

HOW TO RUN FOR AN ASA OFFICE

If you missed declaring your candidacy for one of the ASA offices in the 2011 elections in San Francisco—there's still time. Interested ASA dues-paying active members can also become a candidate during the first Business Session that occurs on Thursday, June 2 at 2:30 pm in Salon 1-3. This candidate process is also called running from the floor.

Elections will be held for the offices of president, vice president and treasurer plus three Board of Director positions. To be eligible, candidates must have been an active ASA member for one year, hold one of the three surgical assisting credentials, CSFA, CSA or SA-C and provide completed Curriculum Vitae and Consent to Serve forms. (These are available on the ASA website, www.surgicalassistant.org. Click on About ASA and scroll down to the links posted under Interested in Serving?)

Interested practitioners must present their forms to the ASA Credentials Committee Booth for their review and approval before the first business session. The Credentials Committee Booth will be open on Wednesday, June 1, 2-4 pm. It will be located in the main registration area.

ASA Business Session 1 will be held in Salon 1-3, beginning at 2:30. After the opening remarks, the proposed bylaws will be introduced, discussed and a vote will be called. Following the voting, the declared candidates will be introduced and then any eligible candidate can place their name in nomination for one of the open

positions to run from the floor. Each nomination must be seconded before a candidate is considered eligible to be placed on the ballot.

After the nominations from the floor are closed, the first ASA Candidates Forum will occur. Each candidate for president, vice president and treasurer will be able to present a five-minute speech related to their positions and their priorities for the organization. Each candidate for a Board of Director office will have three minutes to share their priorities and views for the future of the organization.

Once the candidates have completed their presentations, ASA active members will be able to directly ask candidates relevant questions. Responses will be timed and rotated in order to allow as many as possible to participate. (A good question is not so open ended that no answer is possible. Given the time constraints, this is not the moment to dive into the depths of reimbursement and other convoluted issues.) It is the members' opportunity to find out more about their prospective leaders and the future directions of the organization.

All ASA candidates will have their election statements, and additional campaign information available on the ASA Candidate table for members to review.

ASA candidates will be wearing a candidate ribbon. If you have questions for any candidate, introduce yourself. All ASA candidates should be congratulated for stepping forward and making the commitment to run for office.

WHAT DOES YOUR VOTE MEAN?

A few clicks by some names of surgical assistant nominees. Bylaws—are they really that important? One single vote—is my voice meaningful?

ASA is at the crossroads. For years, surgical assistants have clamored for their own organization that focuses on the interests of the surgical assistants. It finally has happened—with the generous support of AST.

For the first time, ASA has its own Board of Directors. For the first time, ASA has crafted its own bylaws and operating policies. For the first time, ASA will hold its own elections.

ASA has published a strategic plan for the organization that includes a variety of goals—achieved as well as short- and long-term goals. What did you think of them? Did you feel that some important areas were neglected? Were other topics of secondary importance?

ACHIEVED GOALS

- Dues structure established
- Malpractice insurance affiliation with CM&F
- Redesigned website
- Hands-on education opportunities
- Development of initial bylaws
- Appointment of interim board
- Maintenance of earned CE credits in separate database
- Quarterly publication of ASA News and publication of ASA Enews in intervening months

- Development of initial membership collateral
- Re-branding of ASA Study Guide for the CSFA examination
- Establishment of partnership with ABSA for SA-C marketing
- CE recognition by ABSA and NSAA of hands-on workshops
- Definition of organizational benchmarks
- Florida Cadaver Lab November 2010
- Planning of October 2011 ASA Meeting Cruise
- Development of membership marketing structure, collateral and campaign

SHORT-TERM GOALS

- Election of Board of Directors in June 2011
- Adoption of ASA Bylaws
- Establishment of national committees
- Discounted online CE booklet targeted for surgical assistants
- Additional hands-on workshops
- Identify corporate sponsorships for annual meeting and exhibits
- Design of additional membership benefits

LONG-TERM GOALS

- State Legislation mandating Certification
- State Legislation mandating insurance reimbursement

- Development of ASA independent annual conference
- Affiliate ACS organizational membership
- Establishment of surgical assistant state association structure
- The ASA strategic plan is essentially a blueprint for the future of ASA. The ASA Bylaws provide the skeleton for how the organization functions. When you cast your vote for the officers, you are affirming or vetoing the strategic goals that have been proposed. When you cast your vote for the Bylaws, you are accepting or rejecting all the ground rules that determine how this organization operates, is administered and funded and the definition of its contingent responsibilities.

