

# ASCLS-NE

<b>BYLAWS</b>	<b>STANDARD OPERATING PROCEDURE</b>
<b>ARTICLE I: NAME AND PURPOSE</b>	<b>ARTICLE I: NAME AND PURPOSE</b>
<p>A. The name of this organization is The American Society for Clinical “Laboratory Science -- Nebraska” herein referred to as ASCLS-NE</p> <p>B. The purposes of the Society are stated in the Articles of Incorporation. The principles and goals of this Society to fulfill these purposes are defined in the Standard Operation Procedure herein referred to as SOP.</p>	<p>A. Name</p> <p>B. Principles and Goals of this Society</p> <ol style="list-style-type: none"> <li>1. The principles of the Society are: Clinical Laboratory Science is the application of physical, chemical, and biological principles to the performance of laboratory procedures. Clinical Laboratory Science encompasses research, development, teaching, supervision, and performance of these procedures and services. The Society will work with The American Society for Clinical Laboratory Science (ASCLS) in providing the opportunity to increase knowledge in scientific depth and in the advancement of the profession through continuing education. The Society concurs with the Code of Ethics of the ASCLS.</li> <li>2. The goals of the Society are: To assure patients and their physicians as well as those persons concerned with health and research the highest quality laboratory services that modern science can provide. To encourage intelligent and capable individuals to enter the educational path that leads to service in this profession. To promote programs of continuing education, research, and development. To encourage devotion to professional service.</li> </ol>

<p style="text-align: center;"><b>BYLAWS</b> <b>ARTICLE II: BRANCH SOCIETIES</b></p>	<p style="text-align: center;"><b>STANDARD OPERATING PROCEDURE</b> <b>ARTICLE II: BRANCH SOCIETIES</b></p>
<p>A. This Society may be composed of branch societies.</p>	<p>A. A branch society may apply to the Board of Directors for affiliation after fulfilling the requirements as outlined in the standard operating procedures of ASCLS. Individuals seeking to organize a branch society must petition the board of Directors of ASCLS-NE. They must submit an electronic copy of their proposed bylaws and fulfill the following requirements.</p> <ol style="list-style-type: none"> <li>1. All members shall abide by the Bylaws of ASCLS-NE and ASCLS.</li> <li>2. Maintain their constitutional codes and conduct their affairs and activities in accordance with the principles, policies, purposes, and procedures of ASCLS-NE and ASCLS.</li> </ol> <p>B. A branch society shall not accept into membership any individual possessing the qualifications for professional, student, or collaborative membership in ASCLS-NE, unless he becomes a member of ASCLS-NE and ASCLS in the category for which (s)he qualifies.</p> <p>C. A branch society may establish a special category of membership for those people not eligible for ASCLS-NE and ASCLS membership. Special category members may not vote or hold office or in any way influence the internal affairs of the branch society of ASCLS-NE and ASCLS.</p> <p>D. A branch society shall submit an electronic copy of proposed bylaws changes to ASCLS-NE Bylaws committee for review and approval.</p> <p>E. A branch society's affiliation may be revoked by a 2/3 vote of the ASCLS-NE members attending annual business meeting. Cause for revocation of affiliation may be any one or all of the following:</p>

	<ol style="list-style-type: none"> <li>1. Fails to abide by terms under which the affiliation was granted.</li> <li>2. Adopts or persists in policies and procedures contrary to the purposes of this society, or</li> <li>3. Fails to regulate its members and its conduct of business by means of its constitutional codes, so that the principles, policies, purposes and procedures of ASCLS-NE and ASCLS shall not be superseded nor obstructed.</li> </ol> <p>The branch society shall be notified 60 days in advance of a revocation vote. Reinstatement of a branch society whose affiliation has been revoked shall require a majority vote of Board of Directors of ASCLS-NE.</p>
<p><b>BYLAWS</b> <b>ARTICLE III: STUDENT SOCIETY</b></p>	<p><b>STANDARD OPERATING PROCEDURE</b> <b>ARTICLE III: STUDENT SOCIETY</b></p>
<p>A. This Society may have a student Society.</p>	<p>A. Any three or more student members of ASCLS and ASCLS - NE may organize their own society. It must have as its advisor an active member of ASCLS and ASCLS-NE. They must submit an electronic copy of their proposed bylaws and fulfill the following requirement.</p> <ol style="list-style-type: none"> <li>1. All members shall abide by the Bylaws of ASCLS-NE.</li> <li>2. Maintain their bylaws and conduct their affairs and activities in accordance with the principles, policies, purposes, and procedures of ASCLS-NE and ASCLS.</li> </ol> <p>B. A duty of the student society will be to elect from their constituency a delegate to the annual ASCLS-NE and ASCLS meeting. In the event that no student representative is elected or the elected student is unable to attend the meeting the student delegate shall be appointed by the president of ASCLS-NE from the ASCLS student members.</p>

