

**BYLAWS / STANDARD OPERATING PROCEDURES (SOPs)**  
**OF THE**  
**AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE – OHIO**

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**AMERICAN SOCIETY FOR  
CLINICAL LABORATORY SCIENCE-OHIO**

**BYLAWS AND STANDARD OPERATING PROCEDURES (SOPs)**

(Bylaws – As Last Amended by the ASCLS-Ohio Membership – May 10, 2014)

(SOPs – Approved by the ASCLS-Ohio Board of Directors – July 12, 2008)

<b>BYLAWS</b>	<b>STANDARD OPERATING PROCEDURES (SOPs)</b>
<p><b>ARTICLE I – NAME AND OFFICES</b></p> <p>The name of this corporation is the American Society for Clinical Laboratory Science-Ohio (ASCLS-Ohio or ASCLS-OH), hereinafter referred to as the "Society".</p>	<p><b>ARTICLE I – NAME AND OFFICES</b></p> <p>The name of this corporation is as stated in the Articles of Incorporation and the Bylaws. As deemed necessary, the location of the executive office of the Society may be determined by the Board of Directors.</p>
<p><b>ARTICLE II – PURPOSE</b></p> <p>The purposes for which the Society is formed are in accordance with those stated by the American Society for Clinical Laboratory Science (ASCLS).</p>	<p><b>ARTICLE II – PURPOSE</b></p> <p>The purposes for which ASCLS is formed are:</p> <ul style="list-style-type: none"> <li>• To promote standards in clinical laboratory methods and research, and in affiliated fields;</li> <li>• To enhance the professional status and image of its members;</li> <li>• To create mutual understanding and cooperation among ASCLS and its members and all others who are engaged in the interests of individual and public health;</li> <li>• To be responsible for providing educational programs in the clinical laboratory and related sciences and defining standards of competence at all levels;</li> <li>• To be responsible for determining entry level requirements and providing for appropriate credentialing;</li> <li>• To represent the interests of the clinic laboratory and affiliated professions and the members of ASCLS in all government and other forums that affect those interests;</li> <li>• To establish and promote ethical standards</li> </ul>

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	<p>for the professions represented; and</p> <ul style="list-style-type: none"> <li>• To provide aid and benefit to all members of said professions.</li> </ul>
<p><b>ARTICLE III – MEMBERSHIP</b></p> <p>A. Membership. Membership in this Society is open to all ASCLS members working or living in the state of Ohio and shall consist of the following classes: professional, collaborative, emeritus, student and honorary.</p> <p>B. Membership Classes. The general qualifications for each class of membership are those stipulated by ASCLS.</p>	<p><b>ARTICLE III – MEMBERSHIP</b></p> <p>A. Membership in ASCLS-Ohio shall consist of the classes as defined by ASCLS.</p> <p>B. The membership classes and qualifications for membership in ASCLS are as follows.</p> <ol style="list-style-type: none"> <li>1. <b><u>Professional member.</u></b> Levels I and II shall be open to all persons certified or engaged in the education process and/or the practice of the clinical laboratory sciences. This includes those with an active interest in supporting the purposes and goals of ASCLS.</li> <li>2. <b><u>Collaborative member.</u></b> <ol style="list-style-type: none"> <li>a. This member is an individual belonging to a health care oriented national organization. The ASCLS Executive office may offer a one-year Collaborative membership to an unemployed member one time only. Documentation of employment status will be required.</li> <li>b. Former members of ASCLS may rejoin as Collaborative members if they have not held membership in ASCLS for seven (7) consecutive years or more immediately previous to such application.</li> </ol> </li> <li>3. <b><u>Emeritus member.</u></b> <ol style="list-style-type: none"> <li>a. This is an individual who has retired from gainful employment and who has been a professional member of ASCLS for a total of 20 years. Five years must have been consecutive and one year of which must have been in the active or professional membership category immediately</li> </ol> </li> </ol>

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	<p>preceding application.</p> <ul style="list-style-type: none"> <li>b. In the event exceptions to these time limit qualifications are requested (not to be less than a total of 15 years of membership) by the Society or member, ASCLS-Ohio will provide historical documentation of ASCLS activities to the ASCLS Board of Directors who will determine if Emeritus membership is granted.</li> <li>c. Individuals meeting membership qualifications for the emeritus member are to make application and pay dues assessment equivalent to the student dues assessment directly to the Executive Office. The dues assessment applies only to membership after September 1987.</li> <li>d. Emeritus members who return to active employment shall be able to reapply for emeritus status after holding current membership for one year.</li> </ul> <p><b>4. <u>Student member.</u></b></p> <p>An individual is eligible for this class of membership for a total period of five years. After five years, the student may petition the Membership Development Committee for permission to remain in the student category with provisions that the member is a full-time student. The student member is to be enrolled in one of the following:</p> <ul style="list-style-type: none"> <li>a. A structured program of clinical education conducted by agencies recognized by ASCLS, or</li> <li>b. A program recognized by ASCLS 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</li> </ul>

