

Kentucky Society for Clinical Laboratory Science

Bylaws and Standard Operating Procedures

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<p>Article I: Name</p> <p>A. Name</p> <p>The name of this corporation shall be the <u>Kentucky Society for Clinical Laboratory Science</u>, hereinafter referred to as the “Society” or “KSCLS”.</p>	<p>Article I: Name</p> <p>A. Name</p> <p>The name of this corporation is stated in the Articles of Incorporation and the Bylaws.</p>
<p>B. Affiliation</p> <p>KSCLS is a constituent of the American Society for Clinical Laboratory Science, hereinafter referred to as ASCLS, and shall at no time in any manner adopt any policy contrary to the policy of that Society except as may be necessary to abide by the laws of the Commonwealth of Kentucky.</p>	<p>B. Affiliation</p> <p>KSCLS is a constituent of the American Society for Clinical Laboratory Science, hereinafter referred to as ASCLS.</p>

<p>Article II: Purpose</p> <p>KSCLS serves as the voice of all clinical laboratory professionals in the Commonwealth of Kentucky, creating a vision for the advancement of the clinical laboratory practice field, and advocating the value and role of the profession.</p> <p>The purposes for which the Society is formed are:</p> <ul style="list-style-type: none">To promote the value of the profession to healthcare and the public;To provide professional development opportunities;To advocate on behalf of the profession;To enhance the quality standards and patient centered care;To unite the profession to speak with one voice.	<p>Article II: Purpose</p> <p>The purposes for which the Society is formed are stated in the Articles of Incorporation and the Bylaws.</p>
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<p>Article III: Membership</p> <p>A. Membership</p> <ol style="list-style-type: none"> 1. Membership in KSCLS shall be maintained by active membership in ASCLS. Any ASCLS member in good standing who changes residence or place of employment to the Commonwealth of Kentucky may transfer membership to KSCLS without payment of additional dues for the remainder of the membership year. Members who change their place of residence or employment are responsible for notifying the ASCLS Executive Office of such change. 2. The membership of the Society shall consist of the following classes: professional, collaborative/honorary, student, and emeritus. 	<p>Article III: Membership</p> <p>A. Membership</p> <ol style="list-style-type: none"> 1. Application for Membership. <ol style="list-style-type: none"> a. Individuals seeking membership in the Society shall furnish information defining their qualifications on application forms prescribed by ASCLS, outlining the prerequisites for all classes as defined by ASCLS Bylaws. Applications shall be sent directly to the Executive Office of ASCLS.
<p>B. Membership Classes</p> <p>The general qualifications for each class of membership are based on those defined by ASCLS. For each category of membership:</p> <ol style="list-style-type: none"> 1. Professional Professional membership shall be open to all persons certified or engaged in the education process and/or practice of the clinical laboratory sciences, including those with active interest in supporting the 	<p>B. Membership Classes</p> <p>The membership classes and qualifications for this Society are based on those defined by ASCLS and as outlined in the ASCLS Standard Operating Procedures and Bylaws.</p>

<p>goals of this Society;</p> <p>B. Membership Classes (CON'T)</p> <p>2. Collaborative/honorary Collaborative/honorary membership shall be open to all persons who currently hold membership in any other health-related national organization;</p> <p>3. Emeritus Emeritus membership shall be open to any member who has retired from gainful employment;</p> <p>4. Student Student membership shall be open to any person enrolled in a program of clinical laboratory studies.</p>	
<p>C. Rights and Privileges</p> <p>1. Professional and emeritus members shall be entitled to vote, to hold office, and to serve on any board or committee of the Society.</p> <p>2. Emeritus members are entitled to all the rights and privileges of the Society as associated with that class of membership held at the time of application for emeritus membership.</p>	<p>C. Rights and Privileges</p> <p>Each category of membership is entitled to the rights and privileges as defined by ASCLS as well as the KSCLS Bylaws.</p> <p>1. Membership Benefits</p> <p>a. Categorical Benefits Categorical benefits are outlined and defined within the Standard Operating Procedures of ASCLS</p> <p>b. General Benefits The following benefits are available to all levels of membership within the Society.</p> <p>1. Continuing education and maintaining professional</p>

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3. Student members shall be entitled to all rights, benefits and privileges of the Society with the exception of voting, holding office, or chairing standing committees. Student members automatically belong to the KSCLS Student Organization and may vote to elect a student representative from that forum. This student representative shall be entitled to serve as a voting

competency through KSCLS sponsored events, available at member rates
2. Newsletters and publications

C. Rights and Privileges (CON'T)

member of the Board of Directors and as the official student delegate to the ASCLS House of Delegates.

4. Collaborative/honorary members shall be entitled to all the rights, benefits and privileges of the Society with the exception of voting, holding an elected position, and serving as chair of a standing committee.

<p>D. Dues</p> <ol style="list-style-type: none"> 1. Annual dues for membership in the Society shall be the amount required by ASCLS plus any additional amount due for each class of membership in KSCLS. 2. Society dues are set by KSCLS general membership, not to exceed thirty (\$30) dollars*, and remain at that rate until revised by the general membership. <p>* ASCLS Standard Operating Procedures, revised 3/22/2009</p>	<p>D. Dues</p> <ol style="list-style-type: none"> 1. Annual dues for membership in the Society shall be the amount required by ASCLS plus any additional amount due for each class of membership in KSCLS. 2. A member is to remit the dues of KSCLS to the ASCLS Executive Office. 3. Dues shall be paid at the time and in the manner prescribed by ASCLS. 4. Membership with all rights and privileges shall be forfeited by any member who is in arrears in the payment of dues as defined by ASCLS.
<p>E. Expulsion of Members</p> <p>A member may be expelled for conduct detrimental to ASCLS or to this Society.</p> <ol style="list-style-type: none"> 1. Procedures relating to expulsion shall be conducted by ASCLS in accordance with its Bylaws and Standard Operating Procedures. 2. Impeachment and incapacitation proceeding shall be conducted in a manner consistent with such proceedings as defined in ASCLS Bylaws. 	<p>E. Expulsion of Members</p> <p>A member may be expelled or impeached for conduct detrimental to ASCLS or to this Society as outlined by the ASCLS Bylaws and Standard Operating Procedures.</p>

