually done in advance of the Annual Meeting so that runoff ballots can be printed.
2. Arrange with Convention Committee for a room to count ballots at the Annual Meeting for runoff and ASCLS Delegates ballots.
3. Nominations Committee is responsible for counting ballots; however, assistance may be obtained in counting ballots. Recommendation is that a minimum of three members, preferably members of the nominations committee, shall be present when ballots are counted. All members of the committee should be notified and invited to participate.
4. Election of:
  - a. Officers and Member of the Year is by majority. In case of a tie or no majority vote, the candidate(s) receiving the least number of votes shall be dropped and a second ballot cast by the delegates at the First House.
  - b. Board Member-at-Large is by plurality. In case of a tie, a runoff election is decided by the House.
  - c. ASCLS delegates and alternates is by plurality
  - d. Majority defined: one half (1/2) plus one of all the votes cast by persons legally entitled to vote, excluding blanks or abstentions. Plurality defined: highest number of votes.
5. Method of counting is at the discretion of the committee; however, the following method may be used:
  - a. Ballots are opened in presence of tellers
  - b. Valid ballots are counted and votes for each candidate recorded in a manner which ensures accuracy.
  - c. Common sense must be exercised when determining validity of votes
  - d. Determining number of votes necessary for election:
    - (1) Count all votes legal and invalid cast by legal voters.



TACLS Official Ballot

To be counted, this ballot must be postmarked by March 15, 1990. Indicate vote by placing an "X" in the blank line of your choice. Blank lines are for write-in votes. Instructions described below must be followed for your vote to be counted. The order of the names of the candidates on the ballot was determined by drawing of lots.

President Elect (vote for one)

\_\_\_\_\_ Phil Kostroum  
\_\_\_\_\_

Secretary (vote for one)

\_\_\_\_\_ Bob Woo  
\_\_\_\_\_ Cecile Sanders  
\_\_\_\_\_ Cher Cuba

Nominations Committee (vote for two)

\_\_\_\_\_ Becky See  
\_\_\_\_\_ Karen Jessen  
\_\_\_\_\_ No write in please

Member of the Year (vote for one)

\_\_\_\_\_ Linda Smith  
\_\_\_\_\_ Karen Lorimor  
\_\_\_\_\_ Phil Kostroum

Place the ballot in the enclosed ballot envelope. Do not place any identifying marks on the Ballot Envelope. Seal and mail in accompanying addressed envelope to the chairman of the Nomination Committee. BLOCK PRINT or type your name and address on the outer return envelope. Return envelopes without names/addresses will not be counted.

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EDUCATION COMMITTEE  
COMMISSION ON EDUCATION

- I. An Appointive Committee
- II. Eligibility Requirements: see General Guidelines



- III. Committee Appointment and Term of Office: see General Guidelines
- IV. Committee Membership: see General Guidelines
- V. Committee Duties and Responsibility
  - A. See General Guidelines
  - B. Student Scholarship Fund - **(Section Needs Review and Update)**
    - 1. Who may apply
      - a. Full-time students who are enrolled or accepted for enrollment in CAHEA accredited programs of Medical Technology/Clinical Laboratory Science or Medical Laboratory Technician/ Clinical Laboratory Technician,
      - b. Full-time graduate students enrolled in a degree plan directly related to Laboratory Medicine (Microbiology, Chemistry, Management, Education, LIS, etc.)
    - 2. Eligibility of applicant
      - a. Legal resident of Texas
      - b. Member of TACLS
      - c. Full-time student entering the last year of educational experience.
      - d. Minimum of 2.8 grade point average (scale A=4 .0)
    - 3. How to apply
      - a. Obtain application forms from the Chairman of the TACLS Education Committee and supply all information requested and send completed application to the Chairman of the Education Committee.
      - b. Submit an official transcript from all colleges or universities attended
      - c. Request three letters of reference including at least two professors (2) and a personal friend (1).
      - d. Request that a letter from a program official verifying acceptance into the accredited program or graduate program be sent along with the application.
    - 4. All application materials must be received by the Chairman of the Education Committee before the stated deadline.
    - 5. Committee guidelines for the selection process

- a. Scholarships are made on the basis of financial need, transcript evaluation, and letters of reference.
- b. No discrimination is made on the basis of race, age, or sex.
- c. Information submitted is treated as confidential and is for the exclusive use of the TACLS Education Committee.
- d. Applications are not held over from one year to the next.
- e. Within budgeted allocations, the committee may determine specific scholarship amounts. Providing funds are available, one \$250 scholarship will be awarded to a CLT/MLT student and one \$250 scholarship will be awarded to a CLS/MT student.
- f. Committee action in granting or rejecting scholarships is final.
- g. The committee may hold a fundraiser as part of the annual meeting in order to provide additional funds for scholarships.

