AMERICAN SOCIETY OF Cytopathology

General Organizational and Committee

Policy & Procedures

Policy Statement:

All Directors, Officers, Committee members, employees, agents or other person acting on behalf of the Society shall be familiar with the following policies and shall conform their actions to such policies.

1. Authority

No person shall have the authority to act on behalf of the Society except as such authority shall be prescribed in the Bylaws or expressly granted by the Executive Board.

2. Conformity with Society Policy

In discharging their responsibilities, directors, officers, committee members, employees, agents and other persons acting on behalf of the Executive Board shall take care to conform their actions to such policies. In case of doubt as to appropriate course of action, guidance should be sought from the Executive Board or the Executive Administrator when necessary to act between Board meetings.

3. Representation to Other Organizations

Person attending meetings of other organizations or participating in the activities of other organizations as a representative of, or on behalf of, the Society shall conform their actions to Society policies and shall not commit the Society to any policy or project of such other organization without specific authorization from the Executive Board. In each case, a report on such meetings and activities shall be submitted to the officers and to the Executive Board.

4. Employment of Consultants by Committees

The work of a committee may require the employment of a consultant in order to function properly. The use of consultants should ordinarily be predictable, and therefore is a matter, which would be considered by the Executive Board. Under unusual circumstances, authorization for the expenditure of funds for such purposes may be made by the Officers, provided that such authorization shall not exceed the amount of funds available for the committee's activities as set forth in the budget of the committee.

5. Endorsements

No person is authorized to license, permit the use of or use the Society's name or logo or any terminology implying Society sponsorship or endorsement without the specific approval and authorization of the Executive Board.

6. **Logo and Signature**

If authorization is granted for the use of the Society's logo, or use of any officers signature for production purposes must be for one time use only. ASC reserves all rights to logos and signatures. When the job is completed, all material must be returned to the Central Office.

7. Conflicts of Interest

Directors, officers, committee members, employees, agents and other persons acting on behalf of the Society shall not take part in any decision or action of the Society in which his or her personal interests are involved unless such participation shall be specifically authorized by the Executive Board after full disclosure of the facts. The existence or possibility of a conflict between the personal interests of any such person and the interests of the Society shall be promptly disclosed to the Executive Board so that appropriate action may be taken. Each year, Committee Chairs and Committee Members are asked to submit a Conflict of Interest form to the ASC National Office.

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ASC Committee Procedure

ASC Committees are created by resolution of the ASC Executive Board, by the President with the approval of the Board, or by resolution of the general membership. Committees created by other means are not recognized by the ASC. The ASC has "standing" committees or committees whose composition and purpose are delineated in the ASC Bylaws. Those committees are:

Budget and Finance Committee
Cytotechnology Program Review Committee
Ethics and Conduct Committee
Membership Committee
Nominating Committee
Scientific Program Committee

Ad Hoc Committees are also established to explore or evaluate specific issues and projects for the Executive Board. Upon completion of the task or with a final report to the Executive Board, the Board will determine the continuance of the committee.

Each committee (except when noted) should be composed of seven (7) members. Three (3) of the members should be Medical members, of whom at least one (1) will be appointed each year for a two-year term. Three (3) of the members should be Cytotechnologist Voting or Cytotechnologist members, of whom at least one (1) will be appointed each year for a two-year term. The President will appoint a chair and may either appoint committee members or may request the chair to do so. The term of the chair will be two years but may be extended to three years at the discretion of the President with the consent of the Executive Board. All committee chair appointments shall be approved by the Executive Board. No member shall serve as a member on the Committee for more than two (2) consecutive two-year terms with the option of serving a third term as Chair without a period of at least one term off the committee. No person shall be chair of more than one (1) committee and a member shall not concurrently serve on more than three (3) committees. The Chair serves as the committee secretary and is responsible for reporting to the Board and providing Minutes of meetings (including conference calls). Rotation of committee members takes place at the annual meeting each year.

The President-elect is notified before assuming the office of the Presidency to begin the process of appointing committee members. A full roster and supporting information is sent to the President-elect for his or her use in making those appointments.

Committee Chairs and members receive formal charges from the President.
Committee Chairs are responsible for reporting to the Board and the membership about committee activities and accomplishments, holding regular meetings of their committees to attain the goals set by the Board, providing regular reports, budgets and Minutes from each

committee meeting. A quorum (a simple majority) of the committee must be present if a formal vote is required. Any committee business or projects, and any and all papers written as a result of a completed committee project are subject to Board approval before dissemination to the members or any other audience/organization. If the committee requires urgent review, the Officers are authorized to review and approve the proposal.

All committee travel on behalf of the ASC must be pre-approved by the President and/or Secretary-Treasurer. The committee member must comply with ASC travel policy and reimbursement guidelines to be reimbursed for travel. A report must also be submitted to the Board from the meeting attended on behalf of the ASC.

Any official committee correspondence disseminated outside of committee/board needs approval from National Office, officers, or designated board members.

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Committee Reports (Board Agenda Items)

Committee reports to the ASC Executive Board are required twice a year (usually March and October). If issues arise that require Executive Board level decisions, and you need to address a topic or an action item more immediately, the Board will be happy to review the issues during one of their additional conference calls throughout the year. (You may be asked to participate to present your issue.)

Subjects requiring submittal of an agenda item may include any requested action that requires Executive Board approval. All items will have the issue stated in motion form where feasible.

Deadlines for submitting committee reports and agenda items to be included in the Board agenda books will be established by ASC administrative personnel. All reports and agenda items will be due on or before the established date. The date will be timely and allow for ample time to prepare and mail the agenda books.

If reports and agenda items are not received at the National Office by the deadline, it will be the responsibility of the person generating the report or agenda item to distribute the material unless otherwise arranged with administrative personnel.

Committee Budget Request

Each year, the Committee Chair will be asked to submit a Committee Budget. Budgets should be developed in support of for the goals for the committee. The ASC's fiscal year runs from July 1 through June 30 every year. The Budget and Finance Committee will send a request with an ASC Budget Request Form. Each Committee is allocated a minimum of $300.00 each year to cover the cost of conference calls and administrative support. Additional projects, meetings or other items necessary to complete the Committee Charges and Goals above the $300.00 should be included in the Budget request.

The ASC Staff Liaison will assist the Committee Chairs in forming a budget for proposed projects. The deadline for budget requests is February 4th.