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<p>C. Rights and Privileges. Professional members are entitled to all rights and privileges to include voting, holding office and serving in any formal capacity recognized by the Society. Emeritus members are entitled to all the rights and privileges of the Society associated with that class of membership held at the time of application for emeritus membership. Professional and Emeritus members are designated hereinafter in this document as voting members.</p> <p>Student members shall be given the right to sit on the floor of the business session in a non-voting status and shall be given privilege of</p>	<p>course of study subsequent to the receipt.</p> <p><b>5. <u>Honorary member.</u></b> An honorary member is an individual elected to membership by the ASCLS House of Delegates. This is in recognition of outstanding service or contribution to the field of clinical laboratory science.</p> <p>a. Honorary membership shall not exceed one percent of the total professional membership of ASCLS.</p> <p>b. Recommendations for honorary membership may be made each year. Each constituent society and the ASCLS Board of Directors may present no more than one candidate for this honor in any one year.</p> <p>c. A recommendation accompanied by qualifications is to be sent to the secretary/treasurer of the ASCLS not less than 30 days before the annual session. Election to honorary membership requires a majority vote of the ASCLS House of Delegates.</p> <p>d. An honorary member is to be informed of election by the ASCLS secretary/treasurer and receive a certification of honorary membership signed by the president and the secretary/treasurer of ASCLS.</p> <p>C. Rights and Privileges. Each category of membership is entitled to the rights and privileges as defined in the Bylaws.</p> <p>1. The <u>general benefits</u> for all levels of ASCLS membership may include:</p> <p>a. A member may serve the Society in an advisory role.</p> <p>b. Continuing education and maintaining professional competency.</p> <p>c. National, regional, state, and local continuing education seminars are available at member rates.</p> <p>d. Various scholarships and funds available at several levels (national and</p>

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<p>debate. Student members are entitled to all other rights and privileges of the Society with the exception of holding elective positions.</p> <p>Collaborative and honorary members are entitled to all the rights and privileges of the Society with the exception of voting and holding elective or appointive positions.</p> <p>Any member of the Society may serve as consultant or advisor to any board or committee of the Society. Benefits for each category of membership will be determined by the Board of Directors, and will be the basis for the Society dues structure for the category.</p> <p>Membership with all rights and privileges shall be forfeited by any member who is in arrears in the payment of dues, as defined by the</p>	<p>state). The funds range from undergraduate study through higher education and research.</p> <ul style="list-style-type: none"> <li>e. Newsletters and publications.</li> <li>f. A monthly national newsletter is sent to all membership categories with national and regional news. State dues include local publications and announcements of continuing education.</li> <li>g. ASCLS publications covering many professional topics are available to members at a considerable discount.</li> <li>h. Professional and legislative advocacy.</li> <li>i. The national office as to matters affecting clinical laboratory science maintains a constant vigil. Involvement leads to partnering with other groups within the laboratory profession to promote strong professional standards.</li> <li>j. A legislative consultant monitors activities within Congress that will impact the practice of laboratory medicine. A Legislative Symposium is held in the spring to allow members an opportunity to discuss professional concerns with members of Congress.</li> </ul> <p>2. <u>Special services</u> for individual members.</p> <ul style="list-style-type: none"> <li>a. An insurance program offering liability and other forms of personal insurance.</li> <li>b. Many discounted services offered on group rates for credit cards, travel, and health care supplies.</li> <li>c. Personal improvement through participation in activities that enhance leadership or political skills.</li> </ul> <p>3. Changes in Membership Status. Professional members who enroll as full-time students and holding student membership will not forfeit continuity of professional membership privileges upon resuming professional membership.</p> <p>Failure to renew within the “grace period” established by ASCLS (no longer than 3 months</p>

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<p>Board of Directors.</p> <p>D. Dues. Annual dues for membership in the Society shall be based on the applicable class of membership. The ASCLS-Ohio Finance Committee shall review the state dues structure annually and recommend to the Board of Directors for approval the amount of dues for each class of membership. The payment of dues shall be made with the ASCLS dues.</p> <p>E. Expulsion of Members. The ASCLS 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. Procedures relating to the termination of membership shall be conducted in a manner consistent with procedures defined in the ASCLS Codes.</p>	<p>after the July 31 renew date – or by October 31) will result in the non-renewing member being removed from office, committee chair/member appointments or any other official Society position. All Society rights and privileges, including member fees for any Society event, shall be discontinued until membership is renewed/current. The newsletter may be sent to lapsed members for an additional period of time, but not longer than one year, or until such time that the lapsed member is notified that future issues will not be sent.</p> <p>D. Dues.</p> <ol style="list-style-type: none"> <li>1. The payment of the Society’s annual dues shall be in accordance with ASCLS procedures and schedules.</li> <li>2. State dues may vary by membership category. (The dues beginning with the 2008-09 membership cycle, as approved at the 2007 Members Business Meeting, will be as follows: Professional I &amp; II - \$15, First Year Professional - \$10 and Student - \$5. Collaborative and Emeritus members pay only national dues.)</li> <li>3. Recommended changes to the state dues shall be considered/approved by the Board of Directors prior to the date set each year by ASCLS to receive notice of state dues changes.</li> <li>4. Member notification of a state dues increase shall be published in the state newsletter prior to the effective date of the increase. Changes to state dues will become effective upon publication by ASCLS on the paper or electronic membership applications.</li> </ol> <p>E. Expulsion of Members. The ASCLS 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 ASCLS or ASCLS-Ohio.</p> <p>A statement of charges shall be sent by certified or registered mail to the Judicial Committee and</p>