<p style="text-align: center;"><b>BYLAWS</b> <b>ARTICLE IV: MEMBERSHIP</b></p>	<p style="text-align: center;"><b>STANDARD OPERATING PROCEDURE</b> <b>ARTICLE IV: MEMBERSHIP</b></p>
<p>A. The members of ASCLS-NE shall consist of professional members and all other classes of membership appropriate to the constituent societies as specified in the current Bylaws of the ASCLS. Each applicant shall be considered for membership only in the class appropriate to the maximum qualifications they possess.</p> <p>B. Membership requirements for all classes shall be those specified in the current Bylaws of the ASCLS.</p> <p>C. As defined by ASCLS Bylaws certain member classifications are entitled to vote, hold office, and serve on any board or committee of this Society and are designated hereinafter in this document as voting members. All other rights, benefits, and privileges of this Society shall be extended to all members.</p> <p>D. A member may be expelled for conduct detrimental to the ASCLS or to this Society. Procedures relating to expulsion shall be conducted by ASCLS in accordance with its Bylaws and Standard Operating Procedures.</p> <p>E. Impeachment proceedings shall be conducted in a manner consistent with such proceedings as defined in the ASCLS Bylaws.</p>	
<p style="text-align: center;"><b>BYLAWS</b> <b>ARTICLE V: DUES</b></p>	<p style="text-align: center;"><b>STANDARD OPERATING PROCEDURE</b> <b>ARTICLE V: DUES</b></p>
<p>A. Annual dues for membership in this Society shall be based on the class of membership for which the applicant is eligible. The amount due for each class shall be defined in the Standard</p>	<p>A. Annual dues for membership in this Society shall be based on the following schedule:  Professional Member (\$15.00)  Emeritus Member (NONE)</p>

<p>Operating Procedures.</p> <p>B. A member shall remit the dues of ASCLS-NE and ASCLS to the Executive Office of ASCLS. Procedure shall be defined in the Standard Operating Procedures.</p>	<p>Student Member (\$5.00) Honorary Member (none)</p> <p>B. The annual dues of ASCLS-NE shall be added to the dues of ASCLS and the total shall be remitted to the Executive Office of ASCLS. The executive office of ASCLS shall retain the appropriate amount for membership in ASCLS and shall remit the remainder to the treasurer of ASCLS-NE.</p> <p>C. Annual dues are due and payable on the date and at the time specified by the Board of Directors of ASCLS. Membership is to be renewed in the same category provided that the member has not in the interim become eligible for a different class of membership.</p> <p>D. Membership with all rights, benefits, and privileges will be forfeited by any member who is in arrears in the payment of dues as determined by ASCLS.</p>
<p style="text-align: center;"><b>BYLAWS</b> <b>ARTICLE VI: MEETINGS</b></p>	<p style="text-align: center;"><b>STANDARD OPERATING PROCEDURE</b> <b>ARTICLE VI: MEETINGS</b></p>
<p>A. There shall be at least one annual meeting a year.</p>	<p>A. The time and place of the annual meeting shall be determined by the Board of Directors. The members shall be notified in writing of all meetings at least two weeks before each meeting is to be held. The meeting of this society shall be open to all members upon proper identification.</p> <ol style="list-style-type: none"> <li>1. Each active member of this society shall be entitled to one vote.</li> <li>2. The student delegate shall be entitled to one vote.</li> <li>3. The privilege of the floor shall be granted to nonvoting members by consent of the membership.</li> <li>4. A quorum for all meetings of this Society shall consist of the President and a majority of the Board of Directors and all voting members</li> </ol>

