

Constitution and Bylaws of the Delaware Valley Chapter of the American Society for Clinical Laboratory Science - Pennsylvania

Constitution:

Article I. Name

This organization shall be known as the Delaware Valley Chapter of the American Society for Clinical Laboratory Science-Pennsylvania (hereinafter referred to as the Society), affiliated with the American Society for Clinical Laboratory Science. The geographical area of this Society shall include Bucks, Chester, Delaware, Montgomery, and Philadelphia counties.

Article II. Purpose

The purpose of this organization shall be:

1. To hold scientific meetings at regularly stated intervals.
2. To stimulate interest in membership in the ASCLS and ASCLS-PA.
3. To elevate the status of clinical laboratory personnel.

Article III. Membership

The membership of this Society shall consist of such classes and sub-classes as may be provided by the Bylaws of this Society, and the members in each of such classes shall have such rights and privileges and shall be governed by such rules of eligibility, admission, retention and dismissal as may be prescribed by the Bylaws. Professional and Collaborative Membership may be granted only to those persons who also become Professional or Collaborative members of the ASCLS-PA.

There shall be no discrimination in any form in qualifications, privileges and responsibilities of membership.

Article IV. Officers and Board of Directors

1. The officers of this Society shall consist of President, President-Elect, Secretary, and Treasurer.
2. The Board of Directors shall consist of the President, President-Elect, Secretary, Treasurer, immediate Past-President, and four elected members.

Article V. Meetings

1. Meetings of this Society shall be at such times and places as designated in the Bylaws.
2. Special meetings may be called by the President, Board of directors and/or members as designated in the Bylaws.
3. In meetings of the Board of Directors, the President or alternate and 50% of the Board members shall constitute a quorum.

Article VI. Parliamentary Authority

Robert's Rules of Order, newly Revised, shall govern the business proceedings of this Society, except when otherwise specified by the Bylaws.

Article VII. Amendments

The Bylaws of this Society may be amended by a two-thirds vote of the eligible voting members present at the time of the voting, in a manner prescribed in the Bylaws.

Bylaws:

Article I. Code of Ethics

- A. I acknowledge my professional responsibility to:
 - 1. Maintain and promote standards of excellence in performing and advancing the art and science of my profession;
 - 2. Safeguard the dignity and privacy of patients;
 - 3. Hold my colleagues and my profession in high esteem and regard;
 - 4. Contribute to the general well-being of the community; and
 - 5. Actively demonstrate my commitment to these responsibilities throughout my professional life.

Article II. Membership

- A. The membership of this Society shall consist of the following classes: Professional, Collaborative, Emeritus, Student and Honorary.
- B. The applicant shall be considered only for membership in the class appropriate to the maximum qualifications he/she possesses:
 - 1. An exception will be made for a professional member who requests student membership while enrolled full time in a graduate program. Procedures for membership application are defined in the Regulations of this Society.
- C. The qualifications for each class of membership shall be defined:
 - 1. The Professional member shall be the same as defined by the Bylaws of the ASCLS and as printed in the Regulations of this Society.
 - 2. The Collaborative member shall be the same as defined in the Bylaws of the ASCLS and as printed in the Regulations of this Society.
 - 3. The Emeritus member shall be the same as defined in the Bylaws of the ASCLS and as printed in the Regulations of this Society.
 - 4. The Student member shall be the same as defined in the Bylaws of the ASCLS and as printed in the Regulations of this Society.
 - 5. The Honorary member shall be the same as defined in the Bylaws of the ASCLS and as printed in the Regulations of this Society.
- D. Professional and Emeritus members are entitled to vote, hold office, and serve on any board or committee of this Society. Formerly Professional members enrolling as full-time students and holding student membership will not forfeit continuity of Professional membership privileges upon resuming Professional membership. All other members may serve on any committee of this Society, but not as chairman. All other rights, benefits, and privileges of this Society shall be extended to all members. Any member of this Society may serve as a consultant or advisor to any committee when requested by the Chairman.
- E. A member shall maintain membership in this Society through place of residence or employment.
- F. A member may be expelled for conduct detrimental to the ASCLS or to this Society. Procedures relating to expulsion shall be conducted in the manner prescribed by the ASCLS.

- G. An expelled member may be reinstated following the procedures prescribed by the ASCLS.

Article III. Dues

- A. The amount of annual dues for membership in this Society shall be established by the Board of Directors.
- B. No dues shall be charged emeritus members, honorary members or student members.

Article IV. Officers

- A. The officers of this Society shall be president, president-elect, secretary and treasurer. The duties of the officers shall be defined in the Regulations of this Society.
- B. Professional and Emeritus members of this Society shall be eligible to hold office provided they have been members for at least one year and are in good standing in the Society.
- C. Officers of this Society shall be elected at the spring business meeting with the procedures defined in the Regulations of this Society.
- D. The term of office for each officer of this Society shall be defined in the Regulations of this Society.
- E. A vacancy occurring in any office of this Society shall be filled in the manner defined in the Regulations of this Society.