<p>Article IV: Board of Directors</p> <p>A. Authority</p> <p>The affairs of the Society shall be governed by the Board of Directors.</p>	<p>Article IV: Board of Directors</p> <p>A. Authority</p> <p>The affairs of the Society shall be governed by the Board of Directors.</p>
<p>B. Composition</p> <p>The Board of Directors shall consist of the president, the president-elect/past president, the secretary, the treasurer, the executive secretary, three directors-at-large, two representatives, one new professional member to represent professionals who have been in the Society for less than five years, the Society web master, the Society publication editor, and the student representative.</p> <p>General Duties of the Board of Directors</p> <ol style="list-style-type: none"> a. Be vested with the properties and have power and authority to conduct all business of the Society between Society meetings <p>Article IV: Board of Directors (CON'T)</p> <ol style="list-style-type: none"> b. Report to the general membership at the annual meeting all business transacted by the Board of Directors c. Appoint the Editor of the official publication for the Society d. Appoint the web master of the official 	<p>B. Composition</p> <p>The composition of the Board of Directors of the Society and terms of office are defined in the Bylaws.</p> <ol style="list-style-type: none"> 1. Responsibilities <ol style="list-style-type: none"> a. The President of the Society shall serve as the Chair of the Board of Directors. In the President’s absence, the president-elect shall serve as Chair. b. The Secretary shall serve as Secretary of the Board of Directors. c. The Board of Directors shall: <ol style="list-style-type: none"> 1. Approve presidential appointment of ad hoc committees 2. Adopt budgets and approve audits 3. monitor dispersement of funds 4. define boundaries of any geographic representation within the state 5. determine the name of the Society’s official publication and/or web site

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<p>web site for the Society</p> <ul style="list-style-type: none"> e. Appoint an Executive Secretary f. Provide, when deemed necessary, for the establishment and maintenance of a state office, mailing address, website, and post office box. 	<ul style="list-style-type: none"> 6. determine the fiscal year 7. approve amendments to the bylaws
<p>C. Meetings</p> <ul style="list-style-type: none"> 1. The Board of Directors shall hold meetings at least twice a year. <ul style="list-style-type: none"> a. One meeting should be in conjunction with the Society's annual meeting. b. The Board shall be notified within one week to schedule a meeting, with a minimum notice of 48 hours. 2. Additional meetings may be called by the president as required for business of the Society. 3. Four members of the Board may call a Board of Directors meeting upon written or electronic notice to all members of the Board. <p>Article IV: Board of Directors (CON'T)</p> <ul style="list-style-type: none"> 4. The President may invite chairs of committees or any professional or emeritus members to attend Board meetings, but they shall not have the right 	<p>C. Meetings</p> <p>Meetings of the Board of Directors of the Society are defined by the bylaws.</p>

<p>to vote.</p> <p>5. The Board of Directors may, under conditions and procedures defined in the Standard Operating Procedures, poll its members by means of a ballot distributed via mail, fax, electronic bulletin board, or other means as current communication technology allows. This polling shall constitute a “meeting” of the Board of Directors.</p>	
<p>D. Quorum</p> <p>The president or the president-elect and four other members of the Board of Directors shall constitute a quorum.</p>	<p>D. Quorum</p> <p>The president or the president-elect and four other members of the Board of Directors shall constitute a quorum.</p> <p>When the President, or four members of the Board determine that a vote is necessary, the vote may occur by electronic/e-mail vote.</p>
<p>Article IV: Board of Directors (CON’T)</p> <p>E. Vacancies</p> <p>Vacancies occurring in the offices shall be filled according to the Standard Operating Procedure for a specific position.</p>	<p>E. Vacancies</p> <p>Vacancies occurring in the offices shall be filled according to the Standard Operating Procedure for a specific position.</p> <ol style="list-style-type: none"> 1. If the office of president becomes vacant, the president-elect shall immediately become president and shall serve for the remainder of that term in addition to the succeeding term. 2. If the office of president-elect becomes vacant, it shall remain vacant until the next meeting of the Board of Directors. At that time, the Board shall recommend candidates to be placed on a mail or electronic ballot distributed to all voting members

<p>Article IV: Board of Directors (CON'T)</p>	<p>of the Society.</p> <ul style="list-style-type: none"> a. Election shall be by a plurality of votes cast by a specified deadline. <p>3. If both the offices of the president and the president-elect become vacant, the immediate past president shall serve as president until the next meeting of the Board of Directors. At that time, the Board shall recommend candidates for both offices to be placed on a mail or electronic ballot distributed to all voting members of the Society.</p> <ul style="list-style-type: none"> a. Election shall be by a plurality of votes cast by a specified deadline. <p>4. If the office of secretary or treasurer becomes vacant, the Board of Directors, by majority vote, shall elect an eligible member to serve until the next annual meeting. At that time the Society shall elect an eligible member to serve for the remainder of the term.</p> <p>5. In filling vacancies, the Board shall give first consideration to candidates for the office in the preceding election.</p>
<p>F. Compensation</p> <p>Directors shall not receive any salary for their services as directors, but may, by resolution of the Board of Directors, be reimbursed for expenses incurred in the performance of their duties.</p>	<p>F. Compensation</p> <p>Directors shall not receive any salary for their services as directors, but may, by resolution of the Board of Directors, be reimbursed for expenses incurred in the performance of their duties.</p>

<p>Article V: Officers</p> <p>A. Society Officers</p> <p>The Officers of the Society shall consist of the President, the President – Elect, the Secretary, and the Treasurer.</p> <p>B. Qualifications/Eligibility</p> <p>Any professional member or emeritus member of KSCLS shall be eligible to hold office provided professional or emeritus membership has been maintained for at least one year immediately prior to election.</p>	<p>Article V – Officers</p> <p>A. Society Officers</p> <p>The Officers of the Society shall consist of the President, the President – Elect, the Secretary, and the Treasurer.</p>
<p>Article V: Officers (CON'T)</p> <p>C. Election of Officers</p> <p>Officers shall be elected according to the following procedures:</p> <ol style="list-style-type: none"> 1. An official list of candidates and their qualifications prepared by the Nominations and Election Committee shall be provided to all professional and emeritus members of the Society at least thirty (30) days prior to the annual meeting. 2. Additional nominations may be made from the floor, provided consent of such nominees has been obtained. Any member making a nomination shall attest to the qualifications of the nominee. 	<p>B. Election of Officers</p> <p>Election of officers is outlined in the KSCLS Bylaws.</p>

<p>3. Election shall be by ballot and a plurality vote shall elect.</p> <p>4. Each professional and emeritus member is entitled to one vote.</p> <p>5. Professional and emeritus members unable to be present at an election may vote by absentee ballot, provided that the ballot is received by the chair of the Nominations and Election Committee no later than 8 AM EST on the day of the meeting at which the election will take place.</p> <p>6. If no candidate for an office receives a plurality vote on the first ballot, the candidate for that office with the lowest number of votes shall be eliminated and balloting shall continue until a candidate receives a plurality vote.</p> <p>Article V: Officers (CON'T)</p> <p>7. In the event of a tie, the election shall be determined by lot.</p>	
<p>D. Term of Office</p> <p>Terms of office shall be as follows:</p> <p>1. The term of office of the president shall be for two years.</p>	<p>C. Term of Office</p> <p>The term of office of any officer of KSCLS is outlined in the Bylaws.</p>