<p>B. There shall be at least one continuing education meeting a year.</p>	<p>present at the meeting.</p> <p>B. The Board of Directors may authorize one or more special continuing education meetings a year as the interests of this Society dictate. A continuing education meeting may be held in conjunction with a business meeting when deemed appropriate.</p>
<p><b>BYLAWS</b> <b>ARTICLE VII: OFFICERS</b></p>	<p><b>STANDARD OPERATING PROCEDURE</b> <b>ARTICLE VII: OFFICERS</b></p>
<p>A. The officers of this Society shall be President, President-Elect, Secretary, and Treasurer. The duties of the officers shall be defined in the Standard Operating Procedures.</p>	<p>A. Duties of the officers:</p> <ol style="list-style-type: none"> <li>1. The President shall be the chief executive of this Society. The President or designee shall be an ex-officio member of all committees, except the Nominations Committee. The President shall appoint all appointive committees and with the approval of the Board of Directors, such special committees as are needed. The President or their alternate shall represent this Society on the ASCLS Region VI Council. In the event of a vacancy in the office of President the immediate Past President shall become President. The President shall serve as chairperson of the ASCLS-NE Board of Directors.</li> <li>2. The President-Elect shall during their term of office familiarize themselves with the duties of the office of President. The President-Elect or their alternate shall represent this society on the ASCLS Region VI Council. In the event of a vacancy in the office of President-Elect, the Nominations Committee will submit a list of nominees, within 60 days, to the general membership for election to the unexpired term.</li> <li>3. The Secretary shall act as secretary at all meetings of the Board and of this Society. (S)He shall keep in permanent</li> </ol>

<p>B. A professional or emeritus member of the Society shall be eligible to hold office.</p> <p>C. Officers of this organization shall be elected by the membership at the annual meeting of this society.</p>	<p>form a record of all meetings at which he serves. (S)He shall perform such other duties as required by the President or by ASCLS.</p> <p>4. The Treasurer shall assure the receipt and expenditure of funds in accordance with the directives established by the Board of Directors. (S)He shall serve as a member of the Budget Committee during his term of office.</p> <p>(S)He shall submit to the membership at the annual meeting a statement of all receipts and expenditures of the Society for the year. At the end of each two year term of office, there shall be an audit.</p> <p>B. A professional or emeritus member of this Society shall be eligible to hold office provided they have been an active member for at least 1 year prior to his election.</p> <p>C. The election of officers by the membership shall be conducted by the Nominations Committee. Election shall be by ballot and a majority of votes cast shall elect. If no candidate for an office receives a majority of votes on the first ballot, the candidate with the lowest number of votes shall be eliminated for consideration and balloting shall continue until a candidate receives a majority of the votes cast. In the event of a tie, the election shall be determined by lot.</p> <ol style="list-style-type: none"> <li>1. An official list of candidates and their qualifications shall be sent to each member of this society two weeks before the annual meeting.</li> <li>2. Nominations may be made from the floor. The written permission and qualifications of all persons nominated from the floor shall be presented at the time of such nominations are made.</li> </ol>
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<p>D. The term of office for each officer of this society shall be defined in the Society's Standard Operating Procedure.</p>	<p>D. Term of office:</p> <ol style="list-style-type: none"> <li>1. The President shall serve a term of one year or until a successor is elected.</li> <li>2. The President-elect shall serve for 1 year and then automatically succeed to the office of President.</li> <li>3. The term of Treasurer and Secretary shall be a two year term, or until a successor is elected, with elections held on alternating years.</li> <li>4. The term of office of any officer of this society elected at the ASCLS-NE annual meeting, shall begin at the conclusion of the House of Delegates at the ASCLS Annual Meeting.</li> </ol>
<p><b>BYLAWS</b> <b>ARTICLE VIII: BOARD OF DIRECTORS</b></p>	<p><b>STANDARD OPERATING PROCEDURE</b> <b>ARTICLE VIII: BOARD OF DIRECTORS</b></p>
<p>A. The Board of Directors shall consist of the President, President-elect, Secretary, Treasurer, the immediate Past President, Senior board member, Junior board member, Student Forum President, and First Year Professional Chair</p> <p>B. The term of office for the Senior board member and Junior board member shall be defined in the Standard Operating Procedures.</p>	<p>A. The term of office shall be two years. One Board member shall be elected each year as the Junior board member.</p> <p>B. The Board shall be vested with the properties, control, and management of all affairs and funds of this Society and shall have power and authority to do and perform all acts and functions not inconsistent with the constitutional codes or with any action taken by the membership at business meetings of this Society. All business transacted by the Board shall be reported to the membership at the annual meeting.</p> <ol style="list-style-type: none"> <li>1. The Board of Directors shall choose the place and time of the annual meeting and notify the membership at least two weeks in advance.</li> </ol>



