

**Bylaws and Standard Operating Procedures
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<p>BYLAWS Amended April 30, 2022</p>	<p>STANDARD OPERATING PROCEDURES (SOPs) Revised and Amended April 30, 2022</p>
<p>ARTICLE I -- NAME AND RECORDS</p>	<p>ARTICLE I -- NAME AND RECORDS</p>
<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. NOTE: 1949: Missouri Society of Medical Technologists (MSMT) 1974: Missouri Society for Medical Technology (MSMT) 1994: Missouri Organization for Clinical Laboratory Science (MOCLS) 2014: American Society for Clinical Laboratory Science-Missouri (ASCLS-MO)</p>
<p>B. <u>Records</u>. The Executive Secretary and/or Treasurer of his 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"> 1. Executive Secretary <ol style="list-style-type: none"> a. The Executive Secretary shall serve as the registered agent of this Society. b. The Executive Secretary shall be appointed by the President for a one-year term to serve as ex-officio (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. c. The Executive Secretary shall report to the President and Board of Directors. d. Qualifications for appointment as Executive Secretary shall include being an active professional or Emeritus 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. e. The responsibilities of the Executive Secretary are stated in the Bylaws and expanded in the "ASCLS-MO Leadership Handbook". f. The Executive Secretary position shall be a funded position. If requested, the Executive Secretary's ASCLS and ASCLS-MO membership dues shall be paid, for services rendered. 2. Treasurer <ol style="list-style-type: none"> a. The Treasurer shall manage the financial affairs of ASCLS-MO, to include creating and managing Society

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	<p>budget, handling all monetary exchanges, and coordinating all financial activities such as audits.</p> <ul style="list-style-type: none"> b. The Treasurer shall be elected to a two-year term, for a maximum of two consecutive full terms, and shall be bonded. c. The Treasurer shall report to the President and Board of Directors. d. Qualifications for treasurer Position shall include the following: <ul style="list-style-type: none"> 1) A Professional, Emeritus, and Ascending member who has been active and in good standing for three consecutive years, immediately prior to the election, 2) has served an elected or appointed Leadership position in ASCLS-MO for at least two years.
<p>ARTICLE II – PURPOSE, PRINCIPLES, AND GOALS</p>	<p>ARTICLE II – PURPOSE, PRINCIPLES, AND GOALS</p>
<p>A. <u>Purpose</u>. The purposes for which this Society is formed are:</p> <ul style="list-style-type: none"> 1. To promote higher standards in clinical laboratory methods and research. 2. 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. 3. To encourage and foster professional discussion and dissemination of information among members of the profession of Clinical Laboratory Science. 4. To participate in all medical, hospital, and community efforts in prevention of the spread of disease, and in promotion of individual and public health of the community. 5. To promote higher standards for the profession of Clinical Laboratory Science through education and scientific methodology 6. 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 	<p>A. <u>Purpose</u>. The purpose for which this Society is stated in the Articles of Association and in this Society’s Bylaws.</p>

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<p>which now or hereafter may be authorized by law.</p>	
<p>A. <u>Principles and Goals:</u></p> <p>1. The Principles of this Society are:</p> <ul style="list-style-type: none"> a. Clinical laboratory science is the application of physical, chemical and biological principles to the performance of laboratory procedures. b. Clinical laboratory science encompasses research, development, teaching, supervision, and performance of these laboratory procedures and services. c. Clinical Laboratory Science is an independent profession, a component of the services. d. The Goals of the Society are: e. To assure patients, their physicians, and persons concerned with health and research, the highest quality laboratory service that modern science affords. f. To expand and improve its services. g. To encourage capable individuals to enter the educational path that leads to service in this profession. h. To establish and maintain high standards for the profession and its practitioners. i. To provide a forum for discussion of the continuing education programs, research and development. j. To represent and promote the profession of Clinical Laboratory Science, to safeguard its standards, and to protect the professional interests of its members. k. To evaluate the role and function of Clinical Laboratory Science on an on-going basis. l. To encourage interested candidates to choose clinical laboratory science as a career and to assist them in their 	<p>A. <u>Principles and Goals.</u></p> <p>The Principles and Goals of this Society are stated in the Society Bylaws.</p>

