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Revised and edited by:

George H. Roberts, EdD, MT(ASCP), CLS(NCA) April 1998

Norma Bivona, CLS(NCA) April 2004

Stephanie Blackburn, MHS, MLS(ASCP)^{CM}, February 2013

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**HISTORY
OF THE
LOUISIANA SOCIETY FOR CLINICAL LABORATORY SCIENCE**

The American Society for Medical Technology was organized in 1932 to unify American Society of Clinical Pathologists (ASCP) registered medical technologists from all parts of the country. An open invitation was sent to all ASCP registered technologists throughout the country to attend the organizational meeting in Chicago. Hermine Tate joined the national organization in 1933 and for several years was the sole representative from Louisiana. Several other technologists joined ASMT before LSSMT was organized as a state society.

There had been medical technology societies in New Orleans and in Caddo Parish for several years. In 1943, Miss Tate, Eola Strauch, and three others attended the ASMT annual meeting in Chicago. There they were inspired by seeing organized delegations from other states at work. They had a vision of what our state could do if we were united with the national organization. Hermine Tate, Eola Strauch, Dorothy Edwards, and others began a campaign of letter writing to interest registered medical technologists throughout the state in forming a state society.

The Louisiana Society for Clinical Laboratory Science was born on November 18, 1944 when twelve medical technologists met in Alexandria. According to our charter, members will foster a closer relationship among registered medical technologists throughout the state and encourage scientific research among the members. The first twelve members were Eola Strauch, Dorothy Edwards, Lucille Godelfer, Hermine Tate, Hazel Lewis, Elizabeth Norsworthy, Harriet Cypert, Rosabel Shavin, Virginia Sandlin, Estelle Honaker, Dorothy Dickerson, and Inez Jordan. Five of the twelve have served as presidents of this society.

At the annual Board and Business meeting of the Louisiana Society for Clinical Laboratory Science in 1995 a motion was made and passed that changed the name of the state society to the Louisiana Society for Clinical Laboratory Science.

A

PAST-PRESIDENTS OF LSSMT/LSCLS

1944-46	Eola Strauch, MT(ASCP)
1946-47	Lucille Godelfer, MT(ASCP)
1947-48	Inez L. Jordan, MT(ASCP)
1948-49	*Hazel N. Lewis, MT(ASCP)
1949-50	Hermine Tate, MT(ASCP)
1950-51	*Joy Holm, MT(ASCP)
1951-52	Norma Bender, MT(ASCP)
1952-53	*Anna Harnan, MT(ASCP)
1953-54	Dorothy Preddy, MT(ASCP)
1954-55	Patricia Sallas, MT(ASCP)
1955-56	Anna Persich, MT(ASCP)
1956-57	Clarilynn Philley, MT(ASCP)
1957-58	Adele Spence, MT(ASCP)
1958-59	Dean McBride, MT(ASCP)
1959-60	Bettie Catchings, MT(ASCP)
1960-61	Freddie Leger, MT(ASCP)
1961-62	Joan A. Broekhoven, MT(ASCP)
1962-63	Peggy Sandifer, MT(ASCP)
1963-64	Jane White, MT(ASCP)
1964-65	Rosie Mitchell, MT(ASCP)
1965-66	Frank Culotta, MT(ASCP)
1966-67	Joseph Ray Burnett, MT(ASCP)
1967-68	Sonya L. Trebucq, MT(ASCP)
1968-69	Stella Lewis, MT(ASCP)
1969-70	Marian Cardinale, MT(ASCP)
1970-71	Herbert Goad, MT(ASCP)
1971-72	Gray T. Malcolm, MT(ASCP)
1972-73	James R. Boone, MT(ASCP)
1973-74	*G. W. Churchwell, MT(ASCP)
1974-75	Carolyn Sue Walters, MT(ASCP)
1975-76	Davie A. DeJean, MT(ASCP)
1976-77	Tom Dufrene, MT(ASCP)
1977-78	Margaret B. Boone, MT(ASCP)
1978-79	Dorris J. Kelley, MT(ASCP)
1979-80	Cheryl Caskey, MT(ASCP)
1980-81	Joyce Majonos, MT(ASCP)
1981-82	Maxine Marionneaux, MT(ASCP)
1982-83	Marguerite Loftin, MT(ASCP)
1983-84	Nina Brock, MT(ASCP)
1984-85	Barbara Cretini, MT(ASCP)
1985-86	Kenneth Franks, MT(ASCP)
1986-87	Paula Ward, MT(ASCP)

B1.1

1987-88	Nancy Whittenburg, MT(ASCP)
1988-89	Phyllis Toups, MT(ASCP)
1989-90	George Roberts, EdD, CLS(NCA), MT(ASCP)
1990-91	Mona Wilkins, MT(ASCP)
1991-92	*Betty Theriot, MT(ASCP)
1992-93	Patsy Jarreau, MT(ASCP)
1993-94	Myra Myers, MT(ASCP)
1994-95	Denise Irvin, MT(ASCP)
1995-96	Mary McCole, MT(ASCP)
1996-97	Roxanna Stears, MT(ASCP)
1997-98	Elizabeth Williams, MT(ASCP)
1998-99	Mary Mitchell, MT(ASCP)
1999-00	Carol Meyer, MT(ASCP)
2000-01	Lynda Britton, PhD, MT(ASCP)
2001-02	Karrie Hovis, MT(ASCP),CLS(NCA)
2002-03	Angela Foley, MT(ASCP),CLS(NCA)
2003-04	Norma Bivona, CLS(NCA)
2004-05	Norma Bivona, CLS(NCA)
2005-06	Debbie Wisenor, CLS(NCA), MT(ASCP)
2006-07	Debbie Wisenor, CLS(NCA), (MT(ASCP)
2007-08	Jessica Lasiter, CLS(NCA), MT(ASCP)
2008-09	Jessica Lasiter, CLS(NCA), MT(ASCP)
2009-10	Vanessa Williams, MT(ASCP)
2010-11	Vanessa Williams, MT(ASCP)
2011-12	Cathy Robinson, MLS(ASCP) ^{CM}
2012-13	Cathy Robinson, MLS(ASCP) ^{CM}
2013-14	Stephanie Blackburn, MHS, MLS(ASCP) ^{CM}
2014-15	Stephanie Blackburn, MHS, MLS(ASCP) ^{CM}
2015-16	
2016-17	
2017-18	
2018-19	
2019-20	
2020-21	

* Deceased

B1.2

LSSMT MEDICAL TECHNOLOGIST OF THE YEAR

1962	Hermine Tate, MT(ASCP)
1963	Anna R. Persich, MT(ASCP)
1964	*Anna I. Harnan, MT(ASCP)
1965	Norma Bender, MT(ASCP)
1966	Eola K. Strauch, MT(ASCP)
1967	Lucille Godelfer, MT(ASCP)
1968	
1969	Elizabeth Norsworthy, MT(ASCP)
1970	Stella C. Lewis, MT(ASCP)
1971	Dorris J. Kelley, MT(ASCP)
1972	Ula T. Block, MT(ASCP)
1973	Dorothy M. Edwards, MT(ASCP)
1974	Gray T. Malcom, MT(ASCP)
1975	Patricia M. Sallas, MT(ASCP)
1976	*G. W. Churchwell, MT(ASCP)
1977	James R. Boone, MT(ASCP)
1978	H. Adele Spence, MT(ASCP)
1979	S. Jane White, MT(ASCP)
1980	Marian Cardinale, MT(ASCP)
1981	Joan Broekhoven, MT(ASCP)
1982	Cheryl Caskey, MT(ASCP)
1983	Margaret B. Boone, MT(ASCP)
1984	Maxine Marionneaux, MT(ASCP)
1985	Joyce Majonos, MT(ASCP)
1986	Davie A. DeJean, MT(ASCP)
1987	Marguerite Loftin, MT(ASCP)
1988	George Roberts, EdD, MT(ASCP)
1989	Kenneth Franks, MT(ASCP)
1990	F. Sylvia Jones, MT(ASCP)
1991	Myra Myers, MT(ASCP)
1992	Patricia S. Williams, PhD, MT(ASCP)
1993	Bonnie LeBoeuf, MT(ASCP)
1994	Phyllis Toups, MT(ASCP)
1995	Patsy Jarreau, MT(ASCP)
1996	Nancy Whittenburg, MT(ASCP)
1997	*Betty Lynne Theriot, MT(ASCP)

LSCLS MEMBER OF THE YEAR

1998	Denise Irvin, MT(ASCP)
1999	Elizabeth Williams, MT(ASCP)
2000	Mary McCole, MT(ASCP)
2001	Mary Mitchell, MT(ASCP)

C1.1

2002	Lynda Britton, PhD, MT(ASCP)
2003	Karrie Hovis, MT(ASCP),CLS(NCA)
2004	Angela Foley, MT(ASCP)
2005	Louann Lawrence, PhD, CLS(NCA)
2006	Norma Bivona, CLS(NCA)
2007	Debbie Wisenor, CLS(NCA), MT(ASCP)
2008	Roxanna Stears, CLS(NCA)
2009	Cathy Robinson, MT(ASCP)
2010	Cheryl Caskey, MT(ASCP)
2011	Myra Myers, MT(ASCP)
2012	Vanessa Johnson, MLS(ASCP) ^{CM}
2013	Laine Reeder, MT(ASCP)
2014	Jessica Lasiter, MHIM, MLS (ASCP) ^{CM}
2015	
2016	
2017	
2018	
2019	
2020	

C1.2

LSSMT PRESIDENTIAL SERVICE AWARD

1979	Joseph S. Beregi, Jr., MT(ASCP)
1980	Marilyn "Teekum" Miller, MT(ASCP)
1981	Marguerite Loftin, MT(ASCP)
1982	Lydia Maranto, MT(ASCP)
1983	George Roberts, MT(ASCP)
1984	Sherry Martin, MT(ASCP)
1985	Cheryl Caskey, MT(ASCP)
1986	Joyce Majonos, MT(ASCP)
1987	Denise Irvin, MT(ASCP)
1988	Davie DeJean, MT(ASCP)
1989	G. W. Churchwell, MT(ASCP)
1990	Juanita Rabb, MT(AMT)
1991	Margaret Boone, MT(ASCP)
1992	
1993	Sheila Hickman, MT(ASCP)
1994	Bonnie LeBoeuf, MT(ASCP)
1995	George Roberts, EdD, MT(ASCP)
1996	Kenneth Franks, MT(ASCP)
1997	Phyllis Toups, MT(ASCP)

LSCLS PRESIDENTIAL SERVICE AWARD

1998	Patsy Jarreau, MT(ASCP)
1999	Kenneth McCormick, MT(ASCP)
	Joette Taylor, MT(ASCP)
2000	John Steen, Jr. MT(ASCP)
	Norma Bivona, CLS(NCA)
2001	Sheila Hickman, MT(ASCP)
2002	Mary Beth Beene, MT(ASCP)
	Ken Franks, MT(ASCP)
2003	Michele Zitzmann, MT(ASCP)
	Larry Broussard
2004	Angela Foley, MT(ASCP)
	Elizabeth Williams, MT(ASCP)
2005	George Roberts, EdD, CLS(NCA)
2006	Cathy Robinson, CLS(NCA), MT(ASCP)
2007	Cheryl Caskey, CLS(NCA)
2008	Vanessa Johnson, CLS(NCA), MT(ASCP)

2009 Dana Grant, MT(ASCP)
Kim Middleton, MT(ASCP)
2010 Debbie Wisenor, MT(ASCP)
2011 Cheryl Caskey

D1.1

2012 Angela Foley, MLS(ASCP)
Patsy Jarreau, MLS(ASCP)
Phyllis Toups, MLS(ASCP)
2013 Kim Middleton, MT(ASCP)
Michele Werner, MT(ASCP)
Dana Grant, MT(ASCP)
2014 Debbie Wisenor, MA, MLS (ASCP)^{CM}
Maegan Fryday, MLS (ASCP)^{CM}

D1.2

LSSMT EDUCATOR OF THE YEAR AWARD

1992	George H. Roberts, EdD, MT(ASCP)
1993	Mary R. Hebert, MS, MT(ASCP)
1994	Sheila Hickman, MS, MT(ASCP)
1995	Michael Ramsey, PhD, MT(ASCP)
1996	Betty L. Theriot, MHS, MT(ASCP)
1997	Patsy Jarreau, MHS, MT(ASCP)

LSCLS EDUCATOR OF THE YEAR AWARD

1998	Charles Starr, MT(ASCP)
1999	Shannon Meadows, MT(ASCP)
2000	Dr. Lynda Britton, MT(ASCP)
2001	Dr. Louann Lawrence, MT(ASCP)
2002	Angela Foley, MT(ASCP)
2003	Mary Beth Beene, MT(ASCP)
2004	Josie Roberts, CLS(NCA)
2005	Elizabeth Williams, MHS, CLS(NCA), MT(ASCP)
2006	Debbie Wisenor, MA, CLS(NCA), MT(ASCP)
2007	Kenneth Griswold, PhD
2008	Michael Ramsey, PhD, CLS(NCA)
2009	Melanie Chapman, MT(ASCP)
2010	Michele Zitzmann, MT(ASCP)
2011	Mary Muslow, MT(ASCP)
2013	Jessica Lasiter, MHIM, MLS(ASCP) ^{CM}
2014	Stephanie Blackburn, MHS, MLS(ASCP) ^{CM}
2015	
2016	
2017	
2018	
2019	
2020	
2021	

2022
2023
2024
2025
2026
2027
2028
2029
2030

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LSSMT STUDENT MEMBER OF THE YEAR

1996	James A. Taylor
1997	Rachel Jean Bryant

LSCLS STUDENT MEMBER OF THE YEAR

1998	Karrie Bourgeois
1999	Jeffrey Goudeau
2000	John Steen,Jr.
2001	Norma Bivona
2002	Joseph David
2003	Danielle Dupre
2004	Richard Bridges
2005	Brooke Osis
2006	Crystal Powell-Smith
2007	John P. Whetstone
2008	Maegan Guccione
2009	Maegan Guccione
2010	Mandi Hollis
2011	
2012	Chantelle George
2013	Johntavious Hampton
2014	Gretchen Brocksmith
2015	
2016	
2017	
2018	
2019	
2020	
2021	
2022	
2023	
2024	
2025	
2026	
2027	
2028	
2029	
2030	

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LSSMT INDUSTRY OF THE YEAR AWARD

1996 Advanced Scientific
1997 Curtin Matheson Scientific

LSCLS INDUSTRY OF THE YEAR AWARD

1998 Beckman Coulter
1999 Abbott Diagnostics
2000 Beckman Coulter
2001 Fischer Healthcare
2002 Nikon Instruments, Inc.
2003 Bayer Diagnostics
2004 Helena Laboratories
2005 Nikon Instruments
2006 LABSCO
2007 Omega Diagnostics
2008 RenaLab
2009 Omega Diagnostics, LLC.
2010 Omega Diagnostics, LLC.
2011 Omega Diagnostics, LLC.
2012
2013 Omega Diagnostics, LLC. & Roche Diagnostics
2014
2015
2016
2017
2018
2019
2020

G1.1

LSCLS KEYS TO THE FUTURE

1993	Michele Zitzmann Peggy Stemmans Cecilia Breaux Joanie Wilson Wende Constantine Kathy Loper Carol Meyer Margaret Plauche Dana Grant Roxanna McMullin
1994	None
1995	Bruce McClung Kenneth McCormick Rick Wyatt Linda Walton Melanie Chapman Rhonda Maxwell Charles Starr
1996	Mary Beth Beene Bonita Newport
1997	Jan Dearmon Jeffrey Sheets
1998	Joey Martin Shannon Meadows Joette Taylor
1999	Jeffrey Goudeau Amy Walker
2000	Norma Bivona John Steen, Jr. Karrie Hovis
2001	Jamie L. Dominique Carolyn Jones
2002	Rachel Bouterie Kay Wesley Brea Wilson
2003	Danielle Dupre
2004	Cheryl Babin Richard Bridges Denise Griffin
2005	Brooke Osis Tiffany Brinkley

H1.1

2006	Crystal Powell-Smith Amy Woodcock Jessica Lassiter
2007	John Whetstone Jessica Anthony
2008	Megan Guccionne
2009	Michelle Thomas Mandy Hollis
2010	
2011	
2012	Jessica Abrusely Michelle Werner
2013	Joette Taylor Laine Reeder
2014	Rosalie Hendrix Evan Ashley

H1.2

OMICRON SIGMA

1997	Cheryl Caskey Davie DeJean Patsy Jarreau Carol Meyers Myra Myers George Roberts Phyllis Toups	
1998	NATIONAL Patsy Jarreau Cheryl Caksey Myra Myers George Roberts REGIONAL Elizabeth Williams Karrie Bourgeois Mary Mitchell	STATE Peggy Stemmans Sheila Hickman Mary McCole Carol Meyer Juanita Raab Michelle Zitzman
1999	NATIONAL Cheryl Caskey Louann Lawrence George Roberts REGIONAL Elizabeth Williams Mary Mitchell Lori Stewart Myra Myers	STATE Kenneth McCormick Joette Taylor Lynda Britton Joey Martin Ken Franks Mary McCole Sheila Hickman Karrie Bourgeois
2000	NATIONAL Cheryl Caskey Myra Myers Patsy Jarreau John Steen REGIONAL George Roberts Lynda Britton Carol Meyers Elizabeth Williams	STATE Norma Bivona Jeff Goudeau Karrie Hovis Louann Lawrence Josie Roberts Joette Taylor Michelle Zitzmann
2001	NATIONAL Myra Myers REGIONAL Lynda Britton Karrie Hovis Patsy Jarreau Louann Lawrence Elizabeth Williams	STATE Mary Beth Beene Norma Bivona Kenneth Franks Sheila Hickman Mary Mitchell Mary R. Muslow George Roberts

		Joette Taylor
		II.1
2002	NATIONAL Cheryl Caskey Ken Franks Patsy Jarreau Louann Lawrence George Roberts	STATE Mary Beth Beene Norma Bivona Jamie Dominique Joseph David Roxanne Stears Joette Taylor Michele Zitzmann
	REGIONAL Lynda Britton Karrie Hovis Angela Foley Elizabeth Williams	
2003	NATIONAL Cheryl Caskey Danielle Dupre' Kenneth Franks Karrie Hovis Patsy Jarreau Louann Lawrence	STATE Rachel Bouterie Larry Broussard Mary Beth Beene Jamie Dominique George Roberts Joette Taylor Kay Wesley Elizabeth Williams Debbie Wisenor Michele Zitzmann
	REGIONAL Norma Bivona Angela Foley Sheila Hickmann Joey Martin	
2004	NATIONAL Cheryl Caskey Louann Lawrence	STATE Mary E Beene Richard Bridges Jamie L Dominique Denise Griffin Patsy Jarreau Josie C Roberts Joette Taylor Elizabeth Williams
	REGIONAL Sheryl Babin Norma Bivona Angela Foley Karrie Hovis	
2005	NATIONAL Cheryl Caskey Louann Lawrence Brooke Osis	STATE Tiffany Brinkley Larry Broussard Melanie Chapman Jamie Dominique Denise Griffin Patsy Jarreau George Roberts Josie Roberts
	REGIONAL Norma Bivona Angela Foley Karrie Hovis Debbie Wisenor	

11.2

2006	<p>NATIONAL Mary Beene Cheryl Caskey Louann Lawrence Latanya Oats George Roberts REGIONAL Norma Bivona Angela Foley Debbie Wisenor</p>	<p>STATE Melanie Chapman Deborah Fox Jessica Lassiter Myra Myers Cathy Robinson Phyllis Toups Elizabeth Williams Amy Woodcock</p>
2007	<p>NATIONAL Lynda Britton Cheryl Caskey Angela Foley Louann Lawrence George Roberts REGIONAL Norma Bivona Jessica Lassiter Debbie Wisenor</p>	<p>STATE Melanie Chapman Jamie Dominique Deborah Fox Vanessa Johnson Laine Reeder Cathy Robinson Phyllis Toups Karen Williams</p>
2008	<p>NATIONAL Cheryl Caskey George Roberts Vanessa Johnson Norma Bivona REGIONAL Lynda Britton Angela Foley Jessica Lasiter</p>	<p>STATE Phyllis Toups Cathy Robinson Deborah Fox Laine Reeder Karen Williams Melanie Chapman Debbie Wisenor</p>
2009	<p>NATIONAL Lynda Britton Norma Bivona Patsy Jarreau REGIONAL Jessica Lasiter Vanessa Johnson</p>	<p>STATE Melanie Chapman Cathy Robinson Phyllis Toups Kim Middleton Dana Grant Karen Williams Maegan Guccione George Roberts</p>
2010	<p>NATIONAL Cathy Robinson</p>	<p>STATE Mary Mitchell</p>

Cheryl Caskey
George Roberts
Lynda Britton
Norma Bivona
Patsy Jarreau

Linda Price
Maegan Guccione
Mary Muslow
Jessica Lasiter

11.3

REGIONAL

Vanessa Johnson
Shaunte Spears

2011

NATIONAL

Cathy Robinson
Cheryl Caskey
George Roberts
Lynda Britton
Norma Bivona
Patsy Jarreau

STATE

Mary Mitchell
Mary Muslow
Debbie Wisenor
Bonnie Jo Taylor
Stephanie Blackburn
Maegan Guccione
Michele Werner
Warren Hovis

REGIONAL

Vanessa Johnson

2012

NATIONAL

Cheryl Caskey
Norma Bivona
Vanessa Johnson
REGIONAL
Stephanie Blackburn
Chantelle George
Cathy Robinson

STATE

Jessica Abrusely
Maegan Guccione
Patsy Jarreau
Jessica Lasiter
Mary Muslow
Krystal Pearce
Phyllis Toups
Michelle Werner

2013

NATIONAL

Cheryl Caskey
Mary Muslow
Norma Bivona
Cathy Robinson
REGIONAL
Stephanie Blackburn
Patsy Jarreau
Vanessa Johnson
Angela Foley

STATE

Kim Middleton
Laine Reeder
Dana Grant
Michele Werner
Jessica Lasiter
Becky See
Maegan Guccione Fryday
Joette Taylor

2013

NATIONAL

Cheryl Caskey
Mary Muslow
Norma Bivona
Lynda Britton
Vanessa Johnson

STATE

Jessica Lasiter
Maegan Fryday
Joette Taylor
Evan Ashley
Rosalie Hendrix

REGIONAL

Debbie Wisenor

Stephanie Blackburn

Michele Werner

Becky See

Chantelle George

Gretchen Brocksmith

II.4

ARTICLES OF INCORPORATION
OF THE
LOUISIANA SOCIETY FOR CLINICAL LABORATORY SCIENCE

Amended October, 1996

ARTICLE I
Name and Location

The name of this corporation shall be the "Louisiana Society for Clinical Laboratory Science" with its domicile in the City of Shreveport, Caddo Parish, Louisiana, and said corporation shall have and enjoy succession for a period of ninety-nine years, unless sooner dissolved.

