

This set of ASCLS Policies related to Constituent Societies complements other governing documents including:

[ASCLS Bylaws](#)

[ASCLS Framework for Success](#)

## Disbursement of Constituent Society Dues

10/24/2021

A member is to remit the membership dues of the national Society and of the constituent society(ies) to the Executive Office. The annual membership dues of all constituent societies will be based upon a schedule developed and approved by the ASCLS Board of Directors.

A portion of the Constituent Society dues, determined by the ASCLS Board of Directors, shall be retained by the Executive Office as a governance assessment. The Executive Office will retain the appropriate amount of national membership dues and an approved portion of the Constituent Society dues and will remit the remainder to the constituent society(ies) if the following conditions are met:

1. A current leadership roster including President, Treasurer, and one additional Board Member has been submitted.
2. The constituent society submits documentation of compliance with standards.

Dues will be sent to the states meeting these conditions at the end of the first and third quarters, no later than one month after the close of the quarter.

Dues will be sent to the Treasurer or the President at the direction of the constituent society. If the constituent society submits incomplete information, lacking either a complete roster or not meeting conditions as stated above, the Board of Directors will send written notification to the constituent society President and Treasurer of record for the previous year stating that the state dues might be withheld. If the constituent society is not in compliance with stated conditions, the constituent society dues will be placed in trust to be used to benefit the members of that constituent society.

Under extraordinary circumstances, the payment schedule can be altered. This must be declared by resolution of the Board of Directors of the Society.

## Centralized 990 Filing

3/15/2026

Constituent Societies are required to make annual IRS 990 form submissions through a centralized system designated by ASCLS.

## Disposition of Assets of Former Constituent Societies: Revoked Charters, Voluntary Closure, or Abandonment

3/15/2026

The disposition of constituent society assets must comply with laws for dissolution in the state of incorporation. Transfer of assets must occur in the following priority order:

1. To another ASCLS chartered Constituent Society into which members of the former constituent society will become members.
2. To the American Society for Clinical Laboratory Science to be held in trust for the benefit of the former members of the constituent society.
3. To the ASCLS Education & Research Fund, if the state of incorporation requires assets to be distributed to a 501(c)(3) charitable organization.

## Abandonment of Charter

3/15/2026

The ASCLS Board of Directors will annually review the list of dormant constituent societies and will consider whether or not to declare the charter abandoned. Dues previously collected on behalf of a constituent society that abandons its charter will be reserved by ASCLS for the benefit of the former members of that constituent society.

## Definitions of Constituent Society Status

3/15/2026

**Foundational:** All ASCLS constituent societies that meet the foundational standard in the Framework for Success.

**At Risk:** Constituent societies that are functioning but do not meet the foundational standard in the Framework for Success. ASCLS will provide support to help the constituent society meet the foundational standard via appropriate interventions. ASCLS will continue to collect and distribute membership dues on the Constituent Society's behalf.

**Dormant:** Constituent societies that fail to report updated rosters or participate in the annual health survey for two cycles will be considered “dormant.” ASCLS will not collect nor distribute membership dues for dormant constituent societies.

## Constituent Society Requirements

3/15/2026

Each Constituent Society must meet the minimum foundational standards in the Framework for Success.

## Voluntary Disaffiliation or Closure of Constituent Society

3/15/2026

The Board of Directors is authorized to accept a charter voluntarily surrendered with an official written notification from the constituent group. Closure of a constituent society by voluntary surrender of charter is in order when the following procedures have been fulfilled:

1. Members seeking closure of their constituent society from the Society are to present the request to the Board of Directors of that constituent society. If the Board of Directors of such constituent society approves the request by a two-thirds vote, the constituent society board will be obligated to send a Request for Action to the ASCLS Board of Directors for closure.
2. A constituent society which elects to surrender its charter will temporarily cease all operations until action can be taken by the ASCLS Board of Directors, except:
  - a. Submit an official statement to the Board of Directors of this Society of the disaffiliation vote of its members signed by the members of the Board of Directors of that constituent society; and
  - b. Settle any outstanding financial obligations within 60 days of the constituent society board of directors vote to surrender the charter.
  - c. File the appropriate dissolution reports with state and federal agencies.
  - d. Secure any remaining assets until directed by the ASCLS Board of Directors.
3. Once approved by the ASCLS Board of Directors the constituent society closure will be announced to the members and appropriate arrangements made to affiliate the former members of the constituent society with another ASCLS constituent society.
4. Official notification of the closure shall be reported to the House of Delegates at the next annual meeting.