

AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE-MISSOURI (ASCLS-MO)

Bylaws and Standard Operating Procedures  
Table of Contents

<b>ARTICLE I - NAME AND RECORDS</b> .....	3
A. Name .....	3
B. Records .....	3
<b>ARTICLE II – PURPOSE, PRINCIPLES, AND GOALS</b> .....	4
A. Purpose.....	4
B. Principles and Goals .....	5
<b>ARTICLE III – AFFILIATION</b> .....	6
<b>ARTICLE IV – MEMBERSHIP</b> .....	6
A. Membership .....	6
B. Membership Classes .....	7
C. Rights and Privileges .....	8
D. Dues .....	9
E. Expulsion of Members .....	9
F. Reinstatement of Expelled Members .....	10
<b>ARTICLE V – DISTRICTS</b> .....	10
A. District Societies .....	10
B. Functions .....	10
<b>ARTICLE VI – MEETINGS</b> .....	10
A. Annual Meeting .....	10
B. Interim Meetings .....	11
C. Special Meetings .....	11
D. Quorum .....	11
<b>ARTICLE VII – REGION COUNCILS</b> .....	11
A. Region Membership .....	11
<b>ARTICLE VIII – OFFICERS</b> .....	12
A. Officers of the Society .....	12
B. Eligibility .....	13
C. Election .....	14
D. Term of Office .....	14
E. Vacancies .....	15

**AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE-MISSOURI (ASCLS-MO)**

**ARTICLE IX – BOARD OF DIRECTORS**..... 16

    A. Authority ..... 16

    B. Composition ..... 16

    C. Student Director ..... 17

    D. Director-at-Large ..... 17

    E. First Year Professional Director (FYP) ..... 18

**ARTICLE X – COMMITTEES**..... 19

    A. Appointed Committees ..... 19

    B. Elected Committees ..... 23

    C. Ad Hoc Committees ..... 24

**ARTICLE XI – DELEGATES**..... 24

    A. Delegates ..... 24

    B. Election of Delegates ..... 24

    C. Vacancies ..... 25

**ARTICLE XII – STUDENT FORUM**..... 25

    A. Student Forum ..... 25

**ARTICLE XIII – SCIENTIFIC ASSEMBLY** ..... 25

    A. Purpose ..... 25

    B. Participation ..... 25

**ARTICLE XIV – IMPEACHMENT**..... 26

    A. Impeachment of Officials ..... 26

**ARTICLE XV – FISCAL AFFAIRS**..... 26

    A. Fiscal Year ..... 26

    B. Sources of Funds ..... 27

    C. Audit ..... 27

    D. Financial Records ..... 27

**ARTICLE XVI – PROCEDURES FOR BYLAS AMENDMENTS**..... 27

    A. Parliamentary Authority ..... 27

    B. Amendments ..... 27

**ARTICLE XVII – DISSOLUTION**..... 28

    A. Dissolution ..... 28

**AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE-MISSOURI (ASCLS-MO)**

<b>BYLAWS AMENDED &amp; APPROVED APRIL, 2016</b>	<b>STANDARD OPERATING PROCEDURES (SOPs) Revised and Approved April, 2018</b>
<b>ARTICLE I -- NAME AND RECORDS</b>	<b>ARTICLE I -- NAME AND RECORDS</b>
<p>A. <u>Name</u>. The name of this corporation is the AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE-MISSOURI (ASCLS-MO), hereinafter referred to as the "Society".</p>	<p>A. <u>Name</u>. The name of this corporation is stated in the Articles of Association and the Bylaws.  <i>NOTE:</i>                      1949: <i>Missouri Society of Medical Technologists (MSMT)</i>                      1974: <i>Missouri Society for Medical Technology (MSMT)</i>                      1994: <i>Missouri Organization for Clinical Laboratory Science (MoCLS)</i>                      2014: <i>American Society for Clinical Laboratory Science-Missouri (ASCLS-MO)</i></p>
<p>B. <u>Records</u>. The Executive Secretary and/or Treasurer of this Society shall be the official repository for the records, properties, bonds, charters, files and all other legal documents and properties of this Society, including the corporate seal.</p>	<p>B. <u>Records</u>. The Executive Secretary and/or Treasurer of the Society shall be the official repository for all records as defined in the Bylaws and as follows:</p> <ol style="list-style-type: none"> <li>1. Executive Secretary                             <ol style="list-style-type: none"> <li>a. The Executive Secretary shall serve as the registered agent of this Society.</li> <li>b. The Executive Secretary shall be appointed by the President for a one-year term to serve as an <i>ex-officio</i> (non-voting) member of the Board of Directors. There shall be no limit on the number of terms served with reappointment at the discretion of the President.</li> <li>c. The Executive Secretary shall report to the President and Board of Directors.</li> <li>d. Qualifications for appointment as Executive Secretary shall include being an active professional or emeritus member who has previously served in a significant leadership capacity within this Society. Additional requisite characteristics shall be defined at the discretion of the President and Board of Directors.</li> <li>e. The responsibilities of the Executive Secretary are stated in the Bylaws and expanded in the "ASCLS-MO Leadership Handbook".</li> <li>f. The Executive Secretary position shall be a funded position. If requested, the Executive Secretary's ASCLS and ASCLS-MO</li> </ol> </li> </ol>

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	<p align="center">membership dues shall be paid, for services rendered.</p> <p>2. Treasurer</p> <p>a. The Treasurer shall manage the financial affairs of ASCLS-MO, to include creating and managing Society budget, handling all monetary exchanges, and coordinating all financial activities such as audits.</p> <p>b. The Treasurer shall be elected to a two-year term, for a maximum of two consecutive full terms, and shall be bonded.</p> <p>c. The Treasurer shall report to the President and Board of Directors.</p> <p>d. Qualifications for treasurer Position shall include the following:1) A Professional or Emeritus ASCLS member who has been active and in good standing for three consecutive years, immediately prior to the election, 2) has served in an elected or appointed Leadership position in ASCLS-MO for at least two years.</p> <p>e. Responsibilities of the Treasurer are stated in the Bylaws and defined in this Society“ Leadership Handbook”.</p>
<p><b>ARTICLE II – PURPOSE, PRINCIPLES, AND GOALS</b></p>	<p><b>ARTICLE II – PURPOSE, PRINCIPLES, AND GOALS</b></p>
<p>A. <u>Purpose</u>. The purposes for which this Society is formed are:</p> <ul style="list-style-type: none"> <li>• To promote higher standards in clinical laboratory methods and research.</li> <li>• To create mutual understanding and cooperation between clinical laboratory scientists, physicians and all others who are engaged in the interests of individual or public health, both within and beyond the State of Missouri.</li> <li>• To encourage and foster professional discussion and dissemination of information among members of the profession of Clinical Laboratory Science.</li> <li>• To cooperate with all medical, hospital and community efforts in the prevention of the spread of disease and the promotion of individual and</li> </ul>	<p>A. <u>Purpose</u>. The purpose for which this Society is formed are stated in the Articles of Association and in this Society Bylaws.</p>