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<p>F. Impeachment of Officials. An elected official of this Society may be impeached for gross dereliction of duty or for malfeasance. Impeachment proceedings shall be defined by the Board of Directors. A person shall be removed from his or her position if impeached in accordance with Society policy and procedure. Such decision shall be final. Judicial proceedings will be in accordance with those stipulated in the ASCLS Bylaws.</p>	<p>to the last recorded address of the member. The committee shall investigate the charges and recommend to the ASCLS Board of Directors such action as it deems appropriate..</p> <p>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 ASCLS Board of Directors at which the recommendations 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 ASCLS 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 final action is taken.</p> <p>The decision of the ASCLS Board of Directors shall be final except that the member reserves the right of appeal to the ASCLS House of Delegates who has the authority to annul or reverse the decision of the ASCLS Board of Directors. The member shall retain all rights, benefits and privileges of membership until such time as final action is taken.</p> <p>F. Impeachment of Officials. As stipulated in the ASCLS Bylaws, the following judicial proceedings shall be followed:</p> <p>An elected official of this Society may be impeached for gross dereliction of duty or for malfeasance.</p> <p>Impeachment may be initiated when a constituent society, board of directors of a constituent society; regional council, the Board of Directors, or the House of Delegates of the Society files with the appropriate (Judicial) committee, formal and specific charges against a person holding an elected office in the Society.</p> <p>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</p>



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<p>G. Incapacitation. An elected official of this Society may be relieved of his/her duties or removed from office for reasons of incapacitation according to procedures established by the Board of Directors of the Society.</p>	<p>investigation and hearing.</p> <p>The committee shall investigate the charges and recommend to the Board of Directors such action, as it deems appropriate.</p> <p>The accused shall be given a copy of the findings and recommendations of the committee no less than thirty-days (30) prior to the meeting of the Board of Directors at which the recommendations of the committee are to be considered.</p> <p><b>G.</b> Incapacitation. The procedures regarding incapacitation (mental or physical) will be drawn from Robert's Rules of Order, Newly Revised and/or upon advice from legal counsel.</p>
<p><b>ARTICLE IV -- OFFICERS</b></p> <p>A. Society Officers. The officers of the Society shall consist of the President, the President-elect or Immediate Past President, the Secretary, and the Treasurer. The term of office of each newly elected or appointed officer except those filling vacancies or taking the office of treasurer shall be in accordance with the sine die adjournment of the ASCLS House of Delegates. The newly elected treasurer shall serve as an assistant to the preceding treasurer until 1 October of the same year, and then shall assume full responsibility for the office.</p> <p>B. Election of Officers. All officers at the time of their election must have been professional or emeritus members of the Society for one (1) year immediately prior to their election. The President-elect, at the time of election, must also have previously served as an elected member of the Board of Directors. The voting members, at the annual session, shall when appropriate elect by a majority vote a President-elect and/or a Secretary and/or a Treasurer. The President shall serve a two-year (2) term. After the two years the President becomes the Immediate</p>	<p><b>ARTICLE IV – OFFICERS</b></p> <p>A. Society Officers. The officers of the Society and the term of office for each are defined in the Bylaws.</p> <p>B. Election of Officers. The qualifications for the Society Officer are defined in the Bylaws.</p> <ol style="list-style-type: none"> <li>1. A call for nominees, including the positions to be elected and the qualifications for each, shall be published in the state newsletter at least 90 days prior to the Annual Member Business Meeting.</li> <li>2. A consent to serve must be obtained before placing a member's name in nomination.</li> <li>3. The Nominations Committee shall ensure that all nominees meet the qualification</li> </ol>

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<p>Past President. The President-elect and Immediate Past President shall serve terms of one (1) year each. After this one-year term, the President-elect shall succeed to the presidency. The Secretary, serving a term of two (2) years and the Treasurer, serving a term of two (2) years shall be eligible for re-election.</p> <p>C. Duties. The duties of the officers shall be determined by the Board of Directors, except that:</p> <ol style="list-style-type: none"> <li>1. The President shall be the chief elected officer of the Society, shall serve as its principal spokesperson and shall preside at the business meetings of the Society and all meetings of the Board of Directors. The President may designate another to preside at the annual meeting of the voting members. The President shall be a non-voting ex officio member of all committees of the Society with the exception of the Nominations Committee.</li> <li>2. The President-elect shall become familiar with the duties of the office of President and shall assist the President as the President may direct and in the absence of the President preside at meetings of the Board of Directors; and the Immediate Past President, acting as advisor to the Board of Directors, shall assist the President as the President may direct and in the absence of the President preside at meetings of the Board of Directors.</li> </ol>	<p>requirements for the position.</p> <ol style="list-style-type: none"> <li>4. An official list of candidates and their qualifications shall be available for the membership at least thirty days before the annual member business meeting and provided to the membership via a posting on the website or other timely method.</li> <li>5. Nominations may be accepted from the floor during the member business meeting. The qualifications of all persons nominated from the floor shall be presented to the voting members at the time such nominations are made.</li> <li>6. The election of Officers by the voting members shall be by paper ballot and a majority of the votes cast shall elect. If no candidate for an office receives a majority of the 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 the votes cast. In the event of a tie between the final two candidates, the election shall be determined by lot.</li> </ol> <p>C. Duties. The duties of the officers include those outlined in the Bylaws and the current ASCLS-Ohio position descriptions. A committee of three Board Members and a member of the Leadership Development Committee appointed by the President will review/revise all position descriptions annually. Any proposed changes in the defined duties needed to ensure the ongoing operations of the Society shall be approved by the Board of Directors.</p>

