

# **SOCIETY REGULATIONS**

## **American Society for Clinical Laboratory Science- North Dakota**

### **ARTICLE I – NAME**

- A. The name of this corporation shall be the American Society for Clinical Laboratory Science - North Dakota.

### **ARTICLE II – PURPOSE**

- A. The purpose for the Society shall be to support ASCLS principles within the state, and to promote the educational, economic, and social interests of its members. It shall be a non-profit organization in compliance with the Bylaws of ASCLS.

### **ARTICLE III - MEMBERSHIP**

A. Membership

1. The classes and qualifications of membership shall be defined as those prescribed by ASCLS Bylaws and Regulations.
2. A member shall maintain membership in this Society through membership in ASCLS. Any member in good standing, may transfer membership to this Society with neither payment of additional dues nor refund of dues for the remainder of their membership year. Members who change their place of residence or employment shall be responsible for notifying the ASCLS Executive Office of such change.
3. Individuals seeking membership in this Society shall provide information proving their eligibility for ASCLS membership. Membership classes are outlined within the application form. Applications shall be sent directly to the Executive Office.
4. Equivocal applications shall be referred by the Executive Office either to a designated official of a constituent society or the Membership Recruitment Committee of ASCLS. If disagreement ensues, the Judicial Committee of ASCLS shall rule on the application.

B. Rights and Privileges

1. The qualifications of voting, holding office, and serving on any board or committee are defined as those prescribed by ASCLS Bylaws and Regulations.

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### **C. Dues**

1. The dues for ASCLS membership shall be defined as those prescribed by the ASCLS Bylaws and Regulations. Society dues for membership are currently \$5.00 and are to be paid with the ASCLS membership. ASCLS will remit the Society dues to the Secretary/Treasurer of the Society.

### **D. Expulsion from membership**

1. Procedures relating to the expulsion of a member shall be conducted in a manner consistent in detail with procedures relating to the impeachment of elected or appointed officials of this Society.

## **ARTICLE IV - MEETINGS**

### **A. Society Annual Meeting**

1. Location and Date of Annual Meeting.
  - a. Notice of the Annual Meeting shall be sent to all members of this Society at least thirty days in advance of the meeting. The Board of Directors shall determine the host city of the Annual Meeting. The host city shall determine the date of the Annual Meeting, with the permission of the Board of Directors.

## **ARTICLE V - REPRESENTATION TO THE ASCLS HOUSE OF DELEGATES**

### **A. Delegation**

1. This society is entitled to at least four (4) delegates [two (2) delegates at large (fulfilled by the President and President-Elect), one (1) new professional, one (1) student delegate] plus one (1) delegate per each 50 professional and emeritus members or major fraction thereof to the House of Delegates. If additional delegates are approved by ASCLS Bylaws, or, in the event an alternate delegate is required, delegates will be selected in the following order: President-Elect-Elect, Secretary/Treasurer, ASCLS-ND Member of the Year, Board Member at Large (2<sup>nd</sup> year), Board Member at Large (1<sup>st</sup> year), Nominations Chair, and/or members from the Society at large.
2. The President at the time of the ASCLS Annual Meeting, or the President's alternate, shall chair the delegation of this Society to the ASCLS House of Delegates. The President-Elect at the time of the ASCLS Annual Meeting, or their alternate, shall act as co-chair of the delegation of this Society to the ASCLS House of Delegates.

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### ARTICLE VI – OFFICERS

#### A. Officers

1. The duties of each officer, each elected position, and each appointed position shall be described in the job descriptions (Refer to separate job description documents).
2. Professional and emeritus members of this Society shall be eligible to hold office provided they have been professional members immediately prior to elections. No officer or member of the Board of Directors shall hold more than one office during any one term.
3. The nomination for Officers, other members of the Executive Board, and for delegate(s) to the ASCLS Annual Meeting shall be made at least three weeks in advance of the Annual Meeting. Nominations shall not be accepted from the floor of the Annual Meeting.
4. The election of Officers shall be through an electronic voting process available at least two weeks in advance of the meeting or by paper ballot at the Annual Meeting of this Society. A majority of votes cast shall elect. If no candidate for an office receives a majority of votes on the first ballot, the candidate with the lowest number of votes shall be eliminated and balloting shall continue until a candidate receives a majority of votes cast. In the event of a tie, the election shall be determined by lot.
5. Members must be instructed to indicate the order of their choice of candidates so that their ballots may be counted in the event of a second ballot.

