**BYLAWS AND STANDARD OPERATING PROCEDURES**

**OF THE**

**AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE – (State)**

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| **BYLAWS** | **STANDARD OPERATING PROCEDURES** |
| **ARTICLE I – NAME AND AFFILIATION**  *Example wording: constituent society naming convention will be either ‘ASCLS-\_\_’ or ‘\_SCLS’. This example (and throughout the document) uses the ASCLS-\_\_ nomenclature*   1. Name: The name of this corporation is the (Your society here), hereinafter referred to as "the Society" or “ASCLS-*your abbreviated cs*”, e.g., ASCLS-MI”. 2. Affiliation: This Society, a non-profit organization, is a constituent society of the American Society for Clinical Laboratory Science (ASCLS) and shall abide by any policies of ASCLS and function in accordance with regulations prescribed by the Board of Directors of ASCLS except as may be required to abide by the laws of this State | **ARTICLE I – NAME AND AFFILIATION**   1. Name: The name of this corporation is stated in the Articles of Incorporation and the Bylaws |
| **ARTICLE II – PURPOSE**   1. The purposes of the Society are stated in the Articles of Incorporation (Constitution) and shall be consistent with the mission of the ASCLS, that is to promote the profession of clinical laboratory science and provide beneficial services to those who practice it. To enable its members to provide quality services for all consumers, the Society is committed to the continuous quest for excellence in all its activities and: 2. Promotes high standards of practice in the workplace 3. Advocates professional autonomy 4. Ensures professional competence 5. Supports worthy educational efforts at all levels 6. Encourages laboratorians in their pursuit of expanded roles and responsibilities 7. Enhances the public's understanding and respect for the profession and its practitioners | **ARTICLE II –** Principles and Goals of the Society  (list goals)   1. The principles and goals of the Society, to fulfill these purposes, are those of ASCLS. |
| **ARTICLE III – MEMBERSHIP**   1. Classes: The classes of membership are: Professional, Ascending Professional, Developing Professional, Emeritus, Community, and Honorary. The applicant shall be considered only for membership in the class appropriate to the maximum qualifications he/she possesses. Procedures for membership application are defined in the Standard Operating Procedures of this Society. 2. Qualifications: The qualifications for each class of membership shall be the same as defined by ASCLS and listed in the Standard Operating Procedures of that Society. 3. Privileges: The privileges of membership are defined in the appropriate sections of the Bylaws and Standard Operating Procedures of this Society. 4. Dues: Dues for membership in ASCLS-\_\_ shall be defined in the SOPs. These shall be paid for each class of membership, per annum, in addition to those paid to the American Society for Clinical Laboratory Science. Honorary members shall pay no dues to either Society. Annual dues are due and payable to the Executive Office of ASCLS at a time specified by the Board of Directors of ASCLS. | **ARTICLE III – MEMBERSHIP**   1. Classes of Membership:    1. Professional: Open to all certified or engaged in the educational process and/or the practice of Clinical laboratory science, including those with an active interest in supporting the purposes and goals of the Society.    2. Ascending Professional: Membership is open to any individual eligible for professional membership if the individual has not held previous membership other than Developing Professional or Ascending Professional membership in this Society and is within five years of graduation from a program of clinical laboratory studies.    3. Developing Professional: Membership   shall be open to any person enrolled in a program of clinical laboratory studies.   * 1. Emeritus: Membership shall be open to any member who has achieved a minimum standard of continuing membership and age   2. Community: Membership shall be open to any individual with an interest in supporting the goals of the Society. Community membership does not count towards continuous Professional membership in the society used for eligibility of Emeritus membership status   3. Honorary: Membership shall be awarded by vote of the ASCLS House of Delegates in recognition of outstanding service or contributions to the field of clinical laboratory science.  1. Qualifications   The qualification for voting, holding office and serving on any board or committee are defined in appropriate sections of the Bylaws and Society Regulations   1. Privileges   Each category of membership is entitled to the rights and privileges as defined by ASCLS as well as in the ASCLS-\_\_ Bylaws   1. Dues    1. Annual dues for membership in the Society shall be based on the class of membership for which the applicant is eligible. The amount due for each class shall be defined in the Society Regulations.    2. The annual dues for members of the Society are in addition to the dues of ASCLS established by the Board of Directors of ASCLS.    3. Each member shall remit the total amount of dues to the Executive office of ASCLS in accordance with the ASCLS society Standard Operating Procedure. The appropriate ASCLS dues will be retained, the remainder remitted to the treasurer of the Society.    4. Honorary members shall pay no dues to the Society |
