



STUDENT ASSOCIATION

STUDENT REPRESENTATIVE MANUAL

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Code of Conduct

The professional conduct of individuals serving the Association of Surgical Technologists Student Association (ASTSA) 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 AST Board of Directors to be discriminatory, harassing, or unprofessional to include verbal or written personal statements regarding fellow members.
- Maintain confidentiality of ASTSA business.
- Provide just and equitable treatment to all ASTSA members in terms of professional rights and responsibilities.
- Not use the ASTSA or one's position in the ASTSA for private gain.
- Honestly represent ASTSA; shall refrain from expressing personal opinions that are contradictory to ASTSA positions.
- Follow this Code of Conduct and report without hesitation to the AST Board of Directors any fellow member who violates this code.

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

ASTSA Student Representative Duties

The ASTSA is comprised of four Student Representatives who are elected at the ASTSA Forum at the AST Annual National Conference by student members and will serve a term of one year.

General Duties:

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

Personal Duties:

- Conduct oneself in accordance with the position held so as to reflect prestige upon the ASTSA.
- 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 AST.

Outgoing Representatives:

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

Protocol for Conducting a Telephone Conference Call:

- Quorum shall be established by the AST Board Liaison by means of roll call.
- The AST Board Liaison will then call the meeting to order.
- The AST Board Liaison will state the agenda to be discussed and call for discussion.
- A designated Student Representative will take minutes of the meeting.
- The AST Board Liaison will adjourn the meeting.

ASTSA Eligibility Requirements for Student Representative

Purpose:

To make sure candidates meet all the requirements set forth in the *ASTSA 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
- If not certified at the time of being elected as a student representative, the individual must attain the CST credential through the National Board of Surgical Technology and Surgical Assisting (NBSTSA) prior to the next year's ASTSA Forum at the AST Annual National 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 ASTSA Curriculum Vitae (Appendix A), Consent to Serve (Appendix B) and Election Statement
 - Completed documents can be submitted one of two ways:
 - Submit to AST by mail by April 1; or
 - Submit to a current ASTSA student representative or current AST National Board Member by 4:00 pm the day before the ASTSA Forum.
 - Election Statement Requirements
 - The purpose of election statements is to inform and enlighten the ASTSA Forum attendees on the professionalism and qualifications of candidates.
 - The candidate is responsible for making copies of their election statement and distributing at the ASTSA Forum. It is the responsibility of the candidate to have the election statement printed and transported at his/her own expense to the ASTSA Forum. It is suggested the candidate make at least 200 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 ASTSA Meet & Greet table the day before the opening/first day of the conference.
- The election statements shall not be distributed at conference social functions, e.g. Opening Night Party, or placed on any wall of the conference area including the walls of the ASTSA Forum meeting room.
- The candidate should present the following information in the election statement: candidate's qualifications, experience, and aspirations where his/her election would strengthen the ASTSA.
- Candidate's Speeches
 - Each Candidate will give a Candidate's speech at the ASTSA Forum. The length of time allowed for each speech will be determined by the ASTSA Student Representatives based upon the number of candidates. The ASTSA Student Representatives will announce the time limit on the morning of the ASTSA Forum. However, the maximum amount of time will not exceed two (2) minutes.
 - The AST 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.

Rules for the T-Shirt Contest

1. Entry deadline: Submit T-shirt *with* design to AST office by April 1.
2. The program name must be printed on the right sleeve of the shirt so it can be hidden during voting by the AST Board of Directors.
3. The design must be non-offensive and in good taste. The design must be completed by the students in the surgical technology program; a professional design artist is not allowed to participate in the development of the design.
4. If a surgical technology program has multiple classes with different start dates, each class may submit one T-shirt.
5. An AST Board member whose program has submitted a T-shirt for the contest shall be recused from voting.
6. The AST Board of Directors will vote on the T-shirts at the spring meeting to decide the first, second and third place awards.

7. The name of the programs whose T-shirt was awarded first, second and third place will be announced at the ASTSA Forum during the AST's Surgical Technology Conference.
8. The winning T-shirts will be signed by the AST Board of Directors, framed and given to the programs.

