



**AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE-IDAHO, INC**

**BYLAWS AND SOP OF THE  
AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE-IDAHO**

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<b>BYLAWS</b>	<b>STANDARD OPERATING PROCEDURES</b>
<p><b>ARTICLE I NAME</b></p> <p><b>Section 1.</b> The name of this Society is The American Society for Clinical Laboratory Science-Idaho hereinafter referred to as the Society.</p> <p><b>Section 2.</b> The Society shall be incorporated in the state of Idaho, and shall be the exclusive chartered state society of the American Society for Clinical Laboratory Science in the state of Idaho.</p>	
<p><b>ARTICLE II PURPOSE</b></p> <p><b>Section 1.</b> The purposes for the Society shall be to support in Idaho, the purpose and principles of the American Society for Clinical Laboratory Science, and to promote the educational, economic, and social interests of its members. It shall be a nonprofit organization in compliance with the Bylaws of the American Society for Clinical Laboratory Science</p>	
<p><b>ARTICLE III STANDARD OPERATING PROCEDURE</b></p> <p><b>Section 1.</b> The Standard Operating Procedures, hereinafter referred to as the SOP, shall define the required organizational procedures for the proper functions of the Society.</p> <p><b>Section 2.</b> The SOP may be amended by a majority vote of the</p>	<p><b>CHAPTER I THE STANDARD OPERATING PROCEDURES</b></p> <p><b>A.</b> Copies of the Standard Operating Procedures (SOP) and any amendments thereto, shall be made available to the elected and appointed officials, administrative and standing committees of the Society, and to the general membership by the Bylaws Committee.</p>

Board of Directors in session at any regular meeting of the Board, provided the requirements for making such amendments have been met as prescribed in the SOP and these Bylaws

**Section 3.** The adoption of a complete revision of the SOP shall require a majority vote of the professional members in session at the annual or any special meeting of the Society, provided copies of the proposed revised SOP have been distributed to the voting members at least thirty (30) days prior to the meeting in accordance with the provisions as prescribed in Article XV of these Bylaws.

**Section 4.** Amendments and revisions to the SOP shall be proposed in the manner as prescribed in the SOP.

**B.** Copies of the SOP shall also be made available to new members upon joining the Society, or to new members to the state, by the Membership Development Chairman.

**C.** Amendments and revisions to the SOP:

**1.** Amendments to the SOP may be proposed by any professional member.

**2.** The Bylaws Committee shall prepare any amendments or revisions to the SOP in accordance with the Bylaws and these SOP.

**3.** Procedures and requirements pertaining to amendments and revisions of the SOP shall be in accordance with the Bylaws and with Chapter XII of these SOP as follows:

**a.** The SOP may be amended by a majority vote of the Board of Directors in session at any regular meeting of the Board. Copies of the amendment(s) shall be mailed to all Board members at least 30 days prior to the Board meeting by the Secretary.

**b.** The adoption of a complete revision of the SOP shall require a majority vote of the professional and emeritus members in session at the annual meeting or any special meeting of this Society. Copies of the revised SOP shall be distributed by the Bylaws Committee to the voting members at least 30 days prior to the meeting in accordance with provisions described in Article XIV of the Bylaws

<p><b>ARTICLE IV MEMBERSHIP</b></p> <p><b>Section 1. Membership.</b> Membership in this Society is open to all persons interested in the clinical laboratory sciences and shall consist of the following classes: Professional, Community, Emeritus, Developing Professional, Ascending Professional, and Honorary. The Board of Directors of the Society shall from time to time review the classes of membership with the qualifications and the rights and privileges of each.</p>	<p><b>. CHAPTER II MEMBERSHIP</b></p>
<p><b>Section 2. Membership Classes.</b> The general qualifications for each class of membership are as follows: Each category of membership requires that the individual be a member of a constituent society. For each category of membership:</p> <p>A. Professional membership shall be open to all persons certified or engaged in the education process and/or the practice of the clinical laboratory sciences, including those with an active interest supporting the goals of this Society.</p> <p>B. Community membership shall be open to all persons. Community membership does not count towards continuous professional membership in the society used for eligibility of emeritus membership status.</p> <p>C. Emeritus membership shall be open to any member who has achieved a minimum standard of continuous membership and age.</p> <p>a. This is an individual who has been a professional member of the Society whose age and years of membership are equal to or greater than 90. A professional member is also eligible for emeritus status if the total years of non-continuous membership and age are equal or greater than 95.</p>	<p><b>A. Membership Classes and Qualifications.</b> The membership of this Society includes the following classes: professional, collaborative, emeritus, student, and honorary.</p> <ol style="list-style-type: none"> <li>1. Professional membership shall be open to all persons certified or engaged in the education process and/or the practice of the clinical laboratory sciences, including those with an active interest supporting the goals of this Society.</li> <li>2. Community membership shall be open to all persons. Community membership does not count towards continuous professional membership in the society used for eligibility of emeritus membership status.</li> <li>3. Emeritus membership shall be open to any member who has achieved a minimum standard of continuous membership and age. <ol style="list-style-type: none"> <li>a. This is an individual who has been a professional member of the Society whose age and years of membership are equal to or greater than 90. A professional member is also eligible for emeritus status if the total years of non-continuous membership and age are equal or</li> </ol> </li> </ol>