| **ARTICLE IV – DISTRICT SOCIETIES**  *(This article may be omitted if no local/district societies exist in the state, however if the Society ever wants the option to have district societies, it’s recommended to keep this in the bylaws, using the term “may”.)*  *Example wording:*   1. This Society may be composed of district societies. 2. The boundaries of a district society shall beclearly defined and recorded by the Board of Directors of this Society. Boundaries may be changed by a two-thirds vote of the Board of Directors provided such a change has been approved by each district involved. | **ARTICLE IV – DISTRICT SOCIETIES**  *Example wording: Each society can adjust based on that Society’s needs; this is one example as a guide:*   1. There shall be (number) districts as defined by the following boundaries:    1. (list each district defining the boundaries) 2. A district society shall be defined as a group of persons holding a valid charter from this Society. Only the Board of Directors may grant, revoke, or reinstate a charter of a district society. 3. Application letter for a charter shall be addressed to the secretary of this Society setting forth    1. A name for the new district which must contain the name of the district and the words “of the American Society for Clinical Laboratory Science- \_\_\_.    2. The newly formed district so chartered must agree to abide by any decisions and policies of the.    3. The Board of Directors may grant charters to districts on application.    4. Any district so chartered derives its authority exclusively from the Society, shall agree to abide by any decisions and policies of the Society, and shall promote and encourage policies that are beneficial to the Society, its constituent societies and the individual members thereof.    5. Each district shall function in accordance with regulation prescribed by the Board of Directors of the Society and in accordance with state and federal laws and regulations promulgated there under and shall not change its name except through procedures established by the Board of Directors of the Society.    6. There shall be a non-voting district Representative of Finance appointed by the district.    7. Duties of the Representative of Finance shall be to submit an annual budget at the August Board Meeting requesting operational funds for district activities. |
| **ARTICLE V – REGIONAL COUNCILS**  *This article may or may not be included in the bylaws document. Regional Councils are defined in the national ASCLS Bylaws and are not a specific Constituent Society function. If the Society wishes to include this article, it should define that Society’s representation to the Council*  *Example wording:*   1. Structure 2. ASCLS-\_\_ is a member of the Regional Council made up of members from each constituent society in this ASCLS-defined region. | **ARTICLE V – REGIONAL COUNCILS**  *Example wording: The Region identification is specified in the SOP along with constituent society representation to the Council*   1. Structure    1. ASCLS-\_\_ is a member of Region \_\_, which consists of (*list constituent societies represented in Region \_\_\_).* 2. Representation    1. The President, President-elect, and immediate Past President represent this Society at the Region \_\_ Council    2. Additional representatives are defined by the Regional Council guidelines.    3. Guidelines are drafted and approved by the Region \_\_ Council and reviewed annually. |
| **ARTICLE VI – OFFICERS**  *Example wording: This article details the officers as defined by the constituent society; Secretary and Treasurer can be 2 distinct offices or combined into one. Term length is also determined by the constituent society.*   1. Officers   The officers of the Society shall be: President, President-Elect, Past-President, Secretary, and Treasurer.   1. Eligibility to Hold Office.   Only the Professional, Ascending Professional, and Emeritus members who are in good standing are eligible to hold office or to be on the Board of Directors. To be eligible for President-Elect, a member must have served at least one year on either the Board of Directors or as the chairperson of one of the Standing Committees prior to nomination.   1. Elections.   Election of the Officers and Directors-at-Large shall be held annually. The official list of candidates for each office shall be presented at the Annual Meeting. Additional nominations for each position may be made from the floor. Elections shall be conducted as specified in [*Article X*].   1. Terms of Office   The term of office of each newly elected officer shall commence at the beginning of the administration year, following the meeting at which he/she was elected. The President Elect, President, and Past President shall serve a [*one-year term*]. The Secretary and Treasurer shall be elected for [*two (2) year terms*] on alternate years.   