ARTICLE II
Incorporators

The names and addresses of each of the incorporators are as follows: Eola Kendrick, Charity Hospital, Shreveport, Louisiana; Rosabel Shavin, 3637 Youree Drive, Shreveport, Louisiana; Harriet Cypert, Barksdale Field, Shreveport, Louisiana; Estelle Honaker, Charity Hospital, Shreveport, Louisiana; Dorothy Edwards, Physicians and Surgeons Building, Shreveport, Louisiana; Virginia Sandin, Children's Clinic, 1560 Line Avenue, Shreveport, Louisiana

ARTICLE III
Purpose

The purpose of this organization shall be:

To encourage scientific research with open discussion of techniques--experimental, new and accepted;

To create better understanding and cooperation between the medical technologist and physician and all others who are employed in the interest of individual or public health;

To establish a closer unity among the technologists of the State of Louisiana for individual, educational, and professional benefits;

To encourage and promote the professional advancement of Medical Technology.

ARTICLE IV
Officers and Management

The Board of Directors shall be composed of the president, president-elect, secretary, treasurer, immediate past president, and such other members as may be provided for by the Bylaws of this Society.

The affairs of this Society shall be managed and controlled by a Board of Directors. Except as otherwise provided herein, the qualifications, terms of office, manner of election, powers and

duties of the Board of Directors, the time, place and manner of calling, giving notice of and conducting meetings, and the number of Board of Directors members which shall constitute a quorum, shall be prescribed by the Bylaws.

J1.1

ARTICLES OF INCORPORATION
REVISED 10/96

ARTICLE V
Membership

The membership of this Society shall consist of such classes as may be provided by the Bylaws of the Society, and the members in each of these classes shall have such rights and privileges, and shall be governed by such rules of eligibility, admission, retention and dismissal as may be prescribed by the Bylaws.

ARTICLE VI
Ownership

This Corporation shall have the right and power to take, receive and hold all manner of lands, tenements, money, goods, and chattels given or bequeathed unto it or acquired in any manner whatsoever. All property so acquired, or the income or proceeds, thereof, shall be managed and controlled and disposed of by the Board of Directors to promote the objects and purposes for which the Society is founded.

ARTICLE VII
Amendments of Bylaws

The professional and emeritus members shall have the power to adopt, enact, and amend the Bylaws consistent with the Articles of Incorporation and the objects and purposes of the Society, and not in conflict with the laws of the State of Louisiana.

Amended 4/19/91
Amended 4/24/92
Amended 4/30/96
Amended 4/98
Amended 4/17/02

J1.2

BYLAWS
ARTICLE I
Membership

- A. The members of this Society shall consist of professional members and all other classes of membership appropriate to constituent societies as specified in current Bylaws of the American Society for Clinical Laboratory Science (ASCLS). Each applicant shall be considered for membership only in the class appropriate to the maximum qualifications he/she possesses.

Amended 6/24/13

- B. Membership requirements for all classes shall be those specified in current Bylaws of the American Society for Clinical Laboratory Science.
- C. Professional and Emeritus members are entitled to vote, hold office, and serve on any board or committee of this Society and are designated hereinafter in this document as voting members. All other rights benefits, and privileges of this Society shall be extended to all members.

ARTICLE II
Dues

- A. Annual dues for membership in this Society shall be based on the following schedule in addition to the sum prescribed by the American Society for Clinical Laboratory Science:
- | | |
|--------------------------|---------|
| Professional member..... | \$15.00 |
| Emeritus member | None |
| Honorary member | None |
| Student member | 5.00 |
| All other members | 12.00 |

Amended 4/19/91
Amended 4/24/92
Amended 4/30/96
Amended 4/98
Amended 4/1/02

- B. Dues shall be paid at the time and in the manner prescribed by the American Society for Clinical Laboratory Science.

ARTICLE III
Officers

- A. The officers of this Society shall be president, president-elect, secretary, treasurer, seven area representatives and the student forum chairman. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Society.

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- B. The term of office for president, president-elect, secretary and the three members of the Nominations Committee shall be for one year or until their successors are elected and take office. The term of office for treasurer shall be three years or until a successor is elected and takes office. The term of office for the area representatives shall be three years or until their successors are elected and take office. The student forum chairman's term of election and term of office shall be defined in the student forum guidelines. All elected officials may succeed themselves in office.
- C. Eligibility for holding office shall be limited to voting members in good standing in this Society who have been such for at least one year immediately preceding nomination.
- D. The Nominations Committee shall present a slate of officers in ballot form to the voting members of the Society no less than thirty days prior to the opening of the regular business meeting. Further nominations may be made from the floor at the time of the election. Election of officers shall be by closed ballot by both present and absentee voting members in good standing in this Society.
 - 1. Voting members present at the business meeting shall vote by closed ballot.
 - 2. Absentee ballots by voting members shall be included as accredited votes if mailed to the secretary two weeks prior to the business meeting. The envelope containing the absentee ballots must be signed by the voting member to be valid.
- E. The Board of Directors shall fill by appointment any vacancy except office of president for an unexpired term until such time as an election can be held at a regular business meeting.
- F. Office of president shall in the case of vacancy or the inability of the president to serve shall be filled by the president-elect.
- G. The term of office of any officer of this Society elected at a regular meeting shall begin with the sine die adjournment of the American Society for Clinical Laboratory Science Annual House of Delegates.

ARTICLE IV
Duties of Officers

- A. The president shall be the chief executive of this Society. The president shall preside at the regular business meeting and all meetings of the Board of Directors. The president shall appoint all committees and serve as ex-officio member of each committee except the nominations committee.

Amended 4/19/91
Amended 4/24/92
Amended 4/30/96
Amended 4/98
Amended 4/17/02

The president shall perform such duties applicable to the office as prescribed by the parliamentary authority adopted by the Society.

K1.2

- B. The president-elect shall, during their term of office, become familiar with the duties of the office of president. In the event of a vacancy in the office of president, the president-

elect shall become president. The president-elect may attend all meetings of committee and boards. The president-elect shall perform such duties applicable to the office as prescribed by the parliamentary authority adopted by the Society.

- C. The secretary shall act as secretary at all meetings of the Board of Directors and regular business meetings of this Society. The secretary shall keep a permanent record of minutes taken at all meetings. The secretary shall conduct such correspondence as shall be authorized by the Board of Directors or as requested by the president. The secretary shall submit to the state publication a summary of actions taken at the business meeting. The secretary shall perform such duties applicable to the office as prescribed by the parliamentary authority adopted by the Society.
- D. The treasurer shall assure the receipt and expenditure of funds in accordance with the directives established by the Board of Directors. The treasurer shall be under bond as an ex-officio member of the Finance Committee during term of office. The treasurer shall submit to the membership at the regular business meeting, a statement of all receipts and expenditures of the Society for the year just ended. At the end of term of office, there shall be a terminal audit before the newly elected treasurer assumes the responsibility of the office. The treasurer shall perform such duties applicable to the office as prescribed by the parliamentary authority adopted by the Society.
- E. The Board of Directors shall assist the president in preparing an agenda for the regular meeting, and transact any emergency or judicial business that may arise during the year.

ARTICLE V Meetings

- A. There shall be at least one meeting of this Society which shall include the business session of the voting membership and meetings of the Board of Directors and committees as necessary to conduct the regular business of this Society. Other business meetings may be scheduled as deemed necessary or appropriate by the voting members of the Board of Directors.
- B. The time and place of the meeting shall be determined by the Board of Directors.
- C. The Student members shall be given the right to sit on the floor of the business session in a non-voting status and shall be given privileges of debate. The Student Forum Chairman and the Vice-Chairman shall both be voting members of the business meeting by virtue of their office.
- D. The quorum of the LSCLS business meeting shall be the physical presence of 10% of the professional and emeritus membership. Only absentee balloting for officers and other ballot issues specified by the board shall be allowed. No other proxy voting will be permitted. If an adjourned meeting of the annual meeting shall be necessary, the same quorum shall be necessary to conduct business.

Amended 4/19/91
Amended 4/24/92
Amended 4/30/96

K1.3

Amended 4/98
Amended 4/17/02

ARTICLE VI Board of Directors

- A. The Board of Directors shall represent the Society between the regular meetings of the membership.
- B. The Board of Directors shall consist of:
 - 1. The president, president-elect, secretary, treasurer, immediate past president, and student forum chairman, and,
 - 2. One elected representatives from each of the seven geographic area defined herein:
 - a. Area I shall include Bienville, Bossier, Caddo, Claiborne, DeSoto, Natchitoches, Red River, Sabine and Webster parishes.
 - b. Area II shall include Caldwell, East Carroll, Franklin, Jackson, Lincoln, Madison, Morehouse, Ouachita, Richland, Tensas, Union and West Carroll parishes.
 - c. Area III shall include Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Vernon, and Winn parishes.
 - d. Area IV shall include Allen, Beauregard, Calcasieu, Cameron, and Jefferson Davis parishes.
 - e. Area V shall include Acadia, Evangeline, Iberia, Lafayette, Saint Landry, Saint Martin, Saint Mary, and Vermilion parishes.
 - f. Area VI shall include Ascension, Assumption, East Baton Rouge, East Feliciana, Iberville, Livingston, Point Coupee, Saint Helena, Saint James, Saint John the Baptist, Tangipahoa, West Baton Rouge and West Feliciana parishes.
 - g. Area VII shall include Jefferson, Lafourche, Orleans, Saint Bernard, Plaquemines, Saint Charles, Saint Tammany, Terrebonne and Washington parishes.

ARTICLE VII
Committees

- A. Standing Committees shall be those specified by the current Bylaws of the American Society for Clinical Laboratory Science.
- B. Ad Hoc Committees may be appointed by the president on authority given by the voting membership at a meeting or by the Board of Directors.

K1.4

- C. Executive Committee: There shall be an Executive Committee of the Board of Directors, which shall consist of the officers of the Society. The Executive Committee shall be responsible for management of the affairs of the Society between meetings of the Board of Directors and shall perform such other duties as the Board of Directors may direct.

Amended 4/19/91
Amended 4/24/92
Amended 4/30/96
Amended 4/98
Amended 4/17/02

ARTICLE VIII
Fiscal Year

The fiscal year of this Society shall be from July 1 to June 30, inclusive.

ARTICLE IX
Parliamentary Procedure

The current edition of Robert's Rules of Order Newly Revised shall govern the business proceedings of this Society except when otherwise specified in these Bylaws.

ARTICLE X
Amendments

A. The Bylaws of this Society may be amended as follows:

1. A proposed amendment to these Bylaws may be submitted by a group of three or more voting members of this Society.
2. The proposed amendment shall be submitted in writing to the chairman of the Bylaws committee no less than seven months in advance of the next scheduled meeting. After review by the Bylaws Committee of this Society, four copies of the amendments to the Bylaws must be submitted to the ASCLS Bylaws Committee sixty (60) days before approval is desired before submitting to the voting membership of this Society for adoption.
3. The Bylaws Committee shall submit amendments, in context, to the members of the Society no less than sixty days prior to the opening of the next scheduled business meeting. At this meeting, the proposed amendments shall be presented to the voting members for consideration.
4. Adoption of amendments to the Bylaws shall require a two-thirds vote of the accredited voting members, certified as present at the time of vote. Absentee ballots shall be included as accredited votes if mailed to the secretary two weeks prior to the regular meeting.

K1.5

- B. Within thirty days after adoption of an amendment to the Bylaws, the secretary shall send a report of such adoption to the editor of the state publication for publication. This shall be published in the first issue following receipt of Bylaws amendments. Following adoption, a copy of the codes of this Society must be sent to the ASCLS Executive Office and to the Chairman of the ASCLS Bylaws Committee.
- C. An order to present a complete revision of the Bylaws at the next ensuing meeting shall require a two-thirds vote of accredited voting members, certified as present at the time of the vote.

Amended 4/19/91
Amended 4/24/92
Amended 4/30/96

ARTICLE XI
Affiliation

This Society is an affiliate organization of the American Society for Clinical Laboratory Science and shall at no time in any manner adopt any policy contrary to the policies of said Society, except as may be required to abide by the laws of the State of Louisiana.

ARTICLE XII
Representation to the ASCLS House of Delegates

The official quota of voting members in the delegation shall include:

- A. The current president, and president-elect (or their alternates).
- B. One student member, regardless of the number of state student members (or alternate).
- C. One new professional (or alternate).
- D. One delegate for each fifty members or major fraction thereof.
- E. The first delegate shall be the president-elect-elect (or alternate).

Amended 8/15/12
Amended 6/24/13

K1.6
BOARD OF DIRECTORS

MEMBERS AND TERMS OF OFFICE

- 1. President.....two years
- 2. President-Elect.....two years
- 3. Immediate Past-President.....two years
- 4. Secretary.....one year
- 5. Treasurer.....three years
- 6. First Year Professional Chair.....one year
- 7. Student Forum Chair.....one year
- 8. 7 Area Representatives.....three years

DUTIES

1. Voting member of the Board of Directors
2. Attend Fall and Spring Board meetings and annual business meeting
3. Make decisions to handle Society business at the request of the President when the business meeting is not in session.
4. Become familiar with the business of the Society and review pertinent materials:
 - a. Bylaws
 - b. LSCLS Guidelines and Policy Manual
 - c. LSCLS publications
 - d. ASCLS publications
5. Transmit information from ASCLS to LSCLS to members in local areas and from members in local areas to the Board of Directors of LSCLS.
6. Provide information for recruitment in clinical laboratory science
7. Encourage membership in LSCLS and ASCLS
8. Assist in promoting articles for Bayou Tech

BUDGET

Make request to Finance Chair prior to October 1.

Items for consideration: postage, telephone calls, xeroxing

L1.1 **PRESIDENT**

TERM OF OFFICE

Two years

PURPOSE

To serve as chief executive officer for LSCLS

DUTIES

1. Set goals and objectives for the year
2. Appoint chairs for all standing committees.
Letters of appointment should be mailed to all appointees.
3. Establish special committees as needed and appoint chairs
4. Fall Board Meeting:
 - a. Set date and place and make arrangements for meeting rooms, refreshments, and lunch, etc.
 - b. Notify Board members and committee chairs
 - c. Obtain reports from officers and committee chairs. Determine number of copies needed and copy for distribution at meeting.
 - d. Prepare an agenda
 - e. Preside at Board meeting
5. Communicate with Board members and committee chairs
 - a. Develop and distribute communications as needed
 - b. Solicit feedback from members
 - c. Transmit information from ASCLS and other sources to Area Representatives, officers, and committee chairs
6. Communicate with other members of LSCLS
 - a. President's message for Bayou Tech. Contact editor for deadlines
 - L1.2
 - b. Communicate through member mailings if needed
 - c. Serve as a speaker/resource person for local groups and all members regarding Society and general issues concerning the profession
7. Represent the Society and present its views at meetings with other professional societies, organizations, institutions, or agencies
8. Monitor and evaluate the activities of all state society committees and chairs and serve as

ex-officio member on all committees

9. Establish liaison with Region VII Director
 - a. Copy Director with all official communications to ASCLS
 - b. Attend Region VII Council meetings with President-Elect
 - 1) Voting member of the Council
 - 2) Fall and Winter meeting called by Director
 - 3) Pre-council and post-council meeting at ASCLS annual meeting
 - c. Obtain and distribute information about ASCLS to local members
 - d. Submit reports as outlined in President's Manual which is given out at ASCLS
10. Confer with Board as required to make decisions when annual business meeting is not in session
11. Authorize expenditure of funds not included in budget following consultation with Treasurer
12. Activities related to the LSCLS Annual Meeting
 - a. Appoint convention chair and outline duties
 - b. Consult with Convention Committee on overall arrangements for meeting
 - c. Set date, time, and place for Spring Board meeting. Make other arrangements as needed
 - d. Prepare for annual business meeting of Society

L1.3

- 1) Prepare agenda
- 2) Appoint following individuals to help with the business meeting
 - a) Sergeants-at-arm
 - b) Parliamentarian
 - c) Elections Committee
 - d) Secretarial Committee for minutes

e) Credentials Committee

3) Preside at meeting

4) Present gavel and pin to President-Elect at close of meeting

13. Activities related to ASCLS

- a. Appoint state liaisons to ASCLS committees as requested
- b. Respond to requests from ASCLS
- c. Represent Louisiana on ASCLS's President's Council
- d. Submit nominations for appointment to committees/positions/task forces as requested
- e. Submit nominations for awards/recognition
- f. Be familiar with ASCLS positions on issues and transmit information to state members
- g. Keep ASCLS Executive Office current on state leadership names and addresses. Notify ASCLS of changes in Leadership Directory
- h. Preside over Louisiana delegation at ASCLS annual meeting by scheduling meetings, coordinating activities, and presiding over delegation at House of Delegates
- i. Assign voting delegates to attend specific business/governance meetings at ASCLS

14. Chair committee for selection of recipient for the Presidential Service Award

15. Update, maintain, and organize LSCLS's President's files

16. Update LSCLS Guidelines and Policy Manual before turning it over to President-Elect by July 1

L1.4

PRESIDENT-ELECT

TERM OF OFFICE

Two years.

DUTIES

1. Become familiar with the activities of the Society and the duties of the President in preparation for assuming these duties the following year, or in the event there is a vacancy in the office of President
2. Voting member of the Board of Directors
 - a. Attend Fall and Spring Board meetings and the annual business meeting
 - b. Assist the President in any way necessary
3. Voting delegate to the ASCLS House of Delegates
 - a. Attend President-elect seminar, Board meeting, House of Delegates, and business sessions at the ASCLS annual meeting
 - b. Attend President's Council at annual meeting
4. Voting member of the Region VII Council
 - a. Attend meetings called by Regional Director
 - b. Attend Region meeting at ASCLS annual meeting
 - 1) Pre-council meeting prior to House of Delegates
 - 2) Post-council meeting after House of Delegates
5. Review materials pertinent to office of President
 - a. Bylaws of this Society
 - b. LSCLS Guidelines and Policy Manual
 - c. Publications of ASCLS and LSCLS
 - d. Robert's Rules of Order Newly Revised, latest edition
6. Serve with President and Immediate Past- President on committee to select recipient of the Presidential Service Award.

7. Plan for term of office as President.

Consider:

- a. Goals and objectives
 - b. Appointees to committee chairs
 - c. Site and dates of convention
8. Update LSCLS Guidelines and Policy Manual before turning over to new President-Elect by July 1

TERM OF OFFICE

Two years after serving as President

DUTIES

1. Serve as consultant to the President
2. Voting member of the Board of Directors of LSCLS
3. Attend Fall and Spring Board meetings and annual business meeting
4. Perform duties and special functions assigned by the President
5. Serve with the Education and Scholarship Chair as a member-at-large of the committee to select recipients of the Anna Harnan Fund for Continuing Education
6. Serve with current President and President-Elect to select the recipient of the Presidential Service Award
7. Serve as contact person for **NATIONAL MEDICAL LABORATORY WEEK**
 - a. Request quantities of material to be ordered for each Area Representative
 - b. Order material for each area and have mailed to each Area Representative
8. Update LSCLS Guidelines and Policy Manual before turning it over by July 1

L3.1

SECRETARY

TERM OF OFFICE

One year

DUTIES

1. Voting member of the Board of Directors of LSCLS
2. Attend Fall and Spring Board meetings and annual business meeting
3. Keep accurate minutes of all meetings of the Board of Directors and business meetings
4. Have the minutes of the Board meetings and business meetings reviewed by the President within fifteen (15) days of the meeting
5. Mail copies of minutes to the Board of Directors and any other individuals designated by the President within thirty (30) days of the meeting
6. Issue any correspondence required by the Board of Directors and/or the President of LSCLS
7. Maintain a file of all minutes and other pertinent business of Society handled by the Secretary
8. Update LSCLS Guidelines and Policy Manual prior to turning it over by July 1

BUDGET

Budget requests should be made to the Finance Chair prior to October 1.

Reimbursement for expenses shall be made by the Treasurer quarterly upon receipt of an expense form with receipts attached.

Items for consideration: Typing, Copying, Postage, Telephone, Stationary

L4.1

TREASURER

TERM OF OFFICE

Three years

DUTIES

1. Voting member of the Board of Directors of LSCLS
2. Attend Fall and Spring Board meetings and annual business meeting
3. Serve as ex-officio member of Finance Committee
4. Keep a permanent record of all funds collected and disbursed by LSCLS
 - a. All expense forms with receipts, bills, and all money requests
 - b. The Treasurer's ledger in which all transactions are recorded
5. Mail copies of all expense forms after payment to President and Finance Chair
6. Mail copies of all bank statements for checking, savings, and certificates of deposit after reconciling statements with checkbook deposits and expenditures
7. Prepare Treasurer's report for:
 - a. Fall Board meeting
 - 1) Fiscal year report
 - 2) First quarter report
 - b. Spring Board meeting and annual business meeting
 - 1) First three quarters of year report
8. Keep a supply of expense forms available for distribution to Board members and committee chairs
9. Alert the finance chair and President when expenses are about to exceed budgeted allocation
10. Respond to requests from finance chair or President for detailed breakdown of specific expenses
11. Maintain and disburse all special funds as directed by the Board or members voted at the annual meeting

L5.1

12. Prepare and file the income tax statement yearly
13. Arrange with new Treasurer for audit of books and transfer all records to new Treasurer within thirty (30) days
14. Update LSCLS Guidelines and Policy Manual

FISCAL YEAR

The fiscal year of the Society shall be from July 1 to June 30, inclusive

L5.3
FIRST YEAR PROFESSIONAL CHAIR

TERM OF OFFICE:

One year

PURPOSE:

The First Year Professional Chair shall be a mentor to the Student forum chair and represent First Year Professional members and recent graduates' interests to the LSCLS Board of Directors

QUALIFICATIONS:

1. Any LSCLS member who has been in the profession 5 years or less including, but not limited to, the outgoing Student Forum Chair
2. One year of student membership prior to appointment

DUTIES:

1. Mentor to the Student Forum Chair
2. Maintain communication with the Region VII First Year Professional and the ASCLS Young Professional Director
3. Represent the needs and ideas of new professionals as they begin their career in laboratory medicine
4. Encourage membership and involvement of other new professionals in LSCLS/ ASCLS
5. Attend all LSCLS board and business meetings
6. Submit BOD report prior to LSCLS board meetings
7. Submit articles as appropriate to the Bayou Tech newsletter
8. Serve as a voting member of the BOD of LSCLS
9. At the end of the term of office, forward association materials to their successor within one month of the end of term

L6.1

AREA REPRESENTATIVES

TERM OF OFFICE:

Three years

COMPOSITION:

One to be elected from each of the seven areas of Louisiana. These are to be elected in a staggered fashion so that there will be experienced and inexperienced individuals serving at all times.