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<p>public health of the community.</p> <ul style="list-style-type: none"> <li>• To promote higher standards for the profession of Clinical Laboratory Science through educational and scientific methods.</li> <li>• In general, to do all things necessary and proper to the conduct of an association of this nature, and for the purpose of attaining or furthering any of its objectives, and to exercise any and all other power which now or hereafter may be authorized by law.</li> </ul>	
<p>B. <u>Principles and Goals:</u></p> <p>1. The Principles of this Society are:</p> <ul style="list-style-type: none"> <li>• Clinical laboratory science is the application of physical, chemical and biological principles to the performance of laboratory procedures.</li> <li>• Clinical laboratory science encompasses research, development, teaching, supervision, and performance of these procedures and services.</li> <li>• Clinical Laboratory Science is an independent profession which participates in and contributes to health services.</li> </ul> <p>2. The Goals of the Society are:</p> <ul style="list-style-type: none"> <li>• To assure patients, their physicians, and those persons concerned with health and research the highest quality laboratory service that modern science affords.</li> <li>• To expand and improve its services.</li> <li>• To encourage intelligent and capable individuals to enter the educational path that leads to service in this profession.</li> <li>• To establish and maintain high standards for the profession and for the services performed by its practitioners.</li> <li>• To provide a forum for discussion of matters pertaining to the programs of continuing education, research and development.</li> <li>• To represent and promote the profession of Clinical Laboratory Science, to safeguard its standards, and to protect the professional interests of its members.</li> </ul>	<p>B. <u>Principles and Goals.</u> The Principles and Goals of this Society are stated in the Society Bylaws.</p>

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<ul style="list-style-type: none"> <li>• To evaluate, the role and function of clinical laboratory science, on an on-going basis.</li> <li>• To encourage interested candidates to choose clinical laboratory science as a career and to assist them in their evaluation of the requirements, opportunities, and activities of the profession of Clinical Laboratory Science.</li> </ul>	
<p><b>ARTICLE III -- AFFILIATION</b></p>	<p><b>ARTICLE III -- AFFILIATION</b></p>
<p>A. This Society is a constituent Society of the AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE, hereinafter referred to as ASCLS, and shall at no time in any matter adopt any policy contrary to the policies of ASCLS, except as may be required to abide by the laws of the State of Missouri.</p>	<p>A. <u>Affiliation.</u> ASCLS-MO is a constituent society of the American Society for Clinical Laboratory Science (ASCLS) and as such, its Bylaws must be in compliance with the ASCLS Bylaws. This Society Standard Operating Procedures may vary from the ASCLS Standard Operating Procedures.</p>
<p><b>ARTICLE IV – MEMBERSHIP</b></p> <p>A. <u>Membership.</u> Membership in this Society is open to all persons interested in the clinical laboratory sciences and shall consist of the following classes: Professional, First year professional, Collaborative, Emeritus, Student, and Honorary.</p>	<p><b>ARTICLE IV – MEMBERSHIP</b></p> <p>A. <u>Membership.</u></p> <ol style="list-style-type: none"> <li>1. As a constituent society of ASCLS, membership in this Society is predicated upon membership in ASCLS. Membership classes, qualifications, and rights and privileges are defined by the ASCLS Bylaws and Standard Operating Procedures.</li> <li>2. Application for Membership. Individuals seeking membership in this Society shall: 1) complete ASCLS application form which defines prerequisites for each Membership Class, 2) include applicant’s information that defines their qualifications, 3) submit completed application and applicant’s qualifications to the Executive Office of ASCLS for consideration and approval... The Board of Directors of this Society shall rule on any disputed application for membership in this Society.</li> <li>3. Place of Membership. A member may maintain membership in this Society if either his/her place of residence or employment is in the</li> </ol>

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	<p>State of Missouri. Transfer of membership from another ASCLS constituent society to this Society shall require neither payment of additional dues nor receipt of refund for the remainder of the membership year. A member who changes place of residence or employment shall be responsible for notifying the Executive Office of ASCLS of such change.</p>
<p>B. <u>Membership Classes.</u> The general qualifications for each class of membership are as follows:</p> <ol style="list-style-type: none"> <li>1. Professional membership shall be open to all persons certified or engaged in the education process and/or the practice of the clinical laboratory sciences, including those with an active interest supporting the purposes and goals of this Society.               <ol style="list-style-type: none"> <li>a. First Year Professional membership shall be open to persons who have graduated within the last 12 months from an accredited program in clinical laboratory science. Membership in this category does not require previous Student membership with ASCLS and is valid for only one year. After one year in this category, the First-Year Professional members are upgraded to the Professional membership.</li> </ol> </li> <li>2. Emeritus membership shall be open to any member who has retired from gainful employment and who has been a Professional member of this Society, as described in the Standard Operating Procedures of this Society and the ASCLS Bylaws.</li> <li>3. Student membership shall be open to all persons enrolled in a program of clinical laboratory studies.</li> <li>4. Collaborative membership shall be open to all persons who currently hold membership in any other health-related national organization.</li> <li>5. Honorary membership shall be an individual elected to membership by the ASCLS in recognition of outstanding service or contribution to the field of</li> </ol>	<p>B. <u>Membership Classes.</u> Membership of this Society includes the following classes: Professional, First Year Professional, Emeritus, Student, Collaborative, and Honorary. The qualifications for each membership classes shall be as defined in this Society and ASCLS Bylaws.</p> <ol style="list-style-type: none"> <li>1. Professional and First Year Professional memberships shall be open to individuals as defined by the ASCLS and Society Bylaws.</li> <li>2. Emeritus Membership. Emeritus membership shall be open to any member who has retired from gainful employment and who has been a professional member of this Society for a total of 20 years or more. Five years must have been consecutive and one year of which must have been in an active professional membership category immediately preceding application.</li> <li>3. Student membership shall be open to individuals as defined by ASCLS and this Society Bylaws.</li> <li>4. Collaborative membership shall be open to individuals as defined by ASCLS and this Society Bylaws.</li> <li>5. Honorary Membership. The election to Honorary Membership is addressed in this Society Bylaws. The Nomination procedure, specific</li> </ol>

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<p>clinical laboratory science.</p>	<p>for this Membership, shall be as follows:</p> <ol style="list-style-type: none"> <li>a. Any ASCLS constituent Society or any one of its members may nominate not more than one (1) individual for this honor in any one year.</li> <li>b. Honorary membership shall not exceed one (1) percent of the total professional members of this Society.</li> <li>c. A nomination for this Membership Category and the accompanied qualification shall be sent to the Secretary of this Society.</li> <li>d. Recommendation for the Honorary Membership shall require approval by a majority vote of the Board of Directors.</li> <li>e. Upon Board approval and as defined in the ASCLS Bylaws and Standard Operating Procedures, this Society shall recommend the candidate to the ASCLS for the Honorary Membership.</li> </ol>
<p>C. <u>Rights and Privileges.</u></p> <ol style="list-style-type: none"> <li>1. Professional, First Year Professional, and Emeritus members are entitled to all rights and privileges, including voting, holding office and serving on any Board or Committee of this Society. Former Professional members, enrolled as full time graduate students and holding student membership, will not forfeit continuity of professional membership privileges upon resuming professional membership.</li> <li>2. Collaborative and Honorary members are entitled to all the rights and privileges of this Society with the exception of voting and holding an elective or appointive position.</li> <li>3. Student members are entitled to hold the office of Student Director of this Society by election or appointment by the President.</li> <li>4. The Student Director shall be a voting member of the Board of Directors of this Society.             <ol style="list-style-type: none"> <li>a. Student members shall be entitled to vote on issues presented for vote to the general membership of this Society.</li> <li>b. Student members are entitled to serve as voting members of the ASCLS House of Delegates when serving as an official Student Delegate from</li> </ol> </li> </ol>	<p>C. <u>Rights and Privileges.</u> Qualifications for voting, holding office, serving on any Society Board Position or Committee, as well as change in membership status and membership benefits, are defined in the Society and ASCLS Bylaws and Standard Operating Procedures.</p>



