

North Carolina Society for Clinical Laboratory Science Constitution & Bylaws Revised Sept 2011

North Carolina Society for Clinical Laboratory Science Constitution and Bylaws, September, 1996

Constitution:	Page:
Article I Name.....	2
Article II Purposes.....	2
Article III Membership.....	2
Article IV Officers & Directors.....	2
Article V Meetings.....	2
Article VI Affiliation.....	2
Article VII Branch Societies.....	2
Article VIII Bylaws.....	2
Article IX Amendments.....	2
Article X Dissolution.....	2

Bylaws:	
Article I Name, Purpose, Code of Ethics.....	3
Article II Membership.....	3
Article III Dues.....	3
Article IV Officers & Board of Directors.....	4
Article V Impeachment.....	5
Article VI Committees.....	5
Article VII Scientific Assembly.....	7
Article VIII Regional Council.....	7
Article IX Delegates.....	8
Article X Fiscal Year.....	8
Article XI Meetings.....	8
Article XII Student Forum.....	8
Article XIII Amendments.....	8
Article XIV Disaffiliation.....	9
Article XV Dissolution.....	9

Constitution of the North Carolina Society for Clinical Laboratory Science

Article I Name

The name of this Society is North Carolina Society for Clinical Laboratory Science, hereinafter referred to as this Society.

Article II Purposes

The purposes of the North Carolina Society for Clinical Laboratory Science shall be to support in this state the purpose and principles of the American Society for Clinical Laboratory Science and to promote the educational and economic interests of its members. It shall be a non-profit organization.

Article III Membership

The membership of this Society shall consist of such classes as may be provided by the Bylaws of this Society, and the members in each of such classes shall have such rights and privileges and shall be governed by such rules of eligibility, admission, retention, and dismissal as may be prescribed by the American Society for Clinical Laboratory Science.

Article IV Officers and Directors

1. The officers of this Society shall be: a President, a President-Elect, a Secretary, and a Treasurer, and such other officers as may be provided by the Bylaws of this Society.
2. The Board of Directors shall consist of all the officers, during their term of office, and immediate Past-President, and other members designated as Directors. The Board of Directors shall constitute the governing body of this Society between business sessions.
3. The Bylaws shall provide for the election, duties, and term of office of all officers and board members.

Article V Meetings

Meetings shall be held annually in accordance with the Bylaws.

Article VI Affiliation

This Society is an affiliate and subordinate organization of the American Society for Clinical Laboratory Science and shall at no time in any matter adopt any policy contrary to the policies of said Society, except as may be required to abide by the laws of the State of North Carolina.

Article VII Branch Societies

This Society shall grant charters to branch societies formed within its geographical territory. Branch societies may be formed and chartered in accordance with such requirements and procedures as prescribed by the Board of Directors of the American Society for Clinical Laboratory Science. The charter of any branch society may be revoked or reinstated upon such grounds and conditions and in accordance with such procedure as prescribed by the Board of Directors of the American Society for Clinical Laboratory Science.

Article VIII Bylaws

Bylaws shall be adopted to provide for details in government of this Society.

Article IX Amendments

This Constitution may be amended at any business session by a two-thirds vote of the professional and emeritus members present, provided all professional and emeritus members shall have been notified in writing of the proposed amendment at least thirty (30) days prior to the business session. Proposed amendments to this Constitution must be submitted to the Bylaws Committee of the American Society for Clinical Laboratory Science for review and approval before adoption.

Article X Dissolution

This Society may be dissolved according to the procedure providing for dissolution in the Bylaws.

BYLAWS NORTH CAROLINA SOCIETY FOR CLINICAL LABORATORY SCIENCE

Article I Name and Purposes

A. Name: The name of this organization is North Carolina Society for Clinical Laboratory Science (1994), hereinafter referred to as this Society.

B. Purposes: The purposes of this Society are described in the Constitution. The procedures to fulfill these purposes are defined in the Bylaws of the American Society for Clinical Laboratory Science.