DUTIES:

1. Voting member of the Board of Directors of LSCLS
2. Attend meetings of the Board of Directors, the annual business meeting, and any other business meeting as deemed necessary by the President
3. Recruit new members for ASCLS and LSCLS
4. Communicate state and national activities, policies, and information to area members
5. Serve as a speaker/resource person for local groups about Society and professional issues
6. Assist membership by contacting lapsed members in local area and encouraging membership renewal
7. Attend local clinical laboratory science meetings of area group and report concerns to LSCLS and ASCLS
8. Respond to action alerts from Key Legislative Contact or other state legislative persons
9. Help President prepare agenda for Board and business meetings
10. Submit to the Treasurer expenses incurred for reimbursement within 60 days from date of

expense

11. Promote and participate in annual state meeting

L7.1

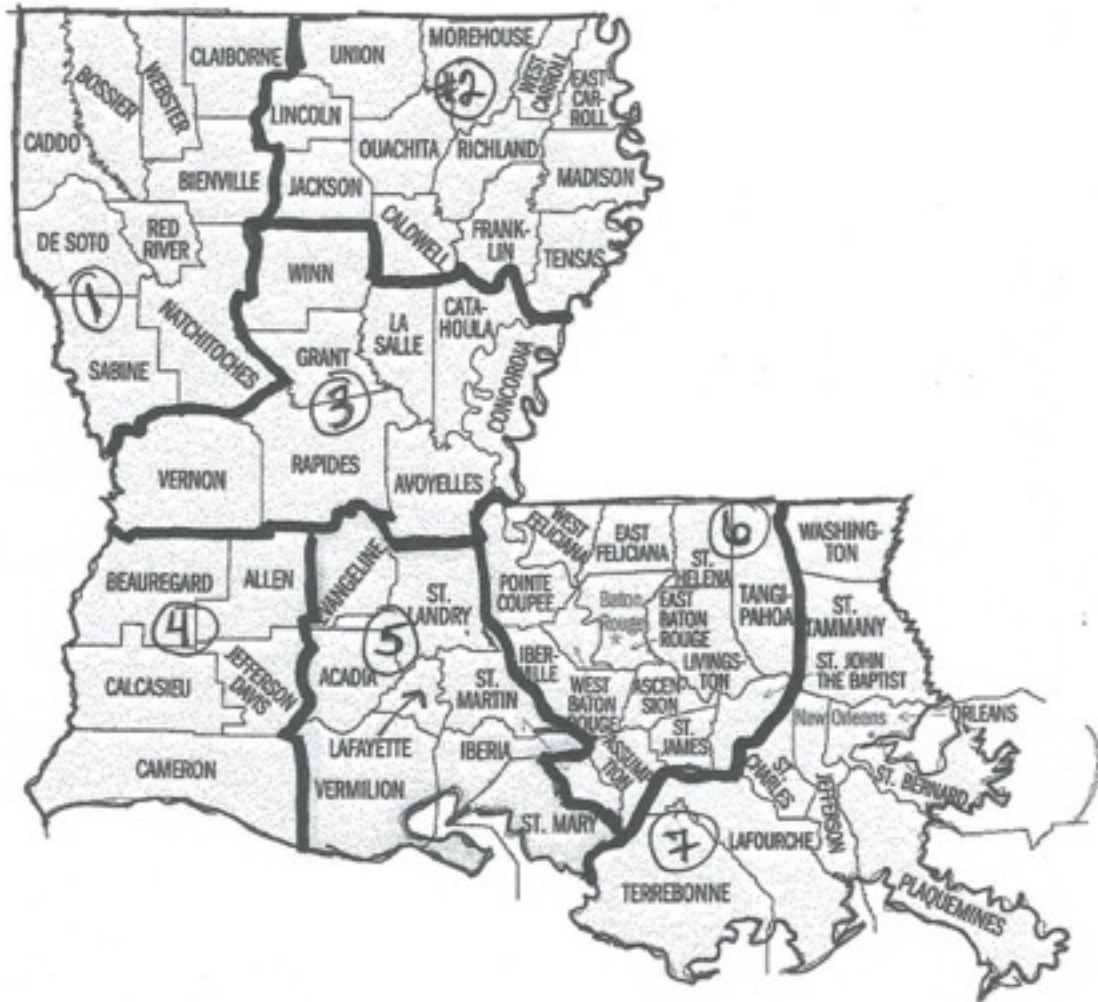
12. Review pertinent materials:

- a. Bylaws
- b. LSCLS Guidelines and Policy Manual
- c. LSCLS and ASCLS publications

13. Update LSCLS Guidelines and Policy Manual

L7.2

**Area Representatives to Board of Directors
Map of State of Louisiana**



L7.3
AWARDS COMMITTEE

COMPOSITION:

1. Chairappointed by the President
2. Two membersselected by the chair
3. Immediate Past-President*
4. Winner of the Member of the Year Award from the previous year*

*These two members serve with the committee for selection of the Member of the Year.

DUTIES

1. Review Awards Committee policies and procedures.
2. Review and establish guidelines for the awards with approval of Board of Directors.
3. Select the judges where appropriate.
4. Correspond with members, program directors / educator coordinators and award sponsors.
5. Present awards at the annual meeting.
6. Participate in ACLS awards.
7. Prepare budget for committee expenses and present to finance chairman prior to October
1. Reimbursement will be made quarterly when the Treasurer receives the expense form with receipts attached. Budget considerations: Postage, printing, engraving traveling bowl, 8” Replica of traveling bowl, engraving costs, President’s plaque, and other awards purchased

8. Prepare report for the Board of Directors/Business meeting
9. Handle correspondence for the Awards Committee or other duties assigned by the President or Board of Directors.
10. Produce and print the Bi-State Awards Ceremony Program in the year when the meeting is in Louisiana. Get the Mississippi information from the Mississippi Awards Chair and an approximate head count from the Convention Chair to know how many brochures to print. On alternate years, send awards information to the Mississippi chair in time for them to produce the brochure.

M1.1

CURRENT LSCLS AWARDS

1. Student and Member Paper Awards
Clinical Chemistry/Clinical Microscopy
Hematology
Immunology
Immunohematology
Microbiology
Education / Management
2. Student of the Year
3. Member of the Year
4. Educator of the Year
5. Industry Award
6. Special Member Award
7. Keys to the Future
8. Omicron Sigma
9. Presidential Award for Outstanding Service

ASCLS AWARDS (to be considered)

See <http://www.ascls.org/leadership/awards/index.html>

1. Lifetime Achievement
2. Constituent Society Member of the Year Recognition
3. New Professional of the Year
4. Student Forum Leadership Award
5. Publication Award
6. ASCLS Constituent Society Website Award
7. Theriot Award
8. Bio-Rad Scientific Assembly Professional Achievement
9. Cardinal Health urEssential Award
10. CLS Distinguished Author

M1.2

AWARDS HANDBOOK

Update the manual before turning it over to the new chairperson by July 1 with:

1. Names of winners in all categories.
2. Changes in awards or selection of award winners.

LSCLS ANNUAL MEETING

1. Have committee report ready for the Board meeting. **DO NOT INCLUDE THE NAME OF THE MEMBER OF THE YEAR** if the Board meeting is prior to the Awards Ceremony.
2. Turn in expense form to the Treasurer.
3. Make a report to the membership at the Business meeting.

AWARDS PRESENTATION

1. Time of Awards Ceremony is decided by the Convention Committee.
2. Suggested order for presentation and presenter:
 - a. Student Bowl Awards – Student Bowl Chair
 - b. Student Paper Awards - Awards Chair
 - c. Member Paper Awards - Awards Chair
 - d. Student of the Year – Awards Chair
 - e. Educator of the Year – Awards Chair
 - f. Industry Award – Awards Chair
 - g. Special Member Award – Membership Chair
 - h. Keys to the Future – President
 - i. Omicron Sigma – President
 - j. Presidential Award for Outstanding Service – President
 - k. Presentation of replica bowl to previous year's Member of the Year – Awards Chair
 - l. Member of the Year – previous year's winner

M1.3

**MEMBER OF THE YEAR
KEEP THIS A SECRET!**

Chairperson's Responsibilities:

1. Send nomination forms with the deadline for nominations to the Bayou Tech editor in time for fall edition and to the web master for listing on the web site. Email reminders to all Board members and Area Representatives to make nominations and to direct them to the web page for nomination forms.
2. Set deadline for applications depending on date of annual meeting. Allow sufficient time for judging and having the bowl engraved (approximately 4 weeks).
3. Mail or email an information form to person or society making nomination to be filled out by the nominator.
4. Mail returned and completed information forms to judges.
5. Purchase an 8" replica bowl and have it engraved for last year's winner.
6. Purchase and have engraved an 8"x 10" plaque for current winner.

**MEMBER OF THE YEAR
YEAR
NAME
LOUISIANA SOCIETY FOR
CLINICAL LABORATORY SCIENCE**

7. Request the "Traveling Bowl" from last year's winner and have it engraved locally for current winner.
8. The winner of this year's award will be considered for nomination for the ASCLS Member of the Year for the following year along with any other LSCLS member or past LSCLS Member of the Year who has been and continues to be active at the state, regional, and/or national level.
9. The name of the Member of the Year is kept a secret until the actual presentation. Presentation is traditionally made by the previous member of the year following acceptance of the replica bowl; previous winner should be notified of the current winner in order to plan the presentation.

M1.4
MEMBER OF THE YEAR

Presented by: LSCLS.

Purpose: To recognize an outstanding clinical laboratory scientist, who, in professional and personal life and as a member of LSCLS and ASCLS, has demonstrated dedication to the well-being of his fellow man: and who, by outstanding example, has inspired others.

Eligibility: The member of the year must:

1. Be actively involved in the profession of clinical laboratory science.
2. Be a current member of LSCLS and ASCLS.
3. Have been a member of LSCLS and ASCLS for **five (5)** years prior to nomination.

Judges: Three members of the Awards Committee.
Immediate Past-President of LSCLS.
Previous year's winner of the award.

Judging will be based on:

1. Activities in local, state, and national societies, with more emphasis on state since this is state award.
2. Activities in other professional organizations.
3. Activities in church and civic affairs.
4. Papers published.
5. Extra degrees or education (including CE)

Award: A "traveling" revere bowl with all winners' names is presented to the winner. In addition to the traveling bowl, a plaque is presented to the winner each year. Next year a replica bowl is given to the winner when the traveling bowl is returned.

Procedure: A nomination form with a deadline for nomination is place in the fall issue of the Bayou Tech and on the web page. Contact the Bayou Tech editor for publication deadline. Send to the web master (see www.lscls.org for contact information) when the Bayou Tech is submitted for publication. Email reminders to the Area Representatives and the Board of Directors and direct them to the web page for nomination forms.

An information form to be filled out on the nominee is sent to the person or society making the nomination. If this information is secured without the nominee being aware of it, the element of surprise at the awards ceremony is much more significant.

M1.5
**LOUISIANA SOCIETY FOR CLINICAL LABORATORY SCIENCE
MEMBER OF THE YEAR - NOMINATION FORM**

Purpose: To recognize an outstanding clinical laboratory scientist, who, in professional and personal life and as a member of LSCLS and ASCLS, has demonstrated dedication to the well-being of his fellow man: and who, by outstanding example, has inspired others.

To be Eligible for this Award the candidate must:

1. Be actively involved in the profession of clinical laboratory science.
2. Be a current member of LSCLS and ASCLS.
3. Have been a member of LSCLS and ASCLS for **five (5)** years prior to nomination.

Judging will be based on:

1. Activities in local, state, and national societies, with more emphasis on state activities since this is a state award.
2. Activities in other professional organizations.
3. Activities in church and civic affairs.
4. Papers published.
5. Extra degrees or education (including continuing education)

Award; A "traveling" revere bowl with all previous winners' names and a plaque are presented the current winner. The "traveling" bowl will be replaced next year with a replica bowl.

Procedure: The nomination form below is to be filled out by the nominating individual or society and returned by **March 15, 201_** to the Awards Chairperson:

Maegan Fryday
guccionemm@rocketmail.com

An information form about the candidate will be sent to the nominator which must be returned to the Awards Chairperson no later than **March 15, 200_**.

Member of the Year – Nomination Form

Name of Candidate: _____

Nominated by: _____

(An active LSCLS or local society member)

Nominator email: _____

Address of Nominator: _____

The nominee should not be notified of the nomination.

M1.6
LOUISIANA SOCIETY FOR CLINICAL LABORATORY SCIENCE
MEMBER OF THE YEAR - INFORMATION FORM

Your nomination for Member of the Year has been received. Please complete this form and return it to the LSCLS Awards Committee Chair at guccionemm@rocketmail.com no later than **March 1, 201_**.

Nominee _____

Email _____

Address _____

City/State/Zip _____

Place of Employment _____

Job Title/Description _____

Education:

College or University _____

Years attended: Undergraduate _____ Degree _____
 Graduate _____ Degree _____

School of Clinical Laboratory Science _____

Date Graduated _____

Other Specialty Training and/or Certification _____

School Attended _____ Date Certified _____

Experience:

Professional Societies:

A. Local Society: Currently a member in good standing: Yes/No

Member approximately _____ years
M1.7

Offices Held and Committees

Miscellaneous Activities (including seminars and workshops)

B. State Society (LSCLS) Currently a member in Good Standing Yes/No

Member Approximately _____ years

Offices Held and Committees

Miscellaneous Activities (Conventions/Seminars/Workshops)

C. National society (ASCLS) Currently a Member in Good Standing: Yes/No

Member Approximately _____ years

Offices Held and Committees

Miscellaneous Activities (Conventions Attended / Seminars/ Workshops)

D. Other Professional Societies: Years of Membership _____

Offices held _____

Activities _____

M1.8

Civic Affairs:

A. Civic Organizations (includes offices held and activities:

Religious Affairs:

A. Member of _____

Offices/Committees/Activities _____

Scientific or Other Papers Published: _____

Teaching or Other Special Activities: _____

Submitted this day _____

By _____

M1.10

**LOUISIANA SOCIETY FOR CLINICAL LABORATORY SCIENCE
LSCLS EDUCATOR OF THE YEAR**

Chairperson's Responsibility

1. Send nomination forms with the deadline for nominations to the Bayou Tech editor in time for fall edition and to the web master for listing on the web site. Email reminders to all Board members and Area Representatives to make nominations and to direct them to the web page for nomination forms.
2. Set deadline for applications depending on date of annual meeting. Allow sufficient time for judging and having the plaque engraved (approximately 4 weeks for engraving).
3. Mail or email an information form to the person submitting the nomination. They in turn should forward it along with their nomination form to the nominee.
4. Mail returned and completed information forms to judges.
5. Purchase an 8" x 10" plaque and have it engraved for current winner.

**YEAR
EDUCATOR OF THE YEAR
NAME
LOUISIANA SOCIETY FOR
CLINICAL LABORATORY SCIENCE**

6. The name of the winner is kept a secret until the actual presentation. Presentation is made during the Awards Ceremony at the Annual Meeting.

M1.11

LOUISIANA SOCIETY FOR CLINICAL LABORATORY SCIENCE LSCLS EDUCATOR OF THE YEAR GUIDELINES

Purpose: To recognize outstanding professional achievement of a clinical laboratory science Educator who, in personal and professional life as a member of ASCLS and LSCSL, has demonstrated dedication to the highest professional ideals and concern for the well being of this fellow man; and who, by outstanding example, has inspired others in clinical laboratory science. Award will be based on specific measurable contributions via evidence submitted to judges.

Eligibility: To be eligible for this award, candidate must:

1. Be a member of LSCLS and ASCLS currently and for the past four (4) years prior to nomination.
2. Be actively involved in the profession of clinical laboratory science and in an educator's role as a bench instructor, education coordinator/program director, college or university educator, or otherwise involved in the education process.
3. Request 3 letters of recommendation (at least one from a student who was taught by the nominee in the last 12 months). The letters should be mailed directly to the Awards Chair. If more than three are received, the first three received will be used for award determination.
4. Must not be currently serving as chair or vice-chair of the ASCLS Education Section of the Scientific Assembly.

Judging: Judging will be based on the following:

1. Presentations to professional activities as lecturer/presenter or workshop faculty.
2. Professional publications.
3. Professional meetings attended.
4. Other LSCLS and ASCLS activities at local, state, regional, or national level, with more emphasis being placed on state activities since this is a state award.
5. Activities in other professional organizations
6. Activities with religious affiliations and civic affairs.
7. Extra degrees or education.
8. Letters of recommendation.
9. Member of ASCLS Education Scientific Assembly.
10. Criteria/point system attached.

Award: A plaque is presented to winner at Awards Ceremony.

Procedure: The nominator is to complete the nomination form, forward it along with the application form to the nominee. The nominee completes the application form and forwards it to the chair of the Awards Committee. Deadlines must be met so decisions can be made and awards secured.

M1.12

**LOUISIANA SOCIETY FOR CLINICAL LABORATORY SCIENCE
LSCLS EDUCATOR OF THE YEAR
NOMINATION FORM**

I, _____, wish to nominate

_____ for the LSCLS Educator of the Year Award.

I believe the nominee deserves the award for the following reasons: (250 typewritten words or less).

Nominator Signature _____

Address _____

Email _____ Phone Number _____

M1.13

LOUISIANA SOCIETY FOR CLINICAL LABORATORY SCIENCE
LSCLS EDUCATOR OF THE YEAR
Criteria / Point System

Criteria	Point Value
Years of Membership	0
Application deadline met	1
A. Letters of Recommendation	Strength of Letter
Glowing (Excellent) letter	3 per letter
Good letter	2 per letter
Average letter	1 per letter
B. Presentations to Professional Audiences	
Lecturer / Seminar	1 per day
Workshop Faculty	3 per half day
	6 per full day
	Points Per Article
C. Professional Publications	
Articles in CLS	3
Article listed in Index Medicus	3
Chapter in Scientific Text/sole author	4
Chapter in Scientific Text/coauthor	3
Scientific Text / sole author	15
Scientific Text editor	10
Audiovisual Aids	3
D. Professional Meeting Attended	
National	3 per meeting
Regional	2 per meeting
State	1 per meeting
E. Participation in Scientific Assembly	Points per Year
Office Held	
National Chair	10
Vice Chair	8
Activities	
National Committee Chair	10
Committee Member	2
F. Other LSCLS/ASLCS activities	1 per activity
G. Civic/Community Activities	1 per activity
H. CLS/Civic/Community Awards	1 per award

**LOUISIANA SOCIETY FOR CLINICAL LABORATORY SCIENCE
LSCLS EDUCATOR OF THE YEAR
INFORMATION FORM**

You have been nominated for Educator of the Year. Please complete this form and return it to the LSCLS Awards Chair at guccionemm@rocketmail.com no later than **March 15, 201_**.

Name _____ ASCLS # _____

Address _____ Phone # _____

City/State/Zip _____

Email _____ Years in ASCLS _____

Place of Employment _____

Job Title / Description _____

A. Letters of Recommendation – Request 3 letters of recommendation (from someone other than the nominator) with at least one from a student you have taught in the last 12 months. Faculty recommendations should be on letterhead while student recommendations should be on their own letterhead stationery. The letters should be sent directly to the Chair of the Awards Committee.

B. Presentations to Professional Audiences in the last 4 years - Workshops/Seminars Presented (state/region/national)

Date	Title	Sponsor	Length	Level
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

C. Professional Publications within the last 4 years – Include copy of title page.

M1.15

C. Professional Meeting Attended in the last 4 years

State	Regional	National
-------	----------	----------

_____	_____	_____
_____	_____	_____
_____	_____	_____

D. Participation in the Scientific Assembly

Office held:

Date	Office
------	--------

_____	_____
_____	_____

Activities (Committees, task force, etc.)

Date	Activity
------	----------

_____	_____
_____	_____
_____	_____

F. Other LSCLS/ASCLS activities in the last 4 years (i.e., local or state officer, regional director, national committee) Do not include Scientific Assembly activity here.

G. Civic/Community activities in the last 4 years (i.e., Civic organization membership and office held, religious affiliation and offices held.

H. Award Received relating to Clinical Laboratory Science, Civic, or Religious activities.

M1.16

**LOUISIANA SOCIETY FOR CLINICAL LABORATORY SCIENCE
LSCLS EDUCATOR OF THE YEAR
GUIDELINES FOR LETTER OF RECOMMENDATION**

(Name of Applicant)

To the Applicant: Please fill in your name and give this form to the people who are writing your letters of recommendations for this award.

To the Evaluator: The person named above has been nominated for the LSCLS Educator of the Year Award. Please fill out the checklist and include a letter of recommendation based on the bullet points listed below the table. When possible, please describe and give examples rather than simply making conclusions about the applicant's educational abilities.

	EVALUATION OF OVERALL INSTRUCTION	Excellent	Good	Average	Fair	Poor
<u>1</u>	Ability to explain (i.e., test principles, procedures, and workload organization)					
<u>2</u>	Preparedness for teaching.					
<u>3</u>	Knowledge of subject matter.					
<u>4</u>	Sensitive to student needs.					
<u>5</u>	Enthusiasm for teaching.					
<u>6</u>	Accessible for questions					
<u>7</u>	Professionalism; good role model					
<u>8</u>	Overall teaching performance					

- How long have you known this person and in what capacity?
- How does this person relate to others?
- What characteristics do you consider to be the applicant's principal strengths and talents?
- Oral communication skills

Return this letter directly to the Chair of the Awards Committee listed below and notify the nominee that the letter has been sent.

Awards Chair: Maegan Fryday
guccionemm@rocketmail.com

M1.17

**LOUISIANA SOCIETY FOR CLINICAL LABORATORY SCIENCE
LSCLS STUDENT OF THE YEAR**

Chairperson's Responsibility

1. Send nomination forms with the deadline for nominations to the Bayou Tech editor in time for fall edition and to the web master for listing on the web site. Email reminders to all Board members and Area Representatives to make nominations and to direct them to the web page for nomination forms.
2. Set deadline for applications depending on date of annual meeting. Allow sufficient time for judging and having the plaque engraved (approximately 4 weeks for engraving).
3. Mail or email an information form to the person(s) submitting the nomination. They in turn should forward it along with their nomination form to the nominee.
4. Mail returned and completed information forms to judges.
5. Purchase and have engraved an 8"x 10" plaque.

**STUDENT OF THE YEAR
YEAR
NAME
LOUISIANA SOCIETY FOR
CLINICAL LABORATORY SCIENCE**

9. The name of the Student of the Year is kept a secret until the actual presentation. Presentation is made during the Awards Ceremony at the Annual Meeting.

M1.18

**LOUISIANA SOCIETY FOR CLINICAL LABORATORY SCIENCE
LSCLS STUDENT OF THE YEAR
NOMINATION FORM**

Purpose: To recognize a student member of LSCLS who has demonstrated outstanding leadership and contributed to the growth and development of Clinical Laboratory Science.

Eligibility: To be eligible for this award, candidate must:

1. Participants may include individuals who have been enrolled in a NACCLS accredited CLS or CLT program at any time during the 12 months prior to the meeting or who are currently a student.
2. be a current member of ASCLS or LSCLS.

Judging: will be based on:

1. Activities and contributions to the profession at the local, state, and national levels.
2. Activities and contributions to Student Forum.
3. Recruitment activities.
4. Professional honors.
5. Publications.
6. Other contributions to the profession.

Procedure: A nomination form must be completed by the person or society making the nomination. Once a nomination form has been received, an information form will be sent to the nominee for completion. The winner of this year's award will be nominated for the ASCLS Sigma Student Leadership Award. Fill in the form below and email by **March 15, 201_**.