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<p>this Society.</p> <p>5. All Members of this Society shall have other rights, benefits, and privileges of this Society, not addressed in these Bylaws, including the right to serve as consultant or advisor to any committee.</p>													
<p>D. <u>Dues.</u> Annual dues for membership in this Society shall be based on the class of membership for which the applicant is eligible. The amount of dues for each class and the procedures for paying dues shall be determined by the Board of Directors. No more than a ten (10) percent increase may be initiated in any given year without the approval of a majority of voting members present at the annual meeting of this Society.</p>	<p>D. <u>Dues.</u> As a constituent society of ASCLS. Annual Society dues are in addition to ASCLS dues. Annual dues for membership in this Society will be based on the applicant’s Membership Class and will not exceed \$30.00.</p> <ol style="list-style-type: none"> <li>Dues for each Membership Class will be established by the Board of Directors, according to the following schedule: <table border="0"> <tr> <td>Professional Membership</td> <td>\$15.00</td> </tr> <tr> <td>Collaborative Member</td> <td>\$10.00</td> </tr> <tr> <td>First Year Professional</td> <td>none</td> </tr> <tr> <td>Emeritus Membership</td> <td>none</td> </tr> <tr> <td>Student Membership</td> <td>none</td> </tr> <tr> <td>Honorary Membership</td> <td>none</td> </tr> </table> </li> <li>The ASCLS and this Society due shall be remitted to the Executive Office of ASCLS, as stated in the ASCLS Bylaws and Standard Operating Procedures.</li> <li>Annual dues are due and payable on the date specified by the Board of Directors of the ASCLS. Any member who fails to pay the annual fee shall be considered delinquent, except as defined in the ASCLS Bylaws and Standard Operating Procedures.</li> </ol>	Professional Membership	\$15.00	Collaborative Member	\$10.00	First Year Professional	none	Emeritus Membership	none	Student Membership	none	Honorary Membership	none
Professional Membership	\$15.00												
Collaborative Member	\$10.00												
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<p>E. <u>Expulsion of Members.</u> A member may be expelled for conduct detrimental to this Society. Expulsion will require a two-thirds vote of the voting members present at the Annual Meeting of this Society.</p>	<p>E. <u>Expulsion of Members.</u> Procedures for expelling a member is as follows:</p> <ol style="list-style-type: none"> <li>Expulsion of a member may be initiated when any active member of this Society files a formal written complaint and specific charges with the Board of Directors.</li> <li>The Board of Directors will notify the member of the complaint and begin investigation of the charge(s) within 10 days of receiving the complaint.</li> </ol>												

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	<p>3. After investigation of charge(s), the Board shall either exonerate the member or offer the member charged the opportunity to withdraw membership without further considerations.</p> <p>4. If expulsion of the member is recommended, the Board will present the case to the general membership for vote at the Annual Membership Meeting.</p>
<p>F. <u>Reinstatement of Expelled Members</u>. Reinstatement of an expelled member shall require a two-thirds vote of the voting members present at the Annual Meeting of this Society.</p>	<p>F. <u>Reinstatement of Expelled Members</u>.</p> <p>1. Upon membership approval for reinstatement of the expelled member, the member seeking the reinstatement must file a new application for membership.</p>
<p><b>ARTICLE V – DISTRICTS</b></p>	<p><b>ARTICLE V – DISTRICTS</b></p>
<p>A. <u>District Societies</u>. There shall be District Societies within the State, as defined in the Standard Operating Procedures of this Society.</p> <p>B. <u>Functions</u>. The District shall function to coordinate, within its geographical boundaries, activities which support the principles and further goals of the Society; and to provide for the members of the district greater access and utilization of the resources of this Society.</p>	<p>A. <u>District Societies</u>. The state of Missouri has been divided into districts, based on the population centers. The current districts include: St. Louis, Columbia/Jefferson City, Kansas City, Springfield/Joplin, and Poplar Bluff/Cape Girardeau</p> <p>B. <u>Self-Government</u>. Each District may provide for its self-government, ensuring that no conflict exists between its conduct and this Society's Articles of Association, Bylaws, and the Standard Operating Procedures.</p> <p>C. <u>District Representative</u>. Each District shall have a Representative appointed by this Society President or elected by the district members. This District Representative will serve as liaison between the District and the Board of Directors of this Society.</p>
<p><b>ARTICLE VI – MEETINGS</b></p>	<p><b>ARTICLE VI – MEETINGS</b></p>
<p>A. <u>Annual Meeting</u>. There shall be at least one Annual Membership Meeting of this Society which shall include meetings of the Board of Directors and the Leadership. The time and place of the Annual Meeting shall be determined by the Board of Directors.</p>	<p>A. <u>Annual Meeting</u>. The Annual Membership Meeting will include the Board of Directors, the Leadership, and all Membership of this Society.</p> <p>1. The time and place of the Annual Meeting shall be determined by the Board of Directors.</p> <p>2. In an emergency, the Board of Directors may authorize a change in the</p>

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<p>B. <u>Interim Meetings</u>. The President and the Board of Directors may authorize an Interim Meeting, and all Board of Directors and Leadership Meetings of this Society, as defined in the Standard Operating Procedures of this Society.</p> <p>C. <u>Special Meetings</u>. Special meetings may be called by the President, in consultation with the Board of Directors, when the nature of business to be transacted requires immediate action.</p> <p>D. <u>Quorum</u>. A quorum shall be met to conduct business at the Annual or Interim meetings, and at any other official meeting of the Board of Directors, as defined in the Standard Operating Procedures of this Society.</p>	<p>time or place of the next Annual Meeting.</p> <p>3. Members of this Society shall receive notification of the Annual Meeting at least thirty (30) days preceding the meeting date.</p> <p>B. <u>Interim Meetings</u>.</p> <ol style="list-style-type: none"> <li>1. An authorized Interim Meeting may be scheduled as an on-site, teleconference, or other alternate conferencing formats.</li> <li>2. Interim Meetings will include Summer Planning Meeting, Fall, Winter, and Pre-Annual Meeting sessions.</li> <li>3. All scheduled Interim Meetings shall be open to the full Membership of this Society.</li> </ol> <p>C. <u>Special Meetings</u> will be conducted as determined by the Board.</p> <p>D. <u>Quorum</u>.</p> <ol style="list-style-type: none"> <li>1. Annual Meeting. The President or President-elect and fifty percent (50%) of the voting Professional, Student, and Emeritus members in good standing, present at the Annual meetings of this Society, shall constitute a quorum.</li> <li>2. Interim Meetings. A quorum must be met to conduct official business at an Interim Meetings. The President or alternate and fifty percent (50%) of this Society Leadership present at the Meeting shall constitute a quorum.</li> </ol>
<p><b>ARTICLE VII -- REGIONAL COUNCILS</b></p>	<p><b>ARTICLE VII -- REGIONAL COUNCILS</b></p>
<p>A. <u>Region Membership</u>. This Society shall be a member of the Region designated in the ASCLS regulations.</p>	<p>A. <u>Region Membership</u>. This Society shall be represented on the ASCLS designated Regional Council by the President, President-elect, and other members of this Society who serve the designated ASCLS Region as ex officio members in an elected or appointed capacity.</p>