C. Code of Ethics: The members of this Society shall abide by the Code of Ethics of the American Society for Clinical Laboratory Science.

Article II Membership

A. Classes of Membership: The membership of this Society shall consist of the following classes: Professional, Collaborative, Student, First Year Professional, Emeritus, and Honorary.

B. Application for Membership: Application for professional, associate, student, first year professional, and emeritus membership shall be on an application form prescribed by the American Society for Clinical Laboratory Science.

C. Qualifications for Membership: The qualifications for each class of membership for shall be defined by the American Society for Clinical Laboratory Science.

D. Privileges of Membership: Professional members are entitled to vote, hold office, and serve on any board or committee of this Society. Emeritus members are entitled to all the rights and privileges of this Society associated with that class of membership held at the time of application for emeritus membership.

Collaborative members are entitled to all the rights and privileges of this Society with the exception of holding an elective or appointive position or office, and voting.

All other rights and privileges of this Society shall be extended to all members. Any member of this Society may serve as consultant or advisor to any committee when requested.

E. Transfer of Membership: Transfer of membership between constituent societies of the American Society for Clinical Laboratory Science shall be honored in the manner defined by the American Society for Clinical Laboratory Science.

F. Expulsion from Membership: A member whose conduct is considered detrimental to this Society shall be referred to the American Society for Clinical Laboratory Science for review in consideration of expulsion from membership. Expulsion proceedings shall be conducted according to the procedure defined in the Bylaws of the American Society for Clinical Laboratory Science. A vacancy occurring in an office or committee as the result of suspension from discharge of duty shall be filled in the interim in a manner consistent with these Bylaws.

Article III Dues

A. Annual dues for membership in this Society shall be based on the class of membership for which the applicant is eligible. The amount of dues for each class shall be proposed by the Board of Directors of this Society and approved by the membership of this Society.

1. The annual dues of this Society shall be added to the dues of the American Society for Clinical Laboratory Science and the total shall be remitted at the time and in the manner prescribed by the American Society for Clinical Laboratory Science.

2. Changes in dues of this Society will be implemented one time annually, with the annual date determined by the American Society for Clinical Laboratory Science.

B. Members who fail to pay annual dues according to the schedule established by the American Society for Clinical Laboratory Science shall be considered delinquent.

C. Student dues shall be held in escrow by the Treasurer. Expenditures from the student escrow shall be limited to:

1. Supporting the approved expenses of a student delegate attending the House of Delegates of the American Society for Clinical Laboratory Science, and

2. Supporting such student section activities as budgeted and approved by the board of Directors of this Society.

Article IV Officers and Board of Directors

A. The officers of this Society shall be: President, President-Elect, Secretary, and Treasurer.

B. The Board of Directors shall consist of all officers during their term of office, the immediate Past President, four (4) members elected as Directors, the highest ranking student official of the Student Forum, and a First-Year/New Professional serving in a voting capacity.

C. Duties of the Officers and Directors:

1. The President shall:

- a. be the chief executive of this Society
- b. preside, or designate another to preside, at all meetings of this Society and its board of Directors
- c. be ex-officio member of all committees, except the Nominations committee
- d. appoint Chairs of all standing committees, except the elective committees
- e. appoint the Scientific Assembly Coordinator
- f. appoint at any time any special committees which may be deemed necessary for the proper function of this Society; and
- g. perform all other duties customary to the office as defined by parliamentary authorities.

2. The President-Elect shall:

- a. become familiar with the duties of the office of President
- b. in the absence of the President, shall act as chief executive of this Society; and
- c. serve as a member of the Finance Committee.

3. The Secretary shall:

- a. act as secretary at all meetings of this Society and its Board of Directors
- b. prepare, obtain approval by the presiding officer, and keep a file of the minutes of all meetings; and
- c. conduct such correspondence as shall be authorized by this Society, the Board of Directors, or the President.

