



ASCLS-Montana Bylaws and Standard Operating Procedure

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<p>ARTICLE I -- Name and Purpose Section 1. The name of this corporation is the AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE - MONTANA, hereinafter referred to as "the Society" or "ASCLS-MT".</p>	<p>CHAPTER I -- Name and Purpose Section 1. The name of this corporation is stated in the Articles of Incorporation and the Bylaws</p>
<p>Section 2. The purposes of the Society are stated in the Articles of Incorporation (Constitution) and shall be consistent with the mission of the ASCLS, that is to promote the profession of clinical laboratory science and provide beneficial services to those who practice it. To enable its members to provide quality services for all consumers, the Society is committed to the continuous quest for excellence in all its activities and:</p> <ul style="list-style-type: none"> • Promotes high standards of practice in the workplace • Advocates professional autonomy • Ensures professional competence • Supports worthy educational efforts at all levels • Encourages laboratorians in their pursuit of expanded roles and responsibilities • Enhances the public's understanding and respect for the profession and its practitioners <p>The principles and goals of the Society, to fulfill these purposes, are those of ASCLS.</p>	<p>Section 2. The purposes for which the Society is formed are stated in the Articles of Incorporation and the Bylaws</p>
<p>ARTICLE II – Standard Operating Procedure Section 1. The Standard Operating Procedure, hereinafter referred to as the SOP, shall define the required organizational procedures for the proper functions of the Society.</p> <p>Section 2. The SOP may be amended by a majority vote of the Board of Directors in session at any regular meeting of the Board, provided the requirements for making such amendments have been met as prescribed in the SOP and these Bylaws</p>	<p>CHAPTER II – Standard Operating Procedure</p> <ol style="list-style-type: none"> 1. Copies of the Standard Operating Procedure (SOP) and any amendments thereto, shall be made available to the elected and appointed officials, administrative and standing committees of the Society, and to the general membership by the Bylaws Committee. 2. Copies of the SOP shall also be made available to new members upon joining the Society, or to new members to the state, by the Membership Development Chair. 3. Refer to specific position descriptions for detailed information on officer and committee chair duties. 4. Amendments and revisions to the SOP: <ol style="list-style-type: none"> a. Amendments to the SOP may be proposed by any Professional member.

<p>Section 3. The adoption of a complete revision of the SOP shall require a majority vote of the Professional, Ascending Professional, Developing Professional and Emeritus members in session at the annual or any special meeting of the Society, provided copies of the proposed revised SOP have been distributed to the voting members at least thirty (30) days prior to the meeting in accordance with the provisions as prescribed in Article XVII of these Bylaws.</p> <p>Section 4. Amendments and revisions to the SOP shall be proposed in the manner as prescribed in the SOP.</p>	<ul style="list-style-type: none"> b. The Bylaws Committee shall prepare any amendments or revisions to the SOP in accordance with the Bylaws and these SOP. c. Amendments or revisions of the SOP shall be in accordance with the Bylaws and with Chapter XVII of these SOP as follows: <ul style="list-style-type: none"> i. The SOP may be amended by a majority vote of the Board of Directors at any regular meeting of the Board. Copies of the amendment(s) shall be distributed to all Board members at least 30 days prior to the Board meeting by the Secretary. ii. The adoption of a complete revision of the SOP shall require a majority vote of the Professional, Ascending Professional, Developing Professional and Emeritus members in session at the Annual Meeting or any special meeting of the Society. Copies of the revised SOP shall be distributed by the Bylaws Committee to the voting members at least 30 days prior to the meeting in accordance with provisions described in Article XVII of the Bylaws.
<p>ARTICLE III – Membership Section 1 -- Membership Membership in the Society is open to all persons interested in the clinical laboratory sciences and shall consist of the following classes: Professional, Community, Emeritus, Developing Professional, Ascending Professional, and Honorary. The Board of Directors of ASCLS shall from time to time review the classes of membership with the qualifications and the rights and privileges of each.</p>	<p>CHAPTER III -- Membership Section 1. Membership</p>
<p>Section 2 -- Membership Classes and Qualifications Membership shall consist of the following classes: Professional, Community, Emeritus, Developing Professional, Ascending Professional, and Honorary.</p> <p>The qualifications for the membership in the Society shall be defined in the SOP, and the Bylaws and Standard Operating Procedure of the American Society for Clinical Laboratory Science.</p>	<p>Section 2. Membership Classes and qualifications The membership classes and qualifications for the Society are as follows.</p> <ul style="list-style-type: none"> 1. Professional and Ascending Professional member <ul style="list-style-type: none"> a. Shall be open to all persons certified or engaged in the education process and/or the practice of the clinical laboratory sciences. This includes those with an active interest in supporting the purposes and goals of the Society. 2. Community member <ul style="list-style-type: none"> a. Shall be open to any individual with an interest in supporting the goals of the Society. Community membership does not count towards continuous Professional membership in the society used for eligibility of Emeritus membership status. 3. Emeritus member