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<p>3. The Secretary shall act as secretary at all meetings of the Board of Directors and voting members and keep or cause to be kept in permanent form a record of all minutes taken at such meetings.</p> <p>4. The Treasurer shall: assure the receipt and expenditure of funds in accordance with the directives established by the Board; serve as chairperson of the Finance Committee and submit or cause to be submitted to the Board of Directors and voting members at its annual meeting a balance sheet and a statement of all receipts and expenditures of the Society for the fiscal year.</p> <p>D. Vacancies</p> <p>1. President –term, year 1: the immediate past president becomes president until the next annual meeting when the voting members shall elect for a term of one (1) year, a president, as well as a president elect .</p> <p>2. Past president: The Board of Directors shall appoint a past president, from among the 5 most immediate past presidents, to serve as past president for the remainder of the year.</p> <p>3. President –term, year 2: the President-elect shall become President for the remainder of that term and for the succeeding two years;</p> <p>4. The Board of Directors shall appoint a past president, from among the 5 most immediate past presidents, to serve as past president through the president’s first year;</p> <p>5. President elect: Office remains vacant until the next annual meeting, when the voting members shall elect a president for a term of two years; The immediate Past president shall continue to serve until the next annual meeting. If the immediate Past president is unable to continue to serve in that position, the Board of Directors shall appoint a Past president from among the other Past</p>	<p>D. Vacancies. The process for filling Officer vacancies is defined in the Bylaws for each Officer position.</p>

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<p>presidents to serve on the Board until the next annual meeting.</p> <p>6. Secretary; or Treasurer: Any vacancy occurring may be filled by vote of the Board of Directors at any regular or special meeting, the new secretary or treasurer to serve until a successor is elected (to fulfill the unexpired term) by the voting members at the next annual session.</p>	
<p><b>ARTICLE V -- MEETINGS</b></p> <p>A. Authority. The voting members of this Society shall have authority within the Society regarding election of the officers, members of the Board of Directors and ASCLS-Ohio delegates to the ASCLS House of Delegates; adoption and amendment of the Bylaws and the Articles of Incorporation according to the laws of the state of incorporation; approval of professional practice standards and scope and direction for the Society and the profession; hearing appeals and rendering final decisions; and to review the annual financial statement and audit; except as otherwise provided in these Bylaws.</p> <p>B. Meetings. Annually there shall be at least one educational and one business meeting of this Society. An annual business meeting shall be held at such time and place as the Board of Directors may determine for the purpose of electing officers, directors and for the transaction of such other business as may come under the authority of the voting members,. The President of the Society or the duly authorized designee of the President shall preside at the business sessions of the voting members. Any member of the Society is eligible to attend the business sessions of the Society.</p> <p>C. Procedures. Each duly certified voting member of this Society in attendance at the annual Business meeting shall be entitled to one (1) vote. The quorum of the ASCLS-Ohio</p>	<p><b>ARTICLE V – MEETINGS</b></p> <p>A. Authority. As defined in the Bylaws.</p> <p>B. Meetings. As defined in the Bylaws.</p> <p>C. Procedures. The voting members include Professional I and II, First Year Professional and Emeritus members of the Society. Membership status for all voting members</p>

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<p>business meeting shall be the physical presence of 10% of the ASCLS active and emeritus members as of May 1 of the meeting year and at least two (2) officers. No proxy voting will be permitted. If an adjourned meeting of the annual meeting shall be necessary, the same quorum shall be necessary to conduct business. Matters brought before the voting members shall be decided by majority vote unless a higher percentage is specified in the Articles of Incorporation, Bylaws or other applicable law.</p>	<p>present must be verified before members are certified.</p>
<p><b>ARTICLE VI -- BOARD OF DIRECTORS</b></p> <p>A. Authority. The affairs of the Society, except as provided in Article V, shall be governed by the Board of Directors. The Board of Directors shall develop and maintain Standard Operating Procedures as required in the establishment of an organization as determined by the articles of Incorporation and Bylaws of this Society.</p> <p>B. Composition. The number of voting members of the Board of Directors shall be eleven (11) -- the President, President-elect or Immediate Past President (varies with president's year in office), Secretary, Treasurer, three (3) senior directors, two (2) junior directors a new professional and a student director. Each director, except the student director and the new professional, shall serve a term of two (2) years. A senior director may be eligible for re-election but may not serve more than two consecutive terms as senior director (or a total of three terms). The position of junior director is limited to one two-year term (unless elected to an initial one-year term, then is eligible for an additional full two-year term). A senior director, at the time of election, must have been a professional or emeritus member of the Society for two (2) years immediately prior to election or previously held an elected position as an officer or board member. A junior director, at the time of election, must have been a</p>	<p><b>ARTICLE VI – BOARD OF DIRECTORS</b></p> <p>A. Authority. As described in the Bylaws.</p> <p>B. Composition. The qualifications for members to be elected to the Board of Directors are defined in the Bylaws.</p> <ol style="list-style-type: none"> <li>1. A call for nominees, including the positions to be elected and the qualifications for each, shall be published in the state newsletter at least 90 days prior to the Annual Member Business Meeting.</li> <li>2. A consent to serve must be obtained before placing a member's name in nomination.</li> <li>3. The Nominations Committee shall ensure that all nominees meet the qualification requirements for the position.</li> <li>4. An official list of candidates and their qualifications shall be available for the membership at least thirty days before the annual member business meeting and provided to the membership via a posting on the website or other timely means.</li> <li>5. Nominations may be accepted from the floor during the member business meeting. The</li> </ol>