What if the candidate you wanted, lost because he/she did not receive enough votes? Officers are elected by majority vote. If there are 75 active ASA members voting, a successful candidate for one of the officer positions must receive 38 votes. The Board positions are elected by plurality vote. If your favorite candidate is not one of the top three vote earners, your point of view won't be represented.

Who votes in the ASA elections? All active ASA members who are registered for the ASA Annual Meeting can vote in San Francisco. This is the first time that surgical assistants will have an opportunity to vote for officers and policies that specifically affect the future of the practice—it's time to become involved. Add your voice and vote in San Francisco.

continued on page 8

MODEL ASSOCIATION OF SURGICAL ASSISTANTS BYLAWS AND OPERATING POLICIES

ARTICLE I

Name

SECTION 1. The name of this organization is the Association of Surgical Assistants (ASA).

ARTICLE II

Purposes

SECTION 1. The purposes of ASA are the following:

- A. To study, discuss, and exchange professional knowledge, expertise, and ideas in the field of surgical assisting.
- B. To promote a high standard of surgical assisting performance for quality patient care.
- C. To stimulate interest in continuing education for surgical assistants.
- D. To encourage employment of surgical assistants through cooperative efforts with other professional health care organizations and individuals.
- E. To promote and maintain communication and cooperative relationships with other professional health care organizations.
- F. To explore and encourage the diversified roles of the surgical assistant.

ARTICLE III

Membership

SECTION 1. Definition. As defined by the American College of Surgeons (ACS), surgical assistants provide aid in exposure, hemostasis, closure, and other intraoperative technical functions that help the surgeon carry out a safe operation with optimal results for the patient. In addition to intraoperative duties, the surgical assistant also performs preoperative and postoperative duties to better facilitate proper patient care. The surgical assistant performs these functions during the operation under the direction and supervision of the surgeon and in accordance with hospital policy and appropriate laws and regulations.

SECTION 2. Classification

A. Active Member

1. One who has either (1) passed the National Board of Surgical Technology and Surgical Assisting (NBSTSA) Certified Surgical First Assistant (CSFA) national certifying examination and maintains certification as defined by the NBSTSA; (2) passed the National Surgical

Assistants (NSAA) Certified Surgical Assistant (CSA) national certifying examination and maintains certification as defined by the NSAA; (3) passed the American Board of Surgical Assistants (ABSA) Surgical Assistant—Certified (SA-C) national certifying examination and maintains certification as defined by the ABSA; or (4) any other surgical assistant credential acceptable to the ASA.

2. Active members have voice and vote.

B. Associate Member

1. One who has passed the national certifying examination in the field of surgical technology offered by the NBSTSA to become a Certified Surgical Technologist (CST).
2. One who has proof of either having completed or being currently enrolled as a student in a Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredited surgical assisting program or its equivalent.
3. One who can provide notarized documentation from her/his employer that she/he is employed as a surgical assistant.
4. One whose primary source of employment is teaching in a CAAHEP-accredited surgical assisting program or its equivalent.
5. Associate members have voice but no vote.

C. Affiliate Member

1. Any individual or organization that wishes to affiliate with ASA and is approved by the ASA as defined in the ASA Policy Manual.
2. Affiliate members have voice but no vote.

D. Retired Member

1. One who provides proof of reaching the social security retirement age or provides proof of permanent disability resulting in an inability to work.
2. Voice and/or vote for a retired member will be based on the criteria in subsections A, B, or C of this section.

E. Honorary Member

1. One who has served as a President of ASA.
2. One who has rendered notable service to ASA and is approved by the Board of Directors.
3. Voice and/or vote for an honorary member shall be based on the criteria in subsections A, B, or C of this section.