1. Vacancies   A vacancy occurring in any office except the Presidency, shall be filled by appointment by the President followed by a vote by the Board of Directors. In the event of a vacancy in the Presidency, the President-Elect shall assume the office for the unexpired term.   1. Duties of Officers   The duties of the officers and directors of the Society shall be set forth in the SOP of the Society. | **ARTICLE VI – OFFICERS**  *Example wording:*   1. Officers: The officers of the Society shall be President, President-Elect, Past-President, Secretary, and Treasurer 2. Eligibility to Hold Office. 3. President - Fulfilled their duties and responsibilities as President-Elect 4. President-elect - A member must have served at least one year on either the Board of Directors or as the chairperson of one of the Standing Committees prior to nomination 5. Secretary - Preferred one-year active membership within the Society 6. Treasurer – Preferred two-year active membership, with past Board experience 7. Elections    1. Officers and Directors-at-Large shall be elected by a majority of the active and Emeritus members by secret ballot at the Annual Meeting with provision for absentee balloting. The official list of candidates shall be presented at the Annual Meeting and additional nominations may then be made from the floor. 8. Terms of Office. 9. President - One-year term, immediately succeeding to Past President. The term of office is one year, commencing at the beginning of the fiscal year. 10. President-elect - One-year term, immediately succeeding to President. The term of office is one year, commencing at the beginning of the fiscal year. 11. Past-President - One-year term following term as President. May serve an additional or partial term if current President is unable to fulfill their duties. 12. Secretary - The Secretary shall be elected for a two (2) year term on alternate years of the Treasurer. May serve two successive terms. Term of appointed office is two years, commencing at the beginning of the fiscal year. 13. Treasurer – The Treasurer shall be elected for a two (2) year term on alternate years of the Secretary. May serve two successive terms. Term of appointed office is two years, commencing at the beginning of the fiscal year. 14. Vacancies 15. Duties of the Officers - All officers shall keep a chronological record of their work and make it available to their successors using the sharing platform currently in use by the Society. See Individual Position Descriptions for detailed officer duties. 16. President - The President shall preside at all meetings of the Society and of the Board of Directors; be an ex-officio member of all committees, except the Nominations Committee; send the names and addresses of those who are entitled to act as Delegates at the National Meeting as required by the Society; and perform all other duties customary to this office as defined by parliamentary authorities. The President shall be a member of the Regional Council in accordance with the Bylaws and the Standard Operating Procedure of the American Society for Clinical Laboratory Science. 17. President-Elect - The President-Elect shall perform all duties customary to this office and shall, in the absence of the President, act as the presiding officer. The President-Elect shall be a member of the Regional Council in accordance with the Bylaws and the Standard Operating Procedure of the American Society for Clinical Laboratory Science 18. Past-President - The Past-President shall function as a member of the Board of Directors and shall serve as an advisor to the President. 19. Secretary - The Secretary shall keep a record of the proceedings of all meetings of the Society, and the Board of Directors; shall provide all records and letters of value to the Society, and its officers, to the File Custodian for permanent storage; notify all members of the Society of the time and place of all meetings at least thirty (30) days in advance. 20. Treasurer - The Treasurer shall: collect, receive, and accurately record and have charge of all the funds of the Society; report the fiscal condition of the Society to the officers or Board of Directors whenever requested; submit account(s) for review/audit at the end of each fiscal year; renew the Society registration with the (*your state*) Secretary of State and arrange for filing of federal tax forms. The Treasurer is authorized to write checks and transfer funds electronically on demand for legitimate expenditures incurred through the year, but must receive valid receipts of the payments and shall place all records of payments on file for seven (7) years. |
| **ARTICLE VII – SOCIETY MEETINGS**  *Example wording: the governing body could be called House of Delegates, General Assembly, etc., as determined by the constituent society*   1. Composition: The Annual Membership Meeting (House of Delegates, General Assembly, e.g.) is the ruling body of this Society and action taken is binding. Meetings of this Society shall be open to all members upon proper identification. The voting membership of [*the House*] consists of:    1. The Board of Directors    2. Professional, Ascending Professional, Developing Professional, and Emeritus members of the Society being in good standing. 2. Annual Meeting: There shall be at least one meeting of this Society annually to include scientific sessions and at least one meeting of the membership governing body. The time and place of the annual meeting shall be determined by the Board of Directors. 3. Additional special meetings may be called as provided in the Society Regulations. Such special meetings may include scientific sessions. 