



Illinois State Assembly of Surgical Technologists

Student Association Manual

TABLE OF CONTENTS

Code of Conduct.....	3
ISASA Student Representative Duties.....	3
ISASA Eligibility Requirements for Student Representative Position.....	4
ISA Guidelines When Running for Student Representative.....	5
Appendix A Curriculum Vitae.....	6
Appendix B Consent to Serve.....	8
Appendix C Responsibilities When Assuming Duties as Student Representative.....	9

Code of Conduct

The professional conduct of individuals serving the Illinois State Assembly of Surgical Technologists Student Association (ISASA) as an elected Student Representative shall reflect the highest standards.

The professional code of conduct requires that elected positions shall:

- Refrain from any behavior that would be determined by the ISA Board of Directors to be discriminatory, harassing, or unprofessional to include verbal or written personal statements regarding fellow members.
- Maintain confidentiality of ISASA business.
- Provide just and equitable treatment to all ISASA members in terms of professional rights and responsibilities.
- Not use the ISASA or one's position in the ISASA for private gain.
- Honestly represent ISASA; shall refrain from expressing personal opinions that are contradictory to ISASA positions.
- Follow this Code of Conduct and report without hesitation to the ISA Board of Directors any fellow member who violates this code.

The ISA Board of Directors has the authority to determine violations of this Code of Conduct and the decision authority on action to be pursued.

ISASA Student Representative Duties

The ISASA is comprised of four Student Representatives who are elected at the ISASA Forum at the ISA Annual Seminar/Elections Conference by student members and will serve a term of one year.

General Duties:

- Shall follow duties as described in the *ISASA Student Representative Manual*.
- Be responsible for the safekeeping of all official documents of ISASA including minutes and correspondence.
- Work as a team planning the ISASA Breakout Session.
- Lead and run the ISASA Breakout at the ISA Annual Seminar/Elections Conference.
- Student Representative designated to take meeting minutes will provide the minutes within 7 days of the meeting to the ISA Board Liaison and Student Representatives.

Personal Duties:

- Conduct oneself in accordance with the position held so as to reflect prestige upon the ISASA.
- Maintain correspondence in an organized manner.
- Respond in a timely manner to communications from fellow Student Representatives and national headquarters.
- Accept and complete assignments as made by ISA.

Outgoing Officers:

- The term of office expires immediately upon election of the replacement representatives.
- All business that is still pending should be completed before the ISA Annual Seminar/Election Conference ends.
- All items of importance should be transferred to the incoming representatives prior to the end of the ISA Annual Seminar/Election Conference.

ISASA Eligibility Requirements for Student Representative

Purpose:

To make sure candidates meet all the requirements set forth in the *ISASA Student Representative Manual* to assure fair election results.

Only two students from the same surgical technology program can run for student representative.

Requirements:

- Must be a student member of AST; shall remain an active member of AST while serving term.
- In order to run for student representative the individual must be:
 - enrolled in and completed at least one semester of an accredited surgical technology program; or
 - a graduate of an accredited surgical technology program, but has not yet sat for the CST exam
- The individual must attain the CST credential through the National Board of Surgical Technology and Surgical Assisting (NBSTSA) prior to the next year's ISASA Forum at the ISA Annual Seminar/Elections Conference. The exception to this would be a student in a two-year-program who is not scheduled to graduate until the term as student representative is complete.

ASTSA Guidelines When Running for Student Representative

- Candidates must follow the AST guidelines when running for student representative.
 - Submit an ISASA Curriculum Vitae (Appendix A), Consent to Serve (Appendix B) and Election Statement
 - Completed documents can be submitted one of two ways:
 - Submit to ISA by mail by February 1; or
 - Submit to a current ISASA student representative or current ISA Board Member by 4:00 pm the Monday before the ISASA Forum.
 - Election Statement Requirements
- The purpose of election statements is to inform and enlighten the ISASA Forum attendees on the professionalism and qualifications of candidates.
- The candidate is responsible for making copies of their election statement and distributing at the ISASA Forum. It is the responsibility of the candidate to have the election statement printed and transported at his/her own expense to the ISASA Forum. It is suggested the candidate make at least 100 copies.

- The election statement is to be neatly prepared on one (1) 8 ½" x 11" paper. The election statement can only be printed on the front of the paper and may not be continued on the back side.
- The election statement must be type-written.
- The copies may be placed at the ISASA registration table the day of the ISASA Forum
- The candidate should present the following information in the election statement: candidate's qualifications, experience, and aspirations where his/her election would strengthen the ISASA.