SECTION 3. Dues

- A. Dues shall be established by the Board of Directors, paid according to established procedure, and maintained by the national treasury.
- B. Dues may not be collected by any other entity other than the national headquarters.
- C. Membership benefits shall begin upon receipt of dues at the national headquarters.
- D. A member whose dues are not received at the national headquarters within thirty days from the renewal date shall be delinquent and forfeit all membership

privileges. Reinstatement shall be effective upon payment of dues.

- E. Dues for student members and retired members shall be fifty percent of the established annual dues.
- F. Annual dues shall be waived for honorary members.

**ARTICLE IV
Finance**

SECTION 1. Fiscal Year. The fiscal year shall be the calendar year.

SECTION 2. Budget. With the recommendation of the Budget and Finance Committee, the Board of Directors shall adopt an annual operating budget covering all activities of ASA. The Treasurer shall be the Chairperson of the Budget and Finance Committee.

SECTION 3. Audit

- A. The accounts of ASA shall be audited annually, or as directed by the Board of Directors, by professional auditors who shall provide a report to the Board of Directors.
- B. Within sixty days following completion of the audit, a financial report for the fiscal year just concluded shall be published in a national publication.

SECTION 4. Bonding. Trust or surety bonds may be furnished for the officers, Board of Directors members, or employees of ASA as directed by and in an amount determined by the Board of Directors.

SECTION 5. Liability Insurance. Liability insurance may be furnished for the officers, Board of Directors members, or employees

of ASA as directed by and in an amount determined by the Board of Directors.

SECTION 6. Check Signing.

Authorization for signing checks and the amount shall be defined in the ASA Policy Manual.

**ARTICLE V
Nominations and Elections**

SECTION 1. Nominations

- A. At least ninety days prior to the national meeting, the Credentials Committee shall present a list of candidates for each office to be filled at the national conference accompanied by a curriculum vitae and a written consent of the nominees to serve if elected. All nominees who meet the qualifications for office shall be placed on that list.
- B. Nominations may be made from the floor provided written consent of the nominees has been obtained in advance and their credentials have been verified by the Credentials Committee.
- C. A member holding an elective position may not be nominated for another position for which the term would begin before expiration of the term of the current position unless the member resigns from her/his current elective position.
- D. A member employed at national headquarters shall not be nominated for a national elected position.

SECTION 2. Elections

- A. Elections shall be by ballot at the national conference, the date and hours to be determined by the ASA.

- B. Election of officers shall be by a majority vote. In the event a second ballot is needed to establish a majority, the two candidates receiving the highest number of votes shall be placed on the second ballot.
- C. Election of members of the Board of Directors shall be by plurality vote. In the case of a tie, a decision shall be by ballot of the tied candidates and plurality shall elect. In the event of a second tie, a decision shall be by lot.
- D. A Tellers Committee shall be appointed by the President with due regard to representation and geographic distribution.
- E. Before the polls open, the Credentials Committee, as defined in the ASA Policy Manual, shall provide the Tellers Committee with a list of all members eligible to vote.
- F. The President, Vice President, Treasurer, and two Board members shall be elected in odd-numbered years. The Secretary and three Board members shall be elected in even numbered years.

ARTICLE VI Officers

SECTION 1. The officers of ASA shall be the following: President, Vice President, Secretary, and Treasurer.

SECTION 2. Eligibility of Officers

- A. A candidate shall have been an active member for one year immediately preceding nomination and, if elected, shall maintain that active status.
- B. No officer may serve on any other Board of Directors in any national professional, or

certification/credentialing organization related to surgical technology or surgical assisting practice.

SECTION 3. Term of Office of Officers

- A. The President and Vice President shall serve for a term of two years or until their successors have been elected..
- B. The Secretary and Treasurer shall serve for a term of two years or until their successors have been elected.
- C. All newly elected officers shall assume office at the close of the final business session at the national conference.
- D. No officer may serve more than two full terms in the same office.
- E. Any amount of time served that equals more than half a term shall be considered a full term of office.

SECTION 4. Duties of Officers

- A. The President or her/his designee shall be the official representative of ASA at all times and places.
- B. The officers shall perform the duties prescribed by the ASA Policy Manual, and the parliamentary authority adopted by ASA.