	<ul style="list-style-type: none"> a. An individual who has been a Professional member of the Society whose age plus years of continuous membership are equal to or greater than 90. A Professional member is also eligible for Emeritus status if the total years of non-continuous membership plus age are equal to or greater than 95. b. If exceptions to these time limit qualifications are requested (not to be less than a total of 15 years of membership) by a state or member, the said state will provide historical documentation of ASCLS activities to the Board of Directors who will determine if Emeritus membership is granted. c. Individuals meeting membership qualifications for the Emeritus member are to make application and pay dues equivalent to the Developing Professional dues assessment directly to the Executive Office. <p>4. Developing Professional member</p> <ul style="list-style-type: none"> a. Shall be open to any individual that is a full-time student of clinical laboratory science or studying in a related field and is enrolled in one of the following. <ul style="list-style-type: none"> i. A structured program of clinical education conducted by agencies recognized by the Society, or ii. A program recognized by the Society at an accredited college or university. Accredited colleges or universities include properly accredited academic institutions that offer graduate programs or programs that include clinical education and lead to associate or baccalaureate degrees. The individual of an initial degree or certificate relevant to this profession defines a graduate program as any course of study subsequent to the receipt. b. An individual is eligible for this class of membership for a total period of five years. After five years, the student may petition the Membership Committee for permission to remain in the Developing Professional category with provisions that the member is a full-time student. <p>5. Honorary member</p> <ul style="list-style-type: none"> a. An Honorary member is an individual elected to membership by the House of Delegates. This is in recognition of outstanding service or contribution to the field of clinical laboratory science.
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	<ul style="list-style-type: none"> b. Honorary membership shall not exceed one percent of the total Professional membership of the Society. c. Recommendations for Honorary membership may be made each year. d. Each constituent society and the ASCLS Board of Directors may present no more than one candidate for this honor in any one-year. e. A recommendation accompanied by qualifications is to be sent to the secretary/treasurer of the Society not less than 30 days before the annual meeting. Election to Honorary membership requires a majority vote of the House of Delegates. f. An Honorary member is to be informed of election by the secretary/treasurer and receive a certification of Honorary membership signed by the president and the secretary/treasurer. <p>6. Sustaining Membership</p> <ul style="list-style-type: none"> a. ASCLS offers members an option to add-on a "Sustaining Member" status. It is an option given to all forms of Professional and Emeritus memberships for individuals with a desire to provide additional financial support to the Society's work and mission. The annual Sustaining Membership fee is set by the Board during the budget process. Sustaining Members are entitled to additional benefits that visibly recognize sustaining membership status. The addition of sustaining membership does not impact voting, holding office and/or serving in any formal capacity for the Society. Sustaining Membership is a status, it is not a class or type of membership.
<p>Section 3 -- Membership Benefits. Benefits for each category of membership will be outlined in the Standard Operating Procedure of the Society and will be the basis for the dues structure for the category.</p>	<p>Section 3. Membership Benefits. The following benefits are available to all levels of membership within the Society. A member may serve the Society in an advisory role.</p> <ul style="list-style-type: none"> 1. Continuing education and maintaining professional competency <ul style="list-style-type: none"> a. Continuing education seminars are available at member rates. 2. Publications and Education <ul style="list-style-type: none"> a. An official publication and announcements of continuing education opportunities are made available to all membership categories. b. Webinars and online education covering professional topics are available to members at a discount. 3. Professional and legislative advocacy