4. The Board of Directors by a majority vote may direct that any meeting be held electronically. Under circumstances and procedures provided for in the Society Regulations (SOPs), elections or other votes of the membership governing body may be by mail or e-mail ballot or other electronic means 5. Quorum: A quorum of the governing body shall be; President or President Elect and at least \_\_ (number determined by constituent society) eligible voting members.   *NOTE: Constituent societies should provide for electronic meetings which may be virtual or hybrid as well as in-person meetings. For virtual or hybrid meetings, all participants must be able to at least hear and be heard by all participants. (SOP)*  *The quorum should be set at a number or percentage of the membership that may reasonably be expected to attend any meeting.* | **ARTICLE VII – SOCIETY MEETINGS**  *Example wording: B. is an example if you choose to use a House of Delegates protocol and have local societies who select delegates*   1. Meetings: Any meeting of the membership may be held in person, totally electronic, or a hybrid of in person and electronic as determined by the Board of Directors. If electronic or hybrid, all participants must be able to at least hear and be heard by all other participants. 2. Annual meeting: Notice of the meeting dates and location shall be sent to all members at least thirty (30) days prior to the meeting. 3. Special meetings: May be called by the President with the approval of the Board of Directors. Notice listing purpose, agenda, and place of the meeting, shall be sent to the membership at least fifteen (15) days prior to the meeting. 4. Seminars: There may be seminars at times and locations approved by the Board. 5. Any meeting of this Society may be held in conjunction with another health-related organization, another state(s) meeting or with the Region \_\_\_ of ASCLS. 6. Elections and votes of [the House of Delegates] may be taken by mail ballot, email ballot, or other electronic means. The Board of Directors shall, by a majority vote, determine if a mail, email, or electronic vote is to be used and notify the membership of their decision. Procedures shall be as defined in the parliamentary authority. |
| **ARTICLE VIII – BOARD OF DIRECTORS**  *Example wording: (determined by constituent society – depends on the structure of the constituent society – may have directors representing local societies)*   1. Authority: The affairs of the Society shall be governed by the Board of Directors. The Board of Directors shall represent the Society between the regular meetings of the membership 2. Conduct business: The Board of Directors shall be responsible for the administration of the business affairs of this Society in accordance with these Bylaws and Regulations.    1. Meetings: The Board of Directors will hold meetings at least twice per year. Additional meeting(s) of the Board of Directors may be called by the President or by one third of the directors. Society members may attend the meetings but only the members of the Board are permitted to vote 3. Structure    1. Composition: The voting members of the Board of Directors include the President, President-elect, Secretary, Treasurer, immediate Past President, Directors-at large, Ascending Professional Director, Developing Professional Director, \_\_\_ Directors from\_\_\_\_\_ each of the State Districts (if applicable), Chair of the Nominating Committee. The Executive Secretary (if applicable) shall be a non-voting member of the Board of Directors. Chairs of all Standing Committees shall be non-voting members of the Board of Directors.    2. Term: The term of office of any officer of this Society elected at a regular meeting shall begin with the sine die adjournment of the American Society for Clinical Laboratory Science Annual House of Delegates 4. Eligibility for Re-election: Any board member, except for the Ascending Professional and Developing Professional Directors, is eligible for re-election but may not serve more than two (2) consecutive terms, unless approved by Board of Directors to serve additional term(s). 5. Vacancy: A vacancy in an elective directorship shall be filled by the Board of Directors who shall elect the replacement by majority vote to serve until the end of the fiscal year *(administrative year, adjournment of House of Delegates – wording specific to constituent society structure*), e.g. July 31, at which time the newly elected Director will take office. 6. Quorum: A quorum for the meeting of the Board of Directors shall consist of the President or President-Elect plus one-half of the eligible voting members of the Board duly elected or appointed at the time of the meeting. 7. Liability: The Directors shall not be personally liable for the debts, liabilities, or other obligations of the Society. 8. Compensation: The Board of Directors shall serve without compensation but may, by resolution of the Board of Directors, be reimbursed for expenses incurred in the performance of their duties. 9. Impeachment Procedures:An elected or appointed official of this Society may be impeached for gross dereliction of duty, or for malfeasance. A vote of the members of this Society shall remove an impeached person from the position of trust if circumstances have not accomplished this. Impeachment procedures shall be defined in the Society regulations. 