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<p>professional or emeritus member of the Society for one (1) year immediately prior to election and must not have previously held an elected position on the Board or Directors. The term each newly elected director, except those filling vacancies, shall be in accordance with the sine die adjournment of the ASCLS House of Delegates. In a manner prescribed by the Board of Directors and in accordance with the Bylaws of this Society, the voting members shall elect by majority vote the appropriate number of directors each year at its annual session.</p> <p>One (1) student member may be appointed by the President, with the approval of the Board of Directors, to serve as a voting director for a term of one (1) year. The student director may be re-appointed for an additional one-year term. Qualifications for the student director shall be determined by the Board of Directors.</p> <p>A new professional may be appointed by the President, with the approval of the Board of Directors, to serve as a voting director for a term of one (1) year. The new professional is defined by ASCLS as “FYP member and all professional I or II members with less than 5 years experience in the practice.”</p> <p>C. Meetings. The Board of Directors shall hold meetings at least twice each year at such times and places as the Board of Directors by resolution may direct. Additional meeting(s) of the Board of Directors may be called by the President or by one third of the directors. The Board of Directors may, under conditions and procedures defined in the Standard Operating Procedures, poll its members by means of a ballot distributed via mail, fax, electronic bulletin board or other means as current communications technology allows. This polling shall constitute a meeting of the Board of Directors.</p>	<p>qualifications of all persons nominated from the floor shall be presented to the voting members at the time such nominations are made. The election of Directors by the voting members shall be by paper ballot and a majority of the votes cast shall elect. If no candidate for a Director position receives a majority of the 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 the votes cast. In the event of a tie between the final two candidates, the election shall be determined by lot.</p> <p>Qualifications for Student Director – At the time of initial appointment, the Student Director must have been a current student member for at least six (6) months. If reappointed for an additional one-year term, the student director so appointed must be either a student member or first year professional member.</p> <p>C. Meetings. The Board of Directors meetings shall be open to all members of the Society except during periods in which the Board of Directors is in executive session.</p> <p>The Board of Directors may meet in face-to-face session or via conference call. The format chosen for the meeting should be that which will best provide an effective forum to conduct the Society’s business.</p> <p>Minutes of the meetings of the Board of Directors, including copies of the actions and directives of all meetings of the Board of Directors shall be provided to the members of the Board of Directors within sixty (60) days of each meeting.</p>

BYLAWS	STANDARD OPERATING PROCEDURES (SOPs)
<p>D. Notice of Meetings. A minimum of fourteen (14) days written notice of any meeting of the Board of Directors shall be provided to each director, except that the requirement for such written notice may be waived by majority vote of the Board of Directors when a conference call meeting, or ballot polling as described in Article VI. C. is deemed necessary and/or advisable.</p> <p>E. Quorum. One half of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board; if less than a quorum is present at a meeting, a majority of the directors present shall adjourn the meeting. Except as otherwise provided in the Articles of Incorporation, Bylaws, or other applicable law, all matters to come before the Board of Directors shall be decided by majority vote.</p> <p>F. Vacancies. A vacancy occurring of a director may be filled by vote of the Board of Directors at any regular or special meeting, the new director to serve until a successor is elected (to fulfill the unexpired term) by the voting members at the next annual session.</p> <p>G. Compensation. Directors shall not receive any salary for their services as directors, but may, by resolution of the Board of Directors, be reimbursed for expenses incurred in the performance of their duties.</p>	<p>When a mail ballot (paper or electronic) is used to address a “request for action” / motion between meetings, a copy of the motion and results of the vote shall be incorporated into the minutes at the next meeting of the Board of Directors.</p> <p>D. Notice of Meetings. The requirement for notice of a meeting of the Board of Directors is stated in the Bylaws. The date(s) selected for meetings should take into consideration the availability of the all (or majority) of Board members to attend.</p> <p>E. Quorum. As stated in the Bylaws.</p> <p>F. Vacancies. Recommendations for candidates to fill a vacant director position should be sought from among the members of the Board of Directors and other leadership. The selected candidate must meet the qualification requirements for the position to be filled (e.g., Senior Director, Junior Director, or Student Director).</p> <p>G. Compensation. Reimbursement will be made to Directors for business expenses involving postage, telephone, duplication, office supplies and other expenses provided for in the budget or approved by the Board of Directors..</p>