<p>b. If exception to these time limit qualifications are requested (not to be less than a total of 15 years of membership in ASCLS) by a state or member, the said state will provide historical documentation of ASCLS activities to the ASCLS Board of Directors who will determine if Emeritus membership is granted.</p> <p>c. Individuals meeting membership qualifications for the emeritus member are to make application and pay dues assessment equivalent to the developing professional dues assessment directly to the ASCLS Executive Office.</p> <p>D. Developing Professional: Developing Professional membership is open to any person enrolled in a program of clinical laboratory studies.</p> <p>a. An individual is eligible for this class of membership for a total period of five years. After five years, the student may petition the ASCLS Membership Committee for permission to remain in the Developing Professional category with provision that the member is a full-time student. The developing professional member is to be enrolled in one of the following:</p> <ol style="list-style-type: none"> <li>1. A structured program of clinical education conducted by agencies recognized by this Society, or</li> <li>2. A program recognized by this Society at an accredited college or university. Accredited colleges or universities include properly accredited academic institutions that offer graduate programs or programs that include clinical education and lead to associate or baccalaureate degrees. The individual of an initial degree or certificate relevant to this profession defines a graduate program as any course of study subsequent to the receipt</li> </ol>	<p>greater than 95.</p> <p>b. If exception to these time limit qualifications are requested (not to be less than a total of 15 years of membership in ASCLS) by a state or member, the said state will provide historical documentation of ASCLS activities to the ASCLS Board of Directors who will determine if Emeritus membership is granted.</p> <p>c. Individuals meeting membership qualifications for the emeritus member are to make application and pay dues assessment equivalent to the developing professional dues assessment directly to the ASCLS Executive Office.</p> <p>4. Developing Professional: Developing Professional membership is open to any person enrolled in a program of clinical laboratory studies.</p> <p>a. An individual is eligible for this class of membership for a total period of five years. After five years, the student may petition the ASCLS Membership Committee for permission to remain in the Developing Professional category with provision that the member is a full-time student. The developing professional member is to be enrolled in one of the following:</p> <ol style="list-style-type: none"> <li>1. A structured program of clinical education conducted by agencies recognized by this Society, or</li> <li>2. A program recognized by this Society at an accredited college or university. Accredited colleges or universities include properly accredited academic institutions that offer graduate programs or programs that include clinical education and lead to associate or baccalaureate degrees. The individual of an initial degree or certificate relevant to this profession defines a graduate program as any course of</li> </ol>
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<p>E. Ascending Professional: 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 in this Society and is within five (5) years of graduation from a program of clinical laboratory studies.</p> <p>F. Honorary membership shall be awarded by vote of the ASCLS House of Delegates in recognition of outstanding service or contributions in the field of clinical laboratory science.</p>	<p>study subsequent to the receipt</p> <p>5. Ascending Professional: 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 in this Society and is within five (5) years of graduation from a program of clinical laboratory studies.</p> <p>6. Honorary membership shall be awarded by vote of the ASCLS House of Delegates in recognition of outstanding service or contributions in the field of clinical laboratory science.</p>
<p><b>Section 3.</b> Procedures and requirements for membership application shall be as defined in the ASCLS SOP.</p> <p><b>Section 4.</b> The applicant will be considered only for membership in the class appropriate to the maximum qualifications he or she possesses; an exception will be made for a professional member who requests Developing Professional membership while enrolled full-time in a graduate program</p> <p><b>Section 5.</b> Privileges of membership: Professional, Ascending Professional, and Emeritus members are entitled to vote, hold office, and serve on any board or committee of this Society. Voting privileges at the Annual Business Meeting shall be extended to Professional, Ascending Professional, and Emeritus members. Community members are entitled to all rights, benefits and privileges of this Society with the exception of holding elective or appointive positions and serving as a voting member at the Annual Business Meeting. A Developing Professional member may vote at the Annual Business Meeting if they</p>	<p><b>B. Application for Membership.</b> An applicant will be considered for membership in the class appropriate to the maximum qualifications he/she possesses; an exception will be made for a professional member who requests Developing Professional membership while enrolled full-time in a graduate program.</p> <p><b>1.</b> Individuals seeking membership in the Society will be considered for membership in the class appropriate to the maximum qualifications he/she possesses: an exception will be made for the professional member who requests Developing Professional membership while enrolled full-time in a graduate program: collaborative members must send a copy of professional membership card with application.</p> <p><b>2.</b> Equivocal applications will be referred by the Executive Office either to a designated official of a constituent society or to the Membership Development Committee of the Society. If disagreement ensues, the Judicial Committee of the Society will effect a resolution. The Membership Development Committee of the Society will examine</p>

are the current Developing Professional member of the Board of Directors or if they are the designated Developing Professional representative from an active District Chapter of ASCLS-ID. All other rights, benefits, and privileges of this Society may extend to all members. Any member of this Society may serve as a consultant or advisor to any committee.

**Section 6.** Any member in good standing of a constituent society of the American Society for Clinical Laboratory Science who changes his or her residence or place of employment to the state of Idaho, in accordance with the provisions of the Bylaws of the society, shall be accepted as a member of this Society without further payment of dues for the remainder of the fiscal year.

**Section 7.** Any member who changes his or her residency or place of employment from that district of which he or she is a member shall be eligible for membership in the district society of his or her new residence or place of employment for the remainder of the fiscal year without further payment of dues, provided he or she meets the requirements for membership in the new district society. The request for transfer of membership shall be made through the secretary of the district society to which the member formerly belonged.

**Section 8.** Any member who violates the Code of Ethics of the American Society for Clinical Laboratory Science or whose conduct is detrimental to this Society may be expelled from this Society by a two-thirds vote of the Board of Directors. Procedures and requirements for expulsion shall be as prescribed in the SOP

**Section 9.** Any person who ceases to be a member in good standing

qualifications of applicants from areas where no constituent society exists.

**C. Expulsion of Members.** The Board of Directors, by two-thirds vote of its members present and voting at a regular or special meeting, may terminate the membership of any member for good cause. Good cause for such termination shall include violation of the Bylaws or conduct detrimental to the Society. A statement of charges shall be sent by certified or registered mail to ASCLS (the Judicial Committee) and to the last recorded address of the member at least thirty (30) days before final action is taken. The committee shall investigate the charges and recommend to the Board of Directors such action as it deems appropriate. The member shall be given a copy of the findings and recommendations of the committee no less than thirty (30) days prior to the meeting of the Board of Directors at which the recommendation of the committee are to be considered. Provided that action is required, the member shall be notified of the time and place of the meeting of the Board of Directors at which the charges shall be considered and the member shall have the opportunity to appear in person and to present any defense to such charges before action is taken thereon. The decision of the Board of Directors shall be final except that the member reserves the right to appeal to the House of Delegates who has the authority to annul or reverse the decision of the Board of Directors. The member shall retain all rights, benefits, and privileges of membership until such time as final action is taken.