4. The Treasurer shall:

- a. assure the receipt and expenditures of all funds of this Society in accordance with the directives established by the Board of Directors
- b. report the financial condition of this Society to the Officers and Directors whenever requested
- c. have accounts **compiled** at the end of the fiscal year and submit the **compilation report** to the President to be presented to the membership **at the fall business meeting**; and
- d. serve as Chair of the Finance Committee.

5. The Board of Directors shall:

- a. be the governing body of this Society between business meetings
- b. assume the responsibility of all properties and funds of this Society
- c. hold a meeting prior to each regular meeting of this Society to review and arrange business to be presented to the membership
- d. make a report at the annual meeting of all business transacted in the interest of this Society
- e. fill, by a two-thirds vote of all members of the Board of Directors, vacancies occurring in such offices or elective positions as specified in the Bylaws; and
- f. attend all board meetings.
- g. The four (4) members elected as directors shall function as the membership committee. The President shall appoint the Chair.

6. Upon termination of the term of office by expiration or otherwise, deliver, in proper condition, the official records and/or moneys of that office to the designated successor. In the event of discrepancies, the Board of Directors shall secure an adjustment.

D. Conduct of Business:

1. Between regular and special meetings of the board, the method of conducting business shall be by mail, fax, electronic bulletin board or other means as current communication technology allows. The President or any member of the Board shall direct the request for action in the form of a motion to the secretary who shall submit such motion to each member of the board requesting their vote thereon.

2. A two-thirds vote of all Directors present at any meeting of the Board of Directors shall be necessary for the transaction of any business provided a quorum is met. A vote taken by mail or other communication shall require a two-thirds favorable vote of all Directors to approve or adopt the motion.

E. Eligibility: A professional or emeritus member of this Society shall be eligible to hold office provided such membership status has been held for at least two (2) continuous years in the American Society for Clinical Laboratory Science, one (1) of which must have been as an professional or emeritus member of this Society immediately prior to the election. Student membership may count as one year of membership.

An officer of this Society whose current term is not ending but who chooses to run for different office must declare his/her candidacy by the date set by the Nominations and Elections Committee for the following year. Such a current office will then be considered open for elections, and nominations will be sought. If elected, the officer may continue in the current office only until election to the second office is made official.

F. Election: Officers and Directors shall be elected annually by majority vote cast by the professional and emeritus membership following procedures defined in the policies of this Society.

G. Term of Office:

1. The term of office for the President of this Society shall be one year.
2. The President-Elect shall be elected for a term of one year.
3. The Secretary shall be elected for a term of two years.
4. The Treasurer shall be elected to serve for two years, to coincide with the fiscal year.
5. The term of office for the four members elected as Directors shall be two years, with two members elected each year.
6. The immediate Past-President shall serve on the board for one year.
7. The term of Student Forum Chair shall be for the term of office in the Student Forum.
8. A First-Year/New Professional shall be elected for a term of two years.
9. The term of office for each newly elected officer or director, except the treasurer, shall be July 1 to June 30, inclusive. No officer or director may serve two consecutive terms in office except one having served a partial term to fill a vacancy.
10. Absence at more than two (2) board meetings during the term of office may result, at the option of the Board of Directors of this society, in removal from office.

H. Vacancy in Office

1. A vacancy in the office of President shall be filled by the President-Elect for the remainder of the unexpired term followed by automatic succession to the office of President. The office of President-Elect shall remain vacant until the next annual election when the membership shall elect a President-Elect for a term of one year.
2. Should a vacancy occur only in the office of President-Elect, the office shall remain vacant until the next annual election when the membership shall elect both a President and President-Elect.
3. In the event of vacancies in the offices of both the President and President-Elect, the immediate Past-President shall become the President of this Society for the remainder of the unexpired term of the President. The office of President-Elect shall remain vacant until the next annual election when the membership shall elect both a President and a President-Elect.
4. A vacancy occurring in any office, except that of the President and the President-Elect, shall be filled by the Board of Directors who shall elect the replacement by a two-thirds vote to serve the remainder of the unexpired term.