Mail to: Maegan Fryday
guccionemm@rocketmail.com

Name of Candidate _____

Email of Candidate _____

Nominated by _____
(an active LSCLS member or local society member)

Email of Nominator _____

**LOUISIANA SOCIETY FOR CLINICAL LABORATORY SCIENCE
LSCLS STUDENT OF THE YEAR
INFORMATION FORM**

You have been nominated for Student Member of the Year. Please complete this form and return it to the LSCLS Awards Chair at guccionemm@rocketmail.com no later than **March 15, 201_**.

Name _____ ASCLS # _____

Address _____ Phone # _____

City/State/Zip _____

Email _____

A. Participation in LSCLS and the Student Forum

1. List each office held

Date	Office	Level
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. List activities related to LSCLS and Student Forum

Date	Activity
_____	_____
_____	_____
_____	_____

B. Recruitment Activities

Date	Activity
_____	_____
_____	_____
_____	_____

C. Professional Honors/Awards

Date	Honor/Award	Sponsor
_____	_____	_____
_____	_____	_____

M1.20

D. **Professional Publications within the last 4 years**

Include copy of title page

Title

Journal

E. **Professional Meetings attended within the last 4 years**

Indicate whether local, state, regional, or national

F. **Other LSCLS/ASCLS activities in the last 4 years**

G. **Civic/Community activities in the last 4 years**

(i.e., Civic organization membership and offices held, religious affiliation and offices held)

M1.21
LOUISIANA SOCIETY FOR CLINICAL LABORATORY SCIENCE
LSCLS STUDENT OF THE YEAR
CRITERIA / POINT SYSTEM

Criteria	Point Value
Years of Membership	0
Application deadline met	1
A. Participation in LSCLS Student Forum	Points per Year
Office Held	
State Chair	8
Vice Chair	6
Region Chair	4
National Chair	10
Vice Chair	8
Activities	
State Committee Chair	2
Committee Member	1
Region Committee Member	2
National Committee Chair	10
Committee Member	2
B. Recruitment Activities	1 per day
C. Professional Honors / Awards	
Outstanding CLS student	3
Professional Scholarships	1
Student Bowl Team Member	1
D. Professional Publications	
Article in <u>Bayou Tech</u>	1
Articles in <u>CLS</u>	3
Article in other Professional Journals	1
D. Professional Meeting Attended	
National	3 per meeting
Regional	2 per meeting
State	1 per meeting
Local	1 per meeting
E. Other LSCLS/ASLCS activities	1 per activity
F. Civic/Community Activities	1 per activity

M1.22

**LOUISIANA SOCIETY FOR CLINICAL LABORATORY SCIENCE
SPECIAL MEMBER AWARDS**

Chairperson's Responsibilities:

1. Contact the Membership Chair to get the names of the people who have been members for 20, 30, and 40 years or more.
2. Make certificates to honor the 20 year members; buy and have engraved plaques for the 30 year members and 8" revere bowls for 40 year members.
3. Contact the recipient's of the Special Member Awards to invite them to attend the meeting to receive their award. If they do not attend the meeting, announce their names at the meeting and ask if anyone can take the award to them. Mail any awards that are not taken to the recipients.
4. Presentation of awards is made by the Membership Chairperson during the Awards Ceremony at the Annual Meeting. If the membership Chairperson does not attend, the Awards Chairperson presents the Awards.

PURPOSE: To recognize loyalty and commitment of individuals who have been members of LSCLS for 20, 30, or 40 years.

AWARD: **Twenty (20)** year members will receive a **certificate**. See below for an example. **Thirty (30)** year members will receive a 7x9 inch **plaque** and **forty (40)** year members will receive an **8" Revere bowl**. Names will be announced and awards presented at the Awards Ceremony by the Membership Chair.

The plaque and the bowl will be engraved as follows:

**LSCLS
30 (or 40) YEARS MEMBERSHIP
NAME
YEAR**

PROCEDURE: The Membership Chair and/or the Awards Chair will use the latest alpha list to obtain names of the individuals who have been members for the designated time. The Awards Chair will make the certificates and purchase the plaques and/or bowls.

M1.23

PRESIDENTIAL SERVICE AWARD

Chairperson's Responsibilities

1. Remind the President about this award. Get the name(s) of the current winner(s) from the President no later than six weeks before the annual meeting.
2. Remind the President that the award will be given for a specific project, function, or activity which significantly contributes to LSCLS, ASCLS, or the profession of Clinical Laboratory Science and can be from 1 to 3 persons since many projects are done in a group.
3. Purchase an 8 X 10" plaque and have it engraved for current winner.

**LOUISIANA SOCIETY FOR
CLINICAL LABORATORY SCIENCES
YEAR
PRESIDENTIAL SERVICE AWARD
NAME**

M1.24

**LOUISIANA SOCIETY FOR CLINICAL LABORATORY SCIENCE
PRESIDENTIAL SERVICE AWARD**

Sponsored by: The University of Louisiana at Monroe Student Clinical Laboratory Science Society.

Purpose: The award is designated as a Service Award for the Society to encourage newer LSCLS members to fully participate in societal affairs.

Eligibility:

1. The recipient of the award must have been a member of LSCLS and ASCLS for at least one year prior to receiving the award.
2. The award will be given for a specific project, function, or activity which significantly contributes to LSCLS, ASCLS, or the profession of clinical laboratory science.
3. The award may be given to one or up to three individuals since many projects are group affairs.
4. The award will be given for activities in which the recipient(s) completed work during the past year and may not be awarded for cumulative activities extending over several years.
5. In the event that all of the above criteria cannot be met, the award will not be presented that year.

Judges: A committee composed of the LSCLS President, Immediate Past-President, and President-Elect will choose the recipient of the Service Award.

Award: Award will consist of an engraved 8 x 10" plaque.

M1.25

**LOUISIANA SOCIETY FOR CLINICAL LABORATORY SCIENCE
INDUSTRY AWARD**

Chairperson's Responsibility

1. Send nomination forms with the deadline for nominations to the Bayou Tech editor in time for fall edition and to the web master for listing on the web site. Email reminders to all Board members and Area Representatives to make nominations and to direct them to the web page for nomination forms.
2. The awards chairpersons from both states will work together to choose the Industry Award. The awards chairperson of the host state is responsible for getting this award.
3. The award is a bi-state award and funds for this award will come from the general convention fund. It consists of an engraved acrylic award and will be presented at Bi-state Annual Meeting Awards Ceremony.
4. The time frame for this award is for one year, from the end of one annual meeting to the beginning of the next annual meeting. (Example: The award presented at the 2004 Annual meeting will include those contributions from May 2003 to April 2004.)
5. Set deadline for applications depending on date of annual meeting. Allow sufficient time for judging and having the award engraved (approximately 4 weeks for engraving).
6. Mail the narrative statement form to the nominator or direct them to the web site.
7. Mail the completed and returned narrative statements to the Mississippi Awards Chairperson.
8. Purchase acrylic award and have engraved for winner.

**COMPANY NAME
INDUSTRY AWARD
YEAR
LOUISIANA / MISSISSIPPI SOCIETY FOR
CLINICAL LABORATORY SCIENCE
(The host state name is listed first.)**

9. The winner name is kept secret until the actual presentation by the host state's Award Chairperson at the Awards Ceremony.

**LOUISIANA SOCIETY FOR CLINICAL LABORATORY SCIENCE
INDUSTRY AWARD – NOMINATION FORM**

Purpose: To recognize an industry’s support of the profession of Clinical Laboratory Science and LSCLS as an organization at the state and local level.

Eligibility and Judging: The nominees will be judged on:

1. Exhibit participation at the State Annual Meeting from the previous year. This information will be obtained from the State Convention Chair.
2. Sponsorship of awards presented at the State Annual Meeting. This will be obtained from the Awards Chair.
3. Sponsorship of workshops or speakers for the State Annual Meeting. This information will be obtained from the Convention and Program Chairs for Annual meeting.
4. Sponsorship of meetings and workshops not included in the State Annual meeting, but in conjunction with LSCLS at a state or local level. This will be obtained from the area representatives.
5. Any other additional service that may be included in the nominator’s narrative justification.
6. The Award’s Committee will evaluate the nominees and judge the award.

Procedure: Nominations from active members or local societies will be solicited. The nominator completes the application form which includes a narrative about the industry being nominated.

NOMINATION FORM

Company Name _____
Contact Person from company _____
Company Address _____
Nominator Name _____
Nominator Address _____
Nominator Phone # _____

Mail to Awards Chairperson: Maegan Fryday
guccionemm@rocketmail.com

M1.27

**LOUISIANA SOCIETY FOR CLINICAL LABORATORY SCIENCE
INDUSTRY AWARD – NARRATIVE STATEMENT**

I, _____, wish to nominate
_____ for the LSCLS Industry of the Year
Award. I believe the nominee deserves the award for the following reasons: (250 typewritten
words or less).

Nominator Signature: _____

Email _____

Address _____

Phone Number _____

M1.28

**LOUISIANA SOCIETY FOR CLINICAL LABORATORY SCIENCE
STUDENT AND MEMBER PAPER AWARDS**

Chairperson's Responsibilities

1. Send paper award guidelines with the deadline for entry to the Bayou Tech editor in time for the fall edition and to the web master for listing on the web site.
2. Write sponsors for verification of student paper awards. If sponsors are no longer available and no new sponsors are found, awards will be made by LSCLS.
3. Email the education coordinators / program directors of the schools in early September to find the rules on the web page. Set the deadline for return of the papers the first or second Friday in January.
4. Recruit judges in the fall. Select 3 judges in each category.
5. Submit winning student paper to sponsors with a thank you note.
6. Contact the sponsor(s) in the areas in which there were no papers submitted or no winners to request a different use for the money.
7. Notify winner's school for student papers and individual members for member paper winners. Send judges comments along with any papers on which the judges made comments to the schools and to the members.
8. Include the names of the winners in the awards program.
9. Check to make sure the checks will be ready for the Annual Meeting.
10. After the meeting, send the computer disk of the award winning paper to the Bayou Tech editor for publication.

M1.29

**LOUISIANA SOCIETY FOR CLINICAL LABORATORY SCIENCE
PAPER AWARDS**

Rules will be same for each award whether member or student:

1. **Student:**

Participants may include individuals who have been enrolled in a NACCLS accredited CLS or CLT program at any time during the 12 months prior to the meeting or who are currently a student.

Members:

Participants must be a current member of LSCLS/ASCLS.

2. Subjects may be in Clinical Chemistry/Clinical Microscopy, Hematology, Immunology, Immunohematology, Microbiology, Administration / Education.
3. Four copies of the papers must be submitted. It must be typed double-spaced on one side only of 8 ½ x 11 inch paper. There should be no information (i.e., headings) in the body of the paper or on the cover sheet to indicate author's identity since this is a blind review process. The title (without the author's name) should appear on the cover sheet as well as the first page of the manuscript. Papers with the author's name on the cover sheet will have the cover sheet removed before it is submitted to be judged. Pages should be numbered at the bottom center beginning on page one (1) of the manuscript.
4. An electronic copy of the paper, either on disk or by email should be sent to the awards chairperson at the time the papers are submitted. The winning paper(s) will be published in the Bayou Tech and on the www.lscls.org web site.
5. All references should be cited according to guidelines published in the Publication Manual of the American Psychological Association, Fourth edition. References should be current and from publications within the last five (5) years.
6. A reference page must be included with references arranged in alphabetical sequence.

EXAMPLE: Citation in body of text

Rogers (1994) compared reaction times or
In a recent study of reaction times (Rogers, 1994)

EXAMPLE: Reference page citation of journal with one or more authors:

Klimoski, R. & Palmer, S. (1993). The ADA and the hiring process in organizations. Consulting Psychology Journal: Practice and Research, 46 (2), 10-36.

M1.30

EXAMPLE: Reference page citation for entire book.

Mitchell, T.R., & Larson, J.R., Jr. (1987). People in organizations: An introduction to organizational behavior (3rd ed.). New York: McGraw-Hill.

7. The MAJORITY of electronic references must be from peer-reviewed journals. Electronic references must be cited according to APA guidelines as listed on their internet site – <http://www.apastyle.org/elecref.html>
8. All papers submitted must be accompanied by the official entry form. School Program Directors were mailed a copy of the form or one can be downloaded from the web page – www.lscls.org.
9. Award winning papers will be selected by a committee of judges (three for each category) selected by the Awards Committee Chair.
10. A paper may be awarded a maximum of 70 points by each judge by awarding points for grading criteria and scientific significance. See web page www.lscls.org for the grading form.

Grading Criteria (1-5):

1. Organization	1 – 8 points
2. Mechanics/format	1 – 8 points
3. Process and methods	1 – 8 points
4. Content and reasoning	1 – 8 points
5. Impact	1 – 8 points
Scientific Significance (Applied or academic)	1 – 30 points

11. A minimum of 25 points in the grading criteria AND a minimum of 16 points in scientific significance after averaging the three judges scores are necessary for a paper to be considered. Both minimums must be met regardless of the total number of points earned. All awards do not have to be presented. The winning paper in each area will be determined by the highest score of qualified papers when adding the grading criteria and scientific significance together.
12. A copy of the winning paper will be forwarded to the sponsor of the award and a notice will be sent to the education coordinator / program director of the winner's CLS/CLT school informing the program that the student paper has been selected to receive the award.

M1.31

13. The winner may be asked to read the paper at the LSCLS annual meeting.

Send entries to the Awards Chairperson: Maegan Fryday

guccionemm@rocketmail.com

M1.32

**LOUISIANA SOCIETY FOR CLINICAL LABORATORY SCIENCE
STUDENT PAPER AWARDS**

To: Education Coordinators/Program Directors

From: _____, LSCLS Awards Chair

Re: Student Paper Awards

A cash award of \$150.00 will be given for the best written paper by a CLS or CLT student on any subject in the following categories: Hematology, Microbiology, Immunology, Immunohematology, Chemistry/Clinical Microscopy, or Administration/Education.

Rules will be the same for each award:

1. Participants may include individuals who have been enrolled in a NACCLS accredited CLS or CLT program at any time during the 12 months prior to the meeting or who are currently a student.
2. Four copies of the papers must be submitted. It must be typed double-spaced on one side only of 8 ½ x 11 inch paper. There should be no information (i.e., headings) in the body of the paper or on the cover sheet to indicate author's identity since this is a blind review process. The title (without the author's name) should appear on the cover sheet as well as the first page of the manuscript. Papers with the author's name on the cover sheet will have the cover sheet removed before it is submitted to be judged. Pages should be numbered at the bottom center beginning on page one (1) of the manuscript.
3. An electronic copy of the paper, either on disk or by email should be sent to the awards chairperson at the time the papers are submitted. The winning paper(s) will be published in the Bayou Tech and on the www.lscls.org web site.
4. All references should be cited according to guidelines published in the Publication Manual of the American Psychological Association, Fourth edition. References should be current and from publications within the last five (5) years.
5. A reference page must be included with references arranged in alphabetical sequence.

EXAMPLE: Citation in body of text

Rogers (1994) compared reaction times or
In a recent study of reaction times (Rogers, 1994)

EXAMPLE: Reference page citation of journal with one or more authors:

Klimoski, R. & Palmer, S. (1993). The ADA and the hiring process in organizations. Consulting Psychology Journal: Practice and Research, 46 (2), 10-36.

EXAMPLE: Reference page citation for entire book.

Mitchell, T.R., & Larson, J.R., Jr. (1987). People in organizations: An introduction to organizational behavior (3rd ed.). New York: McGraw-Hill.

6. The MAJORITY of electronic references must be from peer-reviewed journals. Electronic references must be cited according to APA guidelines as listed on their internet site – <http://www.apastyle.org/elecref.html>
7. All papers submitted must be accompanied by the official entry form. School Program Directors were mailed a copy of the form or one can be downloaded from the web page – www.lscls.org.
8. Award winning papers will be selected by a committee of judges (three for each category) selected by the Awards Committee Chair.
9. A paper may be awarded a maximum of 70 points by each judge by awarding points for grading criteria and scientific significance. See web page www.lscls.org for the grading form.

Grading Criteria (1-5)

1. Organization	1 – 8 points
2. Mechanics/format	1 – 8 points
3. Process and methods	1 – 8 points
4. Content and reasoning	1 – 8 points
5. Impact	1 – 8 points
Scientific Significance (applied or academic)	1 – 30 points

10. A minimum of 25 points in the grading criteria AND a minimum of 16 points in scientific significance after averaging the three judges scores are necessary for a paper to be considered. Both minimums must be met regardless of the total number of points earned. All awards do not have to be presented. The winning paper in each area will be determined by the highest score of qualified papers when adding the grading criteria and scientific significance together.
11. A copy of the winning paper will be forwarded to the sponsor of the award and a notice will be sent to the education coordinator / program director of the winner's CLS/CLT school informing the program that the student paper has been selected to receive the

award.

M1.34

12. The winner may be asked to read the paper at the LSCLS annual meeting.

Send entries to the Awards Chairperson: Maegan Fryday

guccionemm@rocketmail.com

M1.35

**LOUISIANA SOCIETY FOR CLINICAL LABORATORY SCIENCE
OFFICIAL ENTRY FORM - STUDENT PAPER AWARDS**

TITLE OF PAPER _____

SUBMITTED BY _____

NAME/ADDRESS OF APPROVED SCHOOL _____

PLEASE CHECK:

_____ I AM CURRENTLY A STUDENT

_____ I WAS A STUDENT DURING THE PERIOD OF

_____ TO _____
(Month/Yr) (Month/Yr)

_____ I AM CURRENTLY EMPLOYED BY _____

THIS PAPER IS SUBMITTED IN THE AREA OF:

_____ HEMATOLOGY

_____ IMMUNOLOGY

_____ IMMUNOHEMATOLOGY

_____ MICROBIOLOGY

_____ CHEMISTRY/CLINICAL MICROSCOPY

_____ ADMINISTRATION/EDUCATION

(REPRESENTATIVE, SCHOOL OF CLINICAL LABORATORY SCIENCE)

CONTACT PHONE NUMBER _____

M1.36

**LOUISIANA SOCIETY FOR CLINICAL LABORATORY SCIENCE
MEMBER PAPER AWARDS**

To: Active, Emeritus, and Honorary LSCLS Members

From: _____, LSCLS Awards Chair

Re: Member Paper Awards

A cash award of \$150.00 will be given for the best written paper by a CLS or CLT student on any subject in the following categories: Hematology, Microbiology, Immunology, Immunohematology, Chemistry/Clinical Microscopy, or Administration/Education.

Rules will be the same for each award:

1. Any current member of LSCLS and ASCLS.
2. Four copies of the papers must be submitted. It must be typed double-spaced on one side only of 8 ½ x 11 inch paper. There should be no information (i.e., headings) in the body of the paper or on the cover sheet to indicate author's identity since this is a blind review process. The title (without the author's name) should appear on the cover sheet as well as the first page of the manuscript. Papers with the author's name on the cover sheet will have the cover sheet removed before it is submitted to be judged. Pages should be numbered at the bottom center beginning on page one (1) of the manuscript.
3. An electronic copy of the paper, either on disk or by email should be sent to the awards chairperson at the time the papers are submitted. The winning paper(s) will be published in the Bayou Tech and on the www.lscls.org web site.
4. All references should be cited according to guidelines published in the Publication Manual of the American Psychological Association, Fourth edition. References should be current and from publications within the last five (5) years.
5. A reference page must be included with references arranged in alphabetical sequence.

EXAMPLE: Citation in body of text

Rogers (1994) compared reaction times or
In a recent study of reaction times (Rogers, 1994)

M1.37

EXAMPLE: Reference page citation of journal with one or more authors:

Klimoski, R. & Palmer, S. (1993). The ADA and the hiring process in organizations. Consulting Psychology Journal: Practice and Research, 46 (2), 10-36.

EXAMPLE: Reference page citation for entire book.

Mitchell, T.R., & Larson, J.R., Jr. (1987). People in organizations: An introduction to organizational behavior (3rd ed.). New York: McGraw-Hill.

6. The MAJORITY of electronic references must be from peer-reviewed journals. Electronic references must be cited according to APA guidelines as listed on their internet site – <http://www.apastyle.org/elecref.html>
7. All papers submitted must be accompanied by the official entry form that can be downloaded from the web page – www.lscls.org.
8. Award winning papers will be selected by a committee of judges (three for each category) selected by the Awards Committee Chair.
9. A paper may be awarded a maximum of 70 points by each judge by awarding points for grading criteria and scientific significance. See web page www.lscls.org for the grading form.

Grading Criteria (1-5)

1. Organization	1 – 8 points
2. Mechanics/format	1 – 8 points
3. Process and methods	1 – 8 points
4. Content and reasoning	1 – 8 points
5. Impact	1 – 8 points
Scientific Significance (Applied or academic)	1 – 30 points

10. A minimum of 25 points in the grading criteria AND a minimum of 16 points in scientific significance after averaging the three judges scores are necessary for a paper to be considered. Both minimums must be met regardless of the total number of points earned. All awards do not have to be presented. The winning paper in each area will be determined by the highest score of qualified papers when adding the grading criteria and scientific significance together.
11. A copy of the winning paper will be forwarded to the sponsor of the award and a notice will be sent to the education coordinator / program director of the winner's CLS/CLT school informing the program that the student paper has been selected to receive the award.