<p>shall forfeit any office, directorship, elective or appointive position he or she may hold in this Society.</p>	
<p><b>ARTICLE V FINANCES</b></p> <p><b>Section 1.</b> The annual dues for this Society shall be the American Society for Clinical Laboratory Science dues plus the amount required for the dues of this Society for the membership class in which the person qualifies.</p> <p><b>Section 2.</b> The amount of dues for each class and the method of remitting the dues shall be as defined in the SOP, and the Bylaws and Standard Operating Procedures of the American Society for Clinical Laboratory Science.</p>	<p><b>CHAPTER III FINANCES</b></p> <p><b>A.</b> Annual dues for this Society shall be the American Society for Clinical Laboratory Science dues plus the amount required for the dues for this Society for the membership class in which the person qualifies.</p> <p><b>B.</b> All dues shall be remitted directly to the Executive Office of the American Society for Clinical Laboratory Science.</p> <p><b>C.</b> The annual membership class dues are as follows (Idaho):</p> <ol style="list-style-type: none"> <li><b>1.</b> Professional, Ascending Professional - \$10.00</li> <li><b>2.</b> Community, Developing Professional, Emeritus, Honorary - \$0</li> </ol> <p><b>D.</b> The membership anniversary date shall be established on the first payment of dues, or as otherwise defined by ASCLS Board of Directors.</p> <p><b>E.</b> A member delinquent for more than 30 days following his/her anniversary date shall forfeit all membership privileges. Upon payment</p>

	<p>of his/her dues at any time within the 30 days he/she shall be reinstated, with his/her anniversary date remaining unchanged and his/her membership considered continuous.</p>
<p><b>ARTICLE VI OFFICERS AND DIRECTORS</b></p> <p><b>Section 1.</b> The officers of this Society shall be: President, President-elect, Secretary, and Treasurer. The Board of Directors shall consist of all of the officers during their term of office, the immediate Past-president, the Editor, the Administrative Secretary, the district society presidents, and two Board Members elected by the membership.</p> <p><b>Section 2.</b> Officers and Directors 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. The Administrative Secretary shall be elected in odd numbered years by the Board of Directors.</p> <p><b>Section 3.</b> The term of office of each newly elected officer or Board member shall commence July first, following the meeting at which he or she was elected and shall continue for one year, or until his or her successor has been elected and qualified. The term of office for President-elect, President shall continue for one year or until his or her successor has been elected and qualified. The term of office for Secretary, Treasurer, Editor, Administrative Secretary and Board member shall continue for two years or until his or her successor has been elected and qualified.</p>	<p><b>CHAPTER IV OFFICERS AND DIRECTORS</b></p> <p><b>A.</b> From the time of his/her election until July first, the newly elected Treasurer shall serve as assistant to the Treasurer already in office. The President-elect shall be elected for a term of one year, and, except in the event of a vacancy in the office of President, shall serve for one year as President-elect and then automatically succeed to the office of President. The Editor shall be elected to serve a term of two years. The term of office for the Board of Directors shall be two years, with one member elected on alternate years for a term of two years. The immediate Past-president shall serve on the Board for one year. No officer or director may succeed himself/herself in office, with the exception of the Secretary, the Treasurer, and the Editor each of whom may serve no more than two successive terms in office; or those officers and directors having served a partial term to fill a vacancy. The Administrative Secretary may be reelected for consecutive terms as approved by the Board of Directors</p>

**Section 4. Duties of the Officers and Directors are as follows:**

**a.** The PRESIDENT shall be chief executive of the Society and chairperson of the Board of Directors. He/she shall be a member of the Presidents Council, the House of Delegates and Regional Council of Region VIII of the American Society for Clinical Laboratory Science.

**b.** The PRESIDENT-ELECT shall be vice chairperson of the Board of Directors and in the absence of the president shall act as chief executive of this Society. He/She shall be a member of the Presidents Council, House of Delegates, and Regional Council of Region VIII of the American Society for Clinical Laboratory Science.

**c.** The SECRETARY shall prepare, have approved by the presiding officer and keep a file of the minutes of all meetings of the membership and of the Board of Directors of this Society. He/She shall conduct such correspondence as shall be requested by the President, Board of Directors or membership in session at the annual or any special meeting

**d.** The TREASURER shall collect, receive, accurately record and have charge of all funds of this Society accordance with the directives of the Board of directors and membership in session at the annual or any special meeting of this Society.

**1.** He/She shall have accounts audited one month previous to the annual meeting and submit the auditors report to the Society at the annual meeting.

**B. Further duties of Officers Directors shall be as follows:**

**1.** The PRESIDENT shall be an ex-officio member of all committees except the Nomination and Election Committee; appoint the standing committees immediately or within two weeks of his/her incumbency, and perform all other duties customary to his/her office as defined by parliamentary authority and as prescribed in the Bylaws and SOP of this Society.

**2.** The PRESIDENT-ELECT shall, during his/her term of office, familiarize himself/herself with the duties which shall evolve upon him/her as President. He/she shall be a member of the Awards & Scholarship Committee of this Society.

**3.** The SECRETARY will notify any Board members having two unexcused absences from Board meetings, that upon his/her next and third unexcused absence he/she will be considered as having resigned his/her office and Board membership. He/she shall perform such other duties as prescribed in the Bylaws and the SOP of the Society.