<p>C. The Board of Directors shall have general supervision and control of all the affairs and funds of the Society.</p> <p>D. A quorum shall consist of the President or President-elect and a majority of the members of the Board of Directors.</p>	<ol style="list-style-type: none"> <li>2. The incoming and outgoing Boards shall meet together after the Annual ASCLS Meeting for the purpose of transferring all records and property of this Society.</li> <li>3. Board meetings may be called by the President or at the request of four Board members as the business of the Society may require.</li> <li>4. It shall be the prerogative of the President to assign duties to the Board as needed.</li> <li>5. There must be at least two meetings of the Board of Directors a year. One of these meetings may be in conjunction with the annual meeting or continuing education meeting if deemed appropriate.</li> <li>6. The Board of Directors may under conditions and procedures defined in the society regulations, poll its members by means of a ballot distributed via mail, fax, electronic mail, or other means as current communications technology allows. This polling shall constitute a “meeting” of the Board of Directors.</li> </ol> <p>C. The President or President-elect and three other voting members of the Board of Directors shall constitute a quorum.</p>
<p><b>BYLAWS</b>  <b>ARTICLE IX: OFFICIAL REPRESENTATION</b></p>	<p><b>STANDARD OPERATING PROCEDURE</b>  <b>ARTICLE IX: OFFICIAL REPRESENTATION</b></p>
<p>A. ASCLS Region Delegates:</p> <p>The Society shall have official representatives at the ASCLS Region meetings.</p>	<p>A. ASCLS Region: Delegates:</p> <p>The delegates to the Region Council meetings of ASCLS shall be the President and President Elect or an appointed delegate, if either of the</p>

<p>B. National Delegates:</p> <p>The Society shall send representatives to the House of Delegates at the ASCLS convention as specified by the ASCLS Bylaws and ASCLS-NE Standard Operating Procedure.</p>	<p>primary delegates is unable to attend.</p> <p>B. Delegates to the ASCLS House of Delegates shall consist of at least four (4) members.</p> <ol style="list-style-type: none"> <li>1. The four delegates shall consist of one (1) Student, one (1) New Professional, plus one (1) delegate per each 50 professional and emeritus member or major fraction thereof.</li> <li>2. A New Professional is a member with 5 years or less experience in the filed of laboratory science.</li> </ol>
<p><b>BYLAWS</b> <b>ARTICLE X: COMMITTEES</b></p>	<p><b>STANDARD OPERATING PROCEDURE</b> <b>ARTICLE X: COMMITTEES</b></p>
<p>A. Elective Committees: There shall be the following elective committee:</p> <ol style="list-style-type: none"> <li>1. The Nominations Committee.</li> <li>2. Qualifications for membership, method of election, and duties of the elective committees shall be defined in the Standard Operating Procedures</li> </ol>	<p>A. Elective Committees:</p> <ol style="list-style-type: none"> <li>1. Nominations Committee-- shall be responsible for procedures relating to nominations to elective positions in this Society. It shall prepare for the Society a slate which shall present a candidate for each position under consideration. The Nominations Committee shall not be responsible for presenting qualifications of persons nominated from the floor.</li> </ol> <p>The nominations committee shall consist of three professional members of this Society. The immediate Past President shall serve as chairperson of the committee.</p> <p>Members of the committee shall be elected at the annual business meeting of the society.</p> <p>The term of office will be for one year. In the event that the chairperson is unable to serve, the President shall appoint from the two elected members one to serve as chairperson and then also appoint one more qualified person to serve on the committee for the rest of the unexpired term.</p>