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<p>BYLAWS Amended April 30, 2022</p>	<p>STANDARD OPERATING PROCEDURES (SOPs) Revised and Amended April 30, 2022</p>
<p>evaluation of the requirements, opportunities, and activities of the profession of Clinical Laboratory Science.</p>	
<p>ARTICLE III -- AFFILIATION</p>	<p>ARTICLE III -- AFFILIATION</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. 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</p>
<p>ARTICLE IV – MEMBERSHIP</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, Ascending Professional, Emeritus, Developing Professional, Community, and Honorary.</p>	<p>ARTICLE IV – MEMBERSHIP</p> <p>A. <u>Membership.</u></p> <ol style="list-style-type: none"> 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. 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. 3. Place of Membership. A member may maintain membership in this Society if either his/her place of residence or employment is in the 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.

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<p>B. <u>Membership Qualifications.</u> Qualifications for each membership Class are defined in the ASCLS Bylaws.</p>	<p>B. <u>Membership Qualifications.</u> Qualifications for each membership classes are defined in the ASCLS Bylaws.</p>
<p>C. <u>Membership 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 Standard Operating Procedures.</p>	<p>➤ <u>Membership Rights and Privileges.</u></p> <ol style="list-style-type: none"> 1. Professional, Ascending Professional, and Emeritus members are entitled to all rights and privileges including voting, holding office and serving in any formal capacity recognized by the Society. 2. Community and Honorary members are entitled to defined rights and privileges of this Society with the exception of holding elective or appointive position and serving as a voting member of the House of Delegates. 3. Developing Professional members are entitled to serve as voting members of the House of Delegates, when serving as official delegates from a constituent Society, and to have other rights and privileges of the Society with the exception of holding elective positions. 4. 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>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, as defined in the Society Standard Operating Procedures.</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"> 1. Dues for each Membership Class will be established by the ASCLS Board of Directors. 2. The ASCLS and these Society dues shall be remitted to the Executive Office of ASCLS as stated in the ASCLS Bylaws and Standard Operating Procedures. 3. 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.
<p>ARTICLE V – DISTRICTS</p>	<p>ARTICLE V – DISTRICTS</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</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</p>

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<p>further goals of the Society; and provide the members of the district greater access and utilization of the resources of this Society.</p>	<p>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>ARTICLE VI – MEETINGS</p>	<p>ARTICLE VI – MEETINGS</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>B. <u>Interim Meetings</u>. The President and the Board of Directors may authorize an Interim Meeting 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>A. <u>Annual Meeting</u>. The Annual Membership Meeting will include the Board of Directors, the Leadership, and all Membership of this Society.</p> <ol style="list-style-type: none"> 1. The time and place of the Annual Meeting shall be determined by the Board of Directors. 2. In an emergency, the Board of Directors may authorize a change in the time or place of the next Annual Meeting. 3. Members of this Society shall receive notification of the Annual Meeting at least thirty (30) days preceding the meeting date. <p>B. <u>Interim Meetings</u>.</p> <ol style="list-style-type: none"> 1. An authorized Interim Meeting may be scheduled as an on-site, teleconference, or other alternate conferencing formats. 2. Interim Meetings will include Summer Planning Meeting, Fall, Winter, and Pre-Annual Meeting sessions. 3. All scheduled Interim Meetings shall be open to the full Membership of this Society. <p>C. <u>Special Meetings</u> will be conducted as determined by Board of Directors.</p> <p>D. <u>Quorum</u>.</p> <ol style="list-style-type: none"> 1. Annual Meeting. The President or President-elect and fifty (50%) percent of the voting Professional, Developing Professional, Ascending Professional, and Emeritus members in good standing, present at the Annual meetings of this Society, shall constitute a quorum.