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<ol style="list-style-type: none"> 2. The term of office of the president-elect shall be for one year. 3. The term of office of the past-president shall be for one year. 4. The term of office of the secretary and treasurer shall be for two years, with the secretary being elected in odd numbered years and the treasurer in even numbered years. Each may be reelected, but neither shall serve in same office more than two consecutive full terms. 5. The term of office of any officer elected at the annual meeting shall begin on the following August 1. 	
<p>Article V: Officers (CON'T) E. Duties</p> <p>The officers shall perform the duties prescribed by the Bylaws, the KSCLS Standard Operating Procedures, and or defined in the Parliamentary authority adopted by the Society and required by ASCLS.</p>	<p>D. General Procedures</p> <p>All officers shall:</p> <ol style="list-style-type: none"> 1. Attend all meetings as scheduled by the President, providing timely notification when absence is necessary. 2. Submit written and electronic reports on deadlines set by the President. Remember that these will be included in the permanent records of the society. 3. Present verbal reports on activities at board meetings or at President's request. 4. Submit pertinent information to the publication editor and/or web master as it becomes available.

Article V: Officers (CON'T)

- a. Information should be in printer ready format or proper electronic format for use by the publication editor or web master.
 - b. Information should be submitted by scheduled deadlines.
 - c. Complete committee reports should be included in each annual meeting edition of *Hoofbeats* The first edition following an annual meeting.
5. Copies of all correspondence should be provided to the President.
 6. At the end of each year (August 1) all officers and committee chairs should transfer all files and correspondence to the incoming officers and chairs. Copies of permanent documents should be given to the Executive Secretary.
 7. Proposed revisions to these Standard Operating Procedures and/or By-laws should be submitted to the President no later than December 15th of each year.
 8. An electronic version of the KSCLS letterhead is available from the Executive Secretary and may be used for communication between members.
 - a. Use of the KSCLS logo has been approved by the creator, Phil Campbell, to be used with discretion by the President or current Board members without written permission.
 9. Financial support for each office and committee is specified by a line item in the proposed budget.
 - a. Any expenditure over and above this line item amount must be approved by the President.
 - b. Funds for any expenditure not specified in the budget must be submitted in the form of a motion to the Board of Directors.
 10. Expenses should be submitted along with receipts to the Treasurer as

<p>F. Specific duties and responsibilities</p> <p>1. The President shall:</p> <ul style="list-style-type: none"> a. be the chief executive officer of the Society; b. preside at meetings of the Board of Directors and of the Society; appoint chairs of all standing committees except the Nominations and Elections Committee; <p>Article V: Officers (CON'T)</p> <ul style="list-style-type: none"> c. appoint, with the approval of the Board of Directors, such ad-hoc committees as become necessary or desirable; d. be an ex-officio member of all committees except the Nominations and Elections Committee; 	<p>they are incurred.</p> <ul style="list-style-type: none"> a. Expenses forms are included in this manual and should be used. b. All items over a proposed budget line item must be approved by the President. <p>E. Specific Duties</p> <p>1. The President shall:</p> <ul style="list-style-type: none"> a. Refer to the appropriate section of the By-laws of the Kentucky Society for Clinical Laboratory Science. b. Read and adhere to the general procedures of the standard operating procedures. c. Schedule and preside over Board meetings at least twice a year. One meeting is to be held in conjunction with the annual meeting and another approximately six months later. d. Schedule and preside over one meeting a year for the general membership, usually in conjunction with the annual meeting. e. Create agenda of all meetings and assure proper notice of meeting locations and times. f. Provide a list of all board members and committee chairs to ASCLS in the proper format, including name, address, work phone, home phone and ASCLS membership number. g. Copy this list to the Executive Secretary. h. Provide this same list, without ASCLS membership numbers and home phone numbers, to the publication editor and the web master for inclusion in <i>Hoofbeats</i> and the KSCLS web site, i. Contact all officers and committee chairs to ensure digital
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- e. appoint a member of the Board of Directors to serve as ex-officio member of any committee or committees when deemed appropriate or necessary for the purpose of liaison and communication;
- f. select, with approval of the Board of Directors, a public accountant and/or an audit committee, said committee to be composed of no less than three persons, to audit KSCLS accounts as required but not less than every other year at the end of the Treasurer's term;
- g. represent the Society on the Presidents' Council of ASCLS and serve as a member of the ASCLS Regional Council, appointing an alternate to serve when necessary;
- h. perform such other duties as directed by the KSCLS Board of Directors.

Article V: Officers (CON'T)

- transfer/storage of materials from all outgoing positions to all newly elected and appointed positions.
- j. Submit a "Message from the President" article to the publication editor for each issue of *Hoofbeats*.
- k. Provide orientation for delegates to the ASCLS House of Delegates, based on information received from ASLCS.
- l. Maintain a file of copies of all minutes, agendas and correspondence to be passed on to the next president.
- m. Receive membership lists from ASCLS and distribute as needed by other officers and committee chairs.
- n. Obtain information about national awards and work with KSCLS Awards Chair to submit appropriate applications to national.
- o. Keep board members and other Society members informed of news from the region and national organizations.
- p. Work with educators to publicize and encourage student members to run for board representative as well as Region IV Student Representative. Appoint an active member to serve as "student liaison" when desirable.
- q. Submit all appropriate documents to the Executive Secretary. These include, but are not limited to, all correspondence written on behalf of KSCLS members, copies of Regional Directors' reports, agenda from ASCLS national meeting, all written committee reports.
- r. Appoint a committee or an individual to review the Standard Operating Procedures no less than every other year, with