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<p><b>ARTICLE VIII – OFFICERS</b></p>	<p><b>ARTICLE VIII – OFFICERS</b></p>
<p>A. <u>Officers of the Society</u>. The officers of this Society shall be President, President-elect, Immediate Past President, Secretary and Treasurer. The duties of the officers shall be defined in the Standard Operating Procedures of this Society.</p>	<p>A. <u>Officers of the Society</u>. The officers of the Society shall be President, President-elect, Past President, Secretary, and the Treasurer. The responsibilities of the officers are summarized below and are defined in the position description section of the “ASCLS-MO Leadership Handbook”.</p> <ol style="list-style-type: none"> <li>1. <u>The President</u>, chief executive of this Society, shall preside at all meetings of this Society and the Board of Directors.               <ol style="list-style-type: none"> <li>a. The President shall be an ex-officio member of all committees and shall appoint Chairpersons of all committees, except Nominations Committee, within one month of his/her incumbency.</li> <li>b. The President shall serve as the Chairperson of this Society's delegation to the ASCLS House of Delegates.</li> <li>c. The President or alternate shall represent this Society on the President's Council of the ASCLS and on the Regional Council to which this Society is assigned.</li> <li>d. With the approval of the Board of Directors, the President shall appoint such ad hoc committees as are necessary for the proper function of this Society.</li> <li>e. The President shall perform all other duties of this office as defined by parliamentary authority</li> </ol> </li> <li>2. <u>The President-elect</u> shall strive to learn the duties of the President. In the event of vacancy in the office of President, the President-elect shall assume the duties of the President.               <ol style="list-style-type: none"> <li>a. President-elect or alternate shall serve as a co-chairperson of this Society's delegation to the ASCLS House of Delegates.</li> <li>b. President-elect or alternate shall represent this Society on the President's Council of the ASCLS and on the Regional Council to which this Society is assigned.</li> <li>c. President-elect shall serve as the Webmaster liaison, providing direct contact and information between the Webmaster and</li> </ol> </li> </ol>

**AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE-MISSOURI (ASCLS-MO)**

<p align="center"><b>BYLAWS AMENDED &amp; APPROVED APRIL, 2016</b></p>	<p align="center"><b>STANDARD OPERATING PROCEDURES (SOPs) Revised and Approved April, 2018</b></p>
	<p align="center">Society Leadership.</p> <p>3. <u>The Past President</u> shall serve as advisor to the President; chair the Awards and Nominations Committees; and, serve as a member of the Finance Committee.</p> <p>4. <u>The Secretary</u> shall record and retain minutes of all meetings of this Society and of the Board of Directors. The Secretary shall conduct correspondence as authorized by the President and Board of Directors and perform such other duties as required.</p> <p>5. <u>The Treasurer</u> shall ensure the receipt and expenditure of funds in accordance with the directives established by the Board of Directors and the consent of the membership. The Treasurer shall be under such bond as established by the Board of Directors. The Treasurer shall serve as the Chairperson of the Finance Committee.</p> <p>a. At the Annual Meeting, the Treasurer shall submit to the membership a statement of all receipts and expenditures of this Society, since the previous Annual Meeting.</p> <p>b. At the end of each term of office, the Treasurer shall ensure that a terminal audit is performed by an Auditing Committee appointed by the President from the membership, or an outside accountant, before the newly elected treasurer assumes the office.</p>
<p>B. <u>Eligibility</u>. The qualifications required to nominate a member of this Society for the offices of President-Elect, President, Secretary, and Treasurer are defined as follows:</p> <p>1. A professional or Emeritus member of this Society shall be eligible to hold the offices of President-Elect and President, provided they have been a member in good standing for four (4) consecutive years immediately prior to election and have served on the Society Board for at least two (2) years in either an elected or appointed position.</p> <p>2. A professional or emeritus member of this Society shall be eligible to hold the offices of a Secretary and Treasurer, provided they have been a member in good standing for three (3) consecutive years immediately prior</p>	<p>B. <u>Eligibility</u>. The qualifications for the offices of President, President-elect, Secretary, and the Treasurer are defined in the Bylaws.</p> <p>1. An officer of this Society maybe nominated for another Leadership position and will be entitled to hold the current office until election to the new position becomes official. At that point, the individual must resign from the current office.</p> <p>a. Any resulting vacancy in the current office shall be filled in the manner defined in the Standard Operating Procedures of this Society (Article VIII.E.)</p>

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<p>to election and have served in an elected or appointed Leadership position in this Society for at least two (2) years.</p>	
<p>C. <u>Election</u>. Officers of this Society shall be elected by the voting members, following procedures defined in the Standard Operating Procedures of this Society.</p>	<p>C. <u>Election</u>. The election of officers shall be conducted by the Nominations Committee. The election shall be conducted using electronic and/or postal ballot and the officer shall be elected by a majority vote. In the event of a tie, the election shall be determined by lot.</p>
<p>D. <u>Term of Office</u>. The term of office of each officer of this Society shall be defined in the Standard Operating Procedures of this Society.</p>	<p>D. <u>Term of Office</u>.</p> <ol style="list-style-type: none"> <li>1. The term of office for the President shall be one year, after which, the President transitions into the position of Past President.</li> <li>2. The President-elect shall be elected for a term of one year and then advance to the office of the President.</li> <li>3. The Secretary and Treasurer each shall be elected for a term of two years. They shall serve in these offices for not more than two consecutive terms.</li> <li>4. The term of office for each elected officer of this Society, with the exception of Treasurer, shall commence with the closing of the House of Delegates at the ASCLS Annual Meeting. The Treasurer's term of office shall commence on October 1.</li> </ol>