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	<p>2. Interim Meetings. A quorum must be met to conduct official business at an interim Meeting. The President or alternate and fifty percent (50%) of this Society Board of Directors present at the Meeting shall constitute a quorum.</p>
<p>ARTICLE VII -- REGIONAL COUNCILS</p>	<p>ARTICLE VII -- REGIONAL COUNCILS</p>
<p>A. <u>Region Membership.</u> This Society shall be a member of the Region designated by ASCLS.</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>
<p>ARTICLE VIII – OFFICERS</p>	<p>ARTICLE VIII – OFFICERS</p>
<p>A. <u>Officers of the Society.</u> The officers of the Society shall be President, President-Elect, Secretary, and Treasurer. The duties of the officers are defined in the Standard Operating Procedures of this Society.</p>	<p>A. <u>Officers of the Society.</u> 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"> 1. <u>The President</u>, chief executive of this Society, shall preside at all meetings of this Society and the Board of Directors. The President shall be an ex-officio member of all committees and shall appoint Chairpersons of all committees, within one month of his/her incumbency. <ol style="list-style-type: none"> a. The President will appoint the chair of the Nomination Committee from the three elected members. b. The President shall serve as the Chairperson of this Society's delegation to the ASCLS House of Delegates. c. The President or alternate shall represent this Society on the Regional Council to which this Society is assigned. 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. The President shall

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	<p align="center">perform all other duties of this office as defined by parliamentary authority.</p> <ol style="list-style-type: none">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">a. President-Elect or alternate shall serve as a co-chairperson of this Society's delegation to the ASCLS House of Delegates.b. President-Elect or alternate shall represent this Society on the President's Council of ASCLS and on the Regional Council to which this Society is assigned.c. President-elect shall serve as the Webmaster liaison, providing direct contact and information between the Webmaster and Society Leadership3. <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.4. <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.<ol style="list-style-type: none">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.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.5. provided by the Secretary of the Society. Only one proxy shall be held by any one voting Member.

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<p>B. <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>B. <u>Election</u>. The election shall be conducted using electronic and/or postal ballot and the officer shall be elected by majority <u>vote of the membership</u>. In the event of a tie, the election shall be determined by lot.</p>
<p>C. <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>C. Term of Office.</p> <ol style="list-style-type: none"> 1. The term of office for the President shall be two years. 2. The President-Elect shall be elected prior to the second year of the President’s term of office and serve a term of one year as President-Elect and then advance to the office of the President. 3. The Secretary and Treasurer each shall be elected on alternating years for a term of two years. They shall serve in these offices for not more than two consecutive terms. 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. 5. The Treasurer's term of office shall commence on October 1.
<p>ARTICLE IX -- BOARD OF DIRECTORS</p>	<p>ARTICLE IX -- BOARD OF DIRECTORS</p>
<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"> 1. A meeting of the Board of Directors shall be held, prior to the Annual Membership Meeting. Additional Interim and/or Special meetings shall 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. 2. A member of the Board of Directors may be appointed by the President as ex officio member in liaison to one or more appointed committees as appropriate or necessary to facilitate communication.

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<p>BYLAWS Amended April 30, 2022</p>	<p>STANDARD OPERATING PROCEDURES (SOPs) Revised and Amended April 30, 2022</p>
<p>B. <u>Composition</u>. The Board of Directors shall consist of the President, President-Elect, Secretary, Treasurer, Director-at- Large, one (1) Developing Professional, and one (1) Ascending Professional. These members shall constitute the voting Members of the Board.</p>	<p>B. <u>Composition</u>. The composition of the Board of Directors shall be as defined in this Society Bylaws.</p> <ol style="list-style-type: none"> 1. The President of this Society shall serve as the Chairperson of the Board of Directors. In the absence of the President, the President-Elect shall assume the role of the Chairperson. 2. All members of the Board of Directors shall be elected by this society membership at the Annual Membership Meeting, with the exception of the Developing Professional and Ascending Professional who shall be appointed by the President. 3. Member of the Board of Directors may also 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.
<p>C. <u>Director-at-Large</u>. The Director-at-Large of the Board of Directors shall be elected by the voting members at the Annual Meeting of this Society, as defined in the Standard Operating Procedures of this Society.</p>	<p>C. <u>Director-at-Large</u>: Director-at-Large will serve two-year term concurrent with the President.</p> <ol style="list-style-type: none"> 1. <u>Eligibility</u>. A Professional, Ascending Professional, Emeritus member of this Society shall be eligible to serve as an elected Director provided he/she has been an active or Emeritus member for at least two (2) consecutive years immediately prior to election. 2. <u>Term of Office</u>. <ol style="list-style-type: none"> a. The term of office for the Board Director-at-Large shall be two years. b. <u>Election of the Director-at-Large</u>. The annual election of the Director-at-Large shall be conducted using an electronic ballot or a postal mail ballot. The Director will be elected by a majority vote of ballots cast. In the event