Article V. Board of Directors

- A. The Board of Directors shall represent the Society.
- B. Officers of the Board of Directors shall be defined in the Regulations of this Society.
- C. There shall be elected members of the Board of Directors.
 - 1. Professional or Emeritus members of this Society shall be eligible for election to the Board of Directors providing they have been members for one year and are in good standing.
 - 2. The term of office of a member of the Board of Directors who is not an officer shall be defined in the Regulations of this Society.
 - 3. A vacancy occurring among the elected members of the Board of Directors or in the position of immediate past president shall be filled in a manner defined in the Regulations of this Society.
- D. The president or alternate and 50% of the voting members of the Board of Directors shall constitute a quorum.

Article VI. Representation to the ASCLS-PA House of Delegates

- A. This Society is entitled to representation at the Annual Meeting of ASCLS-PA as stipulated in the Bylaws of that Society.
- B. The total number of delegates is exclusive of the officers and members of the Board of Directors of ASCLS-PA having residence in this district in attendance at the Annual Meeting.

Article VII. Committees

- A. Elective Committees
 - 1. The Nominations and Elections Committee shall be an elective committee. The qualifications for membership, method of election, and duty of this elective committee shall be defined in the Regulations of this Society.
 - 2. A vacancy occurring in an elective committee shall be filled in the manner defined in the Society Regulations.
- B. Appointive Committees
 - 1. There shall be the following standing committees: Professional, Personnel and Public Relations; and Membership Development. Qualifications for membership, method of appointment and duties of the standing committees shall be defined in the Regulations of this Society.
 - 2. Chairmen of appointive committees shall delineate sub-committees or appoint advisors and consultants to carry out specific activities of appointive committees.
- C. Ad Hoc committees shall be appointed by the president on authority given by the Board of Directors.

Article VIII. Fiscal Year

- A. The fiscal year shall be from July 1 to June 30, inclusive.

Article IX. Meetings

- A. A Chapter shall be considered “active” if it holds at least three educational meetings and one Board Meeting during the course of the ASCLS-PA fiscal year (September 1 - August 31.) The Chapter President or appointed alternate must attend at least one ASCLS-PA Board Meeting during the year.
- B. Special meetings requiring the input and vote of all chapter members may be called by the President; or two-thirds of the Officers and Board of Directors; or ten members of the Society. Notice of such special meetings shall be sent to all chapter members at least 10 days prior to the meeting.

Article X. Dissolution

- A. This corporation may be dissolved in accordance with procedures defined in the Regulations of this Society.

Article XI. Amendments

- A. Modifications of the Society Regulations may be made in accordance with procedures defined in the Bylaws of this Society.
- B. Any proposed amendments to these Bylaws shall be referred in writing to the Secretary who shall submit it to the Board of Directors. After consultation with and approval by the Bylaws Committee of ASCLS-PA, the amendments shall be submitted in writing to the membership at least thirty days prior to any regular meetings.

- C. These Bylaws may be amended by a two-thirds vote of the eligible voting members present at any regular meeting.
- D. Within 30 days after adoption of an amendment to the Bylaws or the Regulations of this Society, the secretary shall send an official copy of the amended codes to the Chairman of the Bylaws Committee of the ASCLS-PA.

September, 1948

Amended: Feb. 1955, Jan. 1961, May 1965, Mar. 1970, Nov. 1971, Nov. 1974, May 1977, May 1982, July 1990, Dec. 1994, Apr. 2000, Jan. 2006

Regulations:

Article II. Membership

- A. Classes of membership.
- B. Application for membership: Application for membership shall be submitted on a form supplied by the Membership Development committee, and signed by the applicant. Said application shall be presented with the annual dues to the Membership Development Committee. Questions of eligibility shall be decided by the Board of Directors.
- C. Qualifications for Membership: The general qualifications for each class of membership are as follows: Each category of membership requires that the individual be a member of the ASCLS. For each category of membership:
 1. **Professional:** 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. 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 this Society.
 2. **Collaborative:** Collaborative membership shall be open to all persons who currently hold membership in any other health-related national organization. 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. 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.
 3. **Emeritus:** Emeritus membership shall be open to any member who has retired from gainful employment. This is an individual who has retired from gainful employment and who has been a professional member of this Society 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 preceding application. In the event exceptions to these time limit qualifications are requested (not to be less than a total of 15 years of membership) by a state or member, the said state will provide historical documentation of ASCLS activities to the Board of Directors who will determine if Emeritus membership is granted.
 4. **Student:** Student membership shall be open to any person enrolled in a program of clinical laboratory studies. 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:

- a. a structured program of clinical education conducted by agencies recognized by this Society, or
 - b. 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. A graduate program is defined as any course of study subsequent to the receipt by the individual of an initial degree or certificate relevant to this profession.
- D. Privileges of membership: The qualifications for voting, holding office, and serving on any board or committee are defined in appropriate sections of the Bylaws and Regulations of this Society.
 - E. Place of membership: This Society shall follow the format prescribed in the Standard Operating Procedures of the ASCLS.
 - F. Expulsion of member.
 - G. Reinstatement of an expelled member will be conducted by the ASCLS.