<b>BYLAWS</b>	<b>STANDARD OPERATING PROCEDURES (SOPs)</b>
<p><b>ARTICLE VII -- FISCAL AFFAIRS</b></p> <p>A. Fiscal Year. The fiscal year shall be from August 1 to July 31, inclusive, unless the Board of Directors establishes some other fiscal year.</p> <p>B. Sources of Funds. In addition to dues, the Board of Directors may accept, on behalf of the Society, contributions, gifts or bequests for the general purposes or for any special purpose of the Society, and may conduct such fund-raising activities as it determines to be appropriate.</p> <p>C. Audit. The treasurer shall insure that an internal financial review of all accounts of the Society be completed annually by an audit committee appointed by the President. An external financial review may be conducted at the end of the term(s) of office of the treasurer, and prior to the date the newly elected treasurer assumes the responsibility of the office, according to the procedures established by the Board of Directors.</p> <p>D. Financial Records. The treasurer of this Society shall keep correct and complete books and records of account as required by a corporation in the State of Ohio. The Board of Directors of the Society shall establish procedures for handling checks and deposits and a mechanism for bonding of appropriate individuals.</p>	<p><b>ARTICLE VII -- FISCAL AFFAIRS</b></p> <p>A. Fiscal Year. The fiscal year shall be from August 1 to July 31, inclusive.</p> <p>B. Sources of Funds. The ordinary income/operating funds of the Society shall consist of state member dues, advertisement income, investment savings, net income from the annual educational conference, and proceeds from any fund-raising activities approved by the Board of Directors.</p> <p>C. Audit. As specified in the Bylaws, an internal review of all financial accounts shall be completed annually by a committee appointed by the President. This review should be performed within 60 days of the end of the fiscal year. A written report from the Audit Committee, summarizing its findings, shall be presented to the Board of Directors.</p> <p>D. Financial Records. All financial records listed in the record retention schedule shall be retained in the Treasurer's files for the designated length of time. These audit and internal review reports, bank statements, bills and invoices, budgets (annual and conference), canceled checks (or electronic images), deposit books, financial statements, requests for reimbursement with receipts attached and payments made, and correspondence (electronic and paper) of the Treasurer and Finance Committee.</p>
<p><b>ARTICLE VIII -- COMMITTEES</b></p> <p>A. Nominations Committee. There shall be a Nominations Committee, consisting of not more than five (5) members appointed by the president with the approval of the Board of Directors. The Nominations Committee shall</p>	<p><b>ARTICLE VIII -- COMMITTEES</b></p> <p>A. Nominations Committee. The composition of the Nominations Committee is defined in the Bylaws. Responsibilities of the committee include, but are not limited to, publicizing the elected position opportunities throughout the</p>



BYLAWS	STANDARD OPERATING PROCEDURES (SOPs)
<p>be responsible for presenting to the voting members at its succeeding annual session nominations for those positions to be filled by election at that session.</p> <p>B. Bylaws Committee. There shall be a Bylaws Committee whose members shall be appointed by the President with the approval of the Board of Directors. The Bylaws Committee shall receive proposed amendments to the Bylaws and Articles of Incorporation of the Society and prepare such amendments for consideration as described under Article XIV.</p> <p>C. Finance Committee. There shall be a Finance Committee composed of the Treasurer as chair, the President-elect or Past President, and one (1) Director elected by the Board. The duties of this committee are to monitor Society income and expenditures and to submit recommendations to the Board concerning budget proposals and financial policies.</p> <p>D. Additional Committees. The Board will develop mechanisms whereby ASCLS-Ohio advocacy is implemented in areas of professional affairs, governmental affairs, and education, and that membership development and strategic planning activities will occur. The Board of Directors may establish and delegate such of its authority to additional committees as it deems appropriate in accordance with these Bylaws, the Articles of Incorporation and the laws of the state of Ohio.</p>	<p>state, presenting the slate of candidates for elected positions, and presiding over the elections during the Annual Member Business Meeting. Specific responsibilities are listed in the Position Description for the Nominations Committee Chair.</p> <p>B. Bylaws Committee. The basic function of the committee is to perform such duties as are defined or implied in the Bylaws, Standard Operating Procedures, and Policy/Operations Handbook. Specific responsibilities are listed in the Position Description for the Bylaws Committee Chair.</p> <p>C. Finance Committee. The composition of the Finance Committee is defined in the Bylaws. Responsibilities of the committee include, but are not limited to, monitoring the financial records of the Society, recommending financial policies to the Board of Directors, regularly reviewing the Society's financial reports, monitoring the Society's financial policies, serving as an internal auditing body, submitting recommendations to the Board of Directors on matters of finance, and reporting the financial status of the Society to the membership. Specific responsibilities are listed in the Position Description for the Treasurer/Finance Committee Chair.</p> <p>D. Additional Committees The Standing Committees of the Society, in addition to Bylaws, Finance and Nominations, and the basic functions of each, include –</p> <ul style="list-style-type: none"> <li>• Annual Meeting Planning – Plan and implement all annual meeting educational conference/meeting functions and activities, form the necessary planning committees to ensure a quality conference, and report progress of the various planning functions/areas of activity to the President and ASCLS-Ohio board of Directors on a</li> </ul>

BYLAWS	STANDARD OPERATING PROCEDURES (SOPs)
	<p>regular basis or as requested.</p> <ul style="list-style-type: none"> <li>• Annual Meeting Steering – Formulate and recommend conference policies and procedures, provide for consistency and continuity of the annual conference planning process, and ensure adequate administrative support and oversight for annual conference planning process(es) and committee(s).</li> <li>• Awards – Coordinate ASCLS-Ohio awards program including presentation of state awards during the ASCLS-Ohio Annual Meeting and assist the President with nominees and deadlines for ASCLS awards.</li> <li>• Education Coordination Council / Scientific Assembly Sections – Catalyze, coordinate and/or consolidate ASCLS-Ohio continuing education activities, function as a clearinghouse and advisor for clinical laboratory science education related activities, and recommend and Special activities Subcommittee chairs as need to the President for appointment. Perform functions and activities as indicated in the ASCLS Guidelines for the Operation of the Sections of the Scientific Assembly.</li> <li>• Government Affairs – Direct and coordinate all governmental activities and serves as the state contact for the ASCLS Government Affairs Committee.</li> <li>• Leadership Development – Plan and provide activities for members of current and future state society leadership to ensure ongoing leadership development, identify and provide access to resources for all member volunteers to succeed in their leadership roles, and accept and implement charges as assigned by the President and/or Board of Directors.</li> <li>• Membership – Retain current members, recruit new members, and reactivate lapsed members.</li> <li>• Newsletter / Publications – Manage and edit the publication of at least three issues of a professional, informative, and timely state</li> </ul>