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	<p>of a tie, the election shall be determined by lot.</p> <p>c. During tenure as Director-at-Large, the Director may be nominated and elected to serve in a different Board position, and shall resign from the original Board position, when the election to the other Board position becomes official.</p> <p>3. <u>Responsibilities</u>. The Director-at-Large shall serve the Board as follows:</p> <ul style="list-style-type: none"> a. The Director-at-Large will serve as a voting member of the Board of Directors. b. Chairs Membership Committee. Responsibilities include membership recruitment and retention. c. Serves as Awards Chair and is responsible for all leadership and membership awards. d. Serves as proxy voting member of Region Council when there is no President-Elect. e. Serves as delegate to ASCLS Annual Meeting, when there is no President-Elect. f. Assumes the duties of President if the President is unable to serve and there is no President-Elect. <p>4. <u>Vacancy</u>. Vacancy in the position of the Director-at-Large shall be filled as follows: The Director-at-Large position shall be filled by a majority vote of the Board of Directors, until the next Annual Meeting at which the Membership votes.</p>
<p>D. <u>Developing Professional Director</u>. The Developing Professional Director shall be appointed by the President to serve a term of one (1) year and, if eligible, shall progress into the position of Ascending Professional Director.</p>	<p>A. <u>Developing Professional Director</u>. The President shall appoint the Developing Professional Director to serve a term of one year and if eligible, shall progress into the position of the Ascending Professional Director.</p> <ul style="list-style-type: none"> 1. <u>Eligibility</u>. A Developing Professional member currently enrolled in an accredited clinical laboratory educational program may be eligible for the position of Developing Professional Director. 2. <u>Responsibilities</u>. Developing Professional Director, as a member of the Board of Directors, shall hold the following Responsibilities: <ul style="list-style-type: none"> a. Serves as a voting member of the Board.

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<p>BYLAWS Amended April 30, 2022</p>	<p>STANDARD OPERATING PROCEDURES (SOPs) Revised and Amended April 30, 2022</p>
	<ul style="list-style-type: none"> b. Serves as a Co-Chairperson of the Developing Professional Forum. (Responsible for providing student direction, education and activities) c. Coordinate activities related to student participation in this Society and the ASCLS. d. Serves as a member of the Membership Committee. e. Serves as Developing Professional delegate to ASCLS Annual Meeting. f. Additional responsibilities are defined in the position description in “ASCLS-MO Leadership Handbook”. <p>3. <u>Vacancy.</u> If a Developing Professional Director is unable to complete the term of office of this position, the President shall appoint another Developing Professional Member to complete the term of office.</p>
<p>B. <u>Ascending Professional Director.</u> The Ascending Professional Director shall be appointed by the President to serve a term of one year and shall have responsibilities, as defined in this Society Standard Operating Procedures.</p>	<p>E. The Ascending Professional Director shall be appointed by the President to serve a term of one year.</p> <ul style="list-style-type: none"> 1. <u>Eligibility.</u> An Ascending Professional member currently within five years of graduation from a program of clinical laboratory studies may be eligible for the position of Ascending Professional Director. 2. <u>Responsibilities.</u> The Ascending Professional Director shall represent the interests of the Ascending Professional. 3. Specific responsibilities and service: <ul style="list-style-type: none"> a. Voting member of the Board. A Member of the Membership Committee. b. Developing Professional Director Mentor. c. Ascending Professional delegate to ASCLS Annual Meeting. d. As Co-Chairperson of the Developing Professional Forum: <ul style="list-style-type: none"> I. Represents interests of the Developing Professionals. II. Coordinates activities related to student participation in this Society. III. Implements student recruitment and retention activities. 4. <u>Vacancy.</u> When the Ascending Professional Director is unable to accept or complete the tenure of this position, the President shall appoint an eligible