<p>Article V: Officers (CON'T)</p>	<p>suggested revisions submitted by December 15th.</p> <p>s. Serve as the annual meeting chair during the second year of term. This includes overseeing the location selection process for the meeting.</p> <p>In general:</p> <ul style="list-style-type: none"> * Lodging is reimbursed at single room, convention rates. * Transportation is reimbursed at the current IRS travel allowance or round trip coach air fare, whichever is least. * All reimbursements should be submitted on an expense form to the Treasurer within 30 days. * Miscellaneous expenses incurred on the behalf of the Society should be submitted to the Treasurer for reimbursement, if within budgeted amount. Any larger amount must be approved by the Board of Directors before being spent. <p>2. The President-elect shall:</p> <ol style="list-style-type: none"> a. Refer to the appropriate section of the By-laws of the Kentucky Society for Clinical Laboratory Science. b. Read and adhere to the general procedures within the Standard Operating Procedures. c. Communicate with the President to share copies of appropriate documents and advisory information. d. Serve as ex officio member to the following committees: <ol style="list-style-type: none"> a. Budget b. Membership c. Other committee requested by the President. e. Recruit prospective committee chairs prior to assuming presidency. <p>In general:</p> <ul style="list-style-type: none"> * Lodging is reimbursed at single room, convention rates. * Transportation is reimbursed at the current IRS travel allowance or
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<p>2. The President-elect shall:</p> <ul style="list-style-type: none"> a. become familiar with the duties of president; b. in the president's absence or inability to serve, perform the duties and have the same authority as the president; c. represent the Society on the Presidents' Council of ASCLS and serve as a member of the ASCLS Regional Council, appointing an alternate to serve when necessary; d. perform such other duties as assigned by the president or as directed by the KSCLS Board of Directors. <p>Article V: Officers (CON'T)</p> <ul style="list-style-type: none"> e. after a one year term, the president elect shall secede to the Presidency for 	<p>round trip coach air fare, whichever is least.</p> <ul style="list-style-type: none"> * All reimbursements should be submitted on an expense form to the Treasurer within 30 days. * Miscellaneous expenses incurred on the behalf of the Society should be submitted to the Treasurer for reimbursement, if within budgeted amount. Any larger amount must be approved by the Board of Directors before being spent. <p>3. The Secretary shall:</p> <ul style="list-style-type: none"> a. Refer to the appropriate section of the By-laws of the Kentucky Society for Clinical Laboratory Science. b. Read and adhere to the general procedures within the Standard Operating Procedures. c. Maintain all necessary supplies, including equipment and pass along to any subsequent Secretary. d. Attend all board and business meetings, keeping minutes throughout. Appoint a proxy, with the President's approval, when attendance is not possible. Submit minutes to board members within 30 days following each meeting and within 60 days prior to a meeting. e. Submit minutes for board member approval at the next subsequent meeting and make approved minutes available to the general membership through <i>Hoofbeats</i> and/or the web site. f. Insure that the Executive Secretary has a final copy, both paper and electronic, of all board and business meetings. g. Compose and send out correspondence requested by the President or Board of Directors. h. Keep copies, both hard and electronic, of all official communications.
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a two year term.

3. The Secretary shall:

- a. keep minutes of meetings of the Board of Directors and of the Society, recording them in permanent
- b. format and insuring such documents are transmitted to the Executive Secretary for archival storage;
- c. be responsible for notifying members of meetings;
- d. insure that each professional and emeritus member receives advance notice of the official list of candidates and their qualifications prepared by the Nominations and Election Committee
- e. within ninety (90) days of adoption, furnish an official copy of amendments to the Bylaws to the executive office and the bylaws committee

Article V: Officers (CON'T)

- i. Submit any expenses within budget guidelines to the Treasurer as they are incurred.
- j. Work with the By-laws chair to insure that any copy of amended by-laws is forwarded to the executive office of ASCLS within 90 days of adoption.

4. The Treasurer shall:

- a. Refer to the appropriate section of the By-laws of the Kentucky Society for Clinical Laboratory Science.
- b. Read and adhere to the general procedures within the Standard Operating Procedures.
- c. Receive funds consisting of:
 - * checks from ASCLS for state dues, deposited into the general fund
 - * interest on any certificates of deposit, deposited into the general fund;
 - * proceeds from the annual meeting deposited into the general fund;
 - * monies from ASCLS/Region IV that relate to grants or awards, deposited into the general fund, but earmarked for specific activities or committees;
 - * Monies generated by and related to student activities, deposited into the general fund but earmarked as student funds.
 - * Oversee the separate account of the Ruth Robinette Scholarship and Loan Fund.
- c) Disburse funds to all officers, committee chairs and other appropriate members when expense forms with attached receipts are received.
- d) Record expenses against specific budget line items, contacting the President or Board for any items that

<p>chair of ASCLS;</p> <p>f. perform such other duties as directed by the Board of Directors or the Society.</p> <p>4. The Treasurer shall:</p> <p>a. receive and disburse funds in accordance with directives established by the Board of Directors;</p> <p>b. be bonded at the expenses of the Society for the amount determined by the Board of Directors;</p> <p>c. be an ex-officio member of the Budget Committee and the Membership Committee;</p> <p>d. make a full financial report at the Society's annual meeting;</p> <p>e. cooperate with the auditing of all financial accounts</p>	<p>exceed budgeted amount.</p> <p>e) Note date and check number on bottom of expense form.</p> <p>f) Pay fees for delegates to the ASCLS House of Delegates.</p> <p>g) Pay appropriate incorporation fees to the Secretary of State. This bill is due annually and is mailed to the Executive Secretary.</p> <p>h) Pay for bonding of specified Society personnel. This bill is due annually and is mailed to the Executive Secretary.</p> <p>i) Serve as ex officio member of the Budget Committee.</p> <p>j) Provide Budget Committee meetings with funds spent within the fiscal year reported against the corresponding budget line items.</p> <p>k) All future encumbered funds should also be reported.</p>
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every two years by a public accountant
and/or an
audit committee, said committee to be
composed of
no less than three persons, appointed by
the
president with the approval of the Board of

Article V: Officers (CON'T)

Directors. Such audits shall be conducted as
required, but not less than every other year
at the
end for the treasurer's term.

<p>Article VI: Other Board of Director Representatives</p> <p>1. Directors at Large</p> <p>There shall be three directors-at-large, each of whom shall serve a term of three years. In order to insure continuity, only one director-at-large will be elected each year at the annual meeting when officers are elected.</p> <p>Directors will be identified by the year their term expires.</p> <p>If vacancies occur among directors-at-large, the president, with the approval of the Board of Directors, shall appoint successors to serve until the next annual meeting. The remainder of the term of a director-at-large vacancy will be elected at the annual meeting when officers are elected.</p> <p>2. Board Representatives</p> <p>There shall be two representatives, each of whom shall serve a term of one year and be</p>	<p>Article VI: Other Board of Director Representatives</p> <p>1. Directors at Large</p> <p>The Directors at large shall:</p> <ul style="list-style-type: none"> a. Refer to the appropriate section of the By-laws of the Kentucky Society for Clinical Laboratory Science. b. Read and adhere to the general procedures within the Standard Operating Procedures. c. Attend all meetings of the KSCLS Board of Directors, notifying the President when attendance is not possible. d. Serve as ex officio members of standing or ad hoc committees when requested by the President. <p>2. Board Representatives</p> <p>The Board Representatives shall:</p> <ul style="list-style-type: none"> a. Refer to the appropriate section of the By-laws of the Kentucky Society for Clinical Laboratory Science. b. Read and adhere to the general procedures within the Standard Operating Procedures.

elected at the annual meeting when officers are elected.

If vacancies occur among representatives, the president, with the approval of the Board of Directors, shall appoint successors to serve until the next annual meeting.