M1.38

12 The winner may be asked to read the paper at the LSCLS annual meeting.

Send entries to the Awards Chairperson: Maegan Fryday

guccionemm@rocketmail.com

M1.39

LOUISIANA SOCIETY FOR CLINICAL LABORATORY SCIENCE
OFFICIAL ENTRY FORM - MEMBER SUBMITTED PAPERS

TITLE OF PAPER _____

SUBMITTED BY _____

ADDRESS _____

PLEASE CHECK:

THIS PAPER IS SUBMITTED IN THE AREA OF:

_____ HEMATOLOGY

_____ IMMUNOLOGY

_____ IMMUNOHEMATOLOGY

_____ MICROBIOLOGY

_____ CHEMISTRY/CLINICAL MICROSCOPY

_____ ADMINISTRATION/EDUCATION

LSCLS MEMBER _____

CONTACT PHONE NUMBER OR EMAIL _____

LSCLS STUDENT AND MEMBER PAPER AWARDS

GRADING FORM

Judges: Choose whether the writing is under-developed, marginal, proficient, or exemplary in each category. (Remember to note if this is a student paper or a member paper.) Then mark items that are relevant by checking the bullet box next to the appropriate comment(s). Choose one of the two points allotted for that category that best fits the paper and record in space provided. Add up points. Papers must make at least a 45 (average 5 in all category areas and 20 points for scientific significance) to be considered for an award. *This form will be returned to the member author or to the student author's educational coordinator – please make comments that will help the author.*

PAPER TITLE: _____ CONTENT AREA: _____ YEAR: _____ CIRCLE ONE: Student Paper / Member Paper

Category	Description	Writing is under-developed	Writing is marginal	Writing is Proficient	Writing is Exemplary
Organization	<i>Organization refers to the design of the paper/writing. Is there a clear focus to the ideas in the document? Does it follow in a logical sequential manner as it reaches the conclusion?</i>	<input type="checkbox"/> The writing is difficult to follow. <input type="checkbox"/> The applicability of portions of the writing to the main point is hard to determine. <input type="checkbox"/> There are no discernable transitions. <input type="checkbox"/> Introduction and/or conclusion are missing. Points: <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> The internal structure is not clearly defined. <input type="checkbox"/> The flow of information seems is at times confusing. <input type="checkbox"/> Transitions either do not exist or are awkward. <input type="checkbox"/> The introduction and/or conclusion do not clarify the paper sufficiently. Points: <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> The organizational structure is strong enough to move the reader through the text without confusion. <input type="checkbox"/> Sequence of the writing makes sense. <input type="checkbox"/> Transitions exist in most cases and flow smoothly. <input type="checkbox"/> The introduction and conclusion are recognizable. Points: <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> The order of information and its presentation greatly enhances the central idea. <input type="checkbox"/> The sequence is logical and effective <input type="checkbox"/> Thoughtful and interesting transitions are presented. <input type="checkbox"/> The writer uses an inviting introduction and a satisfying conclusion. Points: <input type="checkbox"/> 7 <input type="checkbox"/> 8
Mechanics / format	<i>This category refers to the correctness of the writing. Evaluation of mechanics/ format answers the question: "Overall, how much work would a copy editor need to do to prepare this work for publication?"</i>	<input type="checkbox"/> Errors in style/format detract from the content of the writing and make it difficult for a reader to follow. <input type="checkbox"/> Paragraphing is missing or is not logical. <input type="checkbox"/> Errors in grammar or word usage are noticeable and may affect meaning. <input type="checkbox"/> Punctuation is often missing or incorrect. Spelling errors are frequent. <input type="checkbox"/> Citations use wrong format or are missing. <input type="checkbox"/> Extensive editing needed before publication. <input type="checkbox"/> Did not follow published guidelines for journals; too many on-line sources; journals too old Points: <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> The writer shows some control over style/format, but inconsistent use distracts from readability. <input type="checkbox"/> Paragraphs sometimes run together or begin in wrong places. <input type="checkbox"/> Some problems with grammar and word usage. <input type="checkbox"/> Recurring spelling and/or punctuation problems <input type="checkbox"/> Some citation errors. <input type="checkbox"/> Moderate editing required before publication. Points: <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Proper writing style and format for the profession are demonstrated. <input type="checkbox"/> Only minor problems with paragraphing <input type="checkbox"/> minor problems with grammar & word usage. <input type="checkbox"/> Punctuation is usually correct. Only minor spelling or typographical errors. <input type="checkbox"/> Proper citation format used. <input type="checkbox"/> Only minor editing required before publication. <input type="checkbox"/> Partially followed published guidelines; not enough journals or some too old Points: <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> The writer demonstrates an excellent grasp of writing style and format for the profession. <input type="checkbox"/> Paragraphing is sound <input type="checkbox"/> Grammar and word usage are commendable <input type="checkbox"/> Punctuation is accurate and Spelling is correct <input type="checkbox"/> Citations are done appropriately, using correct format. <input type="checkbox"/> Editing would not be needed prior to publication. <input type="checkbox"/> Followed published guidelines for journals Points: <input type="checkbox"/> 7 <input type="checkbox"/> 8

<p>Process and Methods</p>	<p><i>Does the finished product demonstrate strong effort of writing with evidence of exploring, planning and drafting?</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> The writing shows lack of planning. <input type="checkbox"/> The process of writing and revision has not been used. <input type="checkbox"/> The project would benefit from more extensive information gathering and/or a better research design. <input type="checkbox"/> Analysis is lacking. <p style="text-align: right;">Points: <input type="checkbox"/> 1 <input type="checkbox"/> 2</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Some planning is evident in the development of the writing. <input type="checkbox"/> The process of writing has been short-cut. <input type="checkbox"/> The amount of information gathered could be improved or research design better chosen. <input type="checkbox"/> Analysis is incomplete. <p style="text-align: right;">Points: <input type="checkbox"/> 3 <input type="checkbox"/> 4</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Writing has been planned and developed accordingly. <input type="checkbox"/> The recommended process of writing and revision has been utilized. <input type="checkbox"/> Sufficient information has been gathered or an appropriate research design utilized. <input type="checkbox"/> Depth of analysis is appropriate. <p style="text-align: right;">Points: <input type="checkbox"/> 5 <input type="checkbox"/> 6</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The writing is very carefully planned and well developed. <input type="checkbox"/> A thorough process of writing, feedback, editing and revision has been used to good advantage. <input type="checkbox"/> Extensive information has been gathered or an innovative research design utilized. <input type="checkbox"/> Depth of analysis is commendable. <p style="text-align: right;">Points: <input type="checkbox"/> 7 <input type="checkbox"/> 8</p>
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M1.41

Category	Description	Writing is underdeveloped	Writing is marginal	Writing is proficient	
Content and Reasoning	<i>Does the writing identify a purpose or thesis and develop that thesis? Is it effective communication of ideas and/or feelings?</i>	<input type="checkbox"/> The topic or thesis is not stated and is difficult for the reader to ascertain. <input type="checkbox"/> Information is very limited or unclear. <input type="checkbox"/> The text may read like a collection of disconnected thoughts. <input type="checkbox"/> The writer seems uncomfortable with the topic. Points: <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> The topic or thesis is stated. <input type="checkbox"/> The thesis is not fully developed. <input type="checkbox"/> Relevance of all information presented is not clear. <input type="checkbox"/> The writer seems to have some uncertainties about the topic. Points: <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> The topic or thesis is clearly stated. <input type="checkbox"/> The thesis is supported by relevant information. <input type="checkbox"/> Detail or supporting examples are adequate. <input type="checkbox"/> The writer is familiar with the topic. Points: <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> The writing is clear and focused, holding the reader's attention. <input type="checkbox"/> The topic or thesis is well-developed <input type="checkbox"/> Well supported with relevant information and detail. <input type="checkbox"/> The writer is knowledgeable of the topic. Points: <input type="checkbox"/> 7 <input type="checkbox"/> 8
Impact	<i>Impact refers to a summation of a piece of writing and how it accomplishes its purpose.</i>	<input type="checkbox"/> Goals unclear or only accomplishes part of goals. <input type="checkbox"/> Weak logic or incorrect application of concepts and facts <input type="checkbox"/> Not convincing or persuasive. Points: <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> Goals fairly obvious but not all accomplished. <input type="checkbox"/> Most concepts and facts correctly applied. <input type="checkbox"/> Reader may be left somewhat confused or unconvinced. Points: <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Satisfactorily accomplishes desired results. Goals clear and well supported. <input type="checkbox"/> Logical development of concepts. <input type="checkbox"/> Convincing: successfully leads reader to desired conclusion. Points: <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> Writing accomplishes desired results in a highly successful & convincing manner with clarity and persuasive logic. <input type="checkbox"/> Demonstrates sophisticated integration of concepts. <input type="checkbox"/> Memorable performance. Points: <input type="checkbox"/> 7 <input type="checkbox"/> 8
Scientific Significance	<i>Is the paper covering a topic of current interest and cutting edge technology? Significant to the profession?</i>			<input type="checkbox"/> Old News Points – 1-15 _____ fill in points <input type="checkbox"/> Current news <input type="checkbox"/> Cutting edge technology. <input type="checkbox"/> Old topic, but new developments, treatments, diagnostic technology Points – 16-30 _____ fill in points	

- Organization : _____ (1-8 Points)
- Mechanics/format: _____ (1-8 Points)
- Process and Methods: _____ (1-8 Points)
- Content and Reasoning: _____ (1-8 Points)
- Impact: _____ (1-8 Points)

6. Scientific Significance: _____ (1-30 Points)
 Add together grading criteria (1-5) _____ (minimum of 25 to qualify)
 List scientific significance score (6) _____ (minimum of 16 to qualify)
 Total _____

Any paper scoring a minimum of 25 in the grading criteria AND a minimum of 16 in the scientific significance score will qualify for the award. Both minimums must be met to qualify. The winning paper in each area will be determined by the highest score of the grading criteria and the scientific significance together.

Judges Comments:

**LOUISIANA SOCIETY FOR CLINICAL LABORATORY SCIENCE
STUDENT POSTER AWARD**

Chairperson's Responsibilities

1. Send poster award guidelines with the deadline for entry to the Bayou Tech editor in time for the fall edition and to the web master for listing on the web site.
2. Write sponsors for verification of student poster award. If a sponsor is no longer available and no new sponsor is found, award will be made by LSCLS.
3. Email the education coordinators / program directors of the schools in early September to find the rules on the web page. Set the deadline for return of the abstract the first or second Friday in January.
4. Once abstracts have been submitted and the scientific or education/administration area is known, judges from that area will be recruited. Judges from each area must be at the meeting during the time set aside for the poster presentation. If three judges are not available before the meeting, judges will be recruited at the meeting.
5. The winning poster will be announced at the Awards Ceremony.
6. Submit copy (photograph) of the winning poster to the sponsor. Recruit someone with a digital camera to take a picture.
7. Notify winner's school. Give judge's comments to the winner's Program Director/Education Coordinator, if present at the meeting, or mail results after the meeting.
8. Obtain name and mailing address of winner for the check. If the treasurer is at the meeting, the check can be given to the winner at the meeting.
9. Send winner's name and photograph of poster to the editor of the Bayou Tech for publication.

M1.43
**LOUISIANA SOCIETY FOR CLINICAL LABORATORY SCIENCE
STUDENT POSTER AWARD**

Rules:

1. Participants may include individuals who have been enrolled in a NACCLS accredited CLS or CLT program at any time during the 12 months prior to the meeting or who are currently a student.
2. Participants must be present and available to discuss the poster with the judges at a predetermined site and time. See the meeting brochure.
3. **Individuals must submit a copy of the poster abstract along with their intention to present a poster and participate in the competition by sending the official form by March 15.** The form may be mailed (postmarked by March 15), faxed or sent by email (time stamped on March 15).
4. The abstract will be reviewed for professional writing and scientific significance before being accepted into the competition. The winning student's school education coordinator or program director will be notified of the abstract acceptance for the poster competition no later than April 1.
5. Subject categories are: Hematology, Microbiology, Immunohematology, Immunology, Chemistry/Clinical Microscopy, or Administration/Education.
6. It is strongly recommended that the winning poster be submitted to the ASCLS annual meeting.
7. Poster
 - a. Must be free-standing poster board that opens to no larger than 48 x 36 inches.
 - b. Students should bring their own tripods to display the posters.
 - c. Posters must include abstract, introduction, material and methods (if applicable), results, discussion, and references.
 - d. See Paper Awards information for correct reference citations – www.lscls.org.

M1.44

**LOUISIANA SOCIETY FOR CLINICAL LABORATORY SCIENCE
STUDENT POSTER AWARD**

This form, along with a copy of the abstract for the poster submission, must **be postmarked by March 15, 20__**.

I wish my poster presentation to be considered for the Poster Competition at the annual bi-state Louisiana/Mississippi Society for Clinical Laboratory Science meeting. **I have attached an abstract of the poster.**

I understand that:

1. Participation in this competition will require membership in LSCLS/ASCLS.
2. I will need to be present during the judging in order to answer questions posed by the judges.
3. Submission of the poster to the annual ASCLS meeting is strongly encouraged.

Title of Poster

Author(s)

CLS/CLT Program Director/Education Coordinator:

Name _____

Address _____

Phone # _____ Fax _____ email _____

Check one

I am currently a student _____

I was a student in the twelve months prior to the meeting _____

ASCLS/LSCLS Member # _____ Signature _____

Email this form to: Maegan Fryday

guccionemm@rocketmail.com

M1.45

**LOUISIANA SOCIETY FOR CLINICAL LABORATORY SCIENCE
POSTER SUBMISSION FORM - STUDENT POSTER AWARD**

To: Educational Coordinator/Program Directors

From: _____, LSCLS Awards Chair

Re: Poster Presentation

One \$150.00 cash award and certificate will be given for the best overall poster of all categories represented in the competition and presented by a CLS/CLT student who is currently enrolled in a NAACLS accredited program or who was enrolled during the 12 months prior to the meeting. Subject categories include: Hematology, Microbiology, Immunology, Immunohematology, Chemistry/Clinical Microscopy, or Administration/Education.

Rules:

1. Participants may include individuals who have been enrolled in a NACCLS accredited CLS or CLT program at any time during the 12 months prior to the meeting or who are currently a student.
2. Participants must be a current member of LSCLS/ASCLS.
3. Participants must be present and available to discuss the poster with the judges at a predetermined site and time. See the meeting brochure.
4. **Individuals must submit a copy of the poster abstract along with their intention to present a poster and participate in the competition by sending the official form by March 15.** The form may be mailed (postmarked by March 15), faxed or sent by email (time stamped on March 15). See submission form for address information.
5. The abstract will be reviewed for **professional writing and scientific significance** before being accepted into the competition. Topics should be current. Old topics will only be considered if there are new developments, treatments, and/or diagnostic technology. The schools program director and/or educational coordinator will be notified of the abstract acceptance for the poster competition no later than April 1.
6. It is strongly recommended that the winning poster be submitted to the ASCLS annual meeting.

M1.46

7. Poster

- a. Must be free-standing poster board that opens to no larger than 48 x 36 inches.
- b. Students should bring their own tripods to display the posters.
- c. Posters must include abstract, introduction, material and methods (if applicable), results, discussion, and references.
- d. See Paper Awards information for correct reference citations – www.lscls.org.

M1.47

**LOUISIANA SOCIETY FOR CLINICAL LABORATORY SCIENCE
STUDENT POSTER COMPETITION - REVIEWER FORM 2005**

Presenter's Name _____

Judge's Name _____

Category _____

Rating System: Scale 1 (poor) to 5 (outstanding)
Please rate the poster presentation on the following
criteria:

Poster Content		Score
Abstract	Concise summary of work?	
Introduction	Sufficient background? Purpose for gathering data clearly presented?	
*Methods	Appropriate? Clearly defined? Proper controls?	
*Results	Clearly & efficiently described? Tables and figures?	
Discussion	Conclusions supported by data? Significance discussed?	
References	Cited correctly	

* Fill in NA, if not applicable Average = $\frac{\text{score}}{\text{total possible}} \times 50\% = \underline{\hspace{2cm}}$

Poster Presentation		Score
Organization	Logically arranged?	
Data	Figures and table clear with appropriate legends?	
Overall display	Accurately communicates investigator's work?	

Average = $\frac{\text{Score}}{\text{total possible}} \times 50\% = \underline{\hspace{2cm}}$

Interview		Score
Responses	Direct and insightful?	
Understanding	Presenter understood technical and conceptual basis of work?	

Discussion	Presenter discussed relevant issues with ease?	
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$$\text{Average} = \frac{\text{Score}}{\text{total}} \times 25\% = \underline{\hspace{2cm}}$$

Total Points

M1.48

**LOUISIANA SOCIETY FOR CLINICAL LABORATORY SCIENCE
OMICRON SIGMA AWARD GUIDELINES**

Chairperson's Responsibilities

1. Remind the President to send in nominations no later than March 1.
2. Once nominations are made, remind the President to order pins and to send you the names of the honorees.
3. Print a certificate for each honoree at the National, Regional, and State level.
4. Award will be handed out at the annual meeting during the Awards Ceremony.
5. Remind President to send out congratulatory letters. See sample at the end of this section.

M1.49

LOUISIANA SOCIETY FOR CLINICAL LABORATORY SCIENCE OMICRON SIGMA GUIDELINES

Purpose: First awarded in 1977, Omicron Sigma is the ASCLS President's Honor Roll for Outstanding Service. It provides lasting recognition of those dedicated members who volunteer their personal resources, time and energy to ASCLS. Recognition is at three levels: National, Regional, and State. This allows constituent society presidents, regional directors, and the ASCLS President to recognize members for outstanding service.

Eligibility: Must be a current member of ASCLS as of December 31.

Award: The award, whether state, regional, or national, consist of a certificate and a pin. Both will be presented at the LSCLS Bi-state Annual Meeting Awards Ceremony. A ribbon will be given out at the annual meeting.

Procedure: Since the purpose of this award is to recognize the outstanding contributions of ASCLS members at all levels of the society, it is felt that an effort should be made to complete processing the nominees by March 15 of each year. This way the nominees could be recognized at state spring meetings as well as at the annual ASCLS meeting. In order to meet this time frame, it is essential that the deadline for submitting nominees be no later than February 1st of each year.

Names may be submitted for Omicron Sigma recognition on three levels: National, Regional, and State.

1. **National level: Feb. 1 – deadline** for ASCLS President to submit names. Each ASCLS officer and Director-at-Large may submit names for national recognition. However, the total number of names submitted for national recognition and nominated by the ASCLS President may not exceed one hundred (100) for all national officers and directors-at-large combined.
2. **Regional Level: Feb 15 – deadline** for Regional Directors to submit names. Each Regional Director may submit up to fifteen (15) names from their region for regional recognition.
3. **State Level: March 1 – deadline** for Society Presidents to submit names. State presidents are allowed a minimum of eight nominees. If the state society's membership is over 400, and additional nomination of one nominee for every additional 50 members is allowed. (405 would be nine nominees.) Do not duplicate nominees already nominated for national or regional awards.

When submitting names:

1. Constituent society presidents are to submit their list of nominees to the ASCLS Awards Committee contact **only**.
2. Check the December 31 membership roster to confirm membership status of nominees and membership numbers. Non-members will not be considered.
3. Type or print the full legal name on the form provided or download the form from the ASCLS website - www.ascls.org/leadership/awards/omicronsigma.asp. **DO NOT USE NICKNAMES**. If a submitted name cannot be found on the master alpha list, the committee will not consider the nomination.
4. Names should be submitted in alphabetical order.
5. Give the ASCLS membership number, if possible. This makes it easier to identify the nominee if there is more than one person with the same name on the alpha list.
6. Give the name of the **state** in which the nominee is a member and the full name of the state society in which the nominee is a member. This is especially important at the regional and national level. The information is needed to insure that the honor ribbons are distributed to the recipient through the state President.
6. Give a brief explanation of the reason why the nominee is being recognized.
7. Indicate the priority in which the nominations are made besides each name.

Nominees should be sent to the Omicron Sigma Chair no later than **March 1** each year. Any name submitted after this date will not be considered by the committee. Your attention to the above guidelines will assure that your nominee will be considered and would be appreciated by the committee.

M1.51

M1.52

Name _____ ASCLS # _____

Constituent society/state (no abbreviations) _____
Performance/Contribution

Name _____ ASCLS # _____

Constituent society/state (no abbreviations) _____
Performance/Contribution

Name _____ ASCLS # _____

Constituent society/state (no abbreviations) _____
Performance/Contribution

Name _____ ASCLS # _____

Constituent society/state (no abbreviations) _____
Performance/Contribution

Name _____ ASCLS # _____

Constituent society/state (no abbreviations) _____
Performance/Contribution

Name _____ ASCLS # _____

Constituent society/state (no abbreviations) _____
Performance/Contribution

Name _____ ASCLS # _____

Constituent society/state (no abbreviations) _____
Performance/Contribution

M1.53

**LOUISIANA SOCIETY FOR CLINICAL LABORATORY SCIENCE
OMICRON SIGMA
SAMPLE CONGRATULATORY LETTER**

Dear _____,

You have been selected from among your peers for admission to the _____ level of Omicron Sigma, the ASCLS President's Honor Roll for outstanding service. This award recognizes members, such as you, who have volunteered their personal time, resources, and energy to furthering the profession of clinical laboratory science. Your commitment has contributed significantly to providing quality member services and to improving our professional image in the community and the health care arena.

Your selection to Omicron Sigma will be recognized at the ASCLS Annual Meeting in _____ (city) with a special ribbon honoring your achievement.

I am grateful for this opportunity to recognize your outstanding service to the society. Our profession faces many challenges that can only be met through the dedication and commitment of members such as you. Thank you for making ASCLS a priority in your life.

Sincerely,

M1.54

**LOUISIANA SOCIETY FOR CLINICAL LABORATORY SCIENCE
KEYS TO THE FUTURE AWARD**

Chairperson's Responsibilities

1. Remind the President to choose these recipients.
2. Print a certificate for each recipient that will be handed out at the Annual Bi-State Meeting during the Awards Ceremony.

M1.55

**LOUISIANA SOCIETY FOR CLINICAL LABORATORY SCIENCE
KEYS TO THE FUTURE AWARD**

Purpose: This award serves to recognize and reward ASCLS members who have demonstrated their leadership potential to the organization and to provide these members with structured mentoring.

The Key to the Future Program is administered by the ASCLS Leadership Development Committee and is intended to assist constituent societies in the development of potential leaders to serve at local, state constituent society, regional, and national levels of the Society. Additionally, the program encourages appointments/nominations of these highly motivated members to positions of responsibility within the organization that will further their leadership development.

Objectives:

1. To identify members with leadership promise as recipients of structured mentoring and as participants in developmental activities.
2. To encourage appointment of highly motivated members to positions of responsibilities within the organization.
3. To recognize and reward members who have demonstrated their leadership potential by contributions to the organization.
4. To encourage strategically-planned future appointment/ nomination of these prospective leaders to activities /offices which will further their leadership development within ASCLS.

Eligibility: The nominee:

1. Must be a new member (within three years), or a longstanding member who has recently increased his/her activity with the society;
2. Must be an ASCLS member in the Professional I, Professional II, or Student categories of membership;
3. Must have demonstrated leadership potential by directing at least one task force or project, chairing a committee with significant tasks, or performing exceptionally as a constituent society Board member or local/chapter officer; outcomes of this involvement must be considered outstanding, creative, or of high quality;
4. May receive this award once in a lifetime.

M1.56

Method of Selection:

1. It is recommended the current constituent society President be involved, with a suggested committee composition including the President, Past President, President-Elect, and the previous year's recipient.
2. A maximum of three members may be honored with this award at the national level.

Award:

Each recipient is to be recognized with a certificate presented at the awards ceremony. This certificate should be a coveted item which new members should yearn to earn and display.

The names of winners will be printed in the ASCLS Annual Meeting Awards Program and the winners will be given a unique Keys to the Future pin so that they may be recognized at the national level for their efforts and contributions.

The recipients should not be told of the presentation until it is announced by the President or the President's designee at the awards ceremony.

Mentoring:

Each constituent society should be assigned mentors to Keys of the Future recipients to provide them with needed information and assist them in continuing development within the organization. The outgoing President, a past officer, the current or past Regional Director, past Keys to the Future recipients, and ASCLS members who have been active at all levels of the organization are good potential mentors.

BYLAWS COMMITTEE

COMPOSITION:

1. Chair appointed by the President for one year
2. Other members selected by the chair

DUTIES:

1. Receive requests for changes in the Bylaws of this Society and initiate action required to bring these changes to the membership.
2. Obtain approval of any Bylaws changes from ASCLS at least 4 months before regular business meeting.
3. Sixty (60) days before regular business meeting send to membership the approved changes.
4. Prepare report for Fall and Spring Board of Directors meeting and annual business meeting.
5. Present budget request to finance chair by October 1:
Consider: Postage
Cost of duplication
Telephone expenses
6. Update LSCLS Guidelines and Policy Manual and other files and turn over to new chair by July 1.
7. Keep LSCLS Bylaws in compliance with ASCLS Bylaws.