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<p>BYLAWS Amended April 30, 2022</p>	<p>STANDARD OPERATING PROCEDURES (SOPs) Revised and Amended April 30, 2022</p>
	<p>Ascending Professional member to complete the term.</p>
<p>ARTICLE X – COMMITTEES</p>	<p>ARTICLE X – COMMITTEES</p>
<p>A. <u>Appointed Committees.</u> There shall be Administrative and Standing Committees, as defined in the Standard Operating Procedures of this Society.</p>	<p>A. <u>Appointed Committees.</u></p> <ol style="list-style-type: none"> 1. <u>Administrative Committees</u> 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. <ol style="list-style-type: none"> 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 the Society Bylaws, Standard Operating Procedures, and Leadership Handbook. b. 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 the full justification of rejection is returned to the proponent. <ol style="list-style-type: none"> I. The Bylaws Committee shall perform such additional duties as are defined in the Bylaws and Standard Operating Procedures, including an annual review with recommended updates to the Standard Operating Procedures and Leadership Handbook. II. This committee shall have a chairperson appointed by the President and active members, as needed. III. The Bylaws Committee reports to the Board of Directors. c. <u>The Finance Committee</u> shall prepare the annual budget for the Society. The Treasurer of this Society serves as the Chairperson of the Finance

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	<p>Committee. The President, President-Elect, and the Director-at-Large are members of this Committee.</p> <ol style="list-style-type: none"> I. The Finance Committee reports to the Board of Directors. <p>2. <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 Leadership Development Chair, except as noted.</p> <ol style="list-style-type: none"> a. <u>The Leadership Development Committee (LDC)</u> shall develop and maintain programs and activities for potential Leaders and mentor existing Leaders increasing their involvement and understanding of this Society. The Chairperson of this Committee shall serve as an advisor to the Developing Professional and Ascending Professional Forums. The Leadership Development Chair reports directly to the President. All other committee chairs will report directly to the LDC Chair, except where noted in committee description. b. <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. Reports directly to the LDC Chair. c. <u>Promotion of the Profession Committee (PPC)</u> shall have a Chairperson who also serves as a member of the Membership Committee and reports directly to the LDC Chair. The PPC Chair shall have active members to serve as Coordinators for each of the following: <ol style="list-style-type: none"> i. <u>Medical Laboratory Professional’s Week (MLPW):</u> Provide the face of the profession and increase awareness of Clinical Laboratory Science by

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	<p>coordinating activities to promote Medical Laboratory Professionals Week (MLPW).</p> <ul style="list-style-type: none"> ii. <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”, annually. iii. <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>d. <u>Website</u>: In addition to the Webmaster who shall maintain and update the Society webpage, information will be coordinated by:</p> <ul style="list-style-type: none"> i. 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. ii. Society Secretary shall serve as ad-hoc member to provide minutes of Society meetings for publication. <p>e. <u>The Membership Committee</u> shall develop and implement programs to recruit new members, to retain current members, and to reactivate lapsed members. The Director-at-Large will serve as Membership Chairperson and the committee members shall be Developing Professional Director, Ascending Professional Director, Promotion of the Professions Chair and District Representatives. The Membership Chair reports directly to the President and the Board of Directors.</p> <p>f. <u>The Awards Committee</u>. The Director-at-Large shall serve as Chairperson of this Committee and reports to the President and Board of Directors. The Director-at-Large, in consultation with the President and the Board of Directors, shall:</p> <ul style="list-style-type: none"> i. Identify qualified candidates for all National, Regional, and this Society Awards, including Member of the Year, Ascending Professional of the

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	<p>Year, Key(s) to the Future, Friend of the Society (when appropriate), and the Rho Sigma Distinguished Service Award for Region VI. (See ASCLS website for current list of national awards.</p> <ul style="list-style-type: none"> ii. Mediate the processing of nomination and awards and procure appropriate award recognition items. <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. The Scholarship Chair reports to the LDC Chair.</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. The Scholarship Chair reports to the LDC Chair, and ASCLS P.A.C.E.® Chair.</p> <p>i. <u>The Annual Meeting Committee</u> shall be responsible for planning the Society’s Annual Membership Meeting.</p> <ul style="list-style-type: none"> i. 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. ii. 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 drive). iii. The General Chairperson of this Committee shall appoint Chairpersons for the following subcommittees: <ul style="list-style-type: none"> 1) Educational Program 2) Exhibits (if applicable) 3) Registration/Finance