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<p>E. <u>Vacancies</u>. A vacancy occurring in any office of this Society shall be filled in the manner defined in the Standard Operating Procedures of this Society</p>	<p>E. <u>Vacancies</u>. A vacancy in any office of this Society shall be filled as follows:</p> <ol style="list-style-type: none"><li>1. In the event of a vacancy in the office of President, the President-elect shall fill the vacancy for the remainder of the term. A vacancy in the office of the President-elect shall be filled by a majority vote of the Board of Directors or through a Special Election.</li><li>2. In the event of simultaneous vacancy in both the President and President-elect during their term of office:<ol style="list-style-type: none"><li>a. The immediate Past President will become President of the Society for the remainder of the term.</li><li>b. The office of the President-elect will be filled by a majority vote of the Board of Directors or through a Special Election by Society membership.</li></ol></li><li>3. A vacancy in the office of either the Secretary or Treasurer shall be filled as follows:<ol style="list-style-type: none"><li>a. If the vacancy occurs within the first year of tenure, the office shall be filled by a majority vote of the Board of Directors until the next Annual Meeting, at which time the appointee and/or additional nominee(s) shall be voted upon by the membership to fill the remainder of the term of office.</li><li>b. If the vacancy occurs within the second year of tenure, the office shall be filled by a majority vote of the Board of Directors for the remainder of the term.</li></ol></li><li>4. In the event of a vacancy in the position of Past President, the President, with the approval of the Board of Directors, shall fill the remainder of the term by appointing a Past President who has served within the last five years.</li></ol>

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<b>BYLAWS AMENDED &amp; APPROVED APRIL, 2016</b>	<b>STANDARD OPERATING PROCEDURES (SOPs) Revised and Approved April, 2018</b>
<b>ARTICLE IX -- BOARD OF DIRECTORS</b>	<b>ARTICLE IX -- BOARD OF DIRECTORS</b>
<p>A. <u>Authority</u>. The Board of Directors shall represent the Society when a regular meeting is not in session and have the authority, as described in the Standard Operating Procedures of this Society.</p>	<p>A. <u>Authority</u>. The Board of Directors shall be vested with the properties, control, and management of all affairs and funds of this Society and shall have the authority and power to do and perform all acts and functions consistent with the constitutional codes or with any action taken by the membership at business meetings of this Society. All business transacted by the Board of Directors shall be reported to the membership at the Annual Meeting of this Society.</p> <ol style="list-style-type: none"> <li>1. A meeting of the Board of Directors shall be held prior to the Annual Membership Meeting. Additional Interim and/or Special meetings may be scheduled by the President in consultation with the Board of Directors or at the request of five Board members, as the business of the Society may require.</li> <li>2. A member of the Board of Directors may be appointed by the President as an ex-officio member and a liaison to one or more appointed Committees, as appropriate or necessary to facilitate communication.</li> </ol>
<p>B. <u>Composition</u>. The Board of Directors shall consist of the President, the President-elect, the Secretary, the Treasurer, the Immediate Past-President, two (2) Directors, the Student Director, and the First-Year Professional Director. These members shall constitute the voting members of the Board.</p>	<p>B. <u>Composition</u>. The Board of Directors consist of the President, President-elect, Secretary, Treasurer, Past-President, First Year Board Director, Second Year Board Director, Student Director, and First Year Professional Director. These members of the Board constitute the voting Board.</p> <ol style="list-style-type: none"> <li>1. The President of this Society shall serve as Chairperson of the Board of Directors. In the absence of the President, the President-elect shall assume the role of the Chairperson.</li> </ol>



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<p>C. <u>Student Director</u>. The Student Director shall be appointed by the President to serve a term of one year and, if eligible, shall progress into the position of the First-Year Professional Director.</p>	<p>C. <u>Student Director</u>. A described in the Bylaws, the Student Director shall be appointed by the President to serve a term of one year and, if eligible, shall progress into the position of the First-Year Professional Director.</p> <ol style="list-style-type: none"> <li>1. <u>Eligibility</u>. Student member currently enrolled in an accredited clinical laboratory educational program may be appointed to serve as the Student Director.</li> <li>2. <u>Responsibilities</u>. Student Director shall represent the interests of students as a member of the Board of Directors; coordinate activities related to student participation in this Society and ASCLS; and, implement student recruitment and retention activities. Additional responsibilities are defined in the position description section of the "ASCLS-MO Leadership Handbook".</li> <li>3. <u>Vacancy</u>. If a Student Director is unable to complete the term of office of this position, the President shall appoint another Student Member to complete the term of office.</li> </ol>
<p>D. <u>Directors-at-Large</u>. Two Directors of the Society shall be elected by the voting members at the Annual Meeting of this Society, following procedures defined in the Standard Operating Procedures of this Society.</p> <ol style="list-style-type: none"> <li>1. <u>Eligibility</u>: A Professional or Emeritus member of this Society shall be eligible to serve as a state elected Director provided he/she has been an active or emeritus member for at least two (2) consecutive years immediately prior to election.</li> <li>2. The term of office, responsibilities, and filling a vacancy in the elected Director position shall be defined in the Standard Operating Procedures of this Society.</li> </ol>	<p>D. <u>Directors -at-Large</u>: Two Directors serve as the First and Second Year Board Directors of this Society. The First-Year Director shall be elected as described below under the term of office of the First-Year Director.</p> <ol style="list-style-type: none"> <li>1. <u>Eligibility</u>: A Professional or Emeritus member of this Society shall be eligible to serve as a state elected Director provided he/she has been an active or emeritus member for at least two (2) consecutive years immediately prior to election.</li> <li>2. <u>Term of Office</u>.             <ol style="list-style-type: none"> <li>a. The term of office for the First-Year Board Director shall be one year and shall automatically advance into the Second-Year Board Director position for another one-year term, for a total of two years.                 <ul style="list-style-type: none"> <li>• <u>Election of the First-Year Director</u>: The annual election of the First-Year Board Director shall be conducted by the Nominations Committee, using an electronic ballot or a postal mail ballot, as necessary. The Director will be elected by a majority vote of</li> </ul> </li> </ol> </li> </ol>

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	<p>ballots cast. In the event of a tie, the election shall be determined by lot.</p> <p>b. During tenure as the First or Second Year Director, the Director may be nominated and elected to serve in a different Board position. When the election to the other Board position becomes official, the elected member must resign from the original Board position.</p> <p>3. <u>Responsibilities.</u> The First and Second Year Board Directors shall serve as Board liaisons as follows:</p> <p>a. First Year Board Director will be the Board Liaison to all District Representatives.</p> <p>b. Second Year Board Director will serve as Board Liaison to all Committee Chairs.</p> <p>c. Additional responsibilities for both Directors-at-Large are defined in the position description section of the "ASCLS-MO Leadership Handbook".</p> <p>4. <u>Vacancy.</u> Vacancy in the position of the First and Second Year Board Director shall be filled as follows:</p> <p>a. First Year Board Director position shall be filled by a majority vote of the Board of Directors, until the next Annual Meeting at which time the appointee and/or additional nominee(s) shall be voted upon by the membership to fill the remainder of the term of office.</p> <p>b. Second Year Board Director position shall be filled by a majority vote of the Board of Directors for the remainder of the term.</p>
<p>E. <u>First Year Professional Director (FYP).</u> The First-Year Professional Director shall be appointed by the President to serve a term of one year and shall not be eligible for re-election. The Student Director, if eligible, shall move into the position of First Year Director, after completing his/her term of office.</p>	<p>E. <u>First Year Professional Director.</u> The First-Year Professional (FYP) Director shall be appointed by the President to serve a term of one year and shall not be eligible for a second term.</p> <p>1. <u>Responsibilities.</u></p> <p>a. Responsibilities include representing interests of New Professionals, who are less than five years in the Clinical Laboratory Science profession; identifying, organizing, and implementing</p>