Article V Impeachment

An elected or appointed official of this Society may be impeached for gross dereliction of duty, for conduct detrimental to this Society, or for malfeasance. The impeachment proceedings shall be conducted in a manner consistent with such proceedings as defined in the Bylaws of the American Society for Clinical Laboratory Science, except that the Board of Directors of this Society shall conduct the judicial proceedings.

Article VI Committees

A. Elective Committees

1. The Nominations and Elections Committee shall be composed of the immediate Past-President and three (3) professional or emeritus members of this Society. The professional or emeritus members shall be nominated and elected in accordance with the election procedures as defined in the Bylaws. The immediate Past-President shall assume the Chair of the committee. Vacancies occurring on this committee shall be filled by the Board of Directors. The Chair of the committee shall have the privilege of appointing additional professional or emeritus members to assist with the election procedure if needed.

a. Nominations: It shall be the duty of this committee to solicit from the professional and emeritus membership the names and qualifications of candidates eligible for office and elective committees in the North Carolina Society for Clinical Laboratory Science. This committee shall meet and prepare a slate of two nominees, if possible, for each office and elective position to be filled by election by the membership of this Society. The slate shall be distributed to the membership and additional nominations may be submitted to the Chair of the committee within the time specified by the committee.

b. Elections: Annual elections shall be by mail or electronic ballot according to procedures devised by the Nominations and Elections Committee, approved by the President, and submitted to the membership for information. The election of officers and directors shall be by a majority of votes cast. The election of elective committee members shall be by plurality of votes cast. A tie vote shall be determined by lottery.

2. The Finance Committee shall be composed of the Treasurer, President-Elect, two (2) elected members at-large and a past Treasurer. The Treasurer shall serve as Chair of the Committee. The President of this Society shall appoint a past Treasurer for a term of one (1) year. The members at-large shall serve for a two (2) year term with one (1) member being elected each year. The Treasurer and President- Elect, each, shall serve a period of time consistent with their term of office.

The Finance Committee shall:

- a. prepare and present the annual budget to the Board of Directors and Society
- b. prepare recommendations for the management of non-budgeted Society moneys
- c. submit written reports to the Board of Directors at each meeting, and
- d. review and recommend revisions of the financial guidelines, as necessary.

B. Standing Committees

1. There shall be the following standing committees: Awards, Bylaws, Government Relations, Membership, Professional and Public Relations, Publications, Career Recruitment, Scholarship, and Personnel Relations. Each committee shall consist of a Chair and at least two additional members.

2. The Chair of each committee shall:

- a. have the privilege of selecting the members to serve on the committee, with the exception of the Membership Committee;
- b. have the responsibility of appointing the necessary sub-committees to perform the committee activities;
- c. submit a report to the President at a time designated by said officer;
- d. present a report at the business meetings of the North Carolina Society for Clinical Laboratory Science, and
- e. at the conclusion of the term of appointment, each committee Chair shall organize and transfer to the designated successor all materials related to the committee, including a resume of activities and/or programs.

3. Duties of Standing Committees: The duties of the standing committees shall be assigned by the board of Directors of this Society and described in the policies of this Society.