SECTION 5. Vacancies of Officers

- A. A vacancy occurring in the office of President shall be automatically filled by the Vice President.
- B. A vacancy occurring in the office of Vice President shall be filled at the next annual conference.
- C. In the event there is a vacancy in both the offices of President and Vice President, the office of President shall be filled by the

Board of Directors from among the Board members, with the office of Vice President remaining vacant. Both offices shall then be elected at the next annual conference.

- D. A vacancy occurring in the office of Secretary or Treasurer between conferences shall be filled for the unexpired term by the Board of Directors with an individual meeting the eligibility requirements for the office.

ARTICLE VII Meetings

SECTION 1. ASA shall meet annually and that meeting shall be known as the national conference, the date and place of which shall be determined by the Board.

SECTION 2. The voting body of the national conference shall be the active members in attendance. Voting by members shall be in person and each delegate will be entitled to one vote.

SECTION 3. Business Meetings

- A. There shall be a minimum of one business meeting at each national conference.
- B. Business meetings shall be open. Every member shall have voice, but only active members may make motions and vote.
- C. Twenty percent of the total active members of the ASA shall constitute a quorum for a meeting of the membership.
- D. Special Meetings
 - 1. During the national conference, special meetings of the membership may be called by the President or upon written request of five members of the

Board of Directors or by one-third of the total number of active members of the ASA in attendance.

2. Between conferences, special meetings of the membership may be called by two-thirds of the Board of Directors or by two-thirds of the active members credentialed for the previous conference. Thirty days' written notice of the time, place, and business to be considered at the special meeting shall be given to all members.

SECTION 4. There shall be educational sessions provided at each national conference.

ARTICLE VIII Board of Directors

SECTION 1. The Board of Directors shall consist of the officers and five other elected members of the Board of Directors.

SECTION 2. Eligibility of Board of Directors Members

- A. A candidate for the Board of Directors shall have been an active member for one year immediately preceding nomination and, if elected, shall maintain that active status.
- B. No director may serve on any other Board of Directors in any national professional, or certification/credentialing organization related to surgical technology or surgical assisting practice.

SECTION 3. Term of Office of Board of Directors Members

- A. Board of Directors members shall serve for a term of two years

or until their successors have been elected.

- B. All newly elected Board of Directors members shall assume office at the close of the final business session at the national conference.
- C. No Director may serve more than two full terms in the same office.
- D. Any amount of time served that equals more than half a term shall be considered a full term of office.

SECTION 4. Vacancies of Board of Directors Members

- A. Vacancies for Board of Directors members occurring between conferences shall be filled for the unexpired term by the Board of Directors.

SECTION 5. Duties of the Board of Directors

- A. Shall have the authority to transact business between meetings of the membership.
- B. Shall formulate policies and procedures to be included in the ASA Policy Manual.
- C. Shall foster the growth and development of ASA.
- D. Shall have the authority to establish Board of Directors standing committees, the composition and duties of which shall be stated in the ASA Policy Manual.
- E. Shall review all committee reports and determine action to be taken.
- F. Shall submit a written report to the membership for all Board of Directors activities.
- G. Shall contract for the services of an Executive Director.

H. Shall authorize the sale and exclusive use of the official insignia of ASA.

- I. Shall fulfill any other duties as specified in these policies.

SECTION 6. Meetings of the Board of Directors

- A. The Board of Directors shall hold at least two meetings per year.
- B. Special meetings may be called by the President or upon written or electronic request of three members of the Board of Directors. Written or electronic notice of such a special meeting shall be sent at least thirty days prior to the meeting unless waived by a majority vote of the Board of directors.
- C. Five members of the Board of Directors, at least two of whom are officers, shall constitute a quorum of the Board of Directors.
- D. Minutes of all Board of Directors meetings shall be distributed and maintained as prescribed in the ASA Policy Manual.

SECTION 7. Voting by the Board of Directors shall vote by either voice, mail ballot, telephone conference call, fax, or any other form of electronic transmission.

ARTICLE IX Committees

SECTION 1. Standing Committees

- A. The standing committees shall be Bylaws, Education, and Legislative and shall be appointed by the President with the approval of the Board of Directors.
- B. Committee term

1. Committee members may serve for a term of two years, with a maximum of three terms on the same committee.
2. All newly appointed committee members shall assume their appointed positions at the close of the final business session at the national conference.
3. Any amount of time served that equals more than half a term shall be considered a full committee term.