#### C. Student Activities Subcommittee

1. Send copies of the current Association publication to educational programs in Texas that have requested copies.
2. Establish and maintain liaisons with student members in the district societies.
3. Develop activities for students other than the Student Bowl, i.e. job availability lists, student forum, student meetings at convention, etc.
4. Assist pre-medical technology counselors by providing information related to the profession, professional activities, and academic requirements.

#### D. Student Bowl Subcommittee

1. Maintain and follow current copies of TACLS Student Bowl guidelines.
2. Obtain list of MT/CLS and MLT/CLT programs in Texas from CAHEA and/or generate and maintain the list.

3. Mail out invitations to MT/CLS and MLT/CLT programs between Jan. 1-15 of each year for a response by Feb. 10.
4. Contest rules will be sent to participating teams within two (2) weeks after receiving a positive response.
5. Participant requirements: request information from this committee.
6. Competition is held at the Annual Meeting of TACLS.
7. Select a local coordinator from the convention locale to help arrange for rooms, tables, and housing for students.
8. The question pool should be reviewed prior to competition for validity, correct answers, and correct point value.
9. Before competition, arrange a meeting of all participants to schedule competition and to provide a mechanism for identifying student bowl participants (e.g. colored badges, ribbons, etc.).
10. At the time of competition, explain the rules to the team captains. Information to this regard may be requested from this committee in advance.
11. Approved references will be available at the competition.
12. Awards will be given to first and second place winners.
13. Notify participants no later than March 15 concerning single or double elimination (to be determined by the number of participants).
14. Student Bowl Judges
  - a. Judges: one per discipline for both MT/CLS and MLT/CLT Competition
 

Disciplines

    - 1) Chemistry/urine
    - 2) Hematology/coagulation
    - 3) Immunohematology/serology
    - 4) Microbiology
  - b. Use local judges, convention participants, or faculty from educational programs within Texas.
- VI. Report to Official Business Meeting: see General Guidelines
- VII. Committee Reimbursable Expenses: see General Guidelines in addition to the following:
  - A. Committee Expenses
 

Student Bowl Awards, i.e. plaques for school/ribbon for each participant.

REVISION DATE: 3-00

SCIENTIFIC ASSEMBLY  
COMMISSION ON EDUCATION

- I. An Appointive Position
- II. Eligibility Requirements: See General Guidelines
- III. Appointment and Term of Office
  - A. Section Chair or Coordinator is appointed by the President by July 1 to serve for a term of one year beginning with appointment and ending with the close of the next house.
  - B. If a Section Chair or Coordinator is unable to fulfill the responsibilities of the appointed position, notify the President and Scientific Assembly Coordinator immediately.
  - C. In the event of resignation, the President will appoint a new chair or coordinator.
- IV. Responsibilities
  - A. Communicate with Commissioner on Education/Board member on a regular basis
  - B. The purpose of the Scientific Assembly is to aid various committees with expertise in the scientific disciplines of Clinical Laboratory Science Persons with expertise in these disciplines (i.e. Hematology, Chemistry, Microbiology, Immunohematology, etc) shall help find speakers for educational programs.
  - C. Scientific Assembly Section Chair
    - 1. Maintain a Scientific Assembly file
      - a. Reports presented at official business meetings.
      - b. Correspondence
      - c. A record of activities, e.g. meetings, discussions related to presentation at official business meetings, telephone conversations, etc.
    - 2. Submit suggestions of goals by February 1 to President-Elect.
    - 3.. Submit any budget requests to the Finance Committee by January 1 for the next year.