M2.1

CAREER RECRUITMENT COMMITTEE

COMPOSITION:

1. Chair appointed by the President for one year
2. Other members appointed by the chair

PURPOSE:

1. To present clinical laboratory science as a career choice to high school and college students
2. Provide resources to help LSCLS members in career recruitment efforts.

DUTIES:

1. Set goals and objectives for the year.
2. Plan for additional printed or audiovisual materials if needed and implement plans.
3. Consider innovative ways to distribute educational information and implement plans.
4. Present budget request to Finance Chair prior to October 1.
Consider: Reproduction costs
Postage
5. Prepare report of activities for Fall and Spring Board of Directors meeting and annual business meeting.
6. Update LSCLS Guidelines and Policy Manual and turn over to new chair by July 1.

M3.1

CONVENTION COMMITTEE

COMPOSITION:

1. Chair appointed by the President or President-elect for the coming year
2. Members selected by the chair
 - a. Registration Chair
 - b. Program Chair
 - c. Exhibits Chair
 - d. Social Chair
 - e. Finance Chair

DUTIES:

1. Provide financial support for the society through funds generated at the annual meeting.
2. Provide continuing education and social events for members and laboratory practitioners.
3. Plan and oversee the annual meeting in cooperation with the President.

BUDGET:

LSCLS carries \$500 in the budget as "seed money" for the annual meeting. This money can be requested by the Convention Chair and used to open a separate convention account. The committee functions through money obtained from exhibitors, sponsors, and registrants.

ANNUAL MEETING:

Present an interim convention report to the Board of Directors at the annual business meeting.

FINAL DEADLINES:

- Complete convention affairs as soon as possible.
- Present check to LSCLS Treasurer.
- Update LSCLS Guidelines and Policy Manual and turn over to new chair by July 1.

M4.1

GENERAL CHAIR:

Coordinate all activities of the other chairs concerned with the meeting. Maintain constant communication to ensure that assignments are being completed prior to established deadlines.

Cost account all activities (without vendor contributions) to establish registration fees that are sufficient to cover the convention cost.

Maintain communications with joint state co-chair to coordinate activities that impact on Louisiana assignments and/or responsibilities.

Review all established policies and procedures with joint state co-chair.

Open convention accounts. Maintain separate master accounts for convention, Louisiana and Mississippi. Act as the final authority on expenditures connected with activities for which Louisiana is responsible and curtail activities at any time in order that budget can be met.

Official signee for all contracts.

M4.2

EXHIBITS CHAIR:

1. Inspect potential convention facilities to determine if sufficient space is available for 8 x10 booths and get rates for exhibit space if applicable.
2. Inquire if security must be obtained through the hotel or from outside sources. Establish security rates for source chosen.
3. Contact convention decorator selected to establish availability for date selected and charges for draping booths and lettering booth signs.
4. Select site and report amount of deposit required to the Convention Chair.
5. Have convention display provide a layout for review to establish booth areas, coffee areas, etc.
6. Determine from convention display when exhibit booklets will be sent to exhibitors and establish a mechanism by which convention decorators will be notified as booths are rented.
7. Update exhibitor list by working with local vendors to determine the person in each company responsible for booth rental. Send "Request to Exhibit" letter to all prospective exhibitors.
8. Review exhibit contract to ensure that contract is complete and send to exhibitor to sign. (Be sure to include the mechanisms for refund, etc.)
9. Make certain that electrical requirements for booths are adequate.
10. Follow up on all exhibitors not renting booths and keep file with reasons.

11. Follow up to ensure that exhibitors make payments before the established deadline.
12. "Work" the exhibit area on opening day and periodically throughout the convention to be aware of problems as they occur.
13. Prior to convention set registration times for exhibitors, staff the registration booth, obtain badges for exhibitors or inform the registration chair of the number of badges needed.
14. Provide social chair with list of vendors who need lunch tickets, obtain tickets, and distribute to vendors.

M4.3

15. Provide written report to convention and program chair.
 - a. Program Chair: list of exhibitors for program
 - b. Convention Chair: list of booths rented, refunds made and reason why certain vendors did not participate.
16. After convention close, mail thank you notes to each exhibitor.

M4.4

FINANCE CHAIR:

1. Open convention account with "seed" money.
2. Accept donations for events and speakers, and registration fees. Make deposits on an immediate basis.
3. Write all checks for convention expenditures.
4. Maintain records of expenditures for registration, socials, programs, finance and exhibits.
5. Compile financial report and send checks to the Treasurer of each society.

M4.5

PROGRAM CHAIR:

1. Initiate suggestions for convention program and discuss with committee.
2. Choose speakers and mail requests to speakers stating speakers' policy.
3. Upon receipt of acceptance, mail A/V forms and CV requests to each speaker.
4. Obtain PACE approval for each workshop and/or session through state PACE coordinator.
5. Coordinate program activities with social chair to ensure that vendors are not solicited for program and social activities unless vendor wishes to sponsor both.
6. Coordinate room assignments for program with registration figures. Make no room changes without checking with Social Chair.
7. Provide hotel, Convention Chair, and AV company with room plan for each session.
8. Obtain necessary AV equipment and check rooms on-site to ensure proper placement of AVs.

9. Select printer for program and ensure that programs are printed and mailed at least 45-60 days prior to convention. Be sure to mail to state hospitals and laboratories as well as LSCLS and MSSMT members.
10. Obtain speakers badges from registration chair; prepare speaker packets with lunch tickets, program, badge, etc.
11. Maintain staffed speaker's room on-site to distribute materials and greet speakers.

REGISTRATION CHAIR:

1. Cost account all events offered and submit possible registration costs to Convention Chair.
2. Prepare registration form and submit to Program Chair mailing to possible registrants.
3. Submit all registration fees immediately to Finance Chair for timely deposit.
4. Obtain volunteers to man registration booth on-site.
5. Obtain all necessary registration materials badges, inserts, tape, pens, pencils, receipt book
6. Prepare individual registration packets.
7. Maintain cash box for on-site registration.
8. Provide daily registration count to Convention and Social Chairs so numbers for social events can be adjusted.
9. Maintain a copy on-site of all registrants by state.
10. Coordinate with PACE Committee Chairperson for PACE desk setup for educational credits.
11. Provide fiscal report to Convention Chair according to individual categories within each state (student, member, or non-member).

M4.7

SOCIAL CHAIR:

1. Investigate possible events and determine costs for each event.
2. In cooperation with convention chair, cost account all events for inclusion in registration fee.
3. Coordinate all social events at convention. Collect tickets, adjust numbers of servings with registration figures, count persons attending, etc.
4. Provide hotel coordinator with a copy of all food and beverages to be served at each function and indicate which master account each is to be charged to.
5. Participate in convention meeting prior to convention and communicate with co-chair from Mississippi.

M4.8

STUDENT BOWL COORDINATOR

TERM OF OFFICE:

One year

DUTIES:

1. Organize and run student bowl at convention.
2. Consult Convention Committee for dates and times.
3. Obtain question pool and determine if question must be reworked and whether or not new questions need to be submitted.
4. Convey to Convention Committee:
 - a. Number of rooms needed for competition
 - b. Any special equipment needed for rooms
 - c. How rooms are to be set up
5. Be sure to have clocks, blackboard, scratch pads, references, and sound equipment if needed.
6. Select moderators, judges, time keepers, and scorekeeper and obtain confirmation from each.
7. Arrange for lunch for moderators and judges through Convention Committee.
8. Select additional helpers for competition such as:
 - a. Proctor for each room to make sure necessary materials are available and in working order.
 - b. Individuals to cull and place questions in order following each game.
9. Draw up brackets for competition.
10. Hold competition at annual meeting.
11. Arrange for awards for winning teams and schools. This is done through the Awards Chair. Awards are sponsored by Scientific Products.
12. Submit expense form with attached receipts to LSCLS Treasurer for reimbursement.

M4.9

GUIDELINES FOR STUDENT BOWL ACTIVITY

I. TEAMS

- A. A team shall be composed of not more than four (4) students of clinical laboratory science with the approval of the team's coordinator and/or program director. The team may be composed of less members.
- B. Each team may have an extra member designated as an alternate to participate in the event of illness of a team member or in the event a team member is unable to attend competition. Once an alternate has been substituted, he/she shall remain throughout the competition.
- C. Eligibility
 - 1. Team members and the alternate (herein considered the team) must be students of clinical laboratory science at the time of the state competition. A student may compete more than one year.
 - 2. Teams must represent an accredited program of clinical laboratory science education. More than one team from each accredited program in the state is eligible to compete.
- D. Each team will designate one member as the captain. This individual will be responsible for/to:
 - 1. Conduct of team during competition.
 - 2. Officially communicate with the moderator and judges on behalf of the team.
 - 3. Represent team as necessary (drawing loss).
 - 4. Select the team's choice of point value.
 - 5. Designate which person is to give the verbal response to the questions.
- E. ASCLS membership is required for participation.
- F. The team is considered established once competition begins.

II. PROGRAM OF CLINICAL LABORATORY SCIENCE

- A. Each accredited program may submit a team with the approval of the students and Program Director or Medical Director.
- B. More than one team may represent a Clinical Laboratory Science Program wherein clinical education is conducted. "In-house" competition to develop a team is suggested for larger programs.

M4.10

- C. A joint entry from two programs will be allowed only when neither one has sufficient students enrolled to comprise the maximum team permitted by those GUIDELINES IA, B (4 members plus one designated alternate).
- D. A program should encourage, but not require, participation in the Student Bowl by its students.

III. COMPETITION DATES

The competition shall be held in Louisiana or Mississippi between January 1 and May 15 each year.

IV. GENERAL GUIDELINES FOR COMPETITION

- A. Double eliminations will be played at the state competition.
- B. The teams will be matched by the drawing of lots prior to the competition. Prior to each match, the flip of a coin in the presence of the two team captains involved will determine designation of Team A and Team B, with the winner of the toss making the choice.
- C. A game will consist of:
 - 1. Two (2) teams in competition.
 - 2. Continuous rounds of questions until a winner has been declared or game time has elapsed. A round is complete only after both teams have been given and responded to a question.
 - 3. The first team to acquire 100 points upon completion of a round will be declared the winner.
 - 4. Thirty (30) minutes will be allowed for game completion.
- D. Any team member designated by the captain may give the verbal response to the question. **Once the response is initiated, other team members are not allowed to prompt the designated person either verbally or in writing.** Any infraction of this rule will result in a 10-point penalty for the team so involved.
- E. Each team will have 30 seconds to initiate the response to a question and the timekeeper will issue a 10 second warning. Once initiated, a response must be completed immediately.
- F. Beginning with the third round in the competition, whenever a question is either not answered or answered incorrectly, the opposing team will be given 10 seconds to initiate a response. The question will not be reread, and the 10-second period

begins when the moderator of the competition refers the question to the opposing team (first team's response is rejected, they pass, or the 30-second period has elapsed).

M4.11

- G. The judges impaneled for that competition will rule on a response by either accepting or rejecting it. Judges may request that a response be repeated, **but shall neither request nor allow elaboration of a response.** All decisions of the judges are final at the time they are made.
- H. In the event that a team does not accept a judge's ruling, a challenge may be initiated by the team captain. The team captain must notify the moderator of the wish to challenge and the moderator is responsible for turning the challenge over to the appropriate judge or judges. **ALSO SEE CHALLENGE VI.**
- I. The audience will be advised by the moderator at the start of each game that **taking notes, taping, or discussion of the questions during the competition are not allowed.** Sergeants-at-arms shall be appointed to enforce this directive and will be instructed to remove offenders from the competition area. The audience will also be advised by the moderator at the start of each game that any prompting of a team during the competition is not allowed. Offenders will be removed from the competition area and a 10-point penalty will be assessed to the team so involved.
- J. Education coordinators, program directors, parents, and other interested parties in audience will be advised by moderator at start of each game that only team captain may communicate on behalf of team with respect to questions about procedure, challenges, etc. Interference from other parties will result in a warning being given, and upon recurrence, a loss of 5 points to team so involved for each incident.
- K. No one should be permitted to enter or leave the room once a game has begun.
- L. The moderator and the Student Bowl Coordinator shall ensure that the competition is conducted according to these GUIDELINES.

V. GAME PLAY PROCEDURES

- A. Actual competition will be preceded by drawing of lots and the coin flip as outlined under General Guidelines IV, B.
- B. In each round, the moderator will state the question twice and the team first presented with the question will be allowed 30 seconds to initiate a response. The timekeeper will issue a 10-second warning.

- C. Each question may be discussed among the team members, but only the team captain will designate the person to give the verbal response to the questions during the competition. SEE GENERAL GUIDELINES IV, E and F. Once an

M4.12

answer has been initiated, it must not be changed. **If the person is required by the judge to repeat an answer, it must be done exactly, even if the answering person realizes at that point that the response is ambiguous or incorrect.**

- D. The appropriate judge will accept or reject the response. ALSO SEE GENERAL GUIDELINES IV, H.

- E. The first two rounds will be considered the warm-up period:

1. **First Round:** Each team will receive a different 5-point question in the same category selected by the moderator. The team will be allowed 30 seconds in which to initiate a response and the timekeeper will issue a 10-second warning. Points will be given for correct answers. If a team does not answer the question or answers incorrectly, the opposing team does not have the opportunity to answer that question. If no correct answer is given, the moderator shall read the referenced answer.
2. **Second Round:** Same procedure as above with a 10-point question.

- F. The third and subsequent rounds, utilizing a different category for each round, will proceed as follows:

1. The moderator will state the category for that round.
2. Team A will select a 5, or 10-point question and that point value may not be changed once the selection has been announced by the team captain.
3. If the question is answered satisfactorily within the 30-second period, Team A receives the point value.
4. If at the end of 30 seconds, Team A has not responded or has answered incorrectly, Team B will have an additional 10 seconds in which to initiate a response to the question for the same point value. The question will not be reread and the 10-second period begins when the moderator refers the question to Team B. If team B answers correctly, Team B receives the point value for that question.
5. After the question has been read for the second time, Team A may pass the question to Team B and Team B has 10 seconds to begin a response. The 10-second time begins when the moderator refers the question to Team B.
6. If no correct answer is given by either team, the moderator will read referenced answer.
7. Team B now selects a 5, or 10-point question in the same category and

items 3, 4, 5, and 6 above again apply.

- G. Rounds continue until the predetermined game time (GENERAL GUIDELINES IV, C, 4) has elapsed or one team reaches 100 points after completion of a round. If Team A reaches 100 points first, and Team B is within 10 points of 100 points, Team B has an opportunity to tie by answering a 10-point question. If Team B reaches 100 points first, Team B is declared the winner and the competition is ended.

M4.13

- a. If neither team is within reach of 100 points and the game is within two (2) minutes of being called time, the moderator will announce that only one more round will be played. The team with the greatest number of points at the end of the round will be declared the winner
- b. In the event of a tie score, rounds will continue from additional categories until one team has broken the tie at the end of a round.

VI. CHALLENGES

- A. Either team has the right to challenge either a judge's rejection of their own response or a judge's acceptance of the opposing team's response.
- B. A challenge must be initiated by the team captain immediately following a judge's rejection of their own response or a judge's acceptance of the opposing team's response. The team captain must direct the challenge to the moderator who will then refer it to the appropriate judge(s). Beginning with the third round, if the team first presented with the question challenges the judge's rejection of their response, the moderator will acknowledge the challenge but request that no ruling be made at that time. The opposing team will be given 10 seconds to respond to that same question, but no ruling will be made on that response until the challenge of the first team is answered. The game clock will be stopped at that time. If that challenge is ruled favorably, the first team will receive the point value of the question. If the challenge of the team is ruled upon unfavorably, the moderator will then request a judge's ruling on the response of the second team.
- C. The judge for the particular discipline, if no other judge on the panel is knowledgeable in that particular discipline, or the consensus of judges, if more than one is knowledgeable, shall determine the viability of the challenge.
- D. Discussion regarding the challenge shall be limited to the team captain originating it and the appropriate judge(s). Other persons present in the competition area will not be consulted. Reference books may be employed only by the judges.
- E. The challenge must cite the reason for the challenge and where applicable a specific reference from the official reference list to support the challenge.

- F. The appropriate judge(s) must rule that a challenge is viable. If the challenge is viable, the judge(s) will check on the cited reference and rule on the challenge itself. All decisions of the judge(s) shall be considered final at the time they are made.
- G. If the judge(s) rule favorably on a challenge to the rejected response, the team initiating the challenge will receive the point value for that question. If the judge(s) rule favorably on a challenge to an accepted response of the opposing

M4.14

team, the point value for accepted response will be deducted from the opposing team's score. Official timing of game will resume and continue.

- H. Excessive use of the challenge shall be considered to be more than two (2) nonviable challenges per game by a single team. Thereafter, this team will be penalized 10 points for each subsequent nonviable challenge.

VII. QUESTIONS AND QUESTION CATEGORIES

- A. The questions shall be constructed to represent the expected level of didactic and bench proficiency that a clinical laboratory scientist should possess at the completion of an accredited program and clinical education.
- B. Questions shall be weighted as 5, 10, and 20 points in value, and must conform to the following criteria:
 - 1. 5 POINTS: (Level I) **RECALL**
Questions testing primarily the recognition or recall of isolated information; an effort in memory. They include, for example, recognition of typical morphological lesions, or the recall of specific facts, generalizations, concepts, principles, processes, procedures, or theories. Such a question will ordinarily be asking: "What is X?"
 - 2. 10 points: (Level I) **Simple Interpretation**
Questions testing primarily simple interpretation of limited data. Requires more than simple recall but less than problem solving. They include, for example, questions that require translation into another form of specific verbal, tabular, morphologic, or graphic data which are new to the student; interpretation or extrapolation from such data, and recognition of the constituent elements and relationships among such data. Such questions will ordinarily be asking; "How do you interpret X?" or "Knowing X to be true, what would you expect to be true about Y?"
- C. Questions shall be constructed in such a manner that there are no "yes-no" or "true-false" responses required, and none of the conventional multiple choice

format.

- D. Questions shall be divided into the following categories:
- a. Hematology
 - b. Coagulation
 - c. Clinical Chemistry to include isotopes and Instrumentation
 - d. Microbiology
 - e. Parasitology, Mycology, and Virology
 - f. Immunohematology to include blood banking
 - g. Immunology to include serology
 - h. Clinical Microscopy

M4.15

- E. The schematic sequence of categories for each game shall be known by the moderator only.

VIII. MODERATOR

- A. A moderator shall be selected prior to competition.
1. Clinical laboratory scientists, Medical Laboratory Technicians, Pathologists, or individuals with an earned doctorate in the appropriate discipline may be selected. Those chosen should be thoroughly familiar with the current terminology of the profession, knowledgeable of the guidelines for the competition, and known to speak clearly and distinctly.
 2. If the moderator is a person involved in a program with a participating team, an alternate should be employed whenever that particular team is competing.
- B. Responsibilities
1. Introduction of judges, timekeepers, scorekeepers, sergeants-at-arms, the Student Bowl Coordinator, the teams and team captains, identifying teams A and B (as determined according to GENERAL GUIDELINES IV, B).
 2. Review of GENERAL GUIDELINES IV, I, J, and K for the benefit of the audience.
 3. For the first two rounds of play, the moderator will select the category and give 5, then a 20-point question to each team. Prior to reading the question, the moderator shall identify the question by number to the judges. Each question shall be read through twice by the moderator and the time clock shall be started immediately following the second complete

reading.

4. In the event of a duplicate or poorly worded question, one deemed inappropriate by the judge, or an inadvertent lead to an answer given by any person other than a team member, the question will be put aside and a new question within the same category and of equal point value substituted.
5. If an audiovisual presentation is part of the question, it should be set up prior to the first reading of the question and remain until the answer is completed and accepted or rejected.

M4.16

6. Beginning with the fourth round and continuing with subsequent rounds, until completion of the game, the moderator will follow procedures as outlined under GAME PLAY V, F, and G on whether a response is accepted or rejected.
7. The moderator will depend upon the judge(s) for all rulings whether a response is to be accepted or rejected.
8. The moderator will announce the winner of the game.
9. During the playing of the game, the moderator is in charge and must make every effort to constructively control the actions of the teams, the judges, and the audience.

IX. **JUDGES**

- A. There shall be sufficient judges appointed to adequately encompass all areas of questioning.
- B. Judges shall be qualified individuals in their respective fields.
- C. If a judge is involved in a program with a participating team, an alternate should be employed whenever that particular team is competing.
- D. Judges shall be made thoroughly familiar with the procedures involved in game play and in answering challenges.
- E. Judges should review all questions and acceptable answers in their category prior

to competition.

- F. Judges may ask that a response be repeated, but must not allow the answering person to change the original response.
- G. Judges shall not request that a team captain further elaborate on a response.
- H. Only the judges shall rule on the teams' responses, and that ruling should be restricted solely to accepting or rejecting it. A judge's decision is final at the time that it is made.
- I. Judges should be made aware of their right to use independent judgment, and to accept, as correct, answers that may not match those printed in the judges' manuals.

M4.17

- J. Only the judges shall rule on the viability and the validity of a challenge. Again, the judges' decisions are final at the time that they are made.

X. **FINANCES**

Expenses of the individual teams remain the responsibility of the team.

XI. **GENERAL POLICIES**

- A. A meeting of all teams involved in the competition immediately prior to the start of the first game is strongly suggested for the purpose of reviewing game play procedures, drawing lots, describing penalties, and clarifying misunderstanding.
- B. Any alteration of established rules for game play should be discouraged. If deemed necessary, notice of changes must be provided to all participating teams prior to the competition.
- C. Use of calculators shall be permitted only if both teams competing in a game have them available. It shall be the responsibility of the teams to provide these calculators.
- D. The Student Bowl Coordinator preferably shall have previous experience with Student Bowl competition and should attempt to acquire supportive persons with similar experience. In general, the responsibilities of the appointee will include:
 - 1. . Providing for tables, chairs, podium, microphones, scoreboards, and supervising the setup.

2. Providing for adequate audiovisual aids if necessary.
 3. Providing for time clocks, pads and pencils, and all other necessary equipment.
 4. Ascertaining the availability of judges' manuals and adequate question pool.
 5. Obtaining sufficient judges to adequately cover all areas of questioning.
 6. Appointing moderators, timekeepers, scorekeepers, sergeants-at-arms, and all other personnel required for this activity.
- E. Questions answered incorrectly by both teams in a game will not be used again in the same competition.
- F. References should be reviewed annually with updating to the latest editions and the inclusion of new standard texts as they become available.

ELIGIBILITY CRITERIA

1. More than one student team from each approved school of clinical laboratory science in Louisiana and Mississippi is eligible to compete.

M4.18

2. Each team will consist of up to four (4) students and may have one (1) alternate student. All team members must be currently enrolled as clinical laboratory science students.
3. Each participating school will compose their team by whatever means that school deems appropriate. One team member shall be designated as the team captain.
4. Teams will be matched by drawing of lots prior to competition in the presence of all the team captains.
5. All members of the team must be ASCLS members.