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	<ul style="list-style-type: none"> 4) Publicity 5) Social (if applicable) 6) Additional subcommittees as needed. iv. The Annual Meeting Chair is appointed by the President and reports to the President and the Board of Directors.
<p>B. <u>Elected Committee.</u> There shall be a Nominations Committee, elected by the voting members of the Society. President will appoint one of these elected committee members as Chair. 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>A. <u>Elected Committee.</u> Nominations Committee shall be made up of three (3) members elected annually by the voting members of this Society. President will appoint one of these elected committee members as Chair.</p> <ul style="list-style-type: none"> 1. The Nominations Committee shall consist of the Chairperson and two members elected by voting members of this Society in the same manner as the officers. The Nomination Committee members, Professional, or Emeritus members in good standing, shall serve for one year and may be re-elected. 2. The duties of the Nominations Committee members shall be as follows: <ul style="list-style-type: none"> a. Committee will meet and prepare a slate of candidates for each open position. b. Prior to nomination, verify candidates' qualifications described in this Society Bylaws and Standard Operating Procedures and confirm candidates' consent for candidacy c. Chair will prepare and present ballots to membership for voting at least thirty (30) days prior to the Annual Meeting. d. Accept nominations from membership at the Annual Meeting for positions without identified candidate. e. Seek candidates for elected positions available at ASCLS.
<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, Ascending Professional, and Developing Professional 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>

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<p>ARTICLE XI – DELEGATES</p>	<p>ARTICLE XI – DELEGATES</p>
<p>A. <u>Delegates.</u> The delegation of this Society to the ASCLS Annual Meeting House of Delegates shall be defined in the Standard Operating Procedures.</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>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>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"> 1. The Delegation shall consist of at least four (4) delegates. 2. he two (2) delegates-at-large shall be the President and President-Elect or their designated alternates. 3. The third delegate shall be the Ascending Professional Director or alternate Ascending Professional). 4. The fourth delegate shall be the Developing Professional Director (or alternate Developing Professional). 5. One (1) additional delegate per each 50 Professional and Emeritus members or major fraction thereof, as stated in the ASCLS Bylaws. <p>B. <u>Election of Delegates.</u></p> <ol style="list-style-type: none"> 1. The Delegation selected by the position held, includes the President and President-elect (or their alternate), Ascending Professional (less than 5 years in the profession), and a Developing Professional Director (or an alternate). 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. <p>C. <u>Vacancies.</u> In the event 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>ARTICLE XII – SOCIETY FORUMS</p>	<p>ARTICLE XII – SOCIETY FORUMS</p>
<p>A. <u>Developing Professional Forum.</u> The Developing Professional Forum shall consist of the Developing Professional Members of this Society and shall be governed by the guidelines approved by the Board of Directors, as defined</p>	<p>A. <u>Developing Professional Forum</u> shall be governed by the guidelines, submitted to the Board of Directors of this Society for approval by the Developing Professional Director of this Forum.</p>

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<p>in the Standard Operating Procedures of this Society.</p> <p>B. <u>Ascending Professional Forum</u>. The Ascending Professional Forum shall consist of Ascending Professionals and shall be governed by the guidelines approved by the Board of Directors, as defined in the Standard Operating Procedures of this Society.</p>	<ol style="list-style-type: none"> 1. Developing Professional Director shall serve as the Chairperson of this Forum, coordinate its activities, and address the interests of its members. 2. The Chairperson of the Leadership Development Committee shall serve as an advisor to the Chairperson of the Developing Professional Forum. 3. This Forum shall include all Developing Professional members of this Society. <p>B. <u>Ascending Professional Forum</u>. This Forum shall be governed by the guidelines, established by the Chairperson of the Ascending Professional Director and approved by the Board of Directors.</p> <ol style="list-style-type: none"> 1. The Chairperson of the Leadership Development Committee shall serve as an advisor to the Chairperson of the Ascending Professional Forum 2. The Chairperson of this Forum shall develop strategies that will stimulate the interest and involvement in this Society. 3. This Forum shall include all Ascending Professional members of this Society.
<p>ARTICLE XIV – IMPEACHMENT</p>	<p>ARTICLE XIV – IMPEACHMENT</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"> 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. 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. 3. Impeachment proceedings shall suspend the individual from discharging duties of the position held. <ol style="list-style-type: none"> a. The resulting vacancy in this position shall be filled according to the procedure described in this Society Bylaws and Standard Operating Procedures. 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. 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.