Article VI: Other Board of Director Representatives

3. Past – President

During terms where there is a president – elect, there will be no Past President.

- c. Attend all meetings of the KSCLS Board of Directors, notifying the President when attendance is not possible.
- d. Serve as ex officio members of standing or ad hoc committees when requested by the President.

3. Past – President

The Past President shall:

- a. Refer to the appropriate section of the By-laws of the Kentucky Society for Clinical Laboratory Science.
- b. Read and adhere to the general procedures within the Standard Operating Procedures.
- c. Serve on the Board of Directors for the year immediately following the term of office as President.
- d. Serve as an ex officio member of any committee deemed appropriate by the President.
- e. Serve on the Region IV voting council for one year as past president.
- f. Serve as the Annual Meeting chair during the year immediately following the term of office as President.
 - a. Oversee site selection
 - b. Appoint coordinators and committees for special tasks
 - c. Work with members of other organizations as appropriate.
- g. The past president shall receive some financial support for

<p>Article VI: Other Board of Director Representatives</p> <p>4. Executive Secretary</p> <p>The Executive Secretary will serve a term of 4 years, changing so that it does not coincide with the election of a president.</p> <p>The term for Executive Secretary is renewable.</p>	<p>attending regional and national meetings from both Region IV monies and the KSCLS account.</p> <p>4. Executive Secretary The Executive Secretary shall:</p> <p>a. The Executive Secretary shall maintain supplies, equipment, and electronic storage of records and documents to include:</p> <ul style="list-style-type: none"> i. Any and all ASCLS or KSCLS information such as brochures, ASCLS key accomplishments, scholarship and loan information, etc. ii. Copies of the KSCLS Hoofbeats, ASCLS Society Publication, and agends iii. Copies of any Societal Handbooks, such as the Standard Operating Procedures, Annual Meeting Manual, etc, iv. Copies of written Committee Reports received from the President v. Copies of the Regional Directors reports. vi. A copy of the preliminary proposed budget (Winter Board). vii. A copy of the final approved budget (Spring business meeting). viii. A copy of any correspondence written on behalf of the KSCLS members. Ex. letters written by the President on behalf of KSCLS to Congressmen and Senators. <p>b. The Executive Secretary shall report to the Board verbally when called upon, and submit a written report prior to the annual meeting.</p> <p>c. Capital Equipment and Salary</p> <ul style="list-style-type: none"> i. KSCLS should provide necessary capital equipment for the Executive Secretary to carry out duties. Initial equipment is to include: <ul style="list-style-type: none"> 1. Online storage, external hardrive, or USB drive.
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**Article VI: Other Board of Director
Representatives**

A new storage device shall be purchased with each new term of office.

- 2. One four-drawer file cabinet. (purchased 1/23/82)
- 3. Miscellaneous office supplies

d. The Executive Secretary shall be responsible for ordering the President's guard from ASCLS. This should be done early in the year as it should be given to the President by the Past President at the annual, meeting as a token of the Society's appreciation.

5. Publication Editor – *Hoofbeats*

The editor shall:

- a. Refer to the appropriate section of the By-laws of the Kentucky Society for Clinical Laboratory Science.
- b. Read and adhere to the general procedures within the Standard Operating Procedures.
- c. Publish *Hoofbeats* at a minimum of twice a year, informing members of appropriate deadlines for publication.
 - i. Regular features of each issue may include:
 - 1. the President's message,
 - a. student news,
 - 2. ASCLS news (usually from President-elect's leadership mailing)
 - 3. future meeting dates
 - 4. director reports
 - 5. articles of interest
 - ii. Specific information may be published as indicated:
 - 1. ASCLS annual meeting news and lists of committee members
 - 2. KSCLS awards and nomination criteria and

5. Publication Editor

The editor of the publication and/or the web master shall be appointed annually by the Board of Directors and serve at its pleasure and under its direction.

The official publication of the society shall be made available to each member of the Society.

The official web site will be available on public domain of the internet.

Article VI: Other Board of Director Representatives

- procedures
- 3. News from Region IV meeting, announcement of KSCLS annual meeting and nominations for KSCLS officers
- 4. Annual meeting issue must reach the general membership at least 30 days prior to the general membership meeting. This issue should also include the preliminary spring program, proposed by-law changes, proposed budget, and candidates for office and current committee reports.
- 5. Region IV winter council meeting report and KSCLS winter board meeting report around April-May
- 6. Reports and news from KSCLS annual meeting (by-laws changes, new officers and board members to KSCLS, delegates to ASCLS, summaries of programs)
- 7. Other information, e.g., Region IV Director communications, student papers with permission or committee information may be published as available and as space permits.
- e. Oversee procurement of advertising in camera ready format.
- g. Maintain updated membership mailing list including changes from ASCLS, all educational institutions, hospitals, research centers, government labs and physician offices as deemed appropriate.
- h. Insure that each published edition is made available to each member of the society through the website or other electronic format, as well as to the KSCLS Executive Secretary, and the ASCLS Region IV Director.

**Article VI: Other Board of Director
Representatives**

Publication Editor – Web Site Coordinator

The Board of Directors shall designate one or more members to coordinate the Society’s web site.

The web site coordinator shall:

- a. Refer to the appropriate section of the By-laws of the Kentucky Society for Clinical Laboratory Science.
- b. Read and adhere to the general procedures within the Standard Operating Procedures.
- c. Work closely with the publications editor in dispensing information to the membership.
- d. Oversee the hiring of a web site designer or maintenance company when necessary, advising the board of any required expenditures.
- e. Insure that information on the web site, including membership, contact addresses and information, and meeting announcements are posted in a timely manner.
- f. Routinely log onto the web site to monitor its appearance and to insure its availability.
- g. Keep abreast of ASCLS electronic changes and opportunities for linkages to the KSCLS web site.

6. New Professional

The New Professional is a voting seat on the ASCLS Board of Directors since 2004.

The New Professional status is open to members who have graduated

<p>Article VI: Other Board of Director Representatives</p>	<p>within the past 12 months from an accredited program in clinical laboratory science.</p> <p>This membership status is available for only one year to assist recent graduates. After one year, members are upgraded to full professional status.</p> <p>The New Professional Chair shall be a mentor to the Student forum chair and represent New Professional members and recent graduates' interests to the KSCLS Board of Directors</p> <p>Any KSCLS member who has been in the profession 5 years or less including, but not limited to, the outgoing Student Forum Chair is eligible for the position.</p> <p>The New Professional shall:</p> <ol style="list-style-type: none"> 1. Mentor to the Student Forum Chair 2. Maintain communication with the Region IV New Year Professional and the ASCLS New Professional Director 3. Represent the needs and ideas of new professionals as they begin their career in laboratory medicine 4. Encourage membership and involvement of other new professionals in KSCLS/ASCLS 5. Attend all KSCLS board and business meetings 6. Submit BOD report prior to KSCLS board meetings 7. Serve as a voting member of the BOD of KSCLS 8. At the end of the term of office, forward association materials to their successor within one month of the end of term
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6. New Professional

The New Professional is a voting seat on the ASCLS Board of Directors since 2004.