10. Incapacitation:An elected official of this Society may be relieved of duties or removed from office for reasons of incapacitation according to procedures established by the Board of Directors of this Society | **ARTICLE VIII – BOARD OF DIRECTORS**  *Example wording: (determined by constituent society – depends on the structure of the constituent society – may have directors representing local societies)*   1. Authority: The Board of Directors shall be the governing body of this Society between business meetings 2. Conduct Business; The President shall preside as Chair of the Board; the Secretary shall keep an accurate record of all proceedings.    1. Special meetings may be called by the President or by petition of any four voting membersof the Board, provided written notice of the purpose, time and place of the meeting is given to all members of the Board no less than ten days prior to the date of said meeting 3. Structure:    1. All directors at the time of their election, with the exception of the Developing Professional Director and the Ascending Professional Director, must have been a professional or emeritus member of the Society for five (5) consecutive years immediately prior to their election.    2. The term of office of any officer of this Society elected at a regular meeting shall begin with the sine die adjournment of the American Society for Clinical Laboratory Science Annual House of Delegates 4. Eligibility for Re-election: Any board member, except for the Ascending Professional and Developing Professional Directors, is eligible for re-election but may not serve more than two (2) consecutive terms, unless approved by Board of Directors to serve additional term(s). 5. Vacancy 6. Quorum: A quorum for the meeting of the Board of Directors shall consist of the President or President-Elect plus one-half of the eligible voting members of the Board duly elected or appointed at the time of the meeting 7. Liability 8. Compensation 9. Impeachment Process    1. An elected official of this Society may be impeached for gross dereliction of duty or for malfeasance.    2. Impeachment may be initiated when a District Society or Board of Directors of the Society files with the Board of Directors formal and specific charges against a person holding an elected office in the Society.    3. The accused shall receive a copy of these charges within ten (10) days. During the period of investigation of the charges, the official shall be allowed to function in the elected office, unless the Board of Directors, by two-thirds (2/3) vote, determines that it would be in the best interest of the Society to suspend the accused pending investigation and hearing. The committee shall investigate the charges and recommend such action as it deems appropriate.    4. The accused shall be given a copy of the findings and recommendations of the Committee no less than thirty (30) days prior to the time and place of the meeting of the Board of Directors at which the charges shall be considered. At this meeting the accused shall have the opportunity to appear in person and present any defense to such charges 10. Incapacitation |
| **ARTICLE IX – REPRESENTATION TO THE HOUSE OF DELEGATES OF THE ASCLS**  *Example wording:* Number of Delegates. The Society may be represented at the Annual House of Delegates Meeting of the American Society for Clinical Laboratory Science by two (2) delegates-at-large plus one (1) Developing Professional delegate, one (1) Ascending Professional delegate, and one (1) delegate per each 50 Professional, Ascending Professional, and Emeritus members. Each delegate may have a qualified alternate representing the same delegate category. Election of Delegates. The delegates and alternates to the national convention shall be elected by a majority vote of the Professional, Emeritus, Ascending Professional and Developing Professional members present at the Society's Annual Meeting. | **ARTICLE IX – REPRESENTATION TO THE HOUSE OF DELEGATES OF THE ASCLS**  *Example wording:*   1. Number of Delegates. 2. The Society shall be represented in the House of Delegates of the American Society or Clinical Laboratory Science by the President and President-elect (or their designated alternates) as the two delegates-at-large. Additionally, an Ascending Professional delegate and a Developing Professional delegate are represented if available. 3. The size of the Society delegation is to be based on the number of Professional, Ascending Professional, and Emeritus members as so provided in the Bylaws of ASCLS. The first additional delegate shall be the newly elected President-elect. Delegates and alternates, in addition to the delegates-at-large and the newly elected President-elect, are nominated and elected at the annual business meeting by closed ballot by Professional, Ascending Professional, and Emeritus membership. 4. If the identified delegate is unable to attend the national convention, a qualified alternate may be appointed by the ASCLS-\_\_\_ Board of Directors. Qualified alternate is defined as an alternate representing the same category of membership as the originally elected delegate. Therefore, a delegate with Professional or Emeritus membership must be replaced with a Professional or Emeritus member. A delegate with Ascending Professional membership must be replaced with an Ascending Professional member. A Developing Professional member delegate must be replaced with a Developing Professional member. 