**4.** The TREASURER shall collect, receive, accurately record and have charge of all funds of this Society, with the exception of the Annual Convention Treasury. He/she shall report the financial condition of the Society to the officers and directors at each Board meeting. This report should include a beginning balance, itemized income, itemized expenses, and a final balance. He/she shall monitor balances of the officers and committee budgets and report current balances at each Board meeting. He/she shall suggest changes in each budget as appropriate. The Treasurer serves as a member of the Scholarship

<p><b>e.</b> The EDITOR shall prepare the official publication for distribution to the members of this Society</p> <p><b>f.</b> The ADMINISTRATIVE SECRETARY shall be elected by a majority vote of the Board of Directors and shall serve as required by the Board. The duties of the Administrative Secretary shall be as defined by the SOP.</p> <p><b>g.</b> The BOARD MEMBERS shall serve as representatives of the membership on the Board of Directors for a term of two years.</p> <p><b>h.</b> The BOARD OF DIRECTORS shall be vested with the charge of all properties and funds, and the control and management of the affairs of this Society; have authority to perform all acts and functions not inconsistent with the Bylaws of the Society when a regular meeting is not in session.</p> <p><b>1.</b> Unless otherwise recommended by parliamentary authority, a majority vote of all of the directors present and constituting a quorum shall be necessary for the transaction of any business.</p> <p><b>i.</b> The further duties of the officers and directors of this Society shall be as defined in the SOP.</p>	<p>Board. The Treasurer shall deposit funds in a FDIC/FSUC insured bank.</p> <p><b>5.</b> The EDITOR shall solicit articles for the official publication, ASCLS-Idaho FOCUS. The Editor shall prepare and publish the official publication at least 4 times per year.</p> <p><b>6.</b> The ADMINISTRATIVE SECRETARY shall maintain in proper order and condition all materials and records related to the history of this Society, serve as a member of the Board of Directors, and serve in other duties assigned by the Board of Directors</p> <p><b>7.</b> The BOARD OF DIRECTORS shall fill by a majority vote any vacancy occurring in any office; elect an Administrative Secretary; and conduct business necessary for the function and performance of this Society.</p> <p><b>a.</b> Between the regular and special meetings of the Board, the method of carrying on business shall be by mail, by telephone, or by electronic means.</p> <p><b>b.</b> No fewer than five (5) Board meetings will be called during the fiscal year. The first meeting will be called in August; then there will be a meeting approximately every other month until the last meeting which will take place just prior to the annual meeting of the Society.</p> <p><b>c.</b> All procedures and actions taken by the officers and committees of this Society shall be subject to approval by the Board of Directors.</p> <p><b>C. Filling of Vacancies</b></p> <p><b>1.</b> Vacancies may be filled at any meeting of the Board of Directors, except that in the event of a vacancy of the office of President, the</p>
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President-elect shall become President for the remainder of that term and for the succeeding year. In the event of a vacancy in the office of President-elect, both a President and President –elect shall be elected at the next annual meeting.

**2.** In the event of removal from office of any officer or director by death, resignation, or total disability, the Board of Directors shall, by majority vote, elect a successor to such office from the slate of nominees for that office from the previous election, or failing that from nominees of their own choosing, to serve the remainder of the term for which his/her predecessor was elected. However, no member elected by the Board shall continue to serve as an officer without being duly elected at the next annual meeting.

**D. Removal from Office**

Any member of the Board of Directors having three (3) unexcused absences from Board meetings for a fiscal year will be considered as having resigned his/her office and membership on the Board of Directors. He/she will be notified by the Secretary of this Society as to his/her standing after his/her second unexcused absence.

**E. Impeachment of Officials**

A member holding office, elective or appointive position, in this Society may be removed from such office or position for nonperformance or grossly inept performance of his/her duties, for malfeasance, or for conduct detrimental to this Society. A motion for removal from office shall be presented, in confidence, to the immediate Past-president, with a full report of the prima facie evidence upon which the motion is based. The immediate Past- president, along with two other Board members selected by him/her, shall constitute a committee to

investigate the charges immediately. 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 office for which he/she was elected, 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 to the Board of Directors such action as is deemed appropriate. The accused shall be given a copy of the findings and recommendations of the committee no less than thirty (30) days prior to the meeting of the Board of Directors at which the recommendations of the committee are to be considered. The accused shall be notified of 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 to present any defense to such charges before action is taken thereon. The accused shall be removed from office if two-thirds of the Board of Directors, not counting the accused, votes to impeach the accused. Such decision shall be final.



## ARTICLE VII COMMITTEES

**Section 1.** There may be the following standing committees:

Convention, Membership Development, Government Affairs, Professional Affairs, Student Forum, Bylaws, Scientific Assemblies, Awards & Scholarship, and others as deemed appropriate by the President.

## CHAPTER V COMMITTEES

**A.** 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.

**B.** Only professional, ascending professional, and emeritus members are eligible to chair committees of this Society.

**1.** Unless the chair deems it necessary to call a meeting, the work of these committees shall be by mail, telephone or electronic means.

**2.** 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.

### **C. Administrative Committees**

**1.** Bylaws Committee shall:

**a.** examine and modify all proposed amendments and revisions to the Bylaws which may be proposed by a professional member. As necessary, the Bylaws Committee will put the proposals in proper form without altering their intent and submit them to the Board of Directors for approval. Changes will be presented to the ASCLS-Idaho Board of Directors at the next regular meeting.

**1.** Following presentation and discussion, a majority vote of the Board of Directors is needed to approve the amendments or revisions.

**2.** The Bylaws Chair will send the approved amendments or revisions to the ASCLS Bylaws Committee for approval.

**3.** Following ASCLS approval, the change will be distributed to each professional and emeritus member at least 30 days in advance of the meeting at which the amendments are being presented for adoption.

**4.** Copies of complete Bylaws revisions must be submitted to professional and emeritus members at least thirty (30) days in advance of the meeting at which the revisions are to be presented for adoption.

**4.** Copies of complete Bylaws revisions must be submitted to professional, ascending professional, and emeritus members at least thirty (30) days in advance of the meeting at which the revisions are to be presented for adoption.

**b.** Examine and modify all proposed amendments and revisions to the SOP which may be proposed by any professional, ascending professional, or emeritus members.

**1.** The SOP may be amended by a majority vote of the Board of Directors in session at any regular meeting of the Board. Copies of the amendment(s) shall be distributed to all Board members thirty (30) days prior to the Board meeting by either the Secretary or Bylaws Chair.

**2.** The adoption of a complete revision of the SOP shall require a majority vote of professional and emeritus members in session at the annual meeting or any special meeting of ASCLS-Idaho. Copies of the revised SOP shall be distributed by the Bylaws Committee to the voting members at least thirty (30) days in advance of the meeting at which the revisions are to be presented. This is in accordance with provisions described in Article XIV of the Bylaws.