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	<p>activities to recruit, support, and retain new professionals; and, providing leadership support to the Student Director.</p> <p>b. Additional responsibilities are defined in the position description section of the “ASCLS-MO Leadership Handbook”.</p> <p>2. <u>Vacancy</u>. If the First-Year Professional Director is unable to accept or complete the tenure of this position, the President shall appoint an eligible individual to complete the term of office.</p>
<p><b>ARTICLE X – COMMITTEES</b></p>	<p><b>ARTICLE X – COMMITTEES</b></p>
<p>A. <u>Appointed Committees</u>. There shall be Standing and Administrative Committees, as defined in the Standard Operating Procedures of this Society.</p>	<p>A. <u>Appointed Committees</u>.</p> <p>1. <u>Standing Committees</u>. There shall be the following Standing Committees, each with a Chairperson appointed by the President. The respective committee Chairperson’s responsibilities are detailed in the position description section of the “ASCLS-MO Leadership Handbook”. All committees report to the Second-Year Director, except as noted.</p> <p>a. <u>Government Affairs /Political Action Committee (GAC/PAC)</u> shall serve as a general resource on legislative procedures and activities affecting medical laboratory professionals to include local, state, and federal legislation/regulations. This committee shall have a Chairperson and active members, as needed.</p> <p>b. <u>Promotion of the Profession Committee</u> shall have a Chairperson and active members to serve as Coordinators for each of the following:</p> <p>1) <u>Medical Laboratory Professional’s Week (MLPW)</u>: Provides the face of the profession and increase awareness of Clinical Laboratory Science by coordinating activities to promote Medical Laboratory Professionals Week (MLPW).</p> <p>2) <u>Newsletter</u>. The Newsletter Editor shall request articles and other information from members and shall edit and publish at least two editions of the Society Newsletter, “SoShowMe”,</p>

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	<p>annually.</p> <p>3) <u>Social Media</u>: Disseminates information to generate interest in this Society and ASCLS among members, and the general public via social networking websites</p> <p>4) <u>Website</u>: In addition to the Webmaster who shall maintain and update the Society webpage, information will be coordinated by:</p> <p>a) The Webmaster Liaison who shall gather information from Society Leadership and communicate those updates to the Webmaster. This position shall be filled by the President-elect.</p> <p>b) The Society Secretary shall serve as ad hoc member to provide minutes of Society meetings for publication.</p> <p>c. <u>The New Professional Committee</u> shall assist and mentor the Student Director, mentor other students active in the Society, and participate in student recruitment.</p> <p>1) The First-Year Professional Director shall serve as Chairperson of this Committee, the Student Director shall serve as vice-chairperson, and the past First Year Professional Director shall be an ad hoc Member.</p> <p>2) The New Professional Committee shall report to the President and the Board of Directors.</p> <p>d. <u>The Membership Committee</u> shall develop and implement programs to recruit new members, to retain current members, and to reactivate lapsed members. This committee shall have a Chairperson appointed by the President, and active members, as needed.</p> <p>e. <u>The Awards Committee</u>. The Past President shall serve as Chairperson of this Committee and the Committee reports to the President and Board of Directors. The Committee members, in consultation with the President and the Board of Directors, shall:</p> <p>1) Identify qualified candidates for all National, Regional, and this</p>

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	<p>Society Awards, including: Member of the Year, New Professional of the Year, Key(s) to the Future, Friend of the Society (when appropriate), and the Rho Sigma Distinguished Service Award for Region VI. (See the ASCLS website for a current list of national awards.)</p> <p>2) Mediate the processing of nomination and awards and procure appropriate award recognition items.</p> <p>f. <u>The Leadership Development Committee</u> shall develop and maintain programs and activities for potential leaders and mentor existing leaders by increasing their involvement and understanding of this Society.</p> <p>1) The most recent Past President who is no longer a Board member shall serve as the Chairperson of this Committee.</p> <p>g. <u>The Tom Reddig Missouri Scholarship Fund Committee (TRMSF)</u> shall be responsible for administering and enhancing the TRMSF fund. This Scholarship Fund provides financial assistance to ASCLS-MO members for formal education, research, or continuing education that directly relates to clinical laboratory science. This Committee shall have a Chairperson and active members, as needed.</p> <p>h. <u>The P.A.C.E.® Committee</u> shall coordinate all activities related to P.A.C.E.® credits to include practices consistent with the ASCLS, renewal of P.A.C.E.® certification, approval of P.A.C.E.® programs, and awarding of P.A.C.E.® credits.</p> <p>i. <u>The Annual Meeting Committee</u> shall be responsible for planning the Society’s Annual Membership Meeting.</p> <p>1) The P.A.C.E.® Coordinator shall serve as an ad hoc member of the Annual Meeting Committee to coordinate all activities for awarding of P.A.C.E.® credits.</p> <p>2) Annual Meeting Guidelines and Chairperson responsibilities are outlined in the “ASCLS-MO Leadership Handbook”. Additional planning information is located in the Annual Meeting file (flash</p>

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	<p>drive).</p> <p>3) The General Chairperson of this Committee shall appoint Chairpersons for the following subcommittees:</p> <ul style="list-style-type: none"> <li>a) Educational Program</li> <li>b) Exhibits (if applicable)</li> <li>c) Registration/Finance</li> <li>d) Publicity</li> <li>e) Social (if applicable)</li> <li>f) TRMSF Fundraising</li> <li>g) Additional subcommittees as needed</li> </ul> <p>2. <u>Administrative Committees.</u> Administrative Committees shall include Bylaws and Finance Committees. The function and responsibilities are summarized below and described in the respective position description section of the “ASCLS-MO Leadership Handbook” (The Bylaws Committee is also addressed in Article XVI of the Society Bylaws and Standard Operating Procedures).</p> <p>a. <u>The Bylaws Committee</u> shall maintain this Society Bylaws in compliance with the ASCLS Bylaws; evaluate proposed amendments and move them through the approval process and implementation; and, identify and edit discrepancies, inconsistencies, omissions, and outdated information in this Society Bylaws, Standard Operating Procedures, and the Leadership Handbook.</p> <ul style="list-style-type: none"> <li>1) The Bylaws Committee, in consultation with the Board of Directors, shall also examine and consider proposed changes in the constitutional codes of this Society. The Committee shall be authorized to reject proposed changes to constitutional codes of this Society, provided that full justification of rejection is returned to the proponent.</li> <li>2) The Bylaws Committee shall perform such additional duties as are defined in the Bylaws and Standard Operating Procedures,</li> </ul>