Any KSCLS member who has been in the profession 5 years or less including, but not limited to, the outgoing Student Forum Chair is eligible for the position.

The New Professional shall be appointed for a term of one year by the President.

**Article VI: Other Board of Director
Representatives**

9. Must be a professional or student member of KSLCS prior to election.

<p>Article VII: Student Forum</p> <p>The Student Organization shall be governed by Standard Operating Procedures adopted by the Board of Directors of the Society. The purpose is to coordinate involvement and interest of students in Clinical Laboratory Sciences in Kentucky, KSCLS and ASCLS.</p>	<p>Article VII: Student Forum</p> <p>The Student Forum Chair's term of election and term of office shall be defined in the Student Forum guidelines. All elected officials may succeed themselves in office</p>
<p>Article VIII: Committees</p> <p>1. Standing Committees Duties of all standing committees are outlined in the Standard Operating Procedures of this Society. Standing committees may include:</p>	<p>Article VII: Committees Annual Meeting Committee</p> <p>1. Composition</p> <ul style="list-style-type: none"> a. President b. Treasurer c. Volunteers for speaker arrangements, vendor contact, publicity, logistics

KSCLS Bylaws

- a. Annual Meeting Committee
- b. Awards Committee
- c. Bylaws Committee
- d. Career Recruitment Committee
- e. Education Committee
- f. Government Liaison
- g. Leadership
- h. Membership Committee
- i. Nominations and Elections Committee
- j. Professional and Public Relations Committee
- k. Scholarship and Loan Committee

2. Committee Terms and Appointment

- a. At the beginning of the term, the president shall appoint, from the professional and emeritus membership, chairs of each committee to serve a term of one year.

Article VIII: Committees

- b. Members of each committee shall be appointed as needed by the president, in consultation with the committee chair, to serve for a term of one year.
- c. Members may be reappointed as chair, but no member shall serve more than three

KSCLS Standard Operating Procedures

2. Duties

- a. Work closely with the current president in securing the location, speakers, and vendors for the annual meeting.
- b. Determine the theme for the annual meeting
- c. Publicize the annual meeting among members and use as a recruitment tool for new members.

Awards Committee

1. Composition

- a. Nominated annually at the spring meeting
- b. Comprised of at least two individuals. One individual will serve as chair.

2. Duties

- a. Solicit nominees for awards to include but not limited to:
 - i. New Member Award - to recognize a new member (four years or less) who has made a significant contribution to the society
 - ii. Member of the Year Award
 - iii. Outstanding Student Member– to recognize a student member who has made a significant contribution to KSCLS and the profession

Bylaws Committee

1. Comprised of a Committee chair who is knowledgeable of:

- a. the current Constitution and Bylaws of KSCLS
- b. the current Bylaws and Regulations of ASCLS as published .

2. Duties

- a. Establish contact with and utilize advice and assistance from:
 - i. other committee members
 - ii. the Past-Chair of the Committee
 - iii. the President and the Board of Directors of KSCLS
 - iv. the Bylaws Committee Chairman of ASCLS
- b. Supply the Executive Secretary with a copy of adopted amendments and bylaws .

KSCLS Bylaws

consecutive terms of any one committee unless approved by the Board of Directors.

- 3. Ad-hoc committees may be appointed by the President as authorized by the Board of Directors of the Society.

Article VIII: Committees (CON'T)

KSCLS Standard Operating Procedures

- c. Process proposed amendments to the Bylaws of the Society according to the following regulations:
i. The Bylaws Committee may propose amendments to the bylaws provided a majority of the Committee approves.
ii. Active members may submit proposed amendments to the Bylaws of the Society, provided that the proposed amendments are endorsed by at least three active members and provided that three copies of the proposed amendments are submitted to the Chairman of the Bylaws Committee.
iii. The Bylaws Committee shall put proposed amendments in good form and may edit, combine, or otherwise alter proposed amendments provided that the original intent is not changed but the endorsers may appeal such alterations to the Board of Directors.
iv. The Bylaws Committee may reject proposed amendments, provided full justification is sent in writing to the endorsers, but the endorsers may appeal the rejection to the Board of Directors.
v. The Bylaws Committee shall submit proposed amendments to the Board of Directors for approval, together with its recommendations.
vi. Upon approval of proposed amendments by the Board of Directors, the Chairman of the Bylaws Committee shall submit four copies of the proposed amendments to the Chairman of the Constitution and Bylaws Committee of ASCLS for review and approval sixty days before such approval is desired.
vii. In lieu of approval of proposed amendments by the Board of Directors, the Chairman of the Bylaws Committee, at the request of the endorsers, shall submit the proposed amendments to the Chairman of the Constitution and Bylaws Committee of