**c.** When changes are necessary in order that the ASCLS-Idaho Bylaws and SOP are not in conflict with those of ASCLS; ASCLS-Idaho does not have to adhere to Article XIV, Section 5 of the Bylaws.

**1.** The Bylaws Committee has the authority to form needed changes to amend the Bylaws or SOP and propose them to the Board of Directors at the next regular meeting.

**2.** The Board of Directors shall vote upon the proposed amendments. A majority vote is needed.

**3.** The approved changes of the Bylaws will then be sent to the ASCLS Bylaws Committee.

**4.** The approved SOP changes will be incorporated following the majority vote.

**5.** Following approval by ASCLS, proposed Bylaws changes will be incorporated.

**6.** Bylaws and SOP changes or revisions will be published in the next ASCLS-Idaho newsletter or made available to the membership. This decision shall be made by the Board of Directors by majority vote.

**d.** The Bylaws Committee Chair shall prepare committee reports and the final report throughout the term of the appointment.

**e.** The Bylaws Committee Chair shall keep updated copies of the ASCLS-Idaho Bylaws and SOP, as well as ensuring that the Administrative Secretary has copies on file.

**f.** The Bylaws Committee Chair is responsible for the initial publishing to make available to the membership complete, revised copies of the ASCLS-Idaho Bylaws and SOP. Following the initial publication, the Membership Development Chair will be responsible for notifying incoming members where to find the documents.

**2. The Finance Committee**

**a.** The Treasurer of the Society shall act as the chair of the finance committee.

**b.** The committee shall:

**1.** Consist of no more than three (3) persons.

**2.** Be appointed by the Board of Directors.

**3.** Prepare a budget for the ensuing year to be presented to the membership at each annual business meeting.

4. Investigate and propose ways and means of providing additional funds for promoting the objectives of this Society.

5. At least sixty (60) days prior to the annual meeting, the committee shall examine the financial reports, books, and ledgers of the Society and certify as to their correctness.

**D. Standing Committees**

**1. Convention Committee**

a. The Convention Committee shall have a chair appointed by the President by August 15th to serve until August 15th of the following year. The Convention Committee has the duty to make all necessary arrangements for the annual meeting sponsored by ASCLS-Idaho within the state of Idaho.

b. The Convention chair shall appoint people as necessary to chair the various subcommittees coordinate the activities of those subcommittees.

1. The Program Committee will contact potential speakers, establish topics for presentation, obtain speakers credentials and general outline of presentation, and pass all information to Convention chair, the Publicity Committee chair, the PACE provider, and the Registration Committee chair. The Program chair will oversee the appropriateness of room assignments and audio-visual equipment availability for speakers.

2. The Exhibit Committee shall contact potential exhibitors with information about the meeting, booth space cost, registration form. When registrations are received, monies are deposited with the Convention Finance Chair Exhibit area layout is designed. The Exhibit chair will be responsible for on-site registration of exhibitors and will

ensure that table space and electrical requirements are met. Exhibitor information must be sent to the Convention chair and the Publicity Committee.

**3. The Sponsorship Committee** shall contact potential contributors for door prizes or monies to offset meeting costs. All information must be forwarded to the Convention chair and the Publicity Committee.

**4. The Publicity Committee** will mail a preliminary flier and preregistration packet to all ASCLS-Idaho members, all facilities employing clinical laboratory professionals in Idaho, and any others deemed necessary. The flier must include dates, location, a preliminary program, and a slogan (if possible). The final program booklet will also be prepared by this committee.

**5. The Registration Committee** will prepare registration forms and submit to Publicity Committee. Upon receiving completed registration forms, the Registration chair will tally workshop registration numbers for use in room assignments for workshops and meetings. The Registration Committee shall man the registration table at the convention and report attendance numbers to the Convention chair for use in finalizing food events. All monies are forwarded to the Finance chair.

**6. The Social Committee** is responsible for purchasing gifts for the speakers, assisting the Convention chair in making menu selections for food events, purchasing flowers for the registration desk, planning any decorations and/or entertainment for the awards banquet, and planning any special events.

**7. The Finance Committee** is responsible for maintaining the

convention checkbook in good order, receiving all monies from Exhibitor and attendee registration, paying all expenses related to the convention, and preparing a final financial statement at the conclusion of the convention.

**2. The Scientific Assembly Committee** shall be responsible for coordinating arrangements for continuing education activities for the profession.

**a. Compositions:** The Committee shall be composed of a Coordinator and a Chair of each of the recognized ASCLS Scientific Assembly Sections.

**b. Coordinator:** The Coordinator shall be appointed for a term of one year. He/she shall:

**1.** Serve as an advisor/consultant to the Sections on policy, procedure, and resources of the Society.

**2.** Establish a communication system to coordinate assembly endeavor at all levels.

**3.** Facilitate communications between the Section Chairs.

**4.** Represent the Scientific Assembly to the Board, and the Board to the Scientific Assembly.

**c. Section Chairs:** The Coordinator and the President shall together appoint the Chair of each recognized Scientific Assembly Section for a term of one year.

**d. Function:** The Scientific Assembly Committee shall:

**1.** Provide and publicize opportunities for continuing education.

**2.** Identify members with expertise in the various specialties.

**3.** Maintain a talent bank file

**4.** Provide a means for networking for those interested in the

scientific and technical disciplines of laboratory medicine.

**5.** Assist the Convention Committee in planning lectures and workshops for the ASCLS-Idaho Annual Meeting.

**6.** Assist the Idaho Planning Committee in arranging for lectures and workshops for IMSS when Idaho is the host state for IMSS

**3.** The Government Affairs Committee shall:

**a.** Keep the Society informed of legislation of immediate concern to clinical laboratory practitioners.

**b.** Maintain frequent communications with the ASCLS Government Affairs Committee.

**c.** Establish a contact network for congressional representatives from Idaho.

**d.** Respond promptly to all Key-contact alerts from the ASCLS Government Affairs Committee.

**e.** Assume all other duties as assigned by the Board of Directors relating to government affairs.

**d.** Present written committee reports at Board Meetings and a final report at the end of the year.

**4.** The Membership Development Committee shall:

**a.** Organize and conduct campaigns for recruiting new members, retaining present members, and reactivating lapsed members.