4. At the expiration of term, deliver permanent files to successor.
  5. Place call for Member Submitted Papers in the current Association publication
  6. Prepare Talent Bank list for use by individuals seeking speakers in speciality areas.
  7. Send a copy of pertinent correspondence to the President, President-Elect, and Board liaison.
  8. TACLS State Convention
    - a. Plan workshops and seminars with the Convention Program Chairman as requested. (Recommend speakers/topics by August 1.
    - b. Member Submitted papers
      - 1) Solicit Member Submitted Papers for presentation at the TACLS State Convention by December 1.
      - 2) Obtain abstracts from presenters and submit abstracts with editorial changes to the current Association publication for the spring issue (deadline is January 1)
      - 3) Submit presenter name and abstract title to TACLS Program Convention Committee for inclusion in the final Convention Program by February 1.
  9. Traveling Seminar
    - a. Same as 9a
    - b. Communicate on a regular basis
  10. Communicate with the Region Scientific Assembly Representative.
  11. Send a copy of pertinent correspondence to the Scientific Assembly Coordinator, President, President-Elect, and Board liaison.
  12. Inform Board liaison of special needs or problems.
  13. Become aware of the needs of Scientific Section members.
- V. Reports of Official Business Meetings: see General Guidelines
- VI. Reimbursable Expenses -refer to annual budget
- VII. Supplies available from TACLS Administrative office, letterhead paper, envelopes, etc.



TRAVELING SEMINAR COMMITTEE  
COMMISSION ON EDUCATION

OBJECTIVE: To improve standards in the clinical laboratory by presenting current methods and scientific advances in medical technology. These seminars cover basic as well as advanced information and consist of lecture presentations and participation workshops. The programs are so designed that personnel in the office laboratory as well as the hospital laboratory will find the material informative and practical.

- I. An appointive Committee
- II. Committee Eligibility Requirements: see General Guidelines
- III. Committee Appointment and Term of Office
  - A. See General Guidelines
  - B. Two-Three (2-3) year terms
  - C. For each Traveling Seminar, the Chairman will designate the following:
    1. Chief Coordinator - Traveling Seminar Committee member
    2. Local Coordinator - member from the local area, preferably a district member
- IV. Committee Duties and Responsibilities
  - A. See General Guidelines
  - B. Communicate with Commissioner on Education/Board member on a regular basis
  - C. The Traveling Seminar Committee shall be responsible for scheduling, arranging and presenting scientific programs at various locations within the state, attempting to cover all areas of the state.
    1. Solicit invitations to cities/districts requesting a seminar
    2. Establish a calendar of seminars for the year and submit this to the Commissioner on Education, TACLS President, Administrative Secretary, and Publications Committee.
  - D. Program Brochures

The Administrative Secretary will contract for the printing of the brochures. Send programs to printer who will forward them to the Administrative office. The Administrative Secretary will mail programs to appropriate Association

members, TACLS Officers and Board Members, District Presidents, and TACLS Committee Chairmen.

E. Additional general and specific duties are as follows:

**DUTIES OF CHAIRMAN:**

1. To coordinate the seminars throughout the state for the year.
2. To assure that all programs are submitted for PACE approval.
3. To assure that the programs are printed in time for distribution.
4. Solicit sponsors for coffee breaks and hospitality hour for all seminars held during the year.

**DUTIES OF CHIEF COORDINATOR:**

1. Contact several TACLS members or hospitals in the area where the seminar will be held to get ideas for topics and speakers.
2. Contact the Local Coordinator to begin making local arrangements: motel, meeting rooms, luncheon arrangements, etc. Mail speaker information and forms to the Local Coordinator.
3. Contact all speakers and send necessary forms, (submit deadline for returning forms).
4. Submit program form and speaker information form to the Chairman at least two (2) months before the seminar to allow for PACE approval. Keep a copy for your file.
5. Finalize arrangements with Local Coordinator: motel, A/V equipment, meeting rooms, coffee breaks, luncheon arrangements room reservations for speakers and registration desk (one month deadline).
6. If any problems are encountered in finding speakers or planning the seminar, contact the appropriate Chairman prior to the two (2) month deadline.
7. Delegate specific duties to the Local Coordinator such as introduction of speakers, execution of PACE exams, projectionist, registration, etc.
8. Have available on the day of the seminar:  
Registration forms, Legislative information and receipts, Receipt book, ASCLS applications, Markers for name tags, PACE participant log sheet, Evaluation forms, Name tags (if not furnished locally), and about \$50.00 in change
9. Hotel expenses:
  - a. Approve and itemized statement for hotel expenses.