<p>Article VIII: Committees (CON'T)</p>	<p>ASCLS as in section (f) above.</p> <ul style="list-style-type: none"> viii. Upon approval of the proposed amendments by the Constitution and Bylaws Committee of ASCLS, the Bylaws Committee shall distribute copies of such amendments to the active members of the Society at least thirty days and not more than ninety days before any regular business meeting of the Society at which the proposed amendments are to be presented for action. d. Prepare proposed amendments to the Bylaws and Society Regulations of ASCLS as directed by the Society and submit such amendments to Constitution and Bylaws Committee of ASCLS in the form required by that Committee. e. Examine proposed amendments to the Bylaws and Society Regulations of ASCLS and report findings and recommendations to the Society. f. Prepare amendments to the Bylaws of the Society necessitated by amendments to the Bylaws and Society Regulations of ASCLS. g. Be empowered to make such no substantive changes in the language of adopted amendments and other Bylaws as may be necessary for clarity or to conform to the action of the membership in a regular business meeting. h. Ensure that the secretary submits amended Bylaws to the ASCLS Executive Office within 90 days of adoption. <p>Career Recruitment Committee</p> <ul style="list-style-type: none"> 1. The purpose is to solicit individuals to enter the clinical laboratory science profession. 2. The Chair shall: <ul style="list-style-type: none"> a. Obtain from ASCLS the current brochure that reflects the need and opportunities in the fields of clinical laboratory sciences and other recruitment materials. b. Send recruitment information upon request. c. Promote and explain clinical laboratory sciences and
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<p>Article VIII: Committees (CON'T)</p>	<p>KSCLS in hospitals, among professional groups and in the public arena.</p> <ul style="list-style-type: none"> d. Contact Universities and High Schools informing them of the availability of the recruitment material. e. Secure judges and certificates for science fairs upon request. <p>Education Committee</p> <p>Government Liaison Committee</p> <ul style="list-style-type: none"> 1. The Government Liaison Committee shall study legislation at all levels of government and civil service and armed forces regulations which affect medical technology or laboratory science and report pertinent information to the Society. 2. The Government Liaison Committee Chairman shall: <ul style="list-style-type: none"> a. Establish and maintain a Key Contact Network for Federal Legislation and serve as Kentucky Key Contact Coordinator <ul style="list-style-type: none"> i. Keep a current mailing list of Kentucky's U.S. Senators and Representatives and a map of the Representatives districts. ii. Activate the network when an alert for action is received from the ASCLS Washington Office. b. Establish and maintain a Key Contact Network for Kentucky Legislation. <ul style="list-style-type: none"> i. Keep a current map and list of Kentucky legislative districts and their Representatives to the Kentucky General Assembly. ii. Keep a current list and map of Kentucky Senate districts and a list of Senators representing them in the Kentucky General Assembly iii. Activate the network when deemed necessary from information solicited on pending legislation.
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<p>Article VIII: Committees (CON'T)</p>	<ul style="list-style-type: none"> iv. Subscribe to the Kentucky Legislative Record. c. Remind all Key contacts that Network correspondence is not sent on official KSCLS stationary but on their personal stationery as an individual point of view. d. Contact other medical organizations to find out what they are doing in the way of legislation. <ul style="list-style-type: none"> i. Kentucky Medical Association ii. Kentucky Hospital Association iii. Kentucky Society of Pathologists iv. Directors of Public- Health, Commission on Human Resources e. Provide input on pending state legislation to the Board of Directors. f. Keep in contact with the Regional consultant and answer all communication as appropriate. g. Keep aware of any activities affecting the members of our Society who are in the Armed Forces laboratories or are Civil Service and report them to the Board of Directors. <p>Leadership Committee</p> <p>Membership Committee The Membership Committee shall:</p> <ul style="list-style-type: none"> 1. Urge qualified candidates to become members of the Society. 2. Maintain a file of the members of the Society 3. Contact the Area Directors, in their capacity as ex-officio members, for input. 4. Set up a membership booth in the exhibit or registration area at the annual meeting to furnish information.
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<p>Article VIII: Committees (CON'T)</p>	<ol style="list-style-type: none"> 5. Be responsible for sending a form letter to: <ol style="list-style-type: none"> a. welcome new members and transfer members. b. Ask if they would like to receive a copy of the by-laws and if they would like to work on a committee c. lapsed members. 6. Organize recognition of 30 - year members at the annual meeting in cooperation with the Awards Committee Chairman. <p>Nominations And Elections Committee</p> <ol style="list-style-type: none"> 1. The Committee Chairman shall: <ol style="list-style-type: none"> a. Make every effort to nominate two candidates for every office. Secure the consent of the nominees to serve if elected and confirm that they have been active members for at least one year. b. Submit a call for nominations to the Publication Editor 90 days prior to the annual meeting c. Submit the slate of candidates to the Publication Editor for publication. An absentee ballot shall also be submitted with instructions for its use. d. Supervise the election process at the annual business meeting. <ol style="list-style-type: none"> i. Prepare ballots. ii. Serve as tellers with the rest of the committee e. Solicit candidates recommended by the membership or by the Board of Directors for nomination for elective positions in ASCLS in accordance with instructions of the Nominations and Elections Committee of ASCLS. <p>Professional And Public Relations Committee</p>
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<p>Article VIII: Committees (CON'T)</p>	<ol style="list-style-type: none"> 1. Cooperate with ASCLS and local district societies in promotion of National Medical Laboratory Professionals Week (NMLPW). <ol style="list-style-type: none"> a. Ask Governors or Mayors of cities to proclaim NMLPW b. Submit news releases to news media such as radio, television, newspapers, etc. c. Sponsor a "Special Laboratorian" contest in hospitals with honorees to be acknowledged on an Honor Roll at the KSCLS Annual Meeting. Submit names of honorees to the Publication Editor. d. Encourage local hospitals to organize activities such as: <ol style="list-style-type: none"> i. laboratory open house ii. question and answer contests about the lab as a teaching and learning tool for employees iii. laboratory displays in cafeteria, lobby, etc. iv. pot-luck or recognition dinners for recognition of laboratory employees v. laboratory test information flyers vi. cake and punch reception for hospital administrators and lab staff e. Promote and explain the clinical laboratory sciences and KSCLS in hospital, among professional groups and in the public arena. f. Be responsible for exhibiting at the annual KHA convention. g. Keep the KSCLS portable membership exhibit current. <p>Scholarship And Loan Committee</p> <ol style="list-style-type: none"> 1. The Scholarship and Loan Committee Chairman shall: <ol style="list-style-type: none"> a. Actively solicit money for the scholarship and loan funds.
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Nominations And Elections Committee

The nominations and Elections Committee shall consist of three professional or emeritus members, and shall be elected by ballot at the annual meeting following nominations from the floor. The person receiving the most votes becomes chair. A plurality vote shall elect

- b. Continuously publicize the fund, ex. KSCLS Newsletter, annual meetings newsletters etc.
- c. Establish and maintain criteria for the selection of recipients of' scholarships and/or loans.
 - i. applicants are required to be enrolled in a Kentucky CLS/MT/CLT/MLT professional or pre-professional program but need not be Kentucky residents.
- d. Develop and maintain an application form.
- e. Select the recipients of available scholarships and loans.
 - i. Request that the KSCLS Treasurer issue checks to recipients.
- f. Announce names and schools of recipients in the KSCLS Publication.
- g. Maintain an ongoing list of recipients' names, addresses and school attended.
- h. Disseminate criteria for reimbursement of loans to all recipients.
- i. Ensure repayment of loans.
- j. Submit money received to KSCLS Treasurer

Article VIII: Committees (CON'T)

Article VIII: Committees (CON'T)

<p>Article IX: Meetings</p> <p>There shall be at least one regular meeting of the Society each year, time and place to be determined by the Board of Directors. This meeting shall be known as the annual meeting and shall include one or more scientific meetings and at least one business meeting.</p> <p>The Board of Directors may authorize additional scientific or business meetings as the best interest or conduct of the affairs of the Society render necessary or appropriate.</p>	<p>Article IX: Meetings</p> <p>There shall be at least one regular meeting of the Society each year, time and place to be determined by the Board of Directors. This meeting shall be known as the annual meeting and shall include one or more scientific meetings and at least one business meeting.</p> <p>Notice of the annual meeting shall be distributed in the official publication and on the web site to all members of the Society at least thirty (30) days prior to the meeting.</p> <p>Notice of additional meetings shall be broadcast to members of the Society at least ten (10) days prior to such meetings.</p>