#### B. Terms 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 and then automatically succeed to the office of the President, except in the event of a vacancy in the office of President.
3. The Secretary-Treasurer shall be elected for a term of two years and shall not serve in this office for more than two consecutive terms.
4. The term of office of any officer of this Society elected at an Annual Meeting shall begin the sine die adjournment of the ASCLS meeting.

#### C. Filling of Vacancies

1. A vacancy in the office of President shall be filled by the President-Elect for the remainder of the unexpired term.

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2. A vacancy in the office of the President-Elect shall be filled by an appointment of the President, with the approval of the majority of the existing Executive Board. The appointed President-Elect shall serve only until the end of the term. During the next annual session, professional members shall elect both a President and President-Elect.
3. In the event of the simultaneous removal during their term of office of both the President and President-Elect, the immediate past-President shall become the President of the Society for the remainder of the unexpired term of the President. The office of President-Elect shall be filled as described above.
4. A vacancy in the office of Secretary-Treasurer shall be filled by the Board of Directors who shall elect the replacement by majority vote to serve until the next Annual Meeting. In the election of a member to fill a vacancy, the Board shall first consider candidates from the slate of nominees for that office in the preceding election.

#### **ARTICLE VII – BOARD OF DIRECTORS**

- A. The yearly business of this Society is the responsibility of the Board of Directors. All business transacted by the Board of Directors shall be reported to the next Annual Meeting.
- B. The President of this Society shall serve as chair of the Board of Directors and the Secretary shall serve as Secretary of the Board.
- C. The Board of Directors shall meet a minimum of three times per fiscal year. There may be additional meetings as the business of this Society may require. A simple majority shall constitute a quorum.
- D. The Board of Directors shall appoint the editor of the official publication.
- E. A member of the Board of Directors may be appointed by the President to serve as an ex officio member of one or more appointive committees as appropriate or necessary for the purpose of liaison and communication.
- F. The elected Board Members-at-Large shall serve a two-year term. The term shall begin with the sine die adjournment of the ASCLS meeting. Board Members-at-Large terms are defined on a rotational basis so that positions are elected in alternate years. They may not be reelected to this position unless a period of two years has elapsed since termination of the previous two-year term.

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### **ARTICLE VIII – COMMITTEES**

- A. The President of this Society shall appoint a chair for each standing committee at the beginning of the term. Each chair shall serve for the term of the President. The chair may choose other members to assist on the committee.
- B. The roles of the committees shall be described in the job descriptions.

### **ARTICLE IX – OFFICIAL PUBLICATION**

- A. The editor of THE CONNECTION shall be a professional a member of this Society, well acquainted with the policies and functions of the Society, as well as qualified by the knowledge, skills, and experience for publication of a scientific journal. The editor may be an officer of this Society while serving a term as editor. The editor may appoint an associate editor, and such staff members as is seen necessary to execute the publication.

### **ARTICLE X – AFFILIATION**

- A. This Society is a constituent society of the *American Society for Clinical Laboratory Science*. This Society shall function in accordance with the regulations set forth by ASCLS and shall at no time adopt any policy contrary to the policies of ASCLS, except as may be required to abide by the laws of the state of North Dakota.

### **ARTICLE XI – PROCEDURES AND AMMENDMENTS**

- A. Modifications in the Society Regulations shall be made in the following manner:
  - 1. A proposed modification to these Society Regulations may be submitted by a professional member of this Society to the Chair of the Constitution and Bylaws Committee who shall submit the same in good form to the Board of Directors.
  - 2. A proposed modification which has been approved by the Board of Directors and which has been submitted to the members of this Society no less than thirty days prior to the Annual Meeting may be adopted by a majority vote of the accredited members present at the Annual Meeting.

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3. A proposed modification which has not been approved by the Board of Directors or which has not been submitted to the members of this Society may be submitted in writing at the Annual Meeting. Such a modification shall require for adoption a two-thirds vote of the accredited members present.
- B. Upon adoption of amendments of the Constituent Society Bylaws, official copies of the amended codes shall be transmitted to the Executive Office of the Society and to the chair of the ASCLS Bylaws Committee.

#### **ARTICLE XII – FISCAL YEAR**

- A. The fiscal year shall be from August 1 through July 31 inclusive.

#### **ARTICLE XIII – DISSOLUTION**

- A. In the event of the dissolution of the American Society for Clinical Laboratory Science – North Dakota, after the discharge of its debt and the settlement of its affairs, any funds and properties of this 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 Dakota by the end of said three (3) years, these funds are conveyed to the ASCLS Education & Research Fund, Inc.

Regulations amended:

1992

1996

1999

2004

2009

2018 (Shannon Jongeward)