- b. Request that the facility forward this statement to the Chairman.
10. Following registration, count cash and checks and balance with the registration. Note: all team members should assist with this duty. Special Note: The only persons who do not pay registration fees are TACLS President, the Coordinators for that particular seminar Committee. These will be listed on the program.  
  
Endorse all checks "For Deposit Only to TACLS Traveling Seminar Account". Convert all cash to certified check or money order and send by certified mail to the Treasurer on Monday or as soon as possible. Send summary report to the Treasurer.
11. Send acknowledgement letters and expense forms to all speakers and the Local Coordinator. Request expense forms to be returned with two (2) weeks.
12. Summarize the evaluation forms and submit a written report to the Chairman detailing income vs. expenses, registration figures and an evaluation on the speakers, so that a speaker's file may be maintained.

**DUTIES OF COORDINATOR:** To assist the Chief Coordinator as needed to have a successful seminar.

**DUTIES OF LOCAL COORDINATOR:**

1. Contact several facilities to determine the most economical arrangements for the seminar with the following considerations:
  - a. Sufficient number and size of meeting rooms
  - b. Cost of meeting rooms. Meeting rooms are usually complementary with luncheon.
  - c. Keep a written record of all negotiations including the names of the individual with whom arrangements are made.
  - d. Request buffet service and emphasize the importance for staying on schedule. Consider cost of luncheon and hotel rooms (block 5-10 rooms).
  - e. The hotel should be able to supply the following:
    - 1) Two registration tables - preferably outside the meeting rooms
    - 2) Microphone and podium
    - 3) Blackboards, chalk and erasers
    - 4) Projection screens

5) Extension cords for projectors

2. Review above information with Chief Coordinator for selection of seminar site.
3. Finalize arrangements immediately following selection of the seminar site facilities. Return Local Coordinator Form to Chief Coordinator ten (10) weeks prior to seminar.
4. Compile a pre-registration list (name, address, amount paid, by cash or check) and prepare name tags for each registrant and speaker (name and city). Endorse all checks "For Deposit Only to TACLS Traveling Seminar" immediately after receipt.
5. Contact the Chief Coordinator several days before the seminar to determine if any additional help will be needed.

V. Reports of Official Business Meetings: see General Guidelines

VI. Committee Reimbursable Expenses

A. See General Guidelines

B. Budgeted Line Item: Traveling Seminar Committee

In addition to items listed in the General Guidelines, this line item includes the following expenses:

Motel rooms for speakers, Coordinators and TACLS President  
Travel expense for speakers (same as above)  
Coffee breaks, luncheon for seminar  
Rental for audio visual equipment  
Name tags  
Postage  
Telephone calls  
Reproduction costs, etc.  
PACE application fees

REVISION DATE 3-00

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BYLAWS COMMITTEE  
COMMISSION ON GOVERNANCE

- I. An Administrative Committee
- II. Eligibility Requirements: see General Guidelines
- III. Committee Appointment and Term of Office: see General Guidelines
- IV. Committee Membership: see General Guidelines
- V. Duties and Responsibilities-See General Guidelines in addition to the following:
  - A. TACLS Bylaws
    - 1. Maintain previous and current Bylaws in the Administrative office files. Date all Bylaws by revisions.
    - 2. District Societies or Professional I, Professional II, First Year Active or Emeritus members of TACLS may submit proposed amendments to the TACLS Bylaws. Amendments must be submitted in writing no less than thirty (30) days prior to the Winter Board Meeting to the Chairman of this committee.
    - 3. This Committee shall examine all proposed amendments to the Bylaws of this Association, making changes in such proposed amendments as may be necessary to put them in proper form without altering their content, and shall submit them to the Board for approval.
    - 4. Proposed amendments approved by the Board (by a majority vote) and amendments proposed by a district Association shall be sent to the Chairman of the Bylaws Committee of ASCLS, four copies in context, at least sixty (60) days prior to the TACLS Annual Meeting. If no response is received in this time frame, amendments may be considered approved.
    - 5. Copies of Board approved proposed amendments and amendments proposed by a district Association shall be distributed to each active and emeritus member at least fifteen (15) days in advance of the Annual Meeting.
    - 6. Present proposed amendment to the House at the Annual Meeting for adoptions by a two-thirds (2/3) vote:
      - a. Proposed amendments approved by the Board and ASCLS.
      - b. Amendments proposed by a district Association and approved by ASCLS.
    - 7. TACLS has two (2) years in which to conform to changes in ASCLS Bylaws and the Bylaws Committee is responsible for initiating and incorporating these changes into TACLS Bylaws.