C. Duties. The duties and composition of these committees shall be as stated in the ASA Policy Manual.

SECTION 2. Special Committees

- A. A special committee may be appointed by the President, as the need arises, to carry out a specified task, at the completion of which it ceases to exist.
- B. Guidelines for such committees shall be as stated in the ASA Policy Manual.

SECTION 3. Eligibility of Committee Members

- A. Members of the Bylaws, Education, and Legislative Committees shall have active membership status in ASA.
- B. Special committees may include active, associate, or affiliate members of ASA or nonmembers.
- C. Committee members may be removed by the Board of Directors based on failure to perform, as defined in the ASA Policy Manual.

SECTION 4. The President shall be an ex-officio member of all committees.

**ARTICLE X
Official Publication**

SECTION 1. The official publication of ASA shall be *ASA News* and it shall be available to each member of ASA.

**ARTICLE XI
Parliamentary Authority**

SECTION 1. The latest edition of Robert’s Rules of Order Newly Revised shall govern ASA in all cases not covered by these policies.

**ARTICLE XII
Amendments**

SECTION 1. The ASA Bylaws may be amended at the national conference by a two-thirds vote of the active members present and voting.

- A. All proposed amendments shall be submitted to the Bylaws Committee by the end of the preceding year and to all ASA members via the official publication at least ninety days prior to the national conference at which they will be voted upon.
- B. The Board of Directors and/or the Bylaws Committee may declare an extraordinary need and present a previously unpublished amendment for consideration at one business session, provided that such amendment shall be voted upon at a following business session and gain approval by a three-fourths affirmative vote of the active members present.

SECTION 2. Amendments to the ASA Bylaws shall be reflected in state association bylaws.

**ARTICLE XIII
Dissolution**

SECTION 1. In the event of the dissolution of the ASA, all ASA assets shall be assigned to the AST National Treasury. None of the funds shall inure to the benefit of individual members.



Association of Surgical Technologists

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Littleton, CO 80120

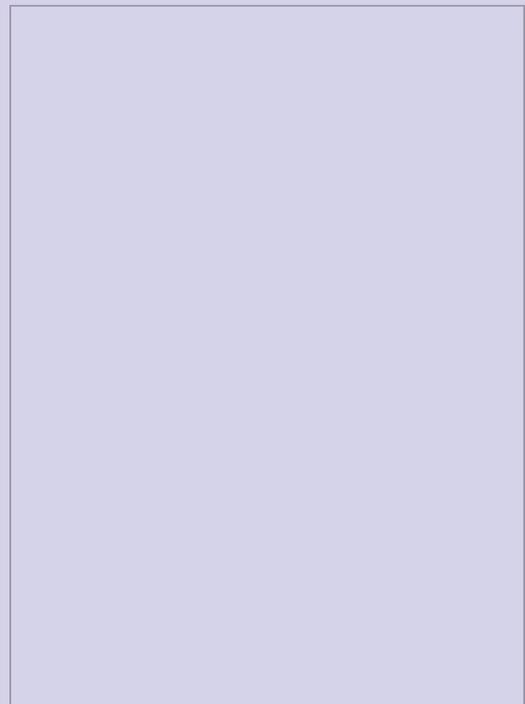
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WHAT DOES YOUR VOTE MEAN?

continued from page 2

A call to vote to adopt the ASA Model Bylaws will occur during Business Session 1, which is scheduled to begin at 2:30 pm on Thursday, June 2, in Salon 1-3. This document will help determine the foundations of the organization—it is critically important that you participate.

Voting for officers and Board of Directors will occur on Saturday, June 4 at 12:40–1 pm in Salon 13-15. Active ASA members will need to present their ASA membership card in the voting room to verify eligibility. During the second business meeting, the election results will be announced and the new officers sworn in. Surgical assistants have waited a long time for the election of officers—be sure to witness this organization’s advance into the future.



