2016-2017 Membership Committee
Policy & Procedures

It shall be the duty of the Membership Committee to determine the eligibility of applicants for membership.

The Membership Committee is comprised of at least 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.

Membership Types

Medical Members: Medical Members will include licensed physicians, dentists, and veterinarians ethically engaged in one or more phases of cytologic practice, teaching, or research.

International Medical Members: International Medical Members will include licensed physicians, dentists, and veterinarians ethically engaged in one or more phases of cytologic practice, teaching, or research that are outside of North America.

Scientist Members: This category will include Doctors of Science, Philosophy, and Education who are engaged in research or teaching in the field of cytopathology. It will also include those individuals who, by reason of unusual proficiency and scientific attainment in cytopathology, are considered properly qualified for membership herein.

Cytotechnologist Voting Members: This Membership includes cytotechnologists who are ethically engaged in one or more phases of cytotechnology practice, teaching or research, and who, having met three (3) of the professional requirements as outlined under the requirements section below. This category will be restricted to a maximum of 15% of the total voting membership.

Cytotechnologist Members: This Membership includes cytotechnologists who are ethically engaged in one or more phases of cytotechnology practice, teaching or research.

Cytopathology Fellow Members: Physicians in a fellowship program in cytopathology are eligible for Cytopathology Fellow Membership.
Pathology Resident Members: Physicians in a pathology residency training programs are eligible for Pathology Resident Membership.

International Trainee Members: Physicians in a fellowship program and physicians in a pathology residency training program that are outside of North America.

Cytotechnology Student Members: Cytotechnology students currently enrolled in accredited programs are eligible to become Student Members.

Affiliate Members: This membership includes laboratory personnel and non-laboratory personnel with an interest in cytopathology.

International Affiliate Members: International Affiliate Members will include cytotechnologists, Doctors of Science, Philosophy, and Education who are engaged in research or teaching in the field of cytopathology/ cytotechnology, cytotechnology students, and laboratory personnel and non-laboratory personnel with an interest in cytopathology that are outside of North America.

Life Members: Any Member in good standing, because of age, illness or other sufficient reason, may, upon request, be transferred to Life Membership by a two-thirds majority vote of the members of the Membership Committee.

Honorary Members: Qualifications for Honorary Membership. Elections for Honorary Membership shall be by deliberation of the Executive Board and shall require a two-thirds majority vote of the Executive Board.

1. Individuals of outstanding achievement in other specialized fields related to Cytopathology may for sufficient reason be eligible for nomination as candidates.

2. Representatives from various specialty societies and distinguished individuals interested in Cytopathology may be eligible for nomination as candidates.

Application for Membership

Applications for membership shall be made on forms furnished by the National Office or available on the ASC Web site. Two representative members of the Membership Committee will review applications to ensure completeness of the applications, determine the candidate’s eligibility, and bring the applications to the Membership Committee for final approval. A majority vote of the Membership Committee will constitute election of membership.
Membership Requirements

Medical: applicant must have a current medical license but can have others, current CV and one sponsor.

Cytopathology Fellow: applicant must be in a fellowship program in cytopathology, current medical license, CV and one sponsor.

Pathology Resident Members: applicant must be in pathology residency training, current medical license, CV and one sponsor.

Scientist: applicant must have a Doctorate in Philosophy, Science, or Education, engaged in research or teaching Cytotechnology/Cytopathology, or qualified in this area by experience, current CV and one sponsor.

Voting Cytotechnologist: submit application and proof of 3 of 12 requirements fulfilled and provide written documentation of each (listed on the application). A curriculum vita may be submitted as documentation for some of the requirements, submit a copy of advanced degrees and/or certification.

Professional Requirements for Voting Cytotechnologist

- Engagement in the practice of Cytotechnology for three (3) years.
- Documented involvement in teaching of cytology
- Authorship or co-authorship of two (2) papers published in professional journals.
- Faculty rank at a university.
- Occupying the position of Senior/Lead or Supervisory Cytotechnologist or Education Coordinator.
- Membership on committees, workshop programs or scientific programs of the American Society of Cytopathology.
- Holding or having held an office and/or position as a workshop director in a state and/or regional society.
- Attendance at two (2) meetings of the American Society of Cytopathology.
- Authorship or co-authorship of two (2) poster or platform presentations at the American Society of Cytopathology Annual Scientific Meeting or other meetings appropriate to cytology, laboratory management or scientific investigations, Examples: ASCP/CAP, USCAP, CLMA
- Additional professional certification.
• Documented committee membership and/or in-service educational instruction within own institution.
• Documentation of participation in local/state/regional outreach programs

**Cytotechnologist**: application must have registration certificate, current CV and one sponsor.

There are three (3) ways of becoming a member:

1. Specialty for at least two years but are not certified—requires the name and address of the laboratory, the dates they were trained and their application must be acceptable to the committee. Activity should also be described briefly.
2. A person who has completed a 12-month program but are not certified—**requires** a document that indicates enrollment in a program with starting and ending dates.
3. Persons who are certified by a Board or Agency that is listed on the application—**requires** a copy of the certification.

**Cytotechnology Student**: application must have one sponsorship signature, the membership services coordinator will verify that the person is enrolled in a cytotechnology school.

**Membership Privileges**

Medical Members, Scientist Members, Honorary Members and Voting Cytotechnologist Members will be eligible to vote and to serve on committees. Only Medical Members will be eligible to become officers.

Life Members will enjoy all the privileges of membership but will be exempt from payment of dues or other assessments made by the Society will not be eligible to hold elective office, and will not be entitled to vote.