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	<p>6. An unfavorable decision may be appealed to the Judicial Committee of ASCLS.</p>
<p>ARTICLE XV - FISCAL AFFAIRS</p>	<p>ARTICLE XV - FISCAL AFFAIRS</p>
<p>A. <u>Fiscal Year</u>. The fiscal year shall be defined in the Society's Standard Operating Procedures.</p> <p>B. <u>Source of Funds</u>. The source of funds is defined in the Standard Operating Procedures.</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 Members of this Society.</p> <p>D. <u>Financial Records</u>. The Treasurer shall keep correct and complete books and records of accounts</p>	<p>A. <u>Fiscal Year</u>. The fiscal year of this Society shall be from August 1 to July 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. 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 and are in accordance with applicable with local, state and federal regulations.</p> <p>C. <u>Audit</u>. The Society Auditing Committee, appointed by the President, shall annually audit all accounts. A certified public accountant shall conduct an audit 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>ARTICLE XVI -- PROCEDURES FOR BYLAWS AMENDMENTS</p>	<p>ARTICLE XVI -- PROCEDURES FOR BYLAWS AMENDMENTS</p>
<p>A. <u>Parliamentary Authority</u>. <i>Robert's Rules of Order, Newly Revised</i>, current edition shall govern the business proceedings of this Society except when otherwise specified in the Bylaws.</p>	<p>A. <u>Parliamentary Authority</u>. Defined in Bylaws.</p>

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<p>B. <u>Bylaws Amendment.</u></p> <ol style="list-style-type: none"> 1. 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. 2. The Bylaws of this Society may be amended, as described in the Standard Operating Procedures. <p>C. <u>Approval of Bylaws Amendments.</u></p> <ol style="list-style-type: none"> 1. Any amendment to this Society Bylaws shall require approval of the ASCLS Bylaws Committee, prior to this Society Annual Membership voting, as described in this Society Bylaw. <p>D. <u>Adoption and Publication of Amendments.</u></p> <ol style="list-style-type: none"> 2. The procedure for adoption and publication of approved Amendments is described in the Standard Operating Procedures of this Society. 	<p>B. <u>Bylaws Amendment.</u></p> <ol style="list-style-type: none"> 1. The Board of Directors of this Society shall have the authority to initiate Bylaws Amendments when necessary, to maintain compliance with the ASCLS Bylaws. 2. The Board of Directors, Bylaws Committee Chairperson, and any Professional or Emeritus member of this Society may propose Bylaws Amendment(s), to maintain compliance with the ASCLS Bylaws. 3. With approval of the Board of Directors of this Society, the Chairperson of the Bylaws Committee shall submit the amended Bylaws, in context, to the ASCLS Bylaws Committee for approval. <p>C. <u>Approval of Bylaws Amendments.</u></p> <ol style="list-style-type: none"> 1. The ASCLS Bylaws Committee shall review the Amended Bylaws and inform the Bylaws Committee of this Society if the proposed Amendments are in compliance with the ASCLS Bylaws. 2. When in compliance, the approved Amended Bylaws shall be sent to the ASCLS-MO Society Membership for review, prior to voting at this Society Annual Membership Meeting. 3. Any voting Member of this Society, unable to attend said meeting, may give his/her proxy to another voting member on an official form, provided by the Secretary of this Society. 4. One proxy shall be held by any one voting Member. <p>D. <u>Adoption and Publication of Amendments.</u></p> <ol style="list-style-type: none"> 1. The adoption of Bylaws Amendment(s) shall require two-thirds (2/3) of votes cast, prior to the next Annual Membership Meeting, <p>E. <u>Notification and Publication of Amended Bylaws.</u></p> <ol style="list-style-type: none"> 1. Within ninety (90) days after adoption of the amended Bylaws, the Bylaws Committee Chairperson shall report such adoption to this Society President, Executive Secretary, and the Society Membership. 2. The amended and approved Bylaws shall then be submitted to the ASCLS Bylaws Committee and Administration for filing, and sent to this Society Website Committee, for posting.

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<p>ARTICLE XVII – DISSOLUTION</p>	<p>ARTICLE XVII – DISSOLUTION</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, defined in the Bylaws of this Society.</p>