8. Editorial changes do not require ASCLS approval.

9. Within two (2) weeks after adoption of amendments to TACLS Bylaws, the Committee Chairman shall send a copy of the amended Bylaws to the following: TACLS Administrative Secretary, TACLS President, TACLS Secretary, Administrative office of ASCLS. Two (2) copies should be sent to the ASCLS Bylaws Committee Chairman. Amended Bylaws should also be distributed to the membership. Always include a revision date on new changes.

B. District Association Bylaws

1. Three (3) copies of the proposed changes to the District Association Bylaws must be sent to the TACLS Bylaws Committee Chairman sixty (60) days prior to enactment by the District.
2. TACLS Bylaws Committee has sixty (60) days to respond to any changes in District Bylaws.
3. The District Societies have two (2) years in which to conform to changes in the TACLS Bylaws.
4. The District Association shall report the adoption of any amendments of its Bylaws to the TACLS Bylaws Committee Chairman.
5. A dated copy of the current District Association Bylaws is to be maintained in the Administrative office of TACLS Updates should be done minimally every 5-7 years (At least review and date if no changes.)
6. The Bylaws Committee shall examine the proposed Bylaws of any group petitioning for a charter from this Association and shall present a report any recommendations to the House at the next Annual Meeting.

C. ASCLS Bylaws

1. Proposed ASCLS Bylaws amendments may be submitted by a regional council or a state Association. These amendments must be submitted in writing to the ASCLS Bylaws Committee no less than 120 days in advance of the next ASCLS Annual Meeting.
2. Present proposed amendments to the ASCLS Bylaws at the TACLS House of Delegates and board meetings.

VI. Reports to Official Business Meetings: see General Guidelines

VII. Committee Reimbursable Expenses: see General Guidelines

GOVERNMENT AFFAIRS COMMITTEE  
COMMISSION ON GOVERNANCE

- I. An Appointive Committee
- II. Eligibility Requirements: see General Guidelines
- III. Committee Appointment and Term of Office: see General Guidelines
- IV. Committee Membership: see General Guidelines
- V. Committee Duties and Responsibilities
  - A. See General Guidelines
  - B. Communicate with Commissioner on Governance/Board Member on a regular basis
  - C. Communicate with Region VII Legislative Consultant and/or ASCLS Administrative office on a regular basis
  - D. Act as Key Contact Coordinator for State for national and state alerts, (see G.).
  - E. Stay abreast of current bills before state and national legislatures.
  - F. Actively solicit monies for Legislative Fund as appropriate.
  - G. Act as District Liaison  
Each District Association appoints a legislative liaison member or key contact person to communicate with the TACLS Government Affairs Committee.
  - H. Subscribe to medical legislative publications.
- VI. Reports to Official Business Meetings: see General Guidelines
- VII. Committee Reimbursable Expenses
  - A. See General Guidelines
  - B. Committee Expenses  
Budgeted Line Item: Legislation  
  
In addition to items listed in the General Guidelines, this line item shall include subscription fees and Texas Hospital Association (THA) dues.
  - C. Licensure Expenses Legislative Fund  
  
This fund is made up of donations from district societies and/or individuals to be used only for licensure at the discretion of the Board.

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- A. See General Guidelines
  
- B. Publication Expense (TACLS Newsletter)  
Budget for Newsletter

Actual monies obtained from advertising are the primary source of revenue for the publication of the TACLS Newsletter. However, total publication costs may exceed these revenues and must be offset from the Association funds.