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<p>Meetings of the Society shall be open to all members upon proper identification. Each professional and emeritus member of the Society shall be entitled to one vote. By plurality vote of the Society, non-voting members of the Society may participate in discussion, but shall not offer motions or vote.</p> <p>The ruling body of the Society is a quorum of professional and emeritus members assembled at any business meeting of the Society. Ten professional and emeritus members of the Society, including at least three Board members, shall constitute a quorum.</p>	
<p>Article X: Representation to ASCLS</p> <p>The Society shall be represented at the annual meeting of the House of Delegates of ASCLS by the president or designated alternate, the president-elect or designated alternate, one student member delegate or designated alternate and the number of additional delegates as provided by ASCLS bylaws.</p> <p>Article X: Representation to ASCLS</p> <p>The president and the president-elect may designate their own alternates.</p> <p>Professional or emeritus member delegates and their alternates shall be elected at the annual</p>	<p>Article XI: Representation to ASCLS</p> <ul style="list-style-type: none"> A. Representation to ASCLS by members of KSCLS is outlined in the Bylaws. B. KSCLS is part of the ASCLS Region IV Council. As such, executive board members of KSCLS are eligible to hold Regional positions. C. Expenses of representatives on the RIV Council may be at the expense of the constituent Society.

meeting of the Society by ballot from those who signify their willingness to serve. The quota of delegates and alternates shall be filled in descending order according to the number of votes received by each candidate. The Board of Directors may elect a member delegate or alternate when circumstances prevent such election at the annual meeting.

The student member delegate or designated alternate shall be selected according to the procedure developed by the Student Forum.

The total number of delegates to ASCLS is exclusive of such officers and members of the Board of Directors of ASCLS as reside in the Commonwealth of Kentucky.

Past presidents of ASCLS who reside in this state and are members of this Society have the privilege of sitting with KSCLS delegates as non-voting members of the ASCLS House of Delegates.

B. Regional Council

The ASCLS Regional Council provides constituent societies of Region IV, inclusive of Ohio, Kentucky, Michigan, and Indiana, greater access to and utilization of resources of ASCLS.

<p>Article XI: Fiscal Affairs</p> <p>The fiscal year of KSCLS shall be from March 1st until the last day of February.</p> <p>A terminal audit will be conducted every other year by a certified public accountant and/or by an audit committee of no less than three persons selected by the President and approved by KSCLS Board of Directors.</p> <p>The results of this audit shall be submitted to the Board of Directors and shall be open for inspection by the general voting membership. The audit report shall also be posted on the official web site for a period of not less than sixty days. Additional audits may be carried out at the discretion of the Board of Directors or of a majority vote of the general voting membership at any meeting of the membership as a whole. Any additional audit shall be handled in the same manner as the terminal audit mentioned above.</p> <p>In addition to membership dues, the Board of Directors may accept, on behalf of the Society, contributions, gifts or bequests for the general purposes of for any special purposes of the Society. KSCLS may conduct such fund-raising activities as it deems appropriate.</p>	<p>Article XI: Fiscal Affairs</p>
<p>A. Parliamentary Authority, Meetings The rules contained in Robert's Rules of Order Newly Revised shall govern the business proceedings of the</p>	<p>A. Parliamentary Authority, Meetings A. Rules of Order Robert's Rules of Order (Current Edition) will govern the business</p>

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<p>Society in all cases to which they are applicable and in which they are not inconsistent with these bylaws or the laws of the Commonwealth of Kentucky, or any Articles of Incorporation, Bylaws, rules or policies of ASCLS.</p>	<p>proceedings of KSCLS.</p>
<p>Article XII: Fiscal Affairs (CON'T) B. Bylaws and Articles of Incorporation Amendments</p> <ol style="list-style-type: none"> 1. These bylaws may be amended at any regular business meeting of KSCLS as follows: <ol style="list-style-type: none"> a. by a two-thirds vote of the professional and emeritus members present and voting, provided copies of the proposed amendments have been distributed to the professional and emeritus members at least thirty (30) days and not more than ninety (90) days before the annual general membership meeting upon which it is to be acted upon; b. by unanimous vote at a general membership meeting when previous notice has not been given; c. when proposed amendments have been approved by the ASCLS Bylaws Committee 	<p>B. Bylaws and Articles of Incorporation Amendments</p> <p>In addition to the requirements for submission of amendments to the Bylaws by the Society, ASCLS requires three (3) copies of proposed amendments to be submitted to the chair of the ASCLS Bylaws Committee.</p>

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<p>Chair, this constitutes final amendment and implementation and no further vote or review is needed</p> <p>2. Proposed amendments shall be submitted to the membership for action only in accordance with procedures outlined in the Society's Standard Operating Procedures.</p> <p>Within ninety (90) days of adoption of amendments to the bylaws, the secretary shall send an official copy of the amended bylaws to the executive office of ASCLS and to the Bylaws Committee Chair of ASCLS.</p>	
<p>Article XIII: Dissolution</p> <p>The Society may dissolved in the following manner:</p> <ol style="list-style-type: none"> 1. The motion to dissolve shall be adopted by a two-thirds majority vote of the Board of Directors. 2. The recommendation of the Board of Directors for dissolution, with justification, shall be submitted in writing to the members of the Society no less than sixty (60) days prior to the next annual meeting of the Society. 3. Adoption of a motion to dissolve shall require a two-thirds majority vote of 	<p>Article XIII: Dissolution (CON'T)</p>

the professional and emeritus members present at the regular business meeting of the annual meeting of the Society.

4. In the event of dissolution, the properties and assets then owned by the Society shall be disbursed as follows:
 - a. There shall be a final and full payment of all legal obligations of the Society without liability to any individual member.
 - b. The rest and residue of any property and assets of the Society shall be held in escrow by ASCLS for a maximum of three years.
 - c. If a clinical laboratory science Society is not reorganized in the Commonwealth

of

Article XIII: Dissolution (CON'T)

Kentucky by the end of three years by members of ASCLS, the assets held in escrow by ASCLS shall be conveyed to the ASCLS Education and Research Fund, Inc.

- d. In the event of dissolution, in no way shall any of the assets or property of the Society go to or be distributed to members of the Society, either for the reimbursement of any sums submitted,

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<p>donated, or contributed by such members or for any other such private purposes.</p>	
<p>Article XIV: Standard Operating Procedures</p> <p>The Standard Operating Procedures shall be approved by a two-thirds majority vote of the Board of Directors.</p> <p>The president of the Society shall appoint a committee to review the Standard Operating Procedures no less than every other year.</p>	