<p>B. Additional Committees</p> <ol style="list-style-type: none"> <li>1. The Board of Directors shall develop mechanisms whereby ASCLS-NE advocacy is implemented in areas of accreditation, certification, professional affairs, governmental affairs, education, membership development, and strategic planning. The Board of Directors may establish and delegate such of its authority to additional committees as it deems appropriate in accordance with these Bylaws, the Articles of Incorporation, and the laws of the state of incorporation.</li> </ol>	<p>When a vacancy occurs on the committee as a result of change of residence outside the state or for any other cause, the president shall appoint a qualified person to serve the rest of the unexpired term.</p> <p>Duties of the committee shall include:</p> <ol style="list-style-type: none"> <li>1. Publication to the membership of this Society no less than two weeks in advance of the next annual session a list of all nominated offices and candidates.</li> <li>2. Initiate and maintain direct contact with qualified persons to assure the society a full slate of candidates.</li> </ol> <p>B. Additional Committees</p> <ol style="list-style-type: none"> <li>1. The chairperson shall be appointed by the president. The president in consultation with the chairman of each committee may appoint additional members to each committee as needed to serve a term of 1 year.</li> <li>2. Each committee shall cooperate with the activities and programs of the corresponding committees of ASCLS whenever requested.</li> <li>3. Areas of activities for the Leadership Development Committee include handling publicity throughout the state, the study of the professional needs of the members, personnel development, and to promote the advancement of the image of clinical laboratory science to the layman and allied health professions.</li> <li>4. Area of activities for the Government Affairs and Political Action Committee shall be to be cognizant of all activity in the legislative body of this state involving laboratory medicine and personnel. And, when deemed necessary to be responsible for any active participation involving legislation.</li> </ol>
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5. Area of activities of the Publication committee is to prepare and publish the state journal, "The Filter" and maintain the electronic networking capabilities, including but not limited to this Society's web site.
6. Area of activities for the Scholarship and Loan Committee is the supervision of all scholarships and loans under the administration of this Society and preparing the books for audit.
7. Areas of activities for the Promotion of the Profession Committee include promotion of all recruitment programs in state, maintain contact with school systems in the state and give them assistance and information on the career of medical technology. The committee will be in charge of all information sources and visual aids for encouraging clinical laboratory science.
8. The Junior Board Member will serve as the Chair of the Awards Committee. The areas of activity for the Awards Committee shall be the publication of the ASCLS-NE and ASCLS Awards, facilitation of nominations for awards, the selection of judges, the presentation of awards, and all publicity therein necessary.
9. The Bylaws Committee shall be cognizant of changes in the Bylaws and Standard Operating Procedure of ASCLS and prepare any needed proposals for this Society's constitution ensuring its conformity to the Bylaws and Standard Operating Procedures of ASCLS. This committee shall ensure that current copies of the Bylaws and Standard Operating Procedures are electronically available and posted on this society's official website. The Bylaws Committee shall conduct periodic reviews and edits Bylaws and Standard Operating Procedures.
10. The Budget Committee shall consist of

<p>C. Ad Hoc Committees shall be appointed by the President on authority given him/her by the membership at a business meeting or by the Board.</p>	<p>three members who are, the current Treasurer who shall serve as chairperson, current President, and incoming President. The Budget committee shall meet or communicate prior to the ASCLS-NE annual meeting. The committee is responsible for setting up a budget for the following year.</p> <p>11. The Continuing Education Committee, chaired by Senior Board Member shall assist with planning including but not limited to: arrange a meeting place for the continuing education meeting, plan the scientific sessions, contact exhibitors, see that membership is notified.</p> <p>12. Areas of activities for the Membership Committee include keeping a current and up to date state membership list, contacting new graduates, keeping a supply of membership blanks and encouraging and participating in any activities which would further the cause of increased membership. The chairman would also notify the Bylaws Committee of new members. Prime concerns for the membership committee are recruitment of new members, retention of present members, and reactivation of lapsed members.</p> <p>C. Qualifications for membership and method of appointment of an Ad Hoc Committee shall be those, which are listed in the Society's Standard Operating Procedure for the regular appointive committees.</p>
<p><b>BYLAWS</b> <b>ARTICLE XI: FISCAL YEAR</b></p>	<p><b>STANDARD OPERATING PROCEDURE</b> <b>ARTICLE XI: FISCAL YEAR</b></p>
<p>A. The fiscal year shall be defined in the</p>	<p>A. The fiscal year shall be from July 1 to</p>