5. The Delegate, in accepting the nomination to represent [your constituent society] at the ASCLS National Convention, acknowledges that he/she is required to attend governance sessions, be present at and support all delegate functions as assigned by the ASCLS-\_\_ President, bring all pertinent information back to the state membership, and share information from the National meeting with state membership. 6. Designated delegates serve from the opening of the House of Delegates at the annual session for which they were elected until the opening of the House of Delegates at the next annual session. 7. Election of Delegates. 8. The delegates and alternates shall be nominated and elected by the Professional, Emeritus, Ascending Professional and Developing Professional membership at the annual business meeting by closed ballot. The candidates shall be ranked in order of those receiving the highest number of votes, with the appropriate number of delegates and alternates being assigned according to this order. 9. If an elected delegate is unable to attend the meeting of the House of Delegates, the Board of Directors shall appoint a new delegate from the next highest ranked alternate |
| **ARTICLE X – COMMITTEES**  *Example wording: Committees are determined by the constituent society; a minimum should include Audit/Finance, Bylaws, Membership, Government Affairs, Nominating.*   1. Committees    1. Standing Committees: Duties of all Standing committees are outlined in the Standard Operating Procedures of this Society. The Standing committees of the Society may include, but are not limited to the following: Audit, Bylaws, Convention, Finance, Government Affairs, Membership, and Nominating (applicable to the Society).    2. Special (Ad hoc) Committees: Special committee shall be appointed by the President or Board of Directors as it deems appropriate in accordance with the bylaws as necessary.    3. The President shall appoint from the Professional, Ascending Professional, and Emeritus membership the chair of each standing committee. 2. Committee Vacancies: A vacancy that occurs before the expiration of a committee member’s term will be filled by the President, with approval of the Board. The newly appointed member will serve the remainder of the original appointee’s term. | **ARTICLE X – COMMITTEES**  *Example wording: List each committee and its function; dates are determined by the constituent society*     1. Committees:    1. Standing Committees: Audit, Bylaws, Convention, Finance, Government Affairs, Membership, Nominating. Refer to specific position descriptions for detailed information on committee duties. The method of appointing the members of standing committees shall be as follows:       1. The incoming President shall appoint the chair of these committees at the beginning of his/her term of office, and no later than August 15th.       2. Only Professional, Ascending Professional, and Emeritus members are eligible to chair committees of the Society.       3. Unless the chair deems it necessary to call a meeting, the work of these committees shall be by mail, telephone or electronic means.       4. No member may serve more than two successive terms as chair of the same committee, unless the appointment is approved by the Board of Directors    2. Audit Committee: The Audit chair shall conduct the audit thirty (30) days after the end of the fiscal year. The following items will be reviewed during the audit:       1. Authorized payments to the President, Board members, Committee members and other authorized expenditures.       2. Expenditures not previously approved in the budget.       3. Voucher requests submitted to the Treasurer before payment was made.       4. Receipts attached to the payment voucher requests    3. Bylaws Committee. The Chair and members of the Bylaws Committee will be appointed by the President with the approval of the Board of Directors. This committee will receive proposed amendments to the Bylaws of the Society and prepare such amendments for consideration. Committee duties include:       1. Review the Bylaws of ASCLS-\_\_ prior to the fall Board meeting.       2. Initiate and/or receive proposed amendments to ASCLS-\_\_ Bylaws.       3. Follow the established process for amending Society Bylaws as described in Article XV       4. Submit approved changes to the Secretary of the Society for distribution to its membership at least thirty (30) days prior to the annual business meeting. The bylaws changes will be voted on at the annual general meeting each spring    4. Convention: applicable to society    5. Finance: The Finance Committee shall prepare the annual budget for this Society. It shall work in close liaison with the treasurer and the president of this Society.    6. Government Affairs: The Government Affairs Committee may be composed of at least five members, but not more than seven: two members-at-large who are elected by the membership, the President, the President-elect, and chair of the society committees whose responsibilities include review of legislation, lobbying, and the public image of the Medical Laboratory Scientist. The committee shall:       1. Keep the Society informed of legislation of immediate concern to clinical laboratory practitioners.       