**b.** Work in conjunction with the ASCLS Membership Committee.

**c.** Contact new, lapsed, and relocated members by letter and send copies of the ASCLS-Idaho Bylaws and SOP to new and relocated members.

**d.** Present written committee reports at Board Meetings and a final report at the end of the term.

**5. Professional Affairs Committee:**

**a.** The Professional Affairs Committee may be the chair of the National Medical Laboratory Week campaign that is held annually

**b.** The Professional Affairs Committee shall seek out ways to dispense information and promote public understanding by communicating the professions goals and functions to society, to peer professional groups, through publicity, news articles, Health Fairs, and Career Recruitment.

**c.** The Professional Affairs Committee chair shall prepare written reports for each Board of Directors meeting and a final report at the end of the year.

**6. PACE Chairman:**

**a.** Must meet the criteria and standards as established by ASCLS and be approved through application to ASCLS

**b.** Become familiar with and follow ASCLS criteria for PACE approval of continuing education programs.

**c.** Verify attendance of individuals at PACE programs and submit required paperwork to ASCLS National Office.

**7. Civil Service Liaison:**

**a.** Must be employed by the Federal Government and be an ASCLS-Idaho/ASCLS member.

**b.** Will report to the Board of Directors items deemed of interest to this Society concerning the Civil Services.



**Section 2.** There shall be the following elective committees:

**NOMINATIONS AND ELECTIONS.**

**a.** This committee shall be composed of three professional or ascending professional members of this Society, none of whom are officers or directors of this Society.

**b.** The professional, ascending professional, and emeritus members shall elect the members of this committee annually at the time of the annual business meeting. Nominations for membership on the committee shall be made from the floor at the time of this election meeting. Only professional, ascending professional, or emeritus members of the Society shall have the privilege of making such nominations. Election shall be by closed ballot. The three candidates receiving the highest number of votes shall be considered as being elected to this committee. The candidate receiving the highest number of votes shall serve as chairperson, but in the case of a tie, the chairperson shall be chosen by lot. No member may serve more than two successive terms on this committee

**1.** In the event of a vacancy due to death, resignation or refusal to serve, the Board of Directors shall elect, by majority vote, an eligible member of this Society to fill the vacancy. The remaining nominees for the committee shall be considered first, in the order of the highest number of votes received.

**c.** The nominations and elections committee shall conduct all elections held at the annual business meeting of this Society.

**Section 3.** The qualifications for membership, method of appointment or election, and duties of the standing committees and special boards

**E. The Elective Committee – Nominations and Elections**

1. Obtaining candidates for elective Board of Directors positions.

**a.** This committee shall send on or before January 15th to the professional and emeritus members of this Society, the list offices which expire July 31st and send a list of professional and emeritus members eligible for nomination as officers and directors of this society and eligible for selection as delegates and alternates to the annual session of the House of Delegates of the American Society for Clinical Laboratory Science.

**b.** Shall request names of proposed candidates for the above offices and positions with instructions that the preferential ballots be sent to the chair of this committee no later than February 10th.

**2.** Only professional, ascending professional, and emeritus members may receive preferential ballots, be nominated for office may nominate and elect candidates.

**3.** This committee shall send to all eligible nominated candidates a consent to serve if elected form. A written consent to serve must be received by the committee before the candidate can be elected.

**4.** At least thirty (30) days prior to the annual meeting, the committee shall prepare a slate of no more than five (5) candidates for each office and shall distribute this ballot to the professional, ascending professional, and emeritus members with the candidates' qualifications. These closed ballots must be returned to the chair of the committee at least five (5) days before the annual meeting.

**5.** The committee shall recognize nominations from the floor provided

shall be defined in the SOP. Other than the Nominations and Elections Committee, the chairperson of these committees shall be appointed by the President.

**Section 4.** When this Society does not have a committee corresponding to a committee of the American Society for Clinical Laboratory Science, the President of this Society shall act as liaison officer between this Society and such a committee or committees of that Society. He/She shall so inform the Executive Office of that Society within thirty (30) days after assuming office as President.

there are less than five candidates on the ballot and that either the nominated candidate be present or have sent a written consent to serve if elected. The qualifications of all candidates nominated from the floor shall

candidates nominated from the floor shall be presented to the professional, ascending professional, and emeritus membership at the time such nominations are made.

**6.** Elections shall be by closed ballot and a majority of votes cast shall elect. The chair of this committee does not vote but reserves the vote to break a tie. The results of the election shall be announced by the presiding officer of the annual business meeting at the time of the elections.

**7.** Immediately following the sine die adjournment of the annual business meeting, the chair of this committee shall place the official and complete list of nominees and their qualifications, plus a copy of the slate of candidates distributed to the professional, ascending professional, and emeritus members and the number of votes cast for each in a sealed envelope. This sealed envelope shall be placed in the Administrative Secretarial files where it shall remain for a period of one year, whereupon it shall be destroyed. This envelope shall be opened only when the Board of Directors must act to fill a vacancy in office as prescribed in the Bylaws and SOP of this Society.

**8.** At the end of his/her term on the committee, each member shall deliver all properties in his possession pertaining to the committee to the new chair of the committee at least five (5) days before the annual meeting.