Article III. Dues

- A. Annual dues for membership in this Society shall be due and payable September 1. A member delinquent in paying annual dues for more than sixty days following this date shall forfeit all membership privileges. Upon payment of dues at any time within the month, the individual's membership shall be renewed and the membership considered continuous.

Article IV. Officers

- A. Duties of the Officers.
 - 1. The President shall be the chief executive of this Society and shall preside at all meetings of the Board of Directors; shall be an ex-officio member of all committees except nominations and elections committee; shall appoint all appointive committees, and with the approval of the Board of Directors, shall appoint such ad hoc committees as are needed. The Chapter President or alternate must attend at least one ASCLS-PA Board Meeting during the fiscal year. The Chapter President must submit written reports as requested by the ASCLS-PA President. The Chapter president shall adhere to the duties of the District Society President as set forth in the ASCLS-PA Handbook.
 - 2. The President-Elect shall become familiar with the duties of the office of president while in office. The president-elect shall perform the duties of the president in case of the absence or disability of the President. In the event of a vacancy in the office of president, the president-elect shall become president.
 - 3. The Secretary shall act as secretary at all meetings of the Board of Directors, and shall keep in permanent form, a record of all minutes taken at all official meetings; shall send copies of the minutes within

30 days after meetings to Board members; conduct such correspondence as shall be authorized by the Board of Directors, such as meeting notices, etc.; shall deliver to the next secretary all Society properties within one month after expiration of the term of office.

4. The Treasurer shall assure the receipt and expenditure of funds in accordance with directives of the Board of Directors and
 - a. have the accounts audited every two years or at the end of the term of office by a public accountant at the Society's expense, or by an auditing committee appointed by the president from the professional membership;
 - b. submit a statement of all receipts and expenditures at each meeting of the Board of Directors;
 - c. file the proper state and federal reports annually as described in the ASCLS-PA handbook;
 - d. deliver all records following the last audited report and all cash on hand to the next treasurer at the end of the term of office; and
 - e. in cooperation with the President prepare a proposed budget for the fiscal year to be presented to the Board of Directors.
- B. An officer of this Society may be nominated for a different office and is entitled to continue in office until election to a different office is made official, whereupon resignation from the original office is necessary.
- C. The election shall be conducted by the Nominations and Elections committee. The officers shall be elected annually at the time of the Spring business meeting, with the exception of the Treasurer, who shall be elected bi-annually. Two members of the Board of Directors shall be elected each year. Election shall be by ballot and a majority of votes cast shall elect. If no candidate for 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 receive a majority of the votes cast. In the event of a tie, the election shall be determined by lot.
 1. An official list of candidates for each office shall be presented at the annual meeting.
 2. Nominations may be made from the floor. The written permission of all persons nominated from the floor shall be presented at the time such nominations are made.
- D. 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. Except in the event of a vacancy in the office of president, the President-Elect shall serve for one year and then automatically succeed to the office of President.
 3. The Secretary shall be elected for a term of one year.
 4. The Treasurer shall be elected for a term of two years.

5. The term of office of any officer of this Society shall begin with the new fiscal year.
- E. 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. The office of President-Elect shall remain vacant until the next annual business meeting when the President-Elect shall be elected for a term of one year.
 2. A vacancy in the office of President-Elect, except to fill a vacancy in the office of President, shall remain vacant until the next annual business meeting when a President and a President-Elect will be elected.
 3. In the event of simultaneous removal during their terms of office of both the President and President-Elect, the immediate Past President shall become the President of this Society for the remainder of the unexpired term of President. The office of President-Elect shall remain vacant until the next annual business meeting when both a President and a President-Elect shall be elected.
 4. A vacancy in the office of either Secretary or Treasurer shall be filled by the Board of Directors who shall elect the replacement by majority vote to serve until the next annual business meeting. In the selection of a candidate to fill a vacancy, the Board shall first consider the candidates from the slate of nominees for that office in the preceeding election. At the next annual business meeting a Treasurer shall be elected to fill the unexpired term of office.