Society Regulations.	June 30 inclusive.
<b>BYLAWS</b> <b>ARTICLE XII: PARLIAMENTARY AUTHORITY</b>	<b>STANDARD OPERATING PROCEDURE</b> <b>ARTICLE XII: PARLIAMENTARY AUTHORITY</b>
Robert’s Rules of Order, Revised, shall govern the business proceedings of this Society except when otherwise specified by these Bylaws.	
<b>BYLAWS</b> <b>ARTICLE XIII: AMENDMENTS</b>	<b>STANDARD OPERATING PROCEDURE</b> <b>ARTICLE XIII: AMENDMENTS</b>
<p>A. Modifications of the Standard Operating Procedures may be made in accordance with the procedures defined in the Society Standard Operating Procedures.</p> <p>B. The Bylaws of this Society may be amended as follows:</p> <ol style="list-style-type: none"> <li>1. A proposed amendment to these bylaws may be submitted, in writing, by a group of three or more voting members of this Society, to the chairman of the Bylaws committee not less than 7 months in advance of the next scheduled meeting.</li> <li>2. The Chairman of the Bylaws Committee shall submit an electronic copy of the proposed Amendment(s) to the ASCLS Bylaws Committee for review and approval at least 60 days before such approval is desired.</li> <li>3. The ASCLS-NE Bylaws Chairman shall submit the proposed amendment(s) with ASCLS’s suggestions and comments to the members of this society as stipulated in the Society Standard Operating Procedure.</li> <li>4. Adoption of the amendment(s) to the Bylaws shall require a two-thirds vote of the voting members certified as present at the time of the vote.</li> <li>5. Following adoption of amendment(s) to</li> </ol>	<p>A. Modifications in the Standard Operating Procedures shall be made by the ASCLS-NE Board of Directors at any scheduled meeting.</p> <p>B. Examination and preparation of proposed amendments to the Bylaws of the society.</p> <ol style="list-style-type: none"> <li>1, An amendment may be proposed by the committee or from the membership provided that at least three active members endorse it.</li> <li>2. The committee may edit, combine, or otherwise alter amendments submitted to it provided the original intent is not changed.</li> <li>3. The endorsees may appeal such alteration to the Board of Directors for arbitration.</li> <li>4. The committee is further authorized to reject proposed amendments provided full justification is returned in writing to the endorsees, Then endorsees may appeal the rejection to the Board of Directors for arbitration.</li> <li>5. Proposed amendments in final form shall be submitted to the Board and to ASCLS Bylaws Committee prior to presentation to</li> </ol>

<p>the Bylaws, the Bylaws Chairman shall transmit one official copy of the amended Bylaws to the executive office of the ASCLS and to the chairperson of the ASCLS Bylaws Committee.</p> <p>6. The Bylaws Committee of this Society shall have the responsibility and the authority to prepare amendment to the documents of this Society when such changes are necessary to bring them into conformity with those of ASCLS before enactment and distribution to the members of this Society.</p>	<p>membership for consideration.</p> <p>C. Preparation of amendments to the Bylaws and Standard Operating Procedures of ASCLS as directed by the membership of this Society in session.</p> <ol style="list-style-type: none"> <li>1. Such amendments shall be submitted to the Bylaws Committee of ASCLS in the form required.</li> </ol> <p>D. Examination of proposed amendments to the Bylaws and Standard Operating Procedures by ASCLS.</p> <ol style="list-style-type: none"> <li>1. The committee shall report its findings and recommendations to the membership of this Society.</li> </ol>
<p><b>BYLAWS</b> <b>ARTICLE XIV: DISSOLUTION</b></p>	<p><b>STANDARD OPERATING PROCEDURE</b> <b>ARTICLE XIV: DISSOLUTION</b></p>
<p>A. This Society shall be dissolved upon a vote of two-thirds votes cast by the voting members at any meeting of the society provided that all voting members shall have been notified in writing of the Dissolution at least thirty (30) days prior to said meeting.</p> <p>B. In the event of the dissolution of this Society, after the discharge of its</p>	

<p>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 (3) years. If a constituent society of ASCLS is not reorganized in the State of Nebraska by the end of said three (3) years, these funds are conveyed to the ASCLS Education and Research Fund, Inc.</p>	
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