<p><b>Section 5.</b> Special committees may be appointed at any time by the President on the authority given him or her by the professional membership at the annual meeting and by the Board of Directors. Two such committees shall be the Minutes Committee, and the Auditing Committee.</p>	<p><b>F. Special Committees</b></p> <p><b>I.</b> The Minutes Committee: Before the annual business meeting convenes, the President shall appoint a Minutes Committee to consist of two professional, ascending professional, or emeritus members of this Society. This committee shall assist the Secretary in preparing the minutes for the annual business meeting. The Minutes Committee shall perform such other duties as defined in Roberts Rules of Order, Revised.</p>
<p><b>Section 6.</b> There shall be close coordination between the committees of this Society and its district societies, and between this Society and committees of the American Society for Clinical Laboratory Science.</p>	
<p><b>ARTICLE VIII DELEGATES</b></p> <p><b>Section 1.</b> This Society shall be entitled to at least four (4) delegates (two (2) delegates-at-large, one (1) ascending professional, one (1) developing professional delegate) plus one (1) delegate per each 50 professional and emeritus members or major fraction thereof to the House of Delegates, to be designated in accordance with established procedures</p> <p><b>Section 2.</b> The delegates and alternates shall be nominated and elected by the professional, ascending professional, and emeritus 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.</p>	<p><b>CHAPTER VI DELEGATES</b></p> <p><b>A.</b> This Society is entitled to the following delegates to the House of Delegates of the American Society for Clinical Laboratory Science: Society President, Society President-elect, Developing Professional Representative, Ascending Professional Representative, and a total number of delegates-at-large as determined by the ASCLS.</p> <p><b>B.</b> 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/elected at the annual business meeting by closed ballot by professional and emeritus membership.</p>

<p><b>Section 3.</b> In the event that 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.</p>	<p><b>C.</b> The Delegate, in accepting the nomination to represent Idaho 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-Idaho President, bring all pertinent information back to the state membership, and submit an article for the ASCLS-Idaho Fall Focus Newsletter</p>
<p><b>ARTICLE IX DISTRICT AND DEVELOPING PROFESSIONAL SOCIETIES</b></p> <p><b>Section 1.</b> A district society or developing professional society shall be defined as a group of persons holding a valid charter from this Society.</p> <p><b>a.</b> The Board of Directors of this Society may grant a charter to district societies and/or developing professional societies.</p> <p><b>Section 2.</b> District societies may be formed in any geographical area of the state by two or more professional members or persons eligible for professional membership in this Society.</p> <p><b>a.</b> The boundaries of district societies shall be defined clearly and recorded by the Board of Directors of this Society. Boundaries may be changed by a two-thirds vote of the Board provided such change has been approved by each district involved.</p> <p><b>Section 3.</b> A developing professional society may be formed by at least three developing professional members of this Society with a professional, emeritus, or ascending professional member of this Society as advisor.</p> <p><b>Section 4.</b> District or developing professional societies which have been or which hereafter may be organized shall be granted a charter of affiliation with this Society provided such societies shall have fulfilled the provisions defined in the SOP.</p> <p><b>Section 5.</b> Each district or developing professional society shall sustain</p>	<p><b>CHAPTER VII DISTRICT AND DEVELOPING PROFESSIONAL SOCIETIES</b></p> <p><b>A.</b> The Society may organize or sponsor district societies and/or developing professional societies within its defined geographic area. In its constitutional codes a constituent society:</p> <ol style="list-style-type: none"> <li><b>1.</b> Must require that such societies maintain their constitutional codes and conduct their affairs and activities in accordance with the principles, policies, purposes and procedures of ASCLS; and be responsible to the Society when the best interests of ASCLS are involved.</li> <li><b>2.</b> Must not allow a district society to accept into membership any individual possessing the qualifications for professional or collaborative membership in ASCLS, unless the individual becomes a member of this Society and ASCLS.</li> <li><b>3.</b> Must prepare guidelines to permit a district society to establish a special category of membership for persons not eligible for membership in ASCLS. Such membership must be so qualified that it can have no influence on the internal affairs of the district or developing professional society, the Society, or ASCLS.</li> <li><b>4.</b> Must allow for a developing professional society to be organized by at least three developing professional members of this society, with a</li> </ol>

its status of affiliation with this Society by maintaining a constitution and bylaws in harmony with the Bylaws and Society regulations of the American Society for Clinical Laboratory Science and with the Bylaws of this Society.

a. Approval of the district or developing professional societies proposed constitution and/or bylaws or amendments thereto, shall be by unanimous vote of the Bylaws Committee of this Society, or in default of this, by a majority vote of the Board of Directors of this Society

b. District or developing professional societies may not accept into membership any individual not possessing the qualifications for professional or collaborative membership in the American Society for Clinical Laboratory Science unless the individual becomes a member of this Society and the American Society for Clinical Laboratory Science.

**Section 6.** The duties of the district societies and developing professional societies shall be defined in the SOP.

**Section 7.** This Society shall be empowered by a two-thirds vote of the Board of Directors to revoke the charter of any district society or student society for:

a. Following a policy contrary to the Code of Ethics of the American Society for Clinical Laboratory Science, or

b. Adopting rules or laws contrary to the purposes of the American Society for Clinical Laboratory Science, or

c. Failure to cooperate reasonably with the American Society for Clinical Laboratory Science.

**Section 8.** The procedures of revocation and reestablishment of the charter of a district society shall be prescribed in the SOP

professional, emeritus, or ascending professional member of this society as an advisor.

**5.** Must provide for dissolving the connection between district or developing professional society and Society in the event of failure on the part of the district or developing professional society to meet the requirements of the Society.

<p><b>ARTICLE X OFFICIAL PUBLICATION</b></p> <p><b>Section 1.</b> The official publication shall be called the ASCLS-Idaho FOCUS, and shall be the responsibility of the Editor, and such staff members as the Editor may select from the membership to assist in publication and distribution of the publication.</p> <p><b>Section 2.</b> ASCLS-Idaho FOCUS shall be distributed to all members in good standing of this Society not less than four times per year.</p>	<p><b>CHAPTER VIII OFFICIAL PUBLICATION</b></p> <p><b>A.</b> ASCLS-Idaho FOCUS shall be published at least quarterly.</p>
<p><b>ARTICLE XI QUORUMS</b></p> <p><b>Section 1.</b> A quorum at the annual meeting or any special meeting shall be the President or President-elect, any four other Board members, and the number of professional, ascending professional, and emeritus members present; at a meeting of the Board of Directors, the President or President-elect, and any other four members of the Board.</p>	
<p><b>ARTICLE XII FISCAL YEAR</b></p> <p><b>Section 1.</b> The fiscal year shall be from August first through July thirty-first.</p>	

### **ARTICLE XIII MEETINGS**

**Section 1.** This Society shall hold an annual meeting which shall include one or more scientific sessions and not less than one business meeting of the membership.