2. Maintain frequent communications with the ASCLS Government Affairs Committee.       3. Establish a Key-contact Network for congressional representatives from Montana.       4. Respond promptly to all Key-contact alerts from the ASCLS Government Affairs Committee.       5. Assume all other duties as assigned by the Board of Directors relating to government affairs    7. Membership committee:       1. Work in conjunction with the ASCLS Membership Committee.       2. Organize and conduct campaigns for recruiting new members, retaining present members, and reactivating lapsed members       3. Contact new, lapsed, and relocated members. Download membership rosters at least quarterly to identify and contact new members    8. Nominating Committee: There will be a Nominating Committee that will be responsible for presenting to the Board of Directors nominations for those positions to be filled by election at the annual meeting.       1. The Nominating Committee may consist of four members. Two members shall be elected annually to the committee. Each member will serve a two-year term. A slate of two or more nominees shall be presented by the Nominating Committee. The member receiving the greatest number of votes shall serve as chair-electin the first year of office, and then as Nominations chair in the second year of office. The member receiving the second highest number of votes shall serve as a committee member       2. The Nominating Committee shall: Publish a list of all elected positions to be filled at the next election. This list shall be sent to the membership three (3) months prior to the Annual Meeting asking for nominations and listing the qualifications for each position.          1. Initiate direct contact with qualified members to be nominees in the event of an insufficient number of nominations to complete the slate.          2. Verify the qualifications of the nominees and assurance that the nominees agree to their candidacies.          3. Publish the slate, along with the qualifications of such nominees, no less than thirty (30) days prior to the Annual Meeting.          4. Preside over all elections of the Society.    9. All Committee Chairs shall present written committee reports at Board Meetings and a final report prior to the end of the fiscal (*administrative)* year (*or prior to a date such as August 1*). |
| **ARTICLE XI – FORUMS -***This article may or may not be included in the bylaws document; it is used when the constituent society has a defined Forum such as a Developing Professional Forum. However, it is recommended to at least provide for this option in case the Society wishes to have a Forum in the future.*  *Example wording:*   1. The Developing Professional Forum shall coordinate the involvement and interest of students of clinical laboratory science in ASCLS - \_\_ and shall be governed by guidelines submitted to and approved by the ASCLS - \_\_ Board of Directors. A professional or emeritus ASCLS - \_\_ member, appointed by the ASCLS - \_\_ president with the approval of the Board of Directors, shall serve as an advisor to the Developing Professional Forum | **ARTICLE XI - FORUMS**  *Example wording: Detail any specifics to the Forum such as Duties and responsibilities of Forum members.*  A. Any three or more Developing Professional members of ASCLS-\_\_ may organize their own forum. It must have as its’ advisor an eligible member of ASCLS-\_\_. They must submit one copy of their proposed bylaws to the Constituent Society Bylaws Chair and fulfill the following requirement.   1. All members shall abide by the Bylaws of ASCLS-\_\_. 2. Maintain their bylaws and conduct their affairs and activities in accordance with the principles, policies, purposes, and procedures of ASCLS.   B. A duty of the Developing Professional Forum will be to elect from their constituency a delegate to the annual ASCLS meeting. If no Developing Professional representative is elected, or the elected representative is unable to attend the meeting, the Developing Professional delegate shall be appointed by the president of ASCLS-\_\_ from the Developing Professional members. |
| **ARTICLE XII – PUBLICATIONS**  *Example wording: note the Editor may be an appointed or elected position:*   1. Name: The name of the official publication of this Society shall be determined by the Board of Directors 2. Distribution: The official publication shall be made available to all members of this Society. 3. Editor: The editor shall be appointed by the President | **ARTICLE XII – PUBLICATIONS**  *Example wording: note this assumes the Editor is an appointed position, if the Editor is elected the term length should be defined:*   1. The name of the official publication of this Society shall be “\_\_\_\_\_\_\_” 2. Society publication is published (electronically or printed or both) on a \_\_\_\_ (monthly/quarterly) basis. 3. The Editor shall be appointed by the President with no limit on terms. Term will coincide with the fiscal year. 4. Work with the Board in carrying out publication responsibilities and duties. 5. Develop, implement, and maintain policies concerning contents of Society publications. 6. Develop timeline for publication of each issue. 7. Submit document to the President for approval prior to publication. 8. Coordinate distribution of publication including upload to Website. |