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	<p>including an annual review with recommended updates to the Standard Operating Procedures and annual review and updates to the Leadership Handbook, as needed.</p> <p>3) This committee shall have a chairperson appointed by the President and active members, as needed.</p> <p>4) The Bylaws Committee reports to the Board of Directors.</p> <p>b. <u>The Finance Committee</u> shall prepare the annual budget for the Society. The Treasurer of this Society will serve as the Chairperson of the Finance Committee. The President, President-elect, and the Past President will be members of this Committee.</p> <p>1) The Finance Committee reports to the Board of Directors.</p>
<p><b>ARTICLE X – COMMITTEES (Continued)</b></p>	<p><b>ARTICLE X – COMMITTEES (Continued)</b></p>
<p>B. <u>Elected Committee</u>. There shall be a Nominations Committee, elected by the voting members of the Society. The Immediate Past President shall serve as Chairman of the Nominations Committee. The qualifications for eligibility, method of election, and duties of the Committee shall be defined in the Standard Operating Procedures of this Society</p>	<p>B. <u>Elected Committee</u>. The Nominations Committee shall be elected by the voting members of this Society. The Past President shall serve as Chairperson of this Committee.</p> <p>1. The Nominations Committee shall consist of the Chairperson and three additional members elected by voting members of this Society in the same manner as the officers. The elected Committee members, professional or emeritus members in good standing, shall serve for one year and may be re-elected</p> <p>2. The duties of the Nominations Committee members shall be as follows:</p> <p>a. Prepare a slate of candidates for each elected position and conduct elections at the Annual Meeting.</p> <p>b. Prior to nomination, verify candidates' qualifications described in this Society Bylaws and Standard Operating Procedures and confirm candidates' consent for candidacy</p> <p>c. Present ballots to membership at least thirty (30) days prior to voting at the Annual Meeting.</p>

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	<p>d. Accept nominations from membership at the Annual Meeting for positions without identified candidate.</p> <p>e. Seek candidates for elected positions available at ASCLS.</p>
<p>C. <u>Ad Hoc Committees</u>. Ad Hoc Committees shall be appointed by the President on the authority given to him/her by the Board of Directors or a two-thirds (2/3) vote of the Professional, Emeritus, and Student members present at the meeting.</p>	<p>C. <u>Ad Hoc Committees</u>. These Committees shall be appointed by the President, as stated in the Bylaws of this Society.</p>
<p><b>ARTICLE XI – DELEGATES</b></p>	<p><b>ARTICLE XI – DELEGATES</b></p>
<p>A. <u>Delegates</u>. The delegation of this Society to the ASCLS Annual Meeting House of Delegates shall consist of at least four (4) delegates: two (2) delegates-at-large; one (1) First Year Professional Director; one (1) student delegate; and, one (1) delegate per each 50 Professional and Emeritus members or major fraction thereof, as stated in the ASCLS Bylaws and defined in the Standard Operating Procedures of this Society.</p> <p>B. <u>Election of Delegates</u>. The delegates to the ASCLS House of Delegates shall be elected as described in the Standard Operation Procedures of this Society.</p>	<p>A. <u>Delegates</u>. In accordance with the ASCLS Bylaws, the delegation of this Society to the House of Delegates at the ASCLS Annual Meeting is defined in the Bylaws of this Society and as follows:</p> <ol style="list-style-type: none"> <li>1. The two (2) delegates-at-large shall be the President and President-elect or their designated alternates</li> <li>2. The third delegate shall be the First-Year Professional Director who is a New Professional (or an alternate new professional, in the profession for less than five (5) years)</li> <li>3. The fourth delegate shall be the Student Director (or an alternate student representative)</li> <li>4. Additional delegates shall be professional or emeritus members.</li> </ol> <p>B. <u>Election of Delegates</u>.</p> <ol style="list-style-type: none"> <li>1. The Delegation selected by the position held, includes the President and President-elect (or their alternate), a New Professional (less than 5 years), and a Student Director (or an alternate).</li> <li>2. The remaining delegates and alternates shall be elected by ballot at the Annual Membership Meeting. The quota of the delegates and alternates shall be filled according to the votes cast.</li> </ol>



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<p>C. <u>Vacancies.</u> A vacancy in the number of authorized delegates shall be filled as stated in the Standard Operating Procedure of this Society.</p>	<p>C. <u>Vacancies.</u> In the event that the authorized quota of elected delegates is not present at the ASCLS Annual Meeting and/or House of Delegates, the President (or his alternate) may appoint any accredited member of this Society present at the ASCLS meeting to serve as a delegate.</p>
<p><b>ARTICLE XII – STUDENT FORUM</b></p>	<p><b>ARTICLE XII – STUDENT FORUM</b></p>
<p>A. <u>Student Forum.</u> The Student Forum shall consist of Student Members of the Society and shall be governed by guidelines approved by the Board of Directors, as defined in the Standard Operating Procedures of this Society</p>	<p>A. <u>Student Forum.</u> Student Forum shall be governed by guidelines which shall be submitted to the Board of Directors of this Society for approval. The Student Director shall serve as Chairperson of the Student Forum, and the Forum will include all student members of the Society. The First-Year Professional Director shall serve as advisor to the Student Forum.</p>
<p><b>ARTICLE XIII – SCIENTIFIC ASSEMBLY</b></p>	<p><b>ARTICLE XIII – SCIENTIFIC ASSEMBLY</b></p>
<p>A. <u>Purpose.</u> The Scientific Assembly shall serve the academic, scientific, and professional interests of members of this Society.</p> <p>B. <u>Participation.</u> Each member of this Society shall have the option, at the time of renewal of membership, to designate a section or a maximum of three sections of the Scientific Assembly for participation, or to indicate a preference not to participate in any section</p>	<p>A. <u>The Purpose</u> of the Scientific Assembly is stated in the Society Bylaws.</p> <p>B. <u>Participation.</u> Each member has the option of participating in a Scientific Assembly as defined in the Society Bylaws.</p> <p>C. <u>Composition.</u> The Scientific Assembly shall have a Chairperson, appointed by the President, and be composed of members representing scientific, educational, and managerial disciplines of the clinical laboratory profession.</p> <p>A. The P.A.C.E.® Coordinator shall serve as an ad hoc member of the Scientific Assembly to coordinate all activities for awarding P.A.C.E.® credits</p> <p>D. <u>Responsibilities</u> of the Scientific Assembly are defined in the ASCLS-MO Leadership Handbook and summarized as follows:</p> <ol style="list-style-type: none"> <li>1. Prepare and present programs, seminars, and workshops at the Annual Meeting of this Society.</li> </ol>