- a. The **Bylaws Committee** shall be responsible for the maintenance of the Society Constitution, Bylaws, and the manual of Society Policies.
- b. The **Government Relations Committee** shall assume such duties as assigned to it by the Board of Directors.
- c. The **Membership Committee** shall organize and conduct campaigns for recruiting new members and reactivation of lapsed members. It shall be the duty of the Chair to examine and approve or disapprove equivocal applications for membership referred from the Executive Office of the American Society for Clinical Laboratory Science.
- d. The **Professional and Public Relations Committee** shall dispense information and promote public understanding of the profession of Clinical Laboratory Science, and attend such duties related to membership services as designated.
- e. **Publications:** The Chair shall be the Editor of the FILTER PAPER, the official publication of the North Carolina Society for Clinical Laboratory Science, and shall assume the responsibility for its publication and circulation. There shall be at least two (2) editions of the FILTER PAPER each fiscal year.
- f. The **Career Recruitment Committee** shall be responsible for the recruitment of students into the profession of Clinical Laboratory Science.
- g. The **Scholarship Committee** shall be responsible for directing the Scholarship program of this Society.

h. The **Personnel Relations Committee** shall direct its activity in the area of personnel development and employment security.

C. Special Committees

The President, on authority granted by the membership or the board of Directors, may appoint committees to arrange for seminars, annual meetings, or to undertake other special assignments. It shall be the duty of these committees to follow the directives given for their term of appointment and report their activities when requested.

Article VII Scientific Assembly

A. The Scientific Assembly shall serve the academic, scientific, and vocational interests of the members of this Society and shall not be directed toward the administrative aspects of this Society. The Scientific Assembly shall be composed of sections, each of which pertains to an area of interest of the members of this Society. The following sections may be organized:

- Biochemistry, including Urinalysis
- Cytotechnology
- Education
- Hematology
- Histology
- Immunology/ Immunohematology
- Industry
- Administration
- Microbiology
- Immunoassay
- Phlebotomy

1. Sections may be initiated, added, and deleted as appropriate to the needs of members.
 - a. A group of ten (10) members or more may petition the board of Directors for approval. This petition shall provide such information as requested by the Board of Directors of this Society.
 - b. A section of the Scientific Assembly shall develop a plan of organization, establish guidelines and elect a Chair.
 - c. A section may be dissolved by the Board of Directors of this Society on the recommendation of one or more members when there has been no documented activity for a period of three consecutive years.
2. A Scientific Assembly Coordinator shall be appointed annually by the President to assist the new developing scientific assembly sections, and to coordinate the activities of existing sections with the interest of this Society and directives of the Board of Directors. The coordinator may appoint the Chair of any section in the event no election is held.
3. The duties, responsibilities and activities of the section shall be coordinated with the Scientific Assembly Coordinator and may include:
 - a. preparation and presentation of programs and seminars;
 - b. planning of research programs in methodology, education and administration;
 - c. technical consultation; and
 - d. developing interest of members in submitting papers for publication.

Article VIII Regional Council

A. This Society shall be represented in a Regional Council of the American Society for Clinical Laboratory Science by the President and President-Elect of this Society.

B. If unable to attend a council meeting, the President or President-Elect shall appoint a proxy from the professional or emeritus membership of this Society to attend.

C. The expenses of the President and President-Elect shall be defrayed in accordance with the financial policies as published in the manual of Society policies.

Article IX Delegates

A. This Society shall be represented at the Annual Sessions of the House of Delegates of the American Society for Clinical Laboratory Science by an official delegation as defined by the Bylaws of the American Society for Clinical Laboratory Science.

B. The delegates and alternates, representing the professional and emeritus membership, shall be nominated and elected by the professional and emeritus members at the annual meeting of this Society. A student delegate and alternate shall be nominated and elected according to the guidelines of the Student Forum, or appointed by the President of this Society in the event of no election. A new professional delegate and alternate shall be nominated and elected at the annual meeting of this society, or appointed by the President of this Society in the event of no election. Election shall be by plurality of votes cast. A tie vote shall be determined by lottery. All members of the delegation must be properly certified to serve.

C. The expenses of the delegation from this Society to the House of Delegates of the American Society for Clinical Laboratory Science shall be defrayed in accordance with the financial policies as published in the manual of Society policies.

Article X Fiscal Year

The fiscal year shall be established by the Board of Directors of this society after consultation and advice from the Finance committee and the Society's auditor.