| **ARTICLE XIII – FISCAL YEAR**  *Example wording***:** *Constituent societies may choose whatever fiscal year is suitable to their needs*  The fiscal year shall be from August 1 to July 31, inclusive. | **ARTICLE XIII – FISCAL YEAR** |
| **ARTICLE XIV – PARLIAMENTARY AUTHORITY**  *Example wording: Constituent societies may use a rule book other than Robert's as they choose.* ***Be sure to specify the current edition and the full and correct title of the book***  The rules contained in the current edition Robert's Rules of Order, Newly Revised\* shall govern this Society in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or any special rules the Society may adopt. | **ARTICLE XIV – PARLIAMENTARY AUTHORITY** |
| **ARTICLE XV – AMENDMENTS**  *Example wording:*   1. These Bylaws may be amended by the 2/3 majority of the eligible members voting at any meeting of the Society, providing they have been notified of the proposed amendment(s) at least \_\_\_\_\_ (e.g. 30) days prior to the meeting and the ASCLS Bylaws Committee has reviewed and approved proposed amendments. Copies of the approved amendments shall be made available to membership of the Society, sent to the Executive Office and to the Bylaws Chairperson of the American Society for Clinical Laboratory Science, \_\_\_ (e.g., 90) days after adoption of amendments. | **ARTICLE XV – AMENDMENTS**  *Example wording:*   1. Amendments to the Bylaws of this Society may be proposed by any member of this Society. Such proposed amendments shall be submitted in writing to the chairperson of the Bylaws committee who shall submit the same, in proper form, to the Board of Directors for approval. 2. All proposed amendments to the Bylaws must be approved by the ASCLS Bylaws Committee before they can be submitted to the members for adoption.    1. Submit the proposed amendment(s) to the Chairperson of ASCLS Bylaws Committee at least ninety (90) days prior to the desired adoption. Approval from the National Bylaws Committee must be received prior to the presentation of Bylaw changes to the membership of the Society. 3. Following approval by the ASCLS Bylaws Committee, the proposed amendments shall be adopted as follows:    1. Amendments to the Bylaws shall be adopted by a two-thirds vote of votes cast by the members at the Annual Business Meeting or any special meeting of the Society, provided copies of the proposed Bylaws amendments have been submitted to all members at least thirty (30) days prior to the meeting at which the amendments are to be presented for adoption.    2. The chairperson of the Bylaws Committee of the Society shall file a copy of the amended Bylaws with the Executive Office and Chairperson of the ASCLS Bylaws Committee within ninety (90) days after adoption of amendments or revisions. 4. The Bylaws Committee of this Society shall have the responsibility and authority to amend the Bylaws of this Society without adhering to the provisions listed above when such changes are necessary in order that the Bylaws of this Society conform and are not in conflict with the Bylaws and Society Regulations of the American Society for Clinical Laboratory Science as amended at any annual session of the House of Delegates of that Society. Such amendments shall have the approval of the Board of Directors of this Society and the Bylaws Committee of ASCLS prior to distribution to the members of this Society for enactment. 5. The Society Regulations (Guidelines, SOPs) may be amended by the Board of Directors by a majority vote. Such changes must be published in the next issue of the society publication. |
| **ARTICLE XVI – DISSOLUTION**  *List this as the final Article*  *Example wording:*  A. This corporation may be dissolved as hereinafter prescribed: General statement to define action by the board and by membership.  B. In the event of dissolution, the properties and assets then owned by the corporation shall be disbursed as follows:   1. Describe settlement of financial obligations. 2. Define where remaining funds will be disbursed. NOTE: if the corporation is incorporated with the state of residence, disbursement must adhere to applied regulations. | **ARTICLE XVI – DISSOLUTION**  *Example wording:*  A. This corporation may be dissolved as hereinafter prescribed:   1. The motion to dissolve shall be adopted by a two-thirds vote of the Board of Directors AND 2. Adoption of a motion to dissolve shall require a two-thirds vote of the membership.   B. In the event of dissolution, the properties and assets then owned by the corporation shall be disbursed as follows:   1. There shall be a full payment of all the legal obligations without liability to any individual member; AND 2. The residue of any property and assets of the corporation shall be disposed of as determined by the Board of Directors and in accordance with the articles of incorporation, if applicable, and as defined under Section 501(C) of the Internal Revenue Service. |

**Date of Adoption: (original set of bylaws)**

**Dates of Revision: (Amendment dates)**