**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 ASTSA?

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 Association of Surgical Technologists Student Association (ASTSA) in the capacity of a Student Representative.

I understand that by consenting to serve ASTSA 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 *ASTSA 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 AST national headquarters.
Communication is essential to the harmony and effectiveness of ASTSA business.
4. Be aware that all statements I make may be considered “reflective of AST and ASTSA 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 AST.
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 ASTSA, I will offer my resignation and notify the AST Board Liaison and other ASTSA 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 ASTSA Student Representative

There are many responsibilities involved with being an ASTSA 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 ASTSA Student Representatives will be a conference call to plan the next ASTSA Forum held at the AST Annual National Conference. This will involve preparing a program agenda for the forum including ideas for speakers with input and advice from the AST Board liaisons.

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

You must be in communication with the AST Board liaisons and the other Student Representatives. Communication is a key element to the success of planning the ASTSA 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. ASTSA Student Representatives and AST Board liaisons 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 help out at the ASTSA Meet & Greet table and attend the ASTSA Forum. This is very important as you will coordinate with the AST Board liaisons 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 ASTSA as well as the surgical technology profession!!!

Appendix D

ASTSA Letter to State Assembly Presidents

Dear State Assembly President:

We are contacting you on behalf of the Association of Surgical Technologists Student Association (ASTSA) to request donations for the 20__ ASTSA Forum that will be held during the AST Annual National Conference in (city, state). We are working hard to make the ASTSA Forum an educational, exciting and memorable experience for all who attend! The day will be filled with educational lectures, student networking, opportunity to make new friends, and achieving a better understanding of their roles as surgical technologists in providing quality surgical patient care. It is also our goal to involve students in ASTSA and AST so they will return to the Annual National Conference in years to come.

With your help, we would like to offer raffle items, door prizes, and attendance incentives for the students. Product donations are welcomed and appreciated. If your donation is monetary, the money is used to help offset the cost of providing lunch to the student attendees.

We would like to thank the following State Assemblies for their contributions to the 20__ ASTSA Forum: (name of states) State Assemblies. If you would like to contribute to the ASTSA Forum, please contact our AST Board liaisons: (name & contact information of Board liaisons).

The ASTSA Student Representatives of (year) thank you for your time and consideration of our request. We hope you have the opportunity to stop by and share in the learning and fun happening at the ASTSA Forum.

Respectfully submitted by the ASTSA Student Representatives:

Appendix E

ASTSA Letter to Program Directors

Dear Program Director and Students:

We are contacting you on behalf of the Association of Surgical Technologists Student Association (ASTSA) to invite you and your students to attend and enjoy the 20__ ASTSA Forum that will be held during the AST Annual National Conference in (city, state).

When you attend the AST Annual National Conference you not only get to attend educational sessions presented by surgeons, you also have the opportunity to meet and network with CSTs who have the same desire to be the best surgical technologist possible. As students, the ASTSA Forum presents a day completely devoted to you with speakers who will talk about issues relevant to students and review session in preparation for the national certification examination.

An obstacle when planning to attend the conference is of course funds. It can take a good amount of dedication and work to raise enough money for the class to attend the conference, but it can be done. Planning fund raisers and having the class participate is integral to achieving this goal. A few ideas, and I am sure you can think of plenty others, include: car wash, bake sales, providing meals, raffles, and events focusing on a holiday.

In closing, we want to share that the conference is also a lot of fun. You will have the opportunity to attend the Opening Night Party and Closing Night Reception; meet students and make friends from all over the country; and the event is being held in (city, state), a city full of culture and history. In addition to the lectures offered at the ASTSA Forum the first, second, and third place winners of the T-Shirt contest for the best original design are announced, and several raffles are held.

The last item to discuss is about you – we highly encourage students to consider running for an ASTSA Student Representative position. At the ASTSA Forum, the Student Representative candidates give speeches and provide an election statement to the students. Later in the afternoon students vote on the candidates; this is one of the more important business functions of the ASTSA Forum. If you become an ASTSA Student Representative, you will be given the opportunity to provide input on the planning of the next ASTSA Forum and help pave the path for those who come after you.

I hope you accept our invitation to attend the 20__ ASTSA Forum!!!

ASTSA Student Representatives:
