

BY-LAWS OF THE IOWA ASSOCIATION
FOR CLINICAL LABORATORY SCIENCE

ARTICLE I
NAME AND PURPOSE

The name of this organization shall be the Iowa Association for Clinical Laboratory Science, hereinafter referred to as the Association. The purposes of this Association are stated in the Article of Incorporation.

ARTICLE II
CODE OF ETHICS

Being fully cognizant of my responsibilities in the practice of Clinical Laboratory Science, I affirm my willingness to discharge my duties with accuracy, thoughtfulness, and care. Realizing that the knowledge obtained concerning patients in the course of my work must be treated as confidential, I hold inviolate the confidence placed in me by patients and physicians. Recognizing that my integrity and that of my profession must be pledged to the absolute reliability of my work, I will conduct myself at all times in a manner appropriate to the dignity of my profession.

ARTICLE III
MEMBERSHIP

- A. The membership of this Association shall consist of the following classes: Active, Associate, Student, Inactive, Emeritus and Honorary as prescribed by the American Society for Clinical Laboratory Science (ASCLS).
- B. Applicants for membership will be considered for membership only in the class appropriate to the maximum qualifications possessed by the applicant.
- C. Individuals seeking membership in this Association shall furnish information defining their qualifications on application forms prescribed by ASCLS outlining the prerequisites for all classes of membership.
 - 1. Active member: Any person who meets the requirements for active membership in ASCLS and who indicates that Iowa is the constituent society of choice and who pays the required dues.
 - 2. Associate member: Any person who meets the requirements for associate membership in ASCLS and who indicates that Iowa is the constituent society of choice and who pays the required dues.
 - 3. Student member: Any person who meets the requirements for student membership in ASCLS and who resides or is a student in the state of Iowa.
 - 4. Emeritus member: Any member of this Association who qualifies and becomes an emeritus member of ASCLS. Members of this Association shall furnish such information requested on the application form provided by the Executive Office of ASCLS.

5. Honorary Member: Any person who becomes an honorary member of ASCLS and who resides or is employed in the state of Iowa shall be recognized as an honorary member of this Association. In addition, such persons residing or working in the state of Iowa who have made outstanding contributions to the profession of laboratory medicine may be made honorary members of this Association upon affirmative vote of the membership of this Association at its annual meeting.
- D. Privileges of membership:
1. Active and emeritus members shall enjoy all the rights, benefits and privileged of this Association. They may vote, hold elective positions and serve on any committee or board. Formerly active members enrolled as fulltime students and holding student membership shall not forfeit continuity of active membership privileges upon resuming active membership.
 2. Associate members shall enjoy all the rights, benefits and privileges of this Association with the exception of holding elective office or serving as a Delegate to the ASCLS House of Delegates.
 3. Student members shall enjoy all the rights, benefits and privileges of this Association with the exception of voting, holding elective office or serving as committee chairperson. One student member shall be a Delegate to the ASCLS House of Delegates.
- E. Application for emeritus and honorary membership is made by the president of this Association in accordance with the procedure set forth in the Society Regulations of ASCLS.
- F. An applicant is established as a member in good standing of this Association upon submission to the Executive Office of ASCLS the proper application form and the required dues, with the subsequent approval of the Executive Office and notification of the treasurer of this Association.
- G. A member shall maintain membership in this Association through membership in ASCLS.
- H. Any member in good standing of a constituent Society of ASCLS who moves his/her residence or employment to the state of Iowa is accepted as a member in good standing of this Association without payment or refund of dues for the remainder of the membership year, provided his/her application is submitted through the Executive Office of ASCLS.
- I. The retention, suspension, expulsion or reinstatement of a member of this Association is by action of the Board of Directors of this Association in the manner prescribed by the By-Laws and Society Regulations of ASCLS.
- J. Impeachment of officers of this Association shall be in the manner prescribed by the By-Laws and Society Regulations of ASCLS.

ARTICLE IV DUES

- A. The annual dues for active and associate members of this Association shall be the sum of ten (\$10) dollars in addition to the dues specified in the By-Laws and Society Regulations of ASCLS. Each member shall remit the total amount of dues to the Executive Office of ASCLS. The appropriate amount of dues for ASCLS will be retained and the dues for this Association will be remitted to the treasurer of this Association.
- B. Student members shall pay five dollars (\$5) dues in addition to the dues prescribed by ASCLS.
- C. Emeritus and honorary members shall pay no dues to this Association. They are liable for dues to ASCLS as prescribed in the By-Laws and Society Regulations of ASCLS.
- D. Annual dues are due and payable as prescribed in the Society Regulations of ASCLS.
- E. Continuous membership in this Association will depend on maintaining continuous membership in ASCLS as prescribed in their By-Laws and/or Rules and Regulations. Any member adjudged delinquent by ASCLS is delinquent in this Association as well.
- F. Membership shall be renewed in the same category, provided that the member has not, in the interim, become eligible for a different class of membership. Change of membership class may be made by application and with payment of dues for the appropriate class of membership.

ARTICLE V OFFICERS

- A. The officers of this Association shall be president, president-elect, secretary, and treasurer. The duties of these officers shall be as defined in these By-Laws and in the parliamentary authority adopted by this Association.
 - 1. The president shall be the chief executive officer of this Association. (S)He shall preside at all meetings of the Board of Directors and of this Association. (S)He shall be an ex officio member of all standing committees with the exception of the Nominations Committee. (S)He shall appoint the chair of all standing committees except the Nominations Committee and shall appoint at least one active member to audit the treasurer's books. With the approval of the Board of Directors or the members, (s)he shall appoint such special committees as are needed. (S)He shall be a member of the President's Council and the Regional Council in accordance with By-Laws and Society Regulations of ASCLS.
 - 2. The president-elect shall, during his/her term of office, familiarize herself/himself with the duties of the office of president and shall, in the absence of the president, act as the chief executive officer of this Association. (S)He shall automatically become president the year following her/his election as president-elect. (S)He shall be a member of the President's Council and the Regional Council of ASCLS in accordance with the By-Laws and Society Regulations of ASCLS. (S)He is an ex officio member of all committees except the Nominations Committee.

3. The secretary shall act as secretary at all meeting of this Association and of the Board of Directors, and shall keep in permanent form a record of all minutes of all meetings at which (s)he serves. (S)He shall be responsible for distributing copies of the minutes of such meetings as directed by the President and/or the Board of Directors. (S)He shall conduct such correspondence as shall be authorized by the Board of Directors or the President.
 4. The treasurer shall assure the receipt and expenditures of funds in accordance with the directives of the Board of Directors. (S)He shall be under such bond as established by the Board of Directors. (S)He shall ensure that all accounts of the Association shall be audited annually, prior to each annual meeting, but not exceeding thirty (30) days, by an auditing committee appointed by the president from the membership. At the annual meeting, (s)he shall submit to the members a statement of all receipts and expenditures for the current fiscal year. Upon taking office, a new treasurer shall examine the books for the previous thirty (30) days, notifying the Board of Directors of any inconsistencies, and file any tax returns in accordance with the laws of the state of Iowa.
- B. Eligibility for office. A member of this Association shall be eligible to hold office or be a board member provided (s)he is a member in good standing of this Association.
- C. Term of office.
1. The term of office of president shall be one year.
 2. The term of office of president-elect shall be one year. The following year, the president-elect shall automatically succeed to the office of president.
 3. The term of office for the secretary shall be two years. The secretary may be re-elected but may not serve more than two consecutive terms.
 4. The term of treasurer shall be two years. The treasurer may be re-elected, but may not serve more than two consecutive terms.
- D. Filling of vacancies in office occurring between meetings of the Association.
1. A vacancy in the office of president shall be filled by the president-elect for the remainder of the unexpired term. If so filled, this member shall remain in the office of president of the following year as well.
 2. A vacancy in the office of president-elect shall be filled by a majority vote of the Board of Directors to elect a replacement to serve for the remainder of the year. This member shall succeed to the office of president for the following year. At the next annual meeting following the occurrence of the vacancy, the Association shall elect a president-elect.
 3. In the event of the simultaneous removal during their terms of office of the president and president-elect, the immediate past-president of this Association shall become the president for the remainder of the unexpired term of the president. The office of the president-elect shall be filled as previously described. At the next annual meeting of this Association, the members shall elect a president-elect.

4. A vacancy in the office of secretary or treasurer shall be filled by the Board of Directors who shall elect a replacement by a majority vote to serve until the next annual meeting. In the selection of a member to fill vacancy, the Board shall first consider the candidates from the slate of nominees for that office from the preceding election.
 5. A vacancy in the office of past-president shall be filled by the most recent past-president who is willing to assume the duties of the position..
- E. Election to office.
1. Election to an office will be by majority vote of the votes tabulated at the annual meeting.
 2. The secretary and treasurer will be elected in alternate years.

ARTICLE VI
BOARD OF DIRECTORS

- A. The Board of Directors shall consist of the president, president-elect, secretary, treasurer, the immediate past-president, and three members elected from the membership at the annual meeting. In addition, there shall be a director from each chartered district association. A student representative may be appointed to the board by the president, with the approval of the board, and may be granted voting privileges at the discretion of the board.
- B. The Board of Directors shall constitute the governing body of this Association when the regular meetings of this Association are not in session. The Board is vested with the control and management of all affairs, properties, and funds of this Association in accordance with the Article of Incorporation and the By-Laws of this Association.
- C. A vacancy in an elective directorship shall be filled by the Board of Directors who shall elect a replacement by majority vote to serve until the next annual meeting, at which time the Association shall fill the position for the remainder of its unexpired term.
- D. The president or any other officer of this Association may call meetings of the Board of Directors, providing proper notice, stating purpose and place of the meeting is made to the respective members prior to such meetings.
- E. The president or president-elect and a majority of the membership of the Board shall constitute a quorum.
- F. Board members shall be elected at the annual meeting by ballot for a three year term. One shall be elected each year to succeed the one having served three years. The term of office of any Board member of this Association elected at the annual meeting shall begin with the sine die adjournment of such annual meeting.
- G. Notice of board meetings shall be printed in the official publication and sent to all members of the Board of Directors at least thirty (30) days in advance of the meeting. Meeting dates may also be established at one board meeting for future meetings and is deemed sufficient notice if absent members are notified by letter or by publication. Changes in the date must be communicated as early as practical.

ARTICLE VII
DISTRICT ASSOCIATIONS

- A. This Society may charter district associations.
- B. The geographic boundaries of a district association shall be clearly defined: there may be only one district association within such defined area. Boundaries may be changed by a two-thirds vote of the Board or Directors, provided such a change has been approved by each district association concerned.
- C. The name of each district association shall contain the geographic location thereof and the words Association for Clinical Laboratory Science.
- D. A district Association may be formed by three or more active members of this Association who reside or are employed in the proposed district. Said persons shall make a written application to the Board of Directors of this Association . A majority vote of the Board of Directors shall be required for acceptance of such application. Upon acceptance of their application, the district shall be granted a charter of affiliation provided said district association shall have:
 - 1. adopted By-Laws approved by the By-Laws committee of this Association,
 - 2. submitted to the membership committee of this Association a list of names and addresses of all charter members and officers of said district association.
- E. Each chartered district association shall have one director on the Board of Directors of this Association.
- F. The duties and regulations of a district association are:
 - 1. It shall grant active membership to persons meeting the requirements of active membership in this Association: only active and emeritus members of this Association shall have the privilege of holding office in the district association.
 - 2. Classes of membership and qualifications for each class must be approved by the Board of Directors of this Association.
 - 3. It shall send to the president and editor or the official publication of this Association the names and addresses of its officers and Board of Directors not later than thirty (30) days after their election.
 - 4. It shall maintain its By-Laws in harmony with those of this Association. Proposed amendments must be approved b the By-Laws committee of this Association within one month.
 - 5. All members of the district association shall abide by the Code of Ethics of this Association.
- G. This Association is empowered to revoke for just cause the charter of a district association upon notice and an opportunity to be heard thereon, by a majority vote of the members eligible and voting at the annual meeting, providing the Board of Directors of this Association by a majority vote favors the revocation of such charter.
- H. Any district association whose charter has been revoked may be reinstated by a majority vote of the Board of Directors and ratification by a majority vote of

members eligible to vote and voting at the next annual meeting of this Association.

ARTICLE VIII
COMMITTEES

- A. There shall be the following standing committee; Membership Development, Education, Career Recruitment, By-Laws, Professional and Public Relations, Publications, Government Liaison, Historian, Annual Meeting, and Nominations and Awards. The president at the beginning of his/her term, shall appoint, with the approval of the Board of Directors, the chair of each standing committee except Nominations and Awards. Any eligible member in good standing may be appointed. Each of these committees shall be composed of the chair and any number of members selected by the chair to conduct effectively the work of the committee. The Nominations and Awards committee shall be composed of the immediate past-president (chair) and two members elected by the membership at the annual meeting. Eligibility for election shall be the same as for other elective positions in this Association. Each member of the Nominations and Awards committee shall serve for one year and may be re-elected to a second term.
- B. Duties of the committees
1. Activities of the Membership Development committee shall include recruitment of new members, retention of present members, and reactivation of lapsed members. This committee shall maintain a current membership list and information concerning membership services.
 2. Activities of the Education Committee shall include teaching methods and aids, continuing education and seminars. It shall assist the Annual Meeting committee in planning the program for the annual meeting, as appropriate.
 3. Activities of the Career Recruitment Committee shall include student recruitment and professional reactivation.
 4. Activities of the By-Laws Committee shall include keeping the By-Laws of this Association in compliance with the By-Laws of ASCLS, examine and consider proposed change in the code of this Association and of the district associations. This committee shall be empowered to make such non-substantive changes as may be required to clarify language and to conform to proper usage, such changes to be reported by committee at each annual meeting.
 5. Activities of the Professional and Public Relations Committee shall include promoting the public image of the profession and developing good relations with the news media. News releases of significant items shall be prepared and submitted to the media by this committee.
 6. Activities of the Publications Committee shall include responsibility for the preparation, editing, and distribution of the

official publication and such newsletters as may be deemed advisable by the Board of Directors. The chair of this committee shall be the editor.

7. Activities of the Government Liaison Committee shall include tracking state, local, and federal legislation, Civil Service and Armed Forces regulations which affect Clinical Laboratory Science and its practitioners.
8. Activities of the Historian shall be to keep a history of the Association, a file of the publications and other pertinent information.
9. The Annual Meeting Committee shall be responsible for the planning and presentation of the meetings of this Society. It shall select and/or approve meeting sites, arrangements and programs. It shall be responsible for contacting commercial exhibitors, assist with exhibit arrangements and control.
10. Nominations and Awards Committee shall be responsible for preparing a slate of at least two qualified nominees, whenever possible, for each office to be filled by election at the annual business meeting. This Committee will be responsible for the Awards program of this Association.

- C. The standing committees of this Association shall cooperate with the corresponding committees of ASCLS in carrying out their programs, as appropriate.
- D. The president, with the approval of the Board of Directors, may appoint other special committees and/or representatives as necessary for the welfare and proper functioning of this Association.
- E. Further definitions of the duties of each of the standing committees shall be outlined in the Handbook of this Association. This Handbook may be changed in content by the Board of Directors.

ARTICLE IX REGIONAL COUNCIL

This Association shall be an active member of the Region to which it has been assigned according to the By-Laws and Society Regulations of ASCLS.

The president and president-elect of this Association are members of the Regional Council. Members of this Association who serve ASCLS in an elective or appointive capacity are ex officio members of the Regional Council.

The president and president-elect of this Association or their representatives are to attend all Regional Council meetings as the official representatives of this Association and give a report of such meetings to the Board of Directors of this Association.

ARTICLE X

PRESIDENT'S COUNCIL

The president and president-elect of this Association, or their appointed alternates, are members of the President's Council of ASCLS. They shall attend all meetings of the President's Council, where practical, and give a report of such meetings to the Board of Directors or this Association.

ARTICLE XI DELEGATES

- A. This Association is represented at the annual House of Delegates Meeting of ASCLS by the number of delegates and alternates as provided for in the By-Laws and Society Regulations of ASCLS.
- B. Delegates and alternates are nominated and elected by the voting membership at the annual meeting of this Association.
- C. One student member, and an alternate, shall be appointed by the president of this Association, with the approval of the Board of Directors, to be a student representative to the House of Delegates of ASCLS.

ARTICLE XII MEETINGS

- A. There shall be at least one meeting of this Society each year. The annual meeting shall be held in the spring and shall include one or more scientific sessions and not less than one business meeting of the membership.
- B. The Board of Directors may authorize special scientific or business meetings as the best interest or conduct of affairs of this Association may render necessary or appropriate.
- C. Business meetings of this Association shall be open to all members upon proper identification. Each eligible member of this Association shall be entitled to one vote. The privilege of the floor shall be granted to non-voting members.
- D. A quorum for all meetings of this Society shall be the active and emeritus members present, but in no case shall a quorum be less than ten per cent (10%) of the active and emeritus membership.
- E. Notice of regular meetings shall be printed in the official publication and sent to all members at least thirty (30) days in advance of the meeting. Notice of special meetings shall be sent to the members at least ten (10) days prior to the meeting.
- F. Guests may be seated and given the privilege of the floor by consent of the members.

ARTICLE XIII FISCAL YEAR

The fiscal year is from April 1 to March 31.

ARTICLE XIV

PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Newly Revised shall govern this Association in all cases to which they are applicable and in which they are not inconsistent with these By-Laws. The parliamentarian for this Association shall be appointed by the presiding officer.

ARTICLE XV OFFICIAL PUBLICATION

- A. There shall be an official publication of the Iowa Association for Clinical Laboratory Science which shall be published not less than twice a year and which shall be identified by logo and/or title as a publication of this Association.
- B. The official publication shall be made available to members of this Association.
- C. The official publication shall be under the Publications Committee with the editor in charge, and such other staff members as the editor may select from the membership to execute publication.

ARTICLE XVI AMENDMENTS

- A. Amendments to the By-Laws of this Association may be submitted to the chair of the By-Laws Committee of this Association by individual members or by the Board of Directors.
- B. The By-Laws Committee shall make such changes as may be necessary to provide proper form without altering the meaning of the proposed amendment, and submit the amendment to the Board of Directors for approval.
- C. Upon such approval, the chair of the By-Laws Committee shall submit the required number of copies of the proposed amendment to the chair of the By-Laws committee of ASCLS for review and approval. At least ninety (90) day should be allowed from the mailing date to receive notification of the action of the ASCLS By-Laws Committee.
- D. Upon approval of the By-Laws Committee of ASCLS, the By-Laws Committee of this Association shall distribute copies of the amendment to the voting members of this Association at least thirty (30) and not more than ninety (90) days before any scheduled business meeting of this Association. At such meeting the amendment shall be presented to the members for consideration.
- E. Adoption of amendments shall require a two-thirds majority of the votes cast by members present at the meeting.
- F. Within ninety (90) days of adoption of amendments to these By-Laws, the secretary shall send an official copy of the amended By-Laws to the Executive Office of ASCLS and to the chair of the By-Laws Committee of ASLS.
- G. The By-Laws Committee of this Association shall have the responsibility and authority to initiate amendments in accordance with established procedures when necessary to be consistent with the By-Laws and Society Regulations of ASCLS.

ARTICLE XVII
EXECUTIVE COUNCIL

- A. The executive council of this Association shall consist of the Board of Directors, the chairs of the standing committees and representatives to other organizations. The president shall be the presiding officer of this council and shall call meetings when deemed necessary.
- B. The council may meet in concurrent session with the Board of Directors, to keep the Board informed of committee activities and developments involving the Association.
- C. There shall be no conflict for control or management of this Association, for control is vested in the membership at the annual business meeting, and alternatively with the Board of Directors.

ARTICLE XVIII
DISSOLUTION

- A. This Association may be dissolved by action of a two-thirds positive vote of the voting membership at a regular or special meeting or the membership; such meeting and its purpose having been communicated to the members at least sixty (60) days prior to such meeting.
- B. In the event of such dissolution, assets of the Association shall be used to pay any legal debts of the Association, with the residual assets, if any, to be transferred to an organization which has goals compatible with the goals of this Association, as the members shall direct when voting on dissolution. None of the assets of this Association will be distributed to members of this Association, other than the payment of legal debts.

ARTICLE XIX
AFFILIATION

This Association is a constituent society of the American Society for Clinical Laboratory Science and shall at no time, in any manner, adopt any policy contrary to the policies of that Society, except as may be required by the laws of the State of Iowa.