BYLAWS	STANDARD OPERATING PROCEDURES (SOPs)
	<p>newsletter each Society year and assure appropriate distribution of publication(s).</p> <ul style="list-style-type: none"> <li>• Professional Affairs – Participate in and coordinate public image and communications media activities, provide and utilize resources to improve the image of the profession and Society, establish and strengthen relationships with other laboratory organizations and health care professions, and coordinate National Medical Laboratory Professionals Week activities.</li> <li>• Scholarship – Keep membership aware of availability and requirements for scholarships and continuing education funds at the state and national levels, coordinate selection and presentation of state scholarship awards, and control and manage scholarship funds.</li> <li>• Student Forum – Represent state student membership, serve as student member of the Board of Directors, and participate in Region IV student activities.</li> <li>• Website – Maintain the website of ASCLS-Ohio.</li> </ul> <p>The specific responsibilities for each Committee are outlined in the Position Description for the Committee Chair.</p>

BYLAWS	STANDARD OPERATING PROCEDURES (SOPs)
<p><b>ARTICLE IX -- SCIENTIFIC ASSEMBLY</b></p> <p>The Scientific Assembly shall serve the professional interests of members of this Society. The activities of the Scientific Assembly shall not be directed toward the administrative aspects of the Society The Scientific Assembly shall be composed of sections in accordance with those of ASCLS and each of which pertains to a specific area of the professional interests of members of this Society. Sections may be organized subject to the approval of the Board of Directors.</p>	<p><b>ARTICLE IX -- SCIENTIFIC ASSEMBLY</b></p> <p>The structure and functions are based on the established Guidelines for the Education Coordination Council (ECC). The Coordinator of the ECC is appointed by the President, with the approval of the Board of Directors, for a two-year term.</p> <p>Representatives for each ASCLS Scientific Assembly section are appointed by the President, with the approval of the Board of Directors, for a one-year term upon the recommendation of the ECC coordinator</p> <p>The scientific assembly representatives will serve to provide expert consultation and continuing education resource in the discipline related areas.</p>
<p><b>ARTICLE X -- STUDENT FORUM</b></p> <p>A. Student Forum of the Society. The Student Forum shall coordinate the involvement and interest of students of clinical laboratory science in this Society. A professional or emeritus member of this Society shall serve as an advisor to the Student Forum.</p> <p>B. Guidelines. The Student Forum shall be governed by guidelines approved by the Board of Directors of this Society. The advisor shall be appointed by the President of this Society with the approval of the Board of Directors.</p>	<p><b>ARTICLE X -- STUDENT FORUM</b></p> <p>A. Student Forum</p> <p>B. Guidelines – To be developed consistent with the Bylaws.</p>
<p><b>ARTICLE XI -- OFFICIAL REPRESENTATION</b></p> <p>A. Representatives To ASCLS House Of Delegates. The president, president elect or immediate past president, new professional, and the highest ranking student official of this Society shall serve as entitled delegates to the ASCLS House of Delegates. Designated delegates/alternates to fill the specified quota for the ASCLS House shall be elected by the</p>	<p><b>ARTICLE XI -- OFFICIAL REPRESENTATION</b></p> <p>A. Representatives To ASCLS House Of Delegates. The number of delegates is determined by ASCLS on a membership pro-rated basis. As specified in the Bylaws, delegates are elected at the ASCLS-Ohio Annual Member Business Meeting. Automatic delegates include two presidential officers, a new professional and a student representative. Individuals holding the offices of President,</p>

BYLAWS	STANDARD OPERATING PROCEDURES (SOPs)
<p>voting members as established by the Board of Directors. Reimbursement of expenses to the ASCLS meeting may be made to officers and delegates as approved by the Board of Directors</p> <p>B. Other Representatives. The Board of Directors shall have the authority to appoint members of the Society to represent the Society in other organizations. Members of the Society so selected shall be responsible to the Board of Directors and shall be the representative of the Society to such other organizations.</p>	<p>President Elect, Immediate Past President, and the newly elected President Elect should be given priority consideration as delegates. If any elected delegate is unable to serve, a designated alternates can be selected. The Chair of the Delegation has authority to choose which alternate(s) serve. An ASCLS-Ohio member serving in an elected or appointed ASCLS position may be given priority to serve as a delegate.</p> <p>If votes are cast for the delegates, the nominees are ranked per number of votes. Those not filling the delegate place(s) become alternates. It is suggested that alternates follow the same directions as those stated for delegates.</p> <p>One student member can also be selected as a delegate. If this delegate position is unfilled, an alternate cannot be designated and it remains unfilled.</p> <p>The President and other presidential officers shall be reimbursed for expenses (air travel or mileage, hotel, meals, registration fee) to the amount specified in the approved budget. The student delegate may submit a request for reimbursement only for amount designated by ASCLS-Ohio. Financial assistance for the per delegate budgeted amount will be provided for the delegates-at-large. The request for reimbursement shall be submitted on the "Request for Reimbursement / Payment Voucher" form to the ASCLS-Ohio Treasurer. Payments will be made to delegates after the ASCLS Meeting. Anyone not fulfilling all their delegate responsibilities, as determined by the Chair of the delegation, may receive a reduced reimbursement.</p> <p>B. Other Representatives. Appointments will be made as needed.</p>