Article XI Meetings

A. There shall be a minimum of one (1) scientific meeting and one (1) business meeting during each fiscal year.

B. Proposals to co-sponsor scientific meetings with other organizations shall be approved by the Board of Directors of this Society and conducted according to the established policies as published in the manual of Society policies.

C. Special business meetings may be called by the President if in the opinion of the Board of Directors the nature of the business to be transacted requires immediate action. At least fifteen (15) days' notice shall be required to hold any special meeting of this Society.

D. Special meeting of the Board of Directors may be called by the President if the nature of the business to be reviewed and transacted requires such immediate attention.

E. A quorum at the annual, or an interim, business meeting or a special meeting shall be the number of professional and emeritus members present; at a meeting of the Board of Directors, the President, or President-Elect and any other five (5) members of the Board.

F. Parliamentary authority for conduct of business at all meetings of this Society and the Board of Directors shall be in accord with the current edition of Robert's Rules of Order, except where otherwise specified in these Bylaws.

Article XII Student Forum

A. The Student Forum shall coordinate the involvement and interest of students of clinical laboratory sciences in this Society. The Student Forum shall be governed by guidelines which shall be submitted to the Board of Directors of this Society for approval.

B. A professional or emeritus member of this Society shall be appointed by the President to serve as an advisor.

Article XIII Amendments

A. These Bylaws may be amended by a majority of members at any meeting of this Society, provided there is a quorum and all professional and emeritus members have been notified in writing of the proposed amendment at least fifteen (15) days prior to the meeting.

1. Four (4) copies of proposed amendments shall be submitted, in context, to the Bylaws Committee of the American Society for Clinical Laboratory Science for review and approval before adoption.

2. Official copies of the amended codes shall be transmitted to the Executive Office and to the Bylaws Committee of the American Society for Clinical Laboratory Science within ninety (90) days after adoption.

B. When amendments of the Bylaws of the American Society for Clinical Laboratory Science shall require the constituent Societies to act to restore accord, such amendments only shall be automatically adopted by the membership of this Society upon the fulfillment of the following action:

1. Such proposed amendments will have been reviewed with the members present at the annual meeting of this Society immediately prior to the annual meeting of the House of Delegates of the American Society for Clinical Laboratory Science.
2. The Bylaws Committee shall revise the effected Bylaw of this constitutional code to reflect such amendments and submit such "amended" Bylaws to the Bylaws Committee of the American Society for Clinical Laboratory Science for review and approval. These "amended" Bylaws shall be submitted within ninety (90) days of the adoption by the House of Delegates of the American society for Clinical Laboratory Science.
3. Upon receipt of approval of the Bylaws Committee of the American Society for Clinical Laboratory Science the Bylaws Committee of this Society shall circulate to the membership, within ninety (90) days, the amended bylaw with the notice that it supersedes the previous existing bylaw by automatic adoption.

Article XIV Disaffiliation

This Society may be disaffiliated with the American Society for Clinical Laboratory Science when the prescribed procedure of American Society for Clinical Laboratory Science is followed.

Article XV Dissolution

This Society may be dissolved as hereinafter prescribed:

1. the motion to dissolve be adopted by a two-thirds vote of the Board of Directors of this Society;
2. the recommendation of the Board of Directors, with justification shall be submitted in writing to the members of this Society no less than sixty (60) days prior to the annual business meeting;
3. adoption of a motion to dissolve shall require a two-thirds vote of the professional and emeritus members present at the annual business meeting.

In the event of dissolution of the North Carolina Society for Clinical Laboratory Science, and after the discharge of its debts and the settlement of its affairs, any funds and properties of the Society remaining thereafter will be held in escrow by the American Society for Clinical laboratory Science for a maximum of three (3) years. If a constituent society of the American Society for Clinical Laboratory Science is not recognized in the state of North Carolina by the end of said three (3) years, these funds shall be conveyed to the American Society for Clinical Laboratory Science Education and Research Funds, Inc.