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	<ol style="list-style-type: none"> <li>2. Recommend current topics for Annual Meeting sessions.</li> <li>3. Recruit speakers for educational sessions at the Annual Meeting.</li> <li>4. Prepare articles for publication in this Society's Newsletter.</li> <li>5. Serve as a resource for the coordination of District educational programs.</li> </ol> <p>E. The Scientific Assembly shall report to the Second-Year Director.</p>
<p><b>ARTICLE XIV – IMPEACHMENT</b></p>	<p><b>ARTICLE XIV – IMPEACHMENT</b></p>
<p>A. <u>Impeachment of Officials.</u> An elected official of this Society may be impeached for gross dereliction of duty, for conduct detrimental to this Society, or for malfeasance. Impeachment proceedings shall be defined in the Standard Operating Procedures of the Society.</p>	<p>A. <u>Impeachment Proceedings.</u></p> <ol style="list-style-type: none"> <li>1. Impeachment may be initiated when an active member of this Society files with the Board of Directors, formal and specific charges against a particular person holding a position of Leadership in this Society.</li> <li>2. After investigation of charges, the Board shall either exonerate the person or offer the person charged the opportunity to resign without further considerations, or a choice of hearing.</li> <li>3. Impeachment proceedings shall suspend the individual from discharging duties of the position held.             <ol style="list-style-type: none"> <li>a. The resulting vacancy in this position shall be filled according to the procedure described in this Society Bylaws and Standard Operating Procedures.</li> </ol> </li> <li>4. Upon choosing a hearing, the defendant shall receive ten (10) days notice, prior to the hearing date, together with a copy of the charges.</li> <li>5. Upon conclusion of the hearing, the Board shall form a verdict and inform membership of the outcome with a recommendation to exonerate or impeach the member.</li> <li>6. An unfavorable decision may be appealed to the Judicial Committee of ASCLS.</li> </ol>
<p><b>ARTICLE XV - FISCAL AFFAIRS</b></p>	<p><b>ARTICLE XV - FISCAL AFFAIRS</b></p>
<p>A. <u>Fiscal Year.</u> The fiscal year shall be defined in the Society's Standard</p>	<p>A. <u>Fiscal Year.</u> The fiscal year of the Society shall be from August 1 to July</p>

**AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE-MISSOURI (ASCLS-MO)**

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<p>Operating Procedures.</p> <p>B. <u>Source of Funds.</u> In addition to annual membership 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. <u>Audit.</u> An annual audit shall be performed by a certified public accountant or by an Auditing Committee appointed by the President from Membership.</p> <p>D. <u>Financial Records.</u> The Treasurer shall keep correct and complete books and records of accounts</p>	<p>31, inclusive.</p> <p>B. <u>Fiscal Responsibilities and Sources of Funds.</u> The Bylaws provide for the fiscal affairs of this Society, which are the responsibility of the Board of Directors, and include but are not limited to: establishing the fiscal year; determining appropriate sources of funds; providing an annual audit; and ensuring the maintenance of financial records.</p> <p>C. <u>Audit.</u> All accounts shall be audited annually by the Society Auditing Committee, appointed by the President. A certified public accountant shall conduct an audit at the end of the Treasurer's term before the newly elected Treasurer assumes the office.</p> <p>D. <u>Financial Records.</u> The Treasurer shall maintain a complete record of all accounts, following an established procedure and format, described in the Society "Leadership Handbook".</p>
<p><b>ARTICLE XVI -- PROCEDURES FOR BYLAWS AMENDMENTS</b></p>	<p><b>ARTICLE XVI -- PROCEDURES FOR BYLAWS AMENDMENTS</b></p>
<p>A. <u>Parliamentary Authority.</u> <i>Robert's Rules of Order, Newly Revised</i>, shall govern the business proceedings of this Society except when otherwise specified in the Bylaws.</p> <p>B. <u>Amendments.</u> The Bylaws of this Society may be amended as described in the Standard Operating Procedures of this Society, and as follows:</p> <p>1. <u>Proposal of Amendments.</u></p> <p>a. The Board of Directors of this Society shall have the authority to initiate Bylaws amendments in accordance with established procedures of this Society, when necessary, to maintain compliance with the ASCLS Bylaws.</p> <p>b. The Chairperson of the Bylaws Committee of this Society, with approval of a majority of Board Directors, may propose Bylaws amendments to these Bylaws, necessary to render them compliant with the ASCLS Bylaws.</p> <p>c. Proposed amendment to these Bylaws may also be initiated by a</p>	<p>A. <u>Parliamentary Authority.</u> <i>Robert's Rules of Order, Newly Revised</i> (current edition), govern all business proceedings of this Society unless otherwise specified in the Bylaws of the Society.</p> <p>B. <u>Bylaws Amendments.</u> As a Constituent Society of the American Society for Clinical Laboratory Science (ASCLS), this Society shall amend its Bylaws, as necessary, to maintain compliance with the ASCLS Bylaws. Other amendments to this Society Bylaws shall be made, as necessary.</p> <p>1. <u>Proposal of Amendments.</u> The Board of Directors, Bylaws Committee Chairperson, and any Professional or Emeritus member of this Society may propose a Bylaws amendment, as described in this Society Bylaws.</p>

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<p>Professional or Emeritus member of this Society, in accordance with procedure described in the Standard Operating Procedures of this Society.</p> <p>2. <u>ASCLS Approval of Amendments.</u></p> <p>a. The Chairperson of the Bylaws Committee of this Society shall submit the proposed amendment, with the approval of the Board of Directors of this Society, to the ASCLS Bylaws Committee for approval.</p> <p>b. The approved amendment shall then be submitted, in context, to the members of this Society prior to the next Annual Members Meeting, for their review and voting at the Annual Meeting, according to procedure defined in the Standard Operating Procedures of this Society.</p> <p>3. <u>Adoption and Publication of Amendments.</u> The procedure for adoption and publication of approved Amendments is described in the Standard Operating Procedures of this Society</p>	<p>2. <u>ASCLS Approval of Amendments.</u> Any amendment to this Society Bylaws requires approval by the ASCLS Bylaws Committee, prior to Membership vote, as described in this Society Bylaws.</p> <p>3. <u>Adoption and Publication of Amendments.</u></p> <p>a. <u>Adoption of Bylaws Amendment(s)</u> shall require two thirds (2/3) of votes cast by Professional, First Year Professional, and Emeritus members present. Any voting Member unable to attend said meeting may give his/her proxy to another voting member on an official form provided by the Secretary of the Society. Only one proxy shall be held by any one voting Member.</p> <p>b. <u>Notification and Publication of Amended Bylaws.</u> Within ninety (90) days after adoption of an amendment, the Bylaws Committee shall report such adoption to the Society President, Executive Secretary, and the Membership. The amended Bylaws shall also be submitted to the ASCLS Bylaws Committee and Society Website Committee for posting.</p>

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<p><b>ARTICLE XVII – DISSOLUTION</b></p>	<p><b>ARTICLE XVII – DISSOLUTION</b></p>
<p>A. <u>Dissolution</u>. In the event of the dissolution of the American Society for Clinical Laboratory Science-Missouri (ASCLS-MO), after the discharge of its debts and the settlement of its affairs, any funds and properties of this Society remaining thereafter will be held in escrow by ASCLS for a maximum of three years. If a constituent society of ASCLS is not reorganized in the State of Missouri by the end of three years, these funds are conveyed to the ASCLS Education and Research Fund.</p>	<p>A. <u>Dissolution</u>. The procedure for dissolution of this Society shall be in accordance with procedure is defined in the Bylaws of this Society.</p>