STUDENT BOWL TERMINOLOGY

TEAM:

Composed of not more than four students of clinical laboratory sciences. Eligibility criteria will be defined in GUIDELINES I,C.

TEAM CAPTAIN:

Designated member of each team whose responsibilities will be as defined in the

GUIDELINES I, D.

ACCREDITED PROGRAM:

A facility accredited by CAHEA (or an agency recognized by the ASCLS Bylaws and Society Regulations) for the educational experience and clinical education of clinical laboratory science majors. Recognized agencies in clinical laboratory sciences include: nationally recognized accrediting agencies which are recognized subject to standards acceptable to the society; agencies recognized by the Council on Postsecondary Accreditation, or agencies recognized by organizations holding membership in the International Association of Medical Laboratory Technologists; branches of the military services with laboratory training programs of no less than twelve (12) month's duration. Accredited colleges or universities include: properly accredited academic institutions that offer graduate programs which include clinical training and lead to associate or baccalaureate degrees.

COMPETITION:

The meeting of two or more teams in a sponsored program seeking to establish a winner.

M4.19

ROUND:

Sequence of questioning as outlined in GUIDELINES V, E, F.

GAME PLAY:

Actual game between two teams as outlined in GUIDELINES V.

CHALLENGE:

The means by which a team may formally take issue with the ruling of the judges regarding an answer given by that team or by the opposing team. Procedures are given in the GUIDELINES VI.

M4.20

Education and Scholarship Committee

(revised October 2013)

Composition

1. Chair appointed by the President for a period of one year.
2. Two committee members appointed by the Chair to select the Joy Holm and Betty Lynn Theriot Memorial Scholarship recipients.
3. Two committee members to select recipients of the Anna Harnan Fund for Continuing Education

Purpose

To administrate and award scholarship funds for the Joy Holm and Betty Lynne Theriot Memorial Scholarships to undergraduate students in Clinical Laboratory Science (CLS and/or CLT students) and the Anna Harnan Fund for Continuing Education to LSCLS members (CLS and/or CLT).

Duties of the Chair

1. Select recipients of Joy Holm Memorial Scholarship and Betty Lynn Theriot Memorial Scholarship.
2. Serve as chair of a committee to select recipients of the Anna Harnan Fund for Continuing Education.
3. Cooperate with the Education Section of the Scientific Assembly in any continuing education or other projects.

Budget

Present the following to Finance Chair prior to Annual Meeting:

Joy Holm Memorial Scholarship Recipient
Betty Lynne Theriot Memorial Scholarship Recipient
Anna Harnan Fund Recipient
Postage Costs—receipt
Duplication Costs—receipt

Board Meetings and Annual Meeting

Prepare reports for the Fall and Spring Board of Directors meetings as well as the Annual Business Meeting.

M5.1

Update the LSCLS Guidelines and Policy Manual and turn over to new Chair by July 1 along with updated information on monies awarded

Schedule of Events

1. Obtain deadline for submitting scholarship announcement to the LSCLS Bayou Tech and the LSCLS website.
2. Anna Harnan Fund
 - a. Submit announcement of scholarship deadline to LSCLS Bayou Tech.
 - b. Select winners with committee member input.
 - c. Notify Treasurer to mail checks
3. Joy Holm and Betty Lynne Theriot Memorial Scholarships
 - a. Submit announcement of scholarship deadline to the LSCLS Bayou Tech.
 - b. Email announcement letters to University/Hospital Program Directors in early January with applications and deadline for return.
 - c. Select Committee
 - d. Select winners
 - e. Notify winners and University/Hospital Program Directors
 - (1) Mail pertinent forms to winner
 - (2) Arrange with Treasure to mail check to student or university.

M5.2
Louisiana Society for Clinical Laboratory Science

Dear Advisor:

Enclosed is an announcement of the scholarships currently being awarded by the Louisiana Society for Clinical Laboratory Science. These include: the Joy Holm Scholarship, the Anna Harnan Scholarship, and the Betty Lynne Theriot Scholarship.

These scholarships are given yearly by the Louisiana Society for Clinical Laboratory Science and are open to both CLS and CLT students and/or professionals.

Please inform your clinical laboratory science students and/or new graduates of the availability of these scholarships and post the enclosed announcements.

Applications are due by:

March 15

Applications should be emailed to:

**Debbie Wisenor
Wisenor@ulm.edu**

Thank you for your interest in this matter.

Sincerely,

Chair, Education and Scholarship Committee
LSCLS

M5.3

**Anna Harnan Fund for Continuing Education
Committee Organization and Guidelines**
(revised 2004)

I. Organization

A. The committee will be composed of 3 members:

1. Education and Scholarship Chair will serve as chair
2. Two members who could serve in an unbiased manner (i.e. having no students/employees from their institution directly involved in the competition).

B. Award funds for the Anna Harnan Scholarship will be taken from the General Scholarship Fund.

II. Operational Procedures

A. A total of 3 scholarships may to be awarded each year for a total of \$900.00.

B. The amount one individual may receive at one time is up to but must not exceed \$300.00.

C. Application forms/announcements should appear in the appropriate issues of the Bayou Tech.

D. In the event the total amount is not awarded, regardless or the reason, the remaining scholarships may be awarded at the next award date provided there are qualified applicants.

E. An attempt should be made by the committee to dispense the scholarship monies throughout the 7 regional areas, provided the applicants in contending areas are equally qualified.

III. Guidelines for Selecting Applicants

A. The applicant must have been an active member of LSCLS for at least one year, and must be either a Clinical Laboratory Scientist or a Clinical Laboratory Technician.

B. The course work must be a program accredited by an organization such as ASCLS/PACE, ASCLS/CMU, LSCLS, AABB, AACC, ASC, ASM, ASCP, AMA, or CLPC.

M5.4

- C. Approval of workshops sponsored by organizations other than the above may be taken under consideration by the current committee.
- D. Prior approval for funding is necessary. However, the awarding of funds will be made only after the course completion. Proof of completion should be mailed to the Education and Scholarship Chair. Reimbursement by check will then be mailed to the recipient by the LSCLS Treasurer.
- E. Awardee must agree to Co-Chair a committee of their choice for the year following the receipt of their award. The recipient will be advised of the available committees and the names of their Chairs upon receipt of the scholarship award.

Anna Harnan Fund for Continuing Education General Information for Applicants

Anna Harnan Fund provides scholarships to active LSCLS members for participation in continuing education activities. A total of 3 scholarships, each in the amount of \$300, may be awarded each year. This scholarship is available to Clinical Laboratory Scientists as well as Clinical Laboratory Technicians.

Eligibility

1. Applicant must have been a member of LSCLS for at least one year and must be either a Clinical Laboratory Scientist or a Clinical Laboratory Technician.
2. The continuing education course must be a program accredited by an organization such as ASCLS/PACE, ASCLS/CMU, LSCLS, AABB, AACC, ACS, ASM, ASCP, AMA, or CLPC. In addition, the award money may also be used to attend the annual LSCLS state meeting.
3. Approval of workshops sponsored by organizations other than those mentioned above may be taken under consideration by the current committee.

Applications

1. Approved application form must be completed and submitted to the LSCLS Education and Scholarship Chair prior to the Class/Seminar/Workshop.
2. **If the applicant is a new graduate**, he must provide one letter of recommendation. This letter must be written by someone from his academic program. **If the**

applicant has been out of school for more than one year, he must provide a reference from his place of employment.

M5.5

3. Prior approval for funding is necessary although the awarding of funds will be made only after course completion. Proof of completion must be mailed to the LSCLS Education and Scholarship Chair. After this proof is received, a check for reimbursement will be mailed to the recipient.
4. Awardee must agree to Co-Chair a committee of their choice for the year following the receipt of their award. The recipient will be advised of the available committees and the names of their Chairs upon receipt of the scholarship award.

M 5.6

**The Louisiana Society for Clinical Laboratory Science
Anna Harnan Fund for Continuing Education**

Application Form

Name: _____ ASCLS Membership #: _____

Address where reimbursement check should be sent:

How long have you been an ASCLS member?: _____

Total number of years in Clinical Laboratory Science: _____

Name and Address of current
employer: _____

Present position held with current employer: _____

Length of time in present position: _____

Clinical Laboratory Science Specialty (if applicable): _____

Name of Class/Seminar/Workshop that you plan to attend

Tuition and/or Registration fee: _____

Location of Class/Seminar/Workshop: _____

Organization sponsoring Class/Seminar/Workshop: _____

How do you plan to use the information you gain from this Class/Seminar/Workshop?

M5.7

Joy Holm Memorial Scholarship
Betty Lynne Theriot Memorial Scholarship
Guidelines and Procedures

(revised October 2013)

The Joy Holm and Betty Lynne Theriot Memorial Scholarships are offered each year to both CLS and CLT students for financial aid in the senior or clinical year of a curriculum. The scholarships are payable at \$250.00 a semester for two (2) semesters or \$500.00 for one (1) year in an accredited school of clinical laboratory science. Up to three (3) scholarships may be awarded each year. The scholarship fund is perpetuated by donations from LSCLS through various fundraising activities.

Letters announcing the scholarships are emailed to college advisors in January or early February, depending on the date of the annual Spring Meeting. A due date is selected (usually around March 1) that will enable the committee to make its selection by the time of the annual LSCLS meeting. With each letter of notification, an application form is attached. This application may be duplicated as the advisor sees fit.

Guidelines for evaluating the applicants have been established. In certain instances, the committee may see the need for additional considerations.

Once the recipients have been chosen, the Chair is to notify them of their award. In turn, the Chair acknowledges the receipt of the other applications with the note that the scholarships have been awarded.

The recipients of the Joy Holm Memorial Scholarship are sent a Statement of Intent Form (Form #1) which they are to sign, have notarized, and return to the Chair of the Education and Scholarship Committee. The recipient should also notify the Chair of the name and address of the college or university where the award should be sent. The money should be sent directly to the college or university where the student will be enrolled for their senior year.

Following this, the Authorization for Payment of Scholarship Grant (Form #2) is completed with the information given by the recipient as to whom the scholarship check should be sent. This form must be signed by the Chair of the Education and Scholarship Committee and the President of LSCLS and forwarded to the Treasurer for payment.

Each year, the scholarship winners should be announced in the [LSCLS Bayou Tech](#) along with a notice of where contributions to the scholarship fund may be sent.

Scholarship funds are deposited with the current bank of choice of the treasurer and are withdrawn as needed.

M 5.8

Evaluation Procedure Used in Selecting Recipients of the Joy Holm and Betty Lynne Theriot Memorial Scholarships

I. Selection Committee

- A. Chair of Education and Scholarship Committee
- B. Chair should appoint two LSCLS active members who could serve in an unbiased manner (i.e. having no students from their institution directly involved in competition).

II. Selection Procedure

- A. Committee decides the maximum percentage value to be used in each of the five areas of evaluation.
 - 1. Grade point average
 - 2. Student expression of interest in profession of clinical laboratory science
 - 3. Financial need
 - 4. Letters of recommendation
 - 5. Extracurricular activities
- B. An independent evaluation is performed by each committee member and the applicants ranked by total points.
- C. Full committee will meet to rank the applicants according to composite value of independent evaluations. The applicants selected will be the three applicants with the two highest total percentage points (maximum 100 points).
- D. Student should be entering their senior/clinical year.

III. Factors to be Considered

- 1. A. Grade point average (GPA) should be a minimum cumulative and science grade point average of 3.0 on a 4.0 scale.
- B. Student expression of interest in clinical laboratory science and his future plans
- C. Financial need may be difficult to judge without a financial statement. Consider:
 - 1. Number of siblings and number in college
 - 2. Expenses during clinical year (living expenses, tuition, books and uniforms)
 - 3. Work record of student
- D. Letters of recommendation

M5.9

- E. Scholastic or honorary awards, which may augment the GPA and financial needs.
This may be a deciding factor between two applicants of equal status.

Joy Holm Memorial Scholarship General Information for Applicants

The Joy Holm Memorial Scholarship is awarded annually by the Louisiana Society for Clinical Laboratory Science to students entering their senior/clinical year of a clinical laboratory science curriculum. Each scholarship is payable at \$250 per semester for two semesters, or \$500 for one year in an accredited school of clinical laboratory science. This scholarship is available to CLS students as well as CLT students.

Eligibility

1. Applicant must have a minimum cumulative and science grade point average of 3.0 on a 4.0 scale.
2. Applicant must possess the personality traits suited to a career in clinical laboratory science.
3. Applicant must demonstrate financial need.
4. Applicant must be a member of LSCLS.
5. Applicant must be entering their senior/clinical year.

Applications

From the pool of applicants received by the Education and Scholarship Committee, two (2) awardees will be chosen: One will receive the Joy Holm Memorial Scholarship, the other will receive the Betty Lynne Theriot Memorial Scholarship.

Applications are judged on basis of eligibility, scholastic record, and content of application. A completed application must include:

1. Completed application form
2. Two letters of recommendation
 - a. One from a person whom the applicant knows personally (i.e. minister, family physician, current employer, etc)
 - b. One from the school you are presently attending.
This letter should be from someone who can attest to the applicant's dedication to the field of Clinical Laboratory Science

2. An official transcript from the college or university you are currently attending.

M5.11
The Louisiana Society for Clinical Laboratory Science
Joy Holm Memorial Scholarship
Betty Lynne Theriot Memorial Scholarship

Application Form

Name: _____ SSN: _____

Education

College/University currently attending: _____

Mailing Address: _____

Telephone #: _____ Date of Birth: _____

When do you expect to begin your clinical year? _____

Have you been accepted into a hospital program? _____

If yes, list hospital name: _____

Family

Father or Guardian: _____

Place of Employment: _____

Nature of Employment: _____

Mother: _____

Place of Employment: _____

Nature of Employment: _____

Spouse (if applicable): _____

Place of Employment: _____

Nature of Employment: _____

M5.12

Number of children dependent upon family income for support? _____

How many children are currently in college? _____

Will you be able to live at home while completing your clinical program? _____

Have you held a part-time job to finance your college education? _____

If yes, what type of work? _____

On average, how many hours per week? _____

List any scholastic or honorary awards that you have received during your school career. Include any extracurricular activities that you consider important accomplishments. (use a separate sheet if necessary)

Explain why you are interested in becoming a clinical laboratory scientist/technician and what your future career plans are as you now see them. (use a separate sheet if necessary)

Explain your need for scholarship aid. (use a separate sheet if necessary)

I certify that ALL information presented in this application is true and correct.

Signature _____ Date _____

M5.13

**Joy Holm Memorial Scholarship
Statement of Intent**

(Form #1)

This is to certify that in accepting the Joy Holm Memorial Scholarship, it is my intention to complete my academic education in Clinical Laboratory Science and become certified by a recognized national accrediting agency.

Also, it is my intent to work in the state of Louisiana for at least one year following completion of my clinical program and receiving my degree.

It is understood that this scholarship will revert to a loan, repayable within three years to the Joy Holm Memorial Scholarship Fund of the Louisiana Society for Clinical Laboratory Science if I should:

- a. Fail to maintain a high scholastic average
- b. Terminate my education in Clinical Laboratory Science for any reason

Signature: _____

Subscribed and sworn before me _____, Notary Public in
_____ Parish, Louisiana, this _____ day of
_____, 20____.

Notary Public

M 5.14

**Joy Holm Memorial Scholarship
Authorization for Payment of Scholarship Grant
(Form #2)**

Date: _____

Please generate a check in the amount of \$ _____.

Payable to _____

Address: _____

Account of: _____

Address: _____

Approved by:

_____, Chair, Education and Scholarship
Committee

_____, President, LSCLS

The total amount of grant is/will be \$ _____.

Shall we maintain a correspondence file with the recipient of this scholarship grant?

Shall we maintain a correspondence file with the college in regard to the scholastic record of the recipient of this scholarship grant? _____

Disposition of above check:

Mail to: _____

M5.15
FINANCE COMMITTEE

TERM OF OFFICE

One year

COMPOSITION:

1. Chair appointed by the President
2. Any other members appointed by the chair to conduct the business of this committee
3. Treasurer is an ad hoc member

DUTIES:

1. To review the financial condition of this Society and make recommendations for fiscal responsibility
2. Prepare the budget for the coming year and working closely with the Treasurer on all money matters

M6.1

GOVERNMENT LIAISON COMMITTEE

TERM OF OFFICE:

One year

COMPOSITION:

1. Chair appointed by the President
2. Any other members appointed by the chair

DUTIES:

1. Monitor pending legislation in Louisiana which may affect laboratory personnel
2. Become informed through ASCLS on pertinent legislative issues in Washington
3. Organize and maintain a key contact network in the state to interact with state and national representatives and senators on pending legislation
 - a. Select at least one key contact from each Congressional District to communicate with Senators and Representatives
 - b. Communicate information concerning federal legislative and regulatory activities to Key Contacts and Board members
 - c. Communicate information concerning state legislative activities to Key Contacts and Board members
4. Serve as liaison between ASCLS and LSCLS on matters related to legislation
5. Attend ASCLS Legislative Day if appointed by the LSCLS President

M7.1

MEMBERSHIP DEVELOPMENT COMMITTEE

TERM OF OFFICE:

The Membership Chair is appointed by the President to serve at least one year. The chair may appoint any number of members to serve on this committee.

QUALIFICATIONS:

The chair must have been an active member for at least two years. There is no requirement for other members of the committee except that they must be active members and retain membership throughout the year they serve.

OBJECTIVES:

This committee implements and coordinates programs which ensure new member recruitment, current member retention, and lapsed member reactivation.

RESPONSIBILITIES:

1. Maintain state membership files
2. Evaluate variety of programs to ascertain those feasible within the current fiscal year's budget
3. Communicate with President concerning all planned membership activities
4. Implement campaigns at the state level
5. Communicate activities to the local Louisiana clinical laboratory science groups through personal appearances at meetings or traveling seminars, and/or columns in the state publication
6. Participate with Area Representatives as a consultant for recruitment into either the profession or the Society
7. Follow up on nationally initiated programs
8. Staff a membership booth at annual meeting
9. Evaluate, through member feedback, the effectiveness of the current year's programs
10. Prepare written reports for the LSCLS Board meetings and for distribution to the general membership at the annual meeting. Report should contain statistical information
11. Coordinate with nominations committee chair to check membership list at annual meeting
12. Send new member list to publications chair with each new alpha list mailing from ASCLS
13. For state meeting determine number of 20, 30 and 40 year members. Twenty year members receive certificate, 30 year members receive a plaque, and 40 year members receive an engraved silver bowl.

DUTIES:

Current Members: Active and Student

1. Update card file upon receipt of the monthly ASCLS alpha list. Make all necessary changes to name, address, and member status.
2. When member's names appear on the billed list, send a reminder card for membership renewal. Make a notation of the reminder on card file and file under appropriate category for checking against the following month's alpha list.
3. If a member's name does not appear on the following month's alpha list under dues paid, send a second reminder. In addition, contact the member either by phone or request an LSCLS member in the area to make a personal contact.
4. Document actions taken in card file. If member chooses not to renew, make a notation as to reason and file under the appropriate category.

New Members already residing in state:

1. Send a welcome letter which includes name of Area Representative and dates of upcoming local and state meetings.
2. Send name and address of new member to LSCLS member in new member's area and request personal contact.
3. Make card for card file containing name, address, phone number, ASCLS number, active or student status, date of joining, and date of expiration.

Member moving to Louisiana

1. Send a welcome letter which includes some information about LSCLS, dates of the next annual meeting, date of any upcoming LSCLS seminars in the area, name of state publication, name of LSCLS Area Representative, and local clinical laboratory science group.

Members moving from state

1. Send a letter expressing LSCLS's appreciation for member's participation in state activities. Encourage member's continued participation in ASCLS activities in the state into which member has moved.
2. Remove card from current member file. Make appropriate notations and file

under separate category.

M8.2

Lapsed Members

The following activities occur after the member's name appears on the ASCLS lapsed list. Previous activities should already have occurred for the two months prior to the member's name appearing on this list.

1. Send a lapsed member letter, enclosing an ASCLS application blank for renewal.
2. Contact lapsed member personally, if possible.
3. Contact ASCLS member living in the area of the lapsed member and request personal recruitment effort.
4. If lapsed member does not renew within a 30 day period and name does not appear on the next month's alpha list, remove card from file. Make appropriate notations documenting contacts and/or reason for non-renewal and file under lapsed category.

Students

1. In August and January contact all Education Coordinators/Program Directors in Louisiana to obtain names and addresses of newly enrolled students.
2. Send recruitment letter, with enclosed ASCLS application, to all names on the list.
3. If Education Coordinator/Program Director did not respond by submitting a list of students, send a letter requesting support in recruitment of students. Enclose 10 ASCLS application forms.
4. Check previous lists, if any, received from the Education Coordinator/Program Directors and re-recruit those students who did not previously join ASCLS.
5. On March first of each year, send letter to all student bowl team members encouraging student membership.
6. On February first each year, send letter to all students who plan to submit a paper for an LSCLS award, strongly encouraging student membership.
7. As student memberships expire, send letter requesting renewal of membership, stressing the half-price.

M8.3

Participation on all on-going basis in the following activities:

1. Statewide campaign, once yearly, of all previously lapsed members
2. Career Day programs--literature, speakers, and/or recruitment slides
3. Public relations-TV and radio spots, local talk shows
4. Local clinical laboratory science meetings
5. Recruitment of all non-members whose names have been obtained from university or other seminar registration lists

M8.4

NOMINATIONS COMMITTEE

TERM OF OFFICE:

One year

COMPOSITION:

Three members selected by ballot by the membership at the annual business meeting. The individual receiving the largest number of votes shall serve as the chair.

DUTIES:

1. Provide a slate of officers for presentation to the membership prior to the annual meeting.
2. Distribute mail ballots to all members of the Society at the appointed time.
3. Make a report of the Nominations Committee to the Board and the members of this Society at the annual business meeting.
4. Submit anticipated budget to Finance Chair prior to October 1.
Consider: Postage
Duplication costs
Telephone
5. Update LSCLS Guidelines and Policy Manual and turn over to new nominations chair by July 1.

SCHEDULE OF EVENTS:

1. Obtain by Fall Board meeting:
 - a. An alpha list of members
 - b. two sets of mailing labels from ASCLS through the Treasurer
2. Print nomination forms in the Fall Bayou Tech and distribute forms at the Fall Board meeting. Set deadline for return at December 31.
3. Verify that all nominees and nominators are active or emeritus members in good standing. All nominees must have been members for at least one year.
4. Solicit nominees with committee members for any unfilled slots on the ballot. Two nominees for each office are recommended.