BYLAWS	STANDARD OPERATING PROCEDURES (SOPs)
<p><b>ARTICLE XII -- PUBLICATION(S)</b></p> <p>The official publication of this Society shall be the <i>Ohio CLS Today</i>. This publication, financed by this Society, shall be available to each member of this Society. The editor shall be appointed and duties determined by the Board of Directors. The editor shall appoint any additional staff.</p> <p>Other Society publications may be developed subject to the approval of the Board of Directors of this Society.</p>	<p><b>ARTICLE XII – PUBLICATION(S)</b></p> <p>The name of the official publication of this Society is defined in the Bylaws. A paper copy of this publication should be sent via US Mail to all current members at least three times a year with an electronic copy of each posted on the Society’s website.</p> <p>The appointed editor (Chair of the Publications Committee) must be a current member of the Society; be able to communicate effectively; have or have access to the resources for word processing/publication development, mailing and telephoning; and be committed to completing projects within established deadlines. Specific duties for the Chair of the Publications Committee are outlined in the position description</p>

BYLAWS	STANDARD OPERATING PROCEDURES (SOPs)
<p><b>ARTICLE XIII -- CONSTITUENT SOCIETIES</b></p> <p>This Society may be composed of constituent societies. A constituent society shall be defined as a group of persons holding a valid charter from this Society. Only the voting members of this Society shall grant, revoke, or reinstate the charter of a constituent society. Procedures for seeking, granting, revoking, and reinstating a charter shall be defined by the ASCLS-Ohio Board of Directors. A constituent society shall be obliged under a charter granted by this Society to regulate its members and its conduct of business by means of its constitutional codes, so that the principles, policies, and procedures of this Society and the American Society for Clinical Laboratory Science shall not be superseded nor obstructed. The voting members of this Society shall define duties, responsibilities and privileges of a constituent society.</p>	<p><b>ARTICLE XIII -- CONSTITUENT SOCIETIES</b></p> <p>Procedures to be developed, as needed, by the Board of Directors.</p>
<p><b>ARTICLE XIV -- PARLIAMENTARY PROCEDURES AND BYLAWS AMENDMENTS</b></p> <p>A. Parliamentary Authority. Robert's Rules of Order, Newly Revised (Current Edition), will govern the business proceedings of the Society, except when otherwise specified in the Codes of this Society.</p> <p>B. Amendments. The Articles of incorporation and Bylaws of the Society may be amended as follows:</p> <ol style="list-style-type: none"> <li>1. The Board of Directors or a group of three or more voting members of this Society may submit a proposed amendment to these Bylaws or the Article of Incorporation. Any proposed amendment shall be submitted in writing to the chairperson of the Bylaws</li> </ol>	<p><b>ARTICLE XIV -- PARLIAMENTARY PROCEDURES AND BYLAWS AMENDMENTS</b></p> <p>A. Parliamentary Authority. As specified in the Bylaws.</p> <p>B. Modifications to the Standard Operating Procedures (SOPs) shall be made in the following manner:</p> <ol style="list-style-type: none"> <li>1. A proposed modification to the SOPs may be submitted in writing to the Board of Directors by any officer, director, committee chair or active member of this Society. The rationale for the proposed modification should also be provided.</li> </ol>

BYLAWS	STANDARD OPERATING PROCEDURES (SOPs)
<p>committee not less than one hundred twenty days prior to the next ASCLS-Ohio Annual business meeting.</p> <p>2. The chairperson of the Bylaws committee shall present the proposed amendment in proper form without change of meaning to the ASCLS Bylaws Committee for approval.</p> <p>a. Any change in amendments to the ASCLS-Ohio Bylaws and/or Articles of Incorporation to conform to the ASCLS Bylaws, may be made automatically by the chairperson of the ASCLS-Ohio Bylaws committee upon approval of the Board of Directors.</p> <p>3. The proposed amendments shall be distributed to the members of this Society not less than thirty days prior to the opening of the next meeting.</p> <p>4. Amendments to these Bylaws and Articles of Incorporation shall be adopted by a two-thirds (2/3) vote of the voting members certified at the time of the vote.</p> <p>5. Final adopted Bylaws must be sent in electronic file format to the ASCLS Bylaws Committee Chair within 90 days of adoption.</p> <p>C. Publication. The approved codes shall be made available to the membership. When the <i>Ohio CLS Today</i> is used for distribution, the secretary shall submit a report for publication within thirty days prior to the deadline of <i>Ohio CLS Today</i>.</p>	<p>2. The proposed modification, after consultation with the Bylaws Committee, shall be submitted for consideration to the Board of Directors no less than thirty days prior to the next meeting of the Board of Directors. Adoption shall be by a majority vote of the Board members present at the meeting.</p> <p>3. A proposed modification to the SOPs not adopted by the Board of Directors may be presented in writing as a motion to the voting members at the next Member Business Meeting. Such modification shall require for adoption a two-thirds vote of the voting members certified as present at the time of the vote.</p> <p>4. Official copies of the amended Standard Operating Procedures shall be transmitted electronically to the ASCLS Bylaws Committee Chair within ninety days of adoption.</p> <p>C. Publication and Distribution. The current Bylaws and Standard Operating Procedures (SOPs) shall be made available electronically to any member upon request and may be posted on the ASCLS-Ohio website.</p>