**Section 2.** The time and place of the annual meeting shall be as designated by the Board of Directors.

**a.** Notice of the meeting shall be printed in the official publication and sent to all members of this Society and its district societies at least thirty (30) days in advance of the meeting.

**Section 3.** Special 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 to the membership shall be required to hold any special meeting of the Society.

**Section 4.** Roberts Rules of Order, Newly Revised (Current Edition) shall govern the proceedings of this Society, except when otherwise specified in these bylaws

### **CHAPTER IX MEETINGS**

**A.** The annual meeting shall convene at least twenty (20) days before and within 120 days prior to the annual meeting of the ASCLS.

**B.** The order of business shall be as follows:

- 1.** Call to order
- 2.** Reading of the minutes.
- 3.** Election of Officers.
- 4.** Election of Delegates.
- 5.** Election of Nominations and Elections Committee.
- 6.** Treasurer Report.
- 7.** Old Business.
- 8.** New Business.
- 9.** Adoption of new Budget.
- 10.** Announcement of Election Results.
- 11.** Adjournment

## ARTICLE XIV AMENDMENTS

**Section 1.** Amendments to the Bylaws may be proposed by any professional, ascending professional, or emeritus 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

**Section 2.** Amendments to the SOP shall be proposed and adopted in the manner prescribed in the SOP.

**Section 3.** In order to present a complete revision of the Bylaws, the decision to revise these documents must be approved by a majority vote of the professional, ascending professional, or emeritus member members at the annual meeting. The proposed revised document(s) may thus be submitted to the professional, ascending professional, or emeritus member membership for adoption at an annual meeting in session within the following two years provided the requirements as prescribed in this article and the SOP have been met.

**Section 4.** All proposed amendments and revisions to the Bylaws must be approved by the Bylaws Committee of the American Society for Clinical Laboratory Science before they can be submitted to the professional, ascending professional, or emeritus membership for adoption. Procedures required to obtain the required approval shall be as defined in the SOP.

**Section 5.** Following approval by the American Society for Clinical Laboratory Science Bylaws Committee, the proposed amendments or revisions shall be adopted as follows:

a. Amendments or revisions to the Bylaws shall be adopted by a two-thirds vote of votes cast by the professional, ascending professional, or emeritus members at the annual meeting or any special meeting of this Society, provided the following requirements have been met:

## Chapter X Amendments

**A.** Amendments and complete revisions to the SOP shall be made as follows:

**1.** Proposed amendments to the SOP must be submitted, in writing, to the Bylaws Committee chair of this Society.

**2.** The amendments may be adopted by a majority vote of the Board of Directors, provided copies of the proposed amendments have been distributed to the Board members thirty (30) days prior to the meeting of the Board of Directors at which the amendments are to be presented for adoption.

**3.** Following the decision of the Board of Directors, in accordance with Chapter I of these SOP, to completely revise the SOP, the Bylaws Committee of this Society shall prepare such a revision and submit it to the voting members at least thirty (30) days in advance of the meeting at which the revisions are to be presented.

**B.** One copy of proposed amendments or a complete revision to the Bylaws shall be submitted, in proper form and context, by the Bylaws Committee Chair to the ASCLS Bylaws Committee Chair at least sixty (60) days before approval of said committee is desired. If approved by that committee, the proposed amendments or proposed complete revision may then be submitted to the professional membership for adoption in accordance with the provisions as prescribed in the Bylaws Article XIV, Section 3.

**C.** Upon adoption of amendments, two official copies are to be transmitted as follows: one to the ASCLS Executive Office and one to the ASCLS Bylaws Committee Chair, both within 90 days after adoption.



1. Copies of the proposed Bylaws amendments must be submitted to all [professional, ascending professional, or emeritus](#) members at least thirty (30) days prior to the meeting at which the amendments are to be presented for adoption.

2. Copies of the proposed complete revision of the Bylaws must be submitted to the [professional, ascending professional, or emeritus](#) members at least thirty (30) days prior to the meeting at which the revisions are to be presented for adoption.

**Section 6.** The chairperson of the Bylaws Committee of this Society shall file a copy of the amended or revised Bylaws with the Executive Office and Chairperson of the Bylaws Committee of the American Society for Clinical Laboratory Science within ninety (90) days after adoption of amendments or revisions.

**Section 7.** The Bylaws Committee shall have the responsibility and authority to amend the Bylaws and SOP without adhering to the provision of Section 5a and 5a2 of this article, when such changes are necessary in order that the Bylaws of this Society conform and are not in conflict with the Bylaws of the American Society for Clinical Laboratory Science as amended at any annual meeting of the House of Delegates of that Society. Such amendments must have the approval of the Board of Directors of this Society and the Bylaws Committee of the American Society for Clinical Laboratory Science before they can be incorporated into the Bylaws of this Society.

- a. The procedure in such circumstances shall be provided in the SOP.
- b. Upon approval of the Bylaws Committee of the American Society for Clinical Laboratory Science, the amendments shall be incorporated in the Bylaws of this Society and distributed to the membership.

<p><b>ARTICLE XV AFFILIATION</b></p> <p><b>Section 1.</b> This Society shall be an affiliate society of the American Society for Clinical Laboratory Science. Any adopted policies of this Society will not conflict with those of the American Society for Clinical Laboratory Science except as may be required by the laws of the state of Idaho.</p>	
<p><b>ARTICLE XVI DISSOLUTION</b></p> <p><b>Section 1.</b> This Society may be dissolved by a two-thirds vote of the professional, ascending professional, or emeritus members.</p> <p><b>Section 2.</b> In the event of dissolution of this Society, any and all assets will be held in escrow for a period of three (3) years, to ensure that all financial obligations have been met. After that time, any remaining assets will be transferred to the Education and Research Fund of the American Society for Clinical Laboratory Science.</p>	

Amended 04/20/05  
Amended 04/16/09  
Amended 04/30/11  
Amended 4/13/19