Candidate's Speeches

- Each Candidate will give a Candidate's speech at the ISASA Forum. The length of time allowed for each speech will be determined by the ISASA Student Representatives based upon the number of candidates. The ISASA Student Representatives will announce the time limit on the morning of the ISASA Forum. However, the maximum amount of time will not exceed two (2) minutes.
- The ISA Board Liaison will serve as the moderator.

Election Results

- The election results are determined in descending order by the number of votes each individual receives. Four (4) individuals will be announced as the next Student Representatives.

Appendix A

Curriculum Vitae

All Information Must Be Completed – Incomplete Document Will Not Be Accepted

Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-Mail: _____

AST Member Student Number: _____ Date(s) of AST Membership: _____

Program Name: _____

Program Address: _____

City: _____ State: _____ Zip Code: _____

Program Director: _____

Program Director Phone #: _____ Program Director E-Mail: _____

Involvement in State Assembly:

Volunteer Community Involvement

Name of Organization/Committee: _____

Number of Years on Committee: _____

Committee Function: _____

Role on Committee: _____

College/Technical/Vocational School & Surgical Technology Program Involvement

Name of Committee/Activity: _____

Number of Years on Committee: _____

Committee Function: _____

Role on Committee: _____

How Do You See Your Role In The Leadership of ISASA?

Do You Have Specific Skills Which Will Help You In Your Leadership Duties?

How Would You Resolve A Conflict With Another Person?

The Curriculum Vitae will be discarded one year from date of receipt.

Appendix B

Consent to Serve

I, _____, do hereby consent to serve the Illinois State Assembly of Surgical Technologists Student Association (ISASA) in the capacity of a Student Representative.

I understand that by consenting to serve ISASA in this position I am making a commitment to perform a variety of activities and further agree to carry out all tasks appropriate to the position including, but not limited to, the following:

I will:

1. Make every effort to familiarize myself with the *ISASA Student Representative Manual*.
2. Maintain an adequate filing system pertaining to all aspects of my position beginning immediately following conference.
3. Maintain an open line of communication with ISA Board of Directors. Communication is essential to the harmony and effectiveness of ISASA business.
4. Be aware that all statements I make may be considered “reflective of ISA and ISASA opinion.” People respect leaders who only answer questions they are sure of and openly admit they don’t know all the answers but will find out and respond promptly.
5. Be aware of deadlines as directed by ISA.
6. Give thoughtful considerations to my efforts when assigned to work on any assignment or special project and will perform those tasks to the best of my ability.
7. Fully understand that the Student Representative position requires a considerable amount of verbal and written communication skills and entails a substantial work effort.

I further agree that if any time I am unable to serve in this capacity or if I fail in my responsibilities to the ISASA, I will offer my resignation and notify the ISA Board Liaison and other ISASA Student Representatives in sufficient time to ensure that activities are not unduly interrupted.

Dated this _____ day of _____, 20_____

Student Signature

This Consent to Serve form will be discarded one year from date of receipt.

Appendix C

Responsibilities When Assuming Duties as an ISASA Student Representative

There are many responsibilities involved with being an ISASA Student Representative.

You must work with your fellow elected representatives as a team. All Student Representatives are to offer comments and suggestions, carry out any assigned duties, and participate as members of the team.

One of the first duties assigned to the ISASA Student Representatives will be a conference call to plan the next ISASA Forum. This will involve preparing a program agenda for the forum including ideas for speakers with input and advice from the ISASA Board liaison.

You will be responsible for writing articles for the *ISASA Newsletter*. These articles will require you to work together in composing information about the ISASA Forum, what you are doing, and your insights into being Student Representatives.

You must be in communication with the ISA Board liaison and the other Student Representatives. Communication is a key element to the success of planning the ISASA Forum. The majority of communication is done via E-mail so you should have an up-to-date computer with E-mail that has the capability of easily receiving electronic information, e.g. E-mail attachments. ISASA Student Representatives and ISA Board liaison must have your current E-mail address and be immediately notified of any change of E-mail address. You will be required to adjust your schedule in order to participate in conference calls.

You must be able to attend the ISASA Forum. This is very important as you will coordinate with the ISA Board liaison overseeing the activities of the forum including introducing speakers and candidates for Student Representative, and remaining on schedule.

You are to be commended for your commitment to the ISASA as well as the surgical technology profession!!!