REVISION DATE 3-00



PUBLIC RELATIONS COMMITTEE  
COMMISSION ON PUBLIC RELATIONS

- I. An Appointive Committee
- II. Eligibility Requirements: see General Guidelines
- III. Committee Appointment and Term of Office: see General Guidelines
- IV. Committee Membership: see General Guidelines
- V. Committee Duties and Responsibilities
  - A. See General Guidelines
  - B. Communicate with Commissioner on Public Relations/Board Member on a regular basis
  - C. This committee shall dispense information and promote public understanding of this profession, and act as a liaison between TACLS and other organizations.
  - D. National Medical Laboratory (NML) Week
    1. TACLS Public Relations (PR) Chairman is the state chairman for National Medical Laboratory Week.
    2. National Medical Laboratory Week as designated by ASCLS is usually observed during the second week of April.
    3. The ASCLS Director of Membership Relations sends a packet containing necessary information and PR material. A plan of action for this endeavor will be provided from ASCLS in the "guide to the Promotion of National Medical Laboratory Week." Target date is January.
    4. Identify and contact local (i.e. district/chapter) members responsible for public relations at local levels at least by January 15.
    5. Send press release plus NML Week logo to TACLS Publications Chairman.
    6. Develop and distribute packets of information to all district Association presidents. ASCLS will be mailing to all state membership chairmen one PR packet for their use, plus six packets to be distributed to each appointed local chairman. This can usually be done at Winter Board Meeting. Include a timetable for district NML Week activities such as:
      - a. February 1--contact television, radio, and newspapers in your area. Sample news releases and radio/television promotions can be found in

the "Guide to the Promotion of National Medical Laboratory Week" provided by ASCLS. Contact the mayor for NML Week proclamation.

- b. March 31 (or approximately two weeks before NML Week)--pick up mayor's proclamation(s) and make copies to be posted along with the official NML Week posters at all area hospitals and medical clinics. A poster may also be placed in the public library.
  - c. NML Week (one week prior) -- place posters and copies of mayor's proclamation(s) at sites designated above and any additional locations appropriate to this mission. Make final contacts with news media.
7. State level NML Week activities  
As early as possible, contact the TACLS President for the purpose of approaching the Governor of Texas to proclaim NML Week in Texas. Suggest a ceremony of the signing of the proclamation with pictures to be released to the district societies to aid in their promotions. The Governor's office will most likely release the proclamation to the major newspapers.
  8. Request feedback from district societies as to that was done during National Medical Laboratory Week by the TACLS Annual Meeting.
  9. Write letters of appreciation to appropriate people concerned with the NML Week effort.
  10. Include NML Week activities in report to Annual Meeting.
  11. Provide feedback, both negative and positive, to the TACLS President and to the ASCLS Director of Membership Relations.
- E. Provide assistance during credential hours at the Annual Meeting. Contact the Membership Chairman in advance of the Annual Meeting for scheduling of Public Relations Committee members during credential hours.
- F. Exhibit booth at the Annual Meeting
1. Contact the Exhibit Chairman to arrange for a booth at the Annual Meeting.
  2. Coordinate the operation of the Exhibit Booth with TACLS and Region VII Membership Chairmen.
  3. Possible material for booth:  
  
Pictures of current Officers as well as Board and Association activities of last year  
  
Historical information such as lists of Presidents, Members of the year, Officers, etc. (in the Administrative office)  
  
Recruitment material such as ASCLS applications, Association publications, etc. (contact Membership Chairman)

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AWARDS COMMITTEE  
COMMISSION ON PUBLIC RELATIONS

- I. An Appointive Committee
- II. Eligibility Requirements: See General Guidelines
- III. Committee Appointment and Term of Office- See General Guidelines
- IV. Committee Membership-See General Guidelines
- V. Committee Duties an Responsibilities
  - A. The Awards Committee in consultation with the President shall identify and appropriately recognize those groups and/or members who have shown outstanding service to TACLS.
  - B. Obtain plaques to recognize the following categories of individuals:
    - 1.Member of The Year
    - 2.Educator of the Year
    - 3.Presidential Merit Award - given for 50 years or greater membership and/or special service to the President
    - 4.Board Service Awards- given to outgoing board members and officers
  - C. In cooperation with the administrative secretary, prepare certificates for the following individuals:
    - 1. Membership awards for 20, 30 and 40 year members
    - 2. Special commendation awards as recommended by the President
  - D. Obtain pins and send letters to Omicron Sigma nominees
  - E. Order TACLS Pin for incoming President
- VI. Committee Expense Reimbursement

Expenses of the Committees under the Public Relations Commission are reimbursable under the current Board approved guidelines. Expenses incurred in excess of the budgeted amount must have prior Board approval before reimbursement.

Reimbursement must be requested during the fiscal year in which they are incurred. To facilitate bookkeeping, request reimbursement within thirty (30) days after incurring expenses.