Honorary Members will enjoy all the privileges of membership but will be exempt from payment of dues and will not be eligible to hold elective office.

Individuals included in other membership categories will enjoy all privileges and may serve on committees but will not be eligible to vote or hold office.

International Medical Members, International Affiliate Members and International Trainee Members will enjoy most privileges but will not be eligible to serve on committees, vote or hold office.
Resignation, Forfeiture and Expulsion

a) Membership in the Society may be terminated by resignation or forfeited for such cause, in such manner and upon such terms as may be specified below.

b) Any Member whose current annual assessment dues shall remain unpaid without valid excuse for more than ninety (90) days following the beginning of the financial year (July 1) shall be dropped from the rolls of the Society. Such member may be readmitted to the class of membership previously enjoyed by requesting reinstatement, and full payment of the current year’s dues, within two (2) years of the beginning of the fiscal year of the lapsed dues date. This lapse provision may be exercised only once by any member. Beyond two (2) years or if lapse of dues payment has occurred before, application for membership must be made as defined in Article III of these Bylaws and processing of the application shall be as directed in Article III, section 10 of these Bylaws.

c) If there is significant doubt as to the character, experience, training, professional competence, interpersonal skills and judgment, academic standing, qualifications, professional commitment to the purposes of the Society, or ethical standing of a member, then the Ethics and Conduct Committee, in conjunction with the Executive Board, will take actions as follows: such member may be issued a letter of warning, admonition or reprimand, placed on conditions of probation, or expelled. The burden shall be on the member to resolve any such doubt(s). A copy of the charges against the member from the President and a notice of and opportunity for hearing shall be given the member. A hearing shall not proceed earlier than thirty (30) days after the notice is mailed or delivered to the member.

Thereafter, the Executive Board may (1) issue a letter of instruction, (2) letter of warning, (3) letter admonition or reprimand, (4) probation, (5) suspension or (6) expulsion.

Certain conduct by any member may be grounds for automatic expulsion after notice is sent (with no opportunity to be heard) upon recommendation of the Executive Board, i.e.,

1) Conviction of a felony or similarly serious criminal charge related to the practice of one's profession under the laws of any state or other jurisdiction of the United States or of any territory, province or other jurisdiction of any foreign country;

2) Revocation of the member's license or the equivalent thereof to practice his or her profession in any state or other jurisdiction of the United States or in any territory, province or other jurisdiction of any foreign country; or
3) Violation of a condition of probation imposed by the Executive Board.

**Major Duties and Responsibilities of the Committee Chair**

**Ongoing:**

1. Reviews Committee Initiatives and responsibilities with Committee Members as appropriate.
2. Ensures that all Committee actions are in accordance with ASC policies.
3. Makes recommendations on Committee appointments to the President-Elect when solicited.
4. Regularly forwards Committee reports to the Executive Board through the ASC Staff Liaison.
5. New initiatives should include strategic reasons for such action.
6. Obtain Executive Board approval when beginning new activities that require the use of additional resources.
7. Works with Staff Liaison to plan Committee meetings in accord with ASC budget.
8. Submits Conflict of Interest Disclosures as requested.

**Pre-meeting:**

9. Establishes and distribute agendas and necessary back-up information before meetings.
10. Prepares for conducting meeting.
11. Presides at Committee meetings and makes certain all agenda items are addressed.
12. Encourages participation by all members in the development of consensus whenever possible.
13. Communicates pertinent information from the ASC Executive Board as necessary to all Committee members.

**Post-meeting:**

14. Reviews and approves assignments, and ensures that minutes accurately reflect actions taken at meeting (when appropriate).
15. Follow up with Staff Liaison to assure that Committee actions are implemented.
16. Communicates follow up to Committee members.

**Major Duties and Responsibilities of the Committee Members**

**Ongoing:**

1. Reviews all new membership applications and make recommendations regarding applications to the Committee Chair
2. Understands the Committee’s Initiatives and how the Committee relates to the structure of the ASC.
3. Is aware of and committed to follow ASC strategies and policies
4. Submits Conflict of Interest Policy and fills out Disclosure Statement when requested
5. Suggests ways the Committee can improve its efficiency and effectiveness.
6. Attends all meetings unless excused by the Chair.
7. Is aware of and supports ASC Staff Liaison.

Pre-meeting:
8. Reads all agenda material prior to the meeting and calls Chair or Staff Liaison with any questions.

At meeting:
9. Punctually attends Committee meetings.
10. Participates actively and does not dominate discussions working to develop consensus whenever possible.
11. Asks for clarification whenever proposed action or decision is not clear.
13. Supports the Committee’s decisions regardless of personal bias.
14. Maintains confidentiality of Committee decisions.

Responsibility of ASC Staff Liaison
1. Maintains the official files of the Committee’s communications.
2. Circulates agendas, materials and minutes.
3. Process membership applications:
   a. Send applications to prospective members when requested
   b. Process new applications to ensure all applications are complete including copies of current license or registration certificates.
   c. Send applications to committee members for review
   d. Inform new members of their acceptance into membership, including life members.
4. Maintain membership statistics
5. Provides general administrative support for the committee.
6. Communicates frequently with committee chairs throughout the year and provides suggestions to support the chairs.
7. Assists the Committee Chair in completing bi-annual Board reports.
8. Assists in giving brief monthly committee updates for the ASC Officers.
9. Set-ups regularly scheduled Committee conference calls.
10. Reviews committee budget requests with the Chair and plans for upcoming activities.