	<p>a. Opportunities for advocacy through the national office on behalf of the constituent societies as to matters affecting clinical laboratory science are available to members.</p> <p>4. Personal improvement through participation in activities that enhance leadership or political skills.</p>
<p>Section 4 -- Rights and Privileges</p> <ol style="list-style-type: none"> 1. Professional, Ascending Professional, and Emeritus members are entitled to the rights and privileges to include voting, holding office, and serving on any board or committee of the Society. Professional members enrolled as full-time graduate students and holding Developing Professional membership shall not forfeit continuity of Professional membership privileges upon resuming Professional membership. 2. Developing Professional members shall be entitled to vote, but not hold elective positions. 3. Community and Honorary members are entitled to all the rights and privileges of the Society with the exceptions of holding an elective position and voting. 4. All other rights and privileges of the Society shall be extended to all members. 5. Any member of the Society may serve as consultant or advisor to any committee as requested by the committee chairperson. 	<p>Section 4 -- Rights and Privileges</p> <p>Each category of membership is entitled to the rights and privileges as defined by ASCLS as well as in the ASCLS-MT Bylaws.</p>
<p>Section 5 -- National Affiliation.</p> <p>A member shall maintain membership in the Society through membership in the American Society for Clinical Laboratory Science.</p> <p>The Society is an affiliate of the American Society for Clinical Laboratory Science (ASCLS) and shall at no time, in any manner, adopt any policy contrary to the policies of ASCLS, except as may be required by the laws of the State of Montana.</p>	
<p>Section 6 -- Expulsion of Members.</p> <p>Expulsion proceedings shall follow those as defined in the Bylaws of the American Society for Clinical Laboratory Science.</p>	
<p>Section 7 -- Impeachment of Officers.</p> <p>The impeachment of an elected officer of the Society shall follow the procedures defined in the Bylaws of the American Society for Clinical Laboratory Science.</p>	

<p>Section 8 – Incapacitation. An elected officer of the Society may be relieved of duties or removed from office for reasons of incapacitation (mental or physical) according to Robert's Rules of Order, Newly Revised, Current Edition and/or upon advice from legal counsel.</p>	
<p>ARTICLE IV -- Dues and Finances Section 1– Setting Dues. Dues for membership in the American Society for Clinical Laboratory Science - Montana shall be set by the Board of Directors of the American Society for Clinical Laboratory Science. These shall be paid for each class of membership, per annum, in addition to those paid to the American Society for Clinical Laboratory Science. Honorary members shall pay no dues to either Society. Annual dues are due and payable to the Executive Office of the American Society for Clinical Laboratory Science at a time specified by the Board of Directors of the American Society for Clinical Laboratory Science.</p>	<p>CHAPTER IV -- Dues and Finances Section 1– Setting Dues.</p> <ol style="list-style-type: none"> 1. Annual dues for membership in the Society shall be based on the class of membership for which the applicant is eligible. The amount due for each class shall be defined in the Society Regulations. 2. The annual dues for members of the Society are the dues of ASCLS plus the amount of dues established by the Board of Directors of ASCLS. 3. Annual Dues <ol style="list-style-type: none"> a. Each member shall remit the total amount of dues to the Executive office of ASCLS in accordance with the ASCLS society Standard Operating Procedure. The appropriate ASCLS dues will be retained, the remainder remitted to the treasurer of the Society. b. Honorary members shall pay no dues to the Society c. ASCLS constituent society dues are: <ol style="list-style-type: none"> i. Professional members - \$20 ii. Ascending Professional and Community members - \$10 iii. Developing Professional and Emeritus members - \$5
<p>Section 2 – Dues in Arrears. Membership with all rights, benefits, and privileges will be forfeited by any member who is in arrears in the payment of dues as determined by the Board of Directors of the American Society for Clinical Laboratory Science.</p>	<p>Section 2