M9.1

5. Prepare the official ballot
 - a. BALLOTS MUST REACH MEMBERS AT LEAST THIRTY (30) DAYS BEFORE MEETING; MAIL FORTY-FIVE (45) DAYS PRIOR TO MEETING.
 - b. BE SURE INSTRUCTIONS FOR COMPLETING AND MAILING BALLOT ARE INCLUDED WITH BALLOT.
 1. Place ballot in the enclosed envelope, seal, and sign your name on the outside of the envelope.
 2. Mail envelope with ballot in another envelope to the Secretary postmarked no later than _____.
 3. The ballot envelope will be marked with a rubber stamp:
OFFICIAL BALLOT

SIGNATURE _____

6. Prepare report for the Board of Directors meeting and the annual business meeting along with sufficient ballots for the business meeting.
7. Submit to the Treasurer an expense form with receipts attached.
8. Update the records for the new chair. Include a list of offices to be filled and any recommendations for next year's committee.
9. Update LSCLS Guidelines and Policy Manual and turn over to new chair by July 1.

M9.2

PLANNING AND SCOPE COMMITTEE

TERM OF OFFICE:

One year

COMPOSITION:

1. Chair appointed by the President
2. Other committee members selected by the chair to conduct the business of the committee

PURPOSE:

To make recommendations toward establishing the future direction of the Society.

DUTIES:

1. Review goals and objectives for the previous year and determine whether or not they were met
2. Review goals and objectives for the current year
 - a. Make recommendations for the Fall Board meeting for implementation of goals and objectives
 - b. Suggest additional goals if necessary
3. Prior to the Spring Board meeting and the annual business meeting consider whether or not goals and objectives have been met
 - a. Indicate specific areas in your report which need additional consideration or effort
 - b. Make suggestions for future directions
4. Present anticipated budget to Finance Chair prior to October 1.
Consider: Postage
Duplication costs
5. Update LSCLS Guidelines and Policy Manual and turn over to new chair by July 1.

M10.1

PROFESSIONAL-PUBLIC RELATIONS COMMITTEE

TERM OF OFFICE:

One year

COMPOSITION:

1. Chair appointed by the President
2. Other members appointed by chair

PURPOSE:

1. To promote professionalism and pride in medical technology/clinical laboratory science
2. To increase the awareness of the general public to the importance of clinical laboratory science
3. To emphasize the importance of the contribution of the clinical laboratory personnel to health care to other health professionals

DUTIES:

1. Set goals and objectives for coming year
2. Present budget request to Finance Chair by October 1.
Consider: Postage
Duplication costs
3. Prepare report of activities for Fall and Spring Board meetings and annual business meeting.
4. Update LSCLS Guidelines and Policy Manual and turn over to new chair by July 1.

M11.1

PUBLICATIONS COMMITTEE

TERM OF OFFICE:

Undetermined

COMPOSITION:

1. Editor appointed by President for coming year
2. Assistants selected by the editor

PURPOSE:

To disseminate pertinent information from national, regional and state sources to LSCLS members in a timely fashion.

DUTIES:

1. To publish a bimonthly newsletter in accordance with the Guidelines for State Newsletter Editors published by the American Society for Clinical Laboratory Science
2. To prepare reports for the Fall and Spring Board meeting and the annual business meeting

BUDGET:

This is established by the Board of Directors of LSCLS each year

M12.1

NATIONAL MEDICAL LABORATORY WEEK COMMITTEE

TERM OF OFFICE:

One year

COMPOSITION:

1. Immediate Past-President is the chair
2. Other members selected by the chair

DUTIES:

1. Submit date and theme to Bayou Tech as soon as it is available
2. Be the official contact person through ASCLS for distribution of materials and supplies
3. Upon receipt of materials from ASCLS, contact all Area Representatives for quantities of supplies needed. Encourage all representatives to distribute as widely as possible to all hospitals, labs, clinics, etc.
4. Order necessary materials from ASCLS with provided order form. You may be required to send payment with your order; therefore, coordinate with the Treasurer.
5. Have ASCLS mail to each area if possible. If not possible, divide order between areas and distribute in plenty of time for National Medical Laboratory Week promotions.
6. Send copies of example press releases with materials, and encourage all representatives to write articles for their local newspapers.
7. Submit a written report for the Spring Board meeting.
8. Update LSCLS Guidelines and Policy Manual before turning it over to new chair by July 1

M13.1
STUDENT FORUM ADVISOR

TERM OF OFFICE:

One year

PURPOSE:

1. To acquaint undergraduate students in medical technology with LSCLS, ASCLS, and other professional groups in clinical laboratory science.
2. To generate interest and leadership for LSCLS and ASCLS.
3. To assist the Student Forum Chair in his/her activities and responsibilities.

DUTIES:

1. Set goals and objectives for year
2. Contact Student Forum Chair for information about student activities and offer assistance as needed
3. Obtain nominees for student representative of LSCLS and hold election at Student Forum annual meeting. Only student members of ASCLS-LSCLS are eligible to cast ballots
4. Plan activities for the Student Forum with the student representative and the Convention Committee
5. Present budget request to Finance Chair by October 1.
Consider: Postage
Telephone
Duplication costs
Student forum expense
6. Prepare reports for Fall and Spring Board meeting and the annual business meeting
7. Update LSCLS Guidelines and Policy Manual and turn over to new chair by July 1.

SCHEDULE OF EVENTS:

1. Obtain list of advisors on university campuses and education coordinators/program directors in the clinical facilities with addresses.

M14.1

2. Contact the student representative to set goals and objectives for the coming year.
3. Plan activities related to the student forum both prior to and during the annual meeting.
4. January: Contact education coordinators/program directors about nominees for current year's student representative. Set deadline for receipt of nominees.
5. Mail information on nominees and criteria for election to schools of clinical laboratory science.
6. Obtain suggestions from students for Student Forum and forward to new Student Advisor.

M14.2
STUDENT FORUM GUIDELINES
for the Louisiana Society for Clinical Laboratory Science
ARTICLE I
Name

The name of this organization is the Student Forum of the Louisiana Society for Clinical Laboratory Science.

ARTICLE II
Purpose

The purpose of the Student Forum of the Louisiana Society for Clinical Laboratory Science (hereinafter referred to as the Forum) shall be two-fold:

to provide students with a voice in their future profession, to bring them into closer contact with present members of that profession for the purpose of encouragement and enlightenment, to provide an opportunity for the stimulation of ideas and the solution of problems and the exchange and dissemination of information and in general pursue all activities which affect the interests of its members, and

to educate students to the concepts of professionalism as expressed by the Louisiana Society for Clinical Laboratory Science (hereinafter referred to as LSCLS) and the American Society for Clinical Laboratory Science (hereinafter referred to as ASCLS) in their philosophies, policies, and procedures, and to maintain a structure through which student members can communicate their needs, concerns, and opinions at the local, state, regional, and national levels.

Our purposes, policies, and procedures shall be in harmony with those of both ASCLS and LSCLS.

ARTICLE III
Code of Ethics

The code of ethics of the Forum shall be the code of ethics of ASCLS which is as follows:

Being fully cognizant of my responsibilities in the practice of clinical laboratory science, I affirm my willingness to discharge my duties with accuracy, thoughtfulness, and care.

Realizing that the knowledge obtained concerning patients in the course of my work must be treated as confidential, I hold inviolate the confidence placed in me by patient and physician.

M14.3

Recognizing that my integrity and that of my profession must be pledged to the absolute reliability of my work, I will conduct myself at all times in a manner appropriate to the dignity of my profession.

ARTICLE IV

Membership

- A. All student members of LSCLS shall be members of the Forum.
- B. Eligibility requirements for student membership in the state society shall be:
 - 1) enrollment in clinical programs culminating in clinical laboratory scientist, clinical laboratory technician, or other clinical specialist laboratory categories (clinical laboratory scientist, clinical laboratory technician).
 - 2) attending undergraduate clinical laboratory science programs in accredited colleges or universities.
 - 3) full-time enrollment in a graduate program in a related field.

ARTICLE V

Officers

- A. The officers of the Forum shall be the Chair, Vice Chair, and the Secretary.
- B. **Duties of the Chair:**
 - 1) Serve as highest ranking student official of Forum.
 - 2) Serve as the official representative of the Forum at LSCLS/ASCLS functions.
 - 3) Preside at all interim and annual business meetings of the Forum.

- 4) Represent the Forum as deemed appropriate by LSCLS/ASCLS.
- 5) Communicate the needs, concerns, and opinions of the Forum to the Board of Directors of LSCLS.
- 6) Appoint ad hoc committees and/or an Executive Committee as needed, including the Secretary.
- 7) Prepare all budgetary requests from the Forum to be presented to the Finance Chair in consultation with the Student Forum Advisor.

M14.4

- 8) Approve expenditures from Forum budget. Reimbursements are authorized by the Student Forum Advisor and presented to the Finance Chair.
- 9) Maintain a current file of Forum activities and correspondences. This file shall be transferred to the incoming chair within thirty (30) days after the LSCLS Spring meeting. Copies of all incoming and outgoing correspondence, activities, and future plans should be sent to the state Student Forum Advisor, LSCLS President, and the LSCLS President-Elect.
- 10) Plan the activities of the LSCLS annual meeting student session in consultation with the Student Forum Advisor and the Convention Chair.
- 11) Communicate with LSCLS student members news from LSCLS and ASCLS student activities.

C. Duties of the Vice Chair:

- 1) Primary duty of Vice Chair shall be to replace the Chair if the Chair is unable to perform his/her duties or resigns.
- 2) The Vice Chair qualifications include not graduating any sooner than December of the year elected.

D Duties of the Secretary:

- 1) Record minutes of all Forum business meetings.
- 2) Submit copies of finished minutes to the Chair, the LSCLS President, President-Elect, and Student Forum Advisor within two weeks of said meeting.

E. Eligibility for Office:

- 1) Candidates and appointed officials must be members of LSCLS with a student member status prior to assuming office.
- 2) In the event that the elected official converts from student to active membership status, the said official may remain in office until the next regularly scheduled Forum business meeting.

F. Term of Office:

- 1) The term of office for the Chair shall be twelve (12) months to begin at the close of the LSCLS Student Forum business meeting.

M14.5

- 2) Any officer may be reelected provided that the eligibility requirements for the office are met.

G. Election Process:

- 1) Application for office, including a description of duties will be made available during the month of January. Applications will be accepted no later than March 1. Qualified applicants will be considered the nominees for office.
- 2) Should there be no qualified applicants for office, the Chair will be appointed with the mutual consent of the LSCLS President, President-Elect, and the Student Forum Advisor.
- 3) The applications of the nominees and ballots will be made available to the Forum body during the Spring meeting of LSCLS so that an informed decision can be made. A majority of votes cast shall elect.
- 4) In the event of a tie the election shall be determined by lot. Official results will be made known during the Forum meeting and reported to the LSCLS annual meeting.
- 5) The newly elected Chair shall be expected to attend the business meeting along with the outgoing Chair.

H. Vacancy in the Office of Chair or Vice Chair:

- 1) In the event of a vacancy in the office of Chair, the Vice Chair shall fill the

position.

2) In the event of a vacancy in the office of the Chair when no Vice Chair is available, the position shall be filled by appointment with mutual consent of the LSCLS President, President-Elect, and the Student Forum Advisor. First consideration shall be given to those who previously ran for the office against the outgoing Chair.

ARTICLE VI Meetings

There shall be at least one annual business meeting of the Forum. Any members of LSCLS and ASCLS may attend the annual business meeting; nonmembers are welcome to attend by consent of the student membership present. However, only members of the Forum (as dictated by the eligibility requirements for student membership in LSCLS) shall be permitted to vote on issues, guidelines changes, officers, etc. The annual meeting shall be held in conjunction with the LSCLS Spring meeting. The LSCLS

M14.6

Student Forum Chair may authorize interim meetings with the approval of the Student Forum Advisor.

ARTICLE VII Committees

There shall be no standing committees. Chair shall have authority to appoint all committees as need for such arises.

ARTICLE VIII Dues

Dues shall be those assessed by ASCLS and LSCLS. They shall be payable to the ASCLS Executive Office.

ARTICLE IX Parliamentary Rules

Parliamentary authority for this Forum shall be the newest edition of Robert's Rules of Order Newly Revised, and a copy shall be in the hands of the Chair.

ARTICLE X Amendment to the Guidelines

Any proposed amendment of these guidelines recommended by a member of this Forum

shall be submitted to the Chair not later than January 1 in any fiscal year. The Chair shall then appoint a Guidelines Committee to be approved and advised by the Student Forum Advisor. The Guidelines Committee shall make such changes as may be necessary to provide proper form without altering the meaning of the amendment. The proposed amendment, with the recommendation of the LSCLS Bylaws Chair, shall be submitted to the Board of Directors of LSCLS for approval. After the proposed amendment has been approved by the Board of Directors of LSCLS, a copy of the proposed amendment shall be received by all members of this Forum at least three (3) weeks prior to the LSCLS Spring meeting. A two-thirds affirmative vote of the student members present at the Forum business meeting shall be necessary to adopt the proposed amendment. Three copies of the official amended guidelines shall be forwarded to the LSCLS Bylaws Committee within ninety (90) days after adoption.

Revised 1984

M14.7

SCIENTIFIC ASSEMBLY COORDINATOR

TERM OF OFFICE:

One year

PURPOSE:

1. To coordinate the activities of the sections of the Scientific Assembly.
2. To encourage activities in the sections of the Scientific Assembly which promote educational and professional activities in clinical laboratory science.
3. To suggest annual goals for the Scientific Assembly.

DUTIES:

1. Contact and confer with chairs of the individual sections of the Scientific Assembly.
 - a. Administration
 - b. Biochemistry/Urinalysis
 - c. Education

- d. Hematology/Hemostasis
- e. Immunology/Immunoematology
- f. Industry
- g. Microbiology
- h. Phlebotomy

2. Coordinate activities of the Scientific Assembly.
3. Communicate goals to committee chairs in August.
4. Maintain current talent bank for sections and have current chairs update as appropriate. Mail material to chairs for review in August with deadline for February return.
5. Send budget request to Finance Chair by October 1. Consider: Postage and duplication
6. Prepare report for Fall and Spring Board meetings and annual business meeting.
7. In order to assure that each Scientific Assembly has a nominee for the Sherwood Medical Professional Achievement Award, the Chair of the Scientific Assembly

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should secure the guidelines for such nominees from ASCLS and coordinate nominations of individuals for each of the awards with the Chair of the Awards Committee.

8. Update LSCLS Guidelines and Policy Manual and committee files and turn over to new chair by July 1.

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SCIENTIFIC ASSEMBLY STATE SECTION REPRESENTATIVES

TERM OF OFFICE:

One year

COMPOSITION:

One chair is appointed by the President for each of the areas represented in the Scientific Assembly. These individuals are to serve as a liaison between the state and the local chapters and the state and the region.

DUTIES AND RESPONSIBILITIES:

1. Serve as a liaison to the Region VII Scientific Assembly Representative, and as such responds to the requests of the region representative and to the ASCLS Section Chair.

2. Encourage the formation of Scientific Assembly sections at the state and local levels.
3. Identify the "Talent Bank" for the respective section of the Assembly in the state.
4. Serve as a consultant/member of the state program committee for the annual meeting.
5. Review, update, and write student bowl questions.
6. Coordinate activities at the local levels to provide effective interrelationships.
7. Plan and sponsor at least one seminar for the Scientific Assembly section represented each year.
8. Prepare reports for the Fall and Spring Board meetings and the annual business meeting.
9. Submit reports as requested to the Region Representative and the state President for section.
10. Pass on records, reports, and copies of correspondence to successor by July 1.
11. Update the LSCLS Guidelines and Policy Manual and turn over to successor by July 1

Source: Guidelines for the Operation of the Sections of the American Society for Clinical Laboratory Science's Scientific Assembly, revised May 1986, p. 8.

N1.3

DELEGATES TO THE ASCLS ANNUAL MEETING

COMPOSITION:

1. Current President and President-Elect or their alternates.
2. One delegate for each fifty members or major fraction thereof elected at the LSCLS annual business meeting.
3. One student delegate elected at the LSCLS annual meeting by the student members of LSCLS.

DUTIES:

1. Be informed about the issues at the annual ASCLS meeting
 - a. Read ASCLS Today
 - b. Attend reference committee meetings
 - c. Attend presentation of candidates
 - d. Attend all Region VII and LSCLS meetings
 - e. Represent LSCLS as a voting delegate in the House of Delegates

SCHEDULE OF EVENTS:

1. Election at the annual business meeting
2. Obtain delegates credentials at ASCLS annual meeting. Time and place for credentialing will be published in the program for the meeting.
 - a. ASCLS membership is required at the time of credentialing.
 - b. Cards for admission to the House of Delegates will be obtained at the time of credentialing and must be presented for admission to the House.
 - c. Cards must be relinquished to the committee at the door of the House whenever a delegate leaves the room, and returned for reentry.
3. Sit in the gallery of President's Council of the House of Delegates
4. Attend Region VII Caucus
5. Attend:
 - a. Reference committees
 - b. Candidate presentation
 - c. State caucus
 - d. Any other meetings required by President

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6. Vote with the Louisiana delegation
 - a. Election of officers. You will be notified of time and place. Be available at the proper time in case of a runoff.
 - b. At the House of Delegates

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WHAT EVERY DELEGATE SHOULD UNDERSTAND

The chief duty of the President or President's delegate at the ASCLS annual meeting is to represent the attitudes and opinions of your state constituency. Your prime responsibility is to consider all sides of the issue and act in a manner which will bring the greatest benefit to the patient, your profession, and your Society.

THE SOCIETY

The American Society for Clinical Laboratory Science is a not-for-profit corporation which is financed by the annual dues of its membership. It is the "purpose" of the corporation, as defined in the Articles of Incorporation (Constitution), and the scope of the Society's activities which made ASCLS a "Professional Organization".

The Society (corporation) must function within a set of Bylaws and Regulations. The House of Delegates is the governing body of the Society, and it alone has the power to adopt, enact, and amend Bylaws and Regulations of the Society. Through the Society's Bylaws and Regulations the House delegates powers and defines the areas for which authority is granted.

The Board of Directors is the governing body of the Society when the House is not in session. It cannot, however, change the Bylaws of the Society.

In order to function efficiently, orderly procedures for a business meeting are established. The House has determined in the Bylaws that Robert's Rules of Order, Revised, shall govern the business proceedings of the Society, except when otherwise specified, i.e. Reference Committee.

To further facilitate the business of the House of Board of Directors, Standing Rules of Order are adopted. These rules delineate how the business will be handled during the meeting, i.e. when and how new business may be introduced, when voting will take place, and provides a definition of certain terms, etc. A copy of the Standing Rules for the House is provided to delegates at least thirty (30) days prior to the annual session. Delegates should read and understand the "Rules", since one of the early items of business on the agenda is the adoption of these rules. Rules may change from year to year but once adopted, we live by them. Rules are subject to change by action of the House of Delegates.

The only voting members of the House are: President and President-Elect of each constituent (state) society (or their alternates), delegates designated by each state society and the members of the Board of Directors of ASCLS. The number of delegates which states have is established by a procedure described in the Bylaws of the Society. Currently each state is allowed one delegate for every fifty (50) active and emeritus members or major fraction thereof, plus one student delegate.

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WHAT IS STUDENT DELEGATE?

A student delegate is an ASCLS student member who is selected from each state to attend the annual meeting as the voice of all student members of the state. The student delegate

has a dual role. As a delegate to the ASCLS Student Forum, he/she attends the Student Forum meetings, discusses Student Forum business, and elects Student Forum officers. At these meetings, the student delegate can increase the viability of the ASCLS Student Forum through suggestions, opinions, and active participation.

SELECTION OF STUDENT DELEGATES

There are many formats used in the selection of student delegates. In states where students have an organized State Student Forum, the delegate is elected by the students or the State Student Forum Chair is automatically the student delegate. In states where a State Student Forum has not been organized, the student delegate is appointed by the Board or the President of the state constituent society.

The ASCLS Student Forum recommends that student delegates be elected or appointed in the Spring, preferably no later than May 1. After attending the annual meeting, these student delegates should serve as state Student Forum chair or state student representative the entire year because the knowledge gained at the annual meeting increases the viability of their role as state student representative.

If you are interested in serving as student delegate, you should contact the Student Forum chair in your state or the President of your constituent society.

DUTIES AND RESPONSIBILITIES OF THE STUDENT DELEGATE TO THE STUDENT FORUM

The primary responsibility of a delegate to the ASCLS Student Forum is to attend all Student Forum sessions during the annual meeting. These include but are not limited to:

Student Forum Orientation Session

Student Forum Business Meeting

Student Forum Candidates Presentation

Student Forum Elections

Student Forum Rap Session

The student delegates compose the "Student Forum House of Delegates", vote on issues and make decisions pertinent to Student Forum activities. They also elect the Student Forum officers who will have direct responsibility for Student Forum operations and activities throughout the coming year. Along with the Student Forum Board of Representatives, the student delegates are the voice of all ASCLS student members while the annual meeting is in session. Therefore, participation by all student delegates is necessary because decisions made at Student Forum sessions affect all student members.

After the annual meeting, those delegates who continue serving as state Student Forum chairs or state student representatives, remain a vital communication branch of the ASCLS Student Forum. They will be asked for input on Student Forum issues and activities; and to disseminate information received from the ASCLS Student Forum Chair and Regional Representative to the students in their state.

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DUTIES AND RESPONSIBILITIES OF THE STUDENT DELEGATE TO THE ASCLS HOUSE OF DELEGATES

The power of the American Society for Clinical Laboratory Science officially rests with the elected representatives in the House of Delegates. Each constituent society chartered by ASCLS is allowed a certain number of delegates to the House of Delegates, based on the number of active and emeritus members in the state society as well as one student delegate per state. The House of Delegates meets each year at the annual meeting to make decisions that affect the operation and activities of the Society during the coming year. Delegates receive an agenda book of specific business which is discussed at Reference Committee meetings and then decisions are made on each item by voting at the House of Delegates session at the end of the annual meeting. Students are an important part of the House of Delegates, and participation by student delegates affords the opportunity to voice student opinions on issues and activities of the Society.

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REGIONAL CONCEPT OF ASCLS

The membership of ASCLS is divided into ten regions.

1. Each region serves as a core group to provide support and information to the states in its region and to the national organization.
2. Regional Council
 - a. Functions as the governing body for the region
 - b. Composed of:
 - 1) Regional Director elected for three years at the ASCLS annual meeting to serve on the Board of Directors of ASCLS
 - 2) President and President-Elect of the state societies in the region are voting members of the Regional Council.
 - 3) Other individuals appointed by the Regional Director.
3. Composition of Regions
 - a. Region I
New York, New Hampshire, Maine, Massachusetts, Connecticut, Rhode Island, Vermont
 - b. Region II
Pennsylvania, Maryland, Virginia, West Virginia, District of Columbia
 - c. Region III
Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee, Puerto Rico
 - d. Region IV
Indiana, Kentucky, Ohio, Michigan
 - e. Region V
Minnesota, North Dakota, South Dakota, Wisconsin
 - f. Region VI
Illinois, Iowa, Kansas, Missouri, Nebraska
 - g. Region VII
Arkansas, Louisiana, New Mexico, Oklahoma, Texas
 - h. Region VIII
Colorado, Idaho, Montana, Utah, Wyoming
 - i. Region IX
Alaska, Oregon, Washington
 - j. Region X
Arizona, California, Hawaii, Nevada

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