Article V. Board of Directors

- A. The yearly business of this Society is the responsibility of the Board of Directors.
1. There shall be at least one meeting of the Board of Directors. The time and place of such meetings to be designated by the chairman.
 2. 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.
 3. The Board of Directors shall decide how funds of the Society shall be spent.
 4. Approve amendments to the Bylaws of the Society before they are sent to the ASCLS-PA Bylaws Committee and presented to the membership of this Society.
 5. Approve modifications to the Society Regulations and submit them to the membership of this Society.
 6. Fill vacancies in the office of Secretary or Treasurer by majority vote, first considering the candidates from the slate of nominees for that office in the preceeding year.
 7. Authorize appointment of ad-hoc committees by the President.

8. Make recommendations to the appropriate ASCLS body for expulsion of a member as prescribed by the ASCLS.
 9. Examine and rule on impeachment proceedings of any elected or appointed member.
- B. Election to the Board of Directors
1. The elected members of the Board of Directors shall be nominated and elected in the manner described by the Regulations fo this Society for nominations and elections of officers.
 2. The term of office of a member elected to the Board of Directors shall begin on July first. The term of office shall be two years.
 3. In the event of a vacancy among the elected member to the Board of Directors, the President of this Society shall appoint a successor to serve until the next annual meeting and give first consideration to appointment of one of the candidates from the most recent slate of nominees for Board of Directors. At the next annual business meeting the vacancy shall be filled by election for the unexpired term. In the event of a vacancy in the position of immediate Past President on the Board of Directors, the President shall appoint a Past President to fill the unexpired term.
- C. Quorum

Article VII. Committees

- A. Elective committees
1. Nominations and election of nominees for the Nominations and Elections Committee shall be conducted in the manner prescribed by the Regulations of this Society for the nomination and election of officers.
 - a. The chairman shall be appointed by the president from the elected members. No officer, director, elected or appointed representative of this Society shall be a member of the Nominations and Elections Committee. Duties of this Committee shall include:
 - (1) notification to the President of the Society, on or before January first, of all elected persons whose terms expire on July first;
 - (2) notification to active members of this Society that nominations are in order and solicitation of their cooperation in obtaining qualified candidates;
 - (3) initiation of direct contact with qualified persons to be nominees, in the event of an insufficient number of nominations to complete the slate;
 - (4) verification that nominees possess those qualifications prescribed by the Bylaws or Regulations of this Society for a specific elected position and that such nominee agree to candidacy;

- (5) publication of the slate of nominees for each office prior to the annual business meeting;
 - (6) preparation of a ballot for election at the annual business meeting;
 - (7) conduct elections at the annual business meeting following instructions set forth in the By-laws;
 - (8) serving as a member of the ASCLS-PA Nominations and Elections Committee if so appointed by the President.
- 2. Filling of vacancies
 - b. when a vacancy occurs on the Nominations and Elections Committee the President shall appoint a qualified person to serve the remainder of the unexpired term. The president shall give first consideration to the candidates for committee membership to the most recent slate.
- B. Appointive Committees
- 1. Each committee shall consist of members appointed by the president. The chairman shall also be appointed by the president. The following classes of members shall serve on these committees: professional, collaborative, emeritus and student. These committees will work with the corresponding committees of the ASCLS-PA.
 - a. Areas of activity of the Professional, Personnel and Public Relations Committee include public image, membership services, media communication, personnel development and employment security.
 - b. Areas of activity of the Membership Development Committee include recruitment of new members and reactivation of lapsed members; submission of membership applications to the Board of Directors for investigation; and organizing the annual membership drive.

Article X. Dissolution

- A. This corporation may be dissolved as hereafter prescribed:
 - 1. The motion to dissolve shall be adopted by a two-thirds vote of the Board of Directors.
 - 2. The recommendation of the Board of Directors, with justification, shall be submitted in writing to the members of this Society no less than 60 days prior to the next annual Board Meeting.
 - 3. Adoption of a motion to dissolve shall require a two-thirds vote of the eligible voting members present.
- B. In the event of dissolution, the properties and assets then owned by the corporation shall be disbursed as follows:
 - 1. There shall be final and full payment of all legal obligations without liability to any individual members.

2. The rest and residue of any property and assets of the corporation shall go to any appropriate designated charitable, scientific, or educational organizations or institutions of professional membership organizations recommended by the Board of Directors and approved by a two-thirds vote of the eligible members present at the time of the vote.
- C. In the event of dissolution, in no way shall any of the assets or property go to or be distributed to members, either for the reimbursement of any sums submitted, donated, or contributed by such members or for any other such private purposes.

Article XI. Amendments

- A. Any proposed amendments to these Regulations shall be referred in writing to the Secretary who shall submit it to the Board of Directors. After consultation with and approval by the Bylaws Committee of ASCLS-PA, the amendments shall be submitted in writing to the membership at least thirty days prior to any regular meeting.
- B. These Regulations may be amended by a simple majority vote of the eligible voting members present at any regular meeting.