**A new benefit of membership
for ASA members is now available.**



EARN UP TO 17 CE CREDITS AT THE 2011 SURGICAL ASSISTING LEARNING AT SEA

An educational cruise jointly sponsored by ASA, ASOPA and the Meridian Institute of Surgical Assisting
October 30–November 5, 2011



EDUCATION AGENDA (subject to change)

SUNDAY, OCTOBER 30, 2011

11 AM–5 PM	Registration at precruise Miami Marriott Biscayne Bay hotel
1–5 PM	Advanced Suture Workshop at Marriott Biscayne Bay hotel (4 CEs)

MONDAY, OCTOBER 31, 2011

NOON	Embarkation
4:15–5:15 PM	Keynote Address: ASA President, ASOPA President (1 CE)
5:15–6:15 PM	Reception
6:15–7:15 PM	Dinner

TUESDAY, NOVEMBER 1, 2011

7 AM–NOON	Education Sessions (5 CEs)
7–7:10 AM	Welcome
7:10–8 AM	Total Knee Replacement
8:10–9 AM	Robotic Surgery
9:10–10 AM	Surgical Techniques and Considerations in Bariatric Surgery
10:10–11 AM	Surgical Positioning in Orthopedic Surgery
11:10–12 PM	Workplace Violence
NOON–1 PM	Lunch
1–5 PM	Education Sessions (5 CEs)
1–1:50 PM	Lap vs Open Colon Resection
2–2:50 PM	Orthopedic Anatomy and Surgical Approaches
3–3:50 PM	Current Techniques in ORIFs
4–4:50 PM	Pathway to Practice for the SA

WEDNESDAY, NOVEMBER 2, 2011

7 AM–2:30 PM	Grand Turk Port Call (on own)
3–5 PM	Education Sessions (2 CEs)
3–3:50 PM	Emerging Operative Technology
4–4:50 PM	Current Updates in Orthopedic Surgery

THURSDAY, NOVEMBER 3, 2011

9:30 AM–6 PM	Half Moon Cay (on own)
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FRIDAY, NOVEMBER 4, 2011

7 AM–5 PM	Nassau, Bahamas (on own)
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SATURDAY, NOVEMBER 5, 2011

8 AM	Arrive Miami
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O.R. personnel are going to sea together—for an unparalleled learning opportunity in the Eastern Caribbean aboard the Carnival Destiny. Participants will experience on the go—learning and earning continuing education credits even before they embark.

This is the first time the Association of Surgical Assistants will be joined by members from the American Society of Orthopaedic Physician's Assistants (ASOPA). This is the first time surgical assistants, techs and orthopaedic physician assistants are cruisin' and learning together.

The ship features an huge array of dining options—buffet, international, made to order—all at your fingertips. Extravagant shows, a dance club, casino, Karaoke lounge, luxurious spa, sports bar—all yours to choose and just steps away from your cabin.

THE DETAILS

We have reserved several levels of cabins. They are in limited supply so be sure to make your reservations early to ensure you receive your preferred choices. All cabins are double occupancy and require two guest registrations. Prices listed below are per person. Be sure to double the per person price to arrive at the accurate cost for the cruise and program. The per person price includes cabin accommodation, educational sessions, meals, specified soft drinks and many shipboard activities.

CABIN CATEGORIES	CHARGES (PER GUEST)	TOTAL CABIN CHARGE (2 GUESTS)
4B Interior	\$601	\$1,202
4C Interior	\$606	\$1,212
4D Interior	\$611	\$1,222
4E Interior	\$616	\$1,232
4F Interior	\$621	\$1,242
6B (Ocean View)	\$666	\$1,332
8B Balcony	\$781	\$1,562
8C Balcony	\$786	\$1,572

Additional charges: A \$50 per person tip is not included.

Precruise Hotel Information: October 30, 2011, Marriott Biscayne Bay, 1633 North Bayshore Drive, Miami, FL 33132. Visit the hotel website to register: www.marriott.com/miabb.

Cruise Registration Online: Visit the ASA/AST websites and click on the 2011 ASA/ASOPA Cruise link. Registration deadline is August 1, 2011. No refunds after August 1, 2011.

For questions, please contact Michele Frey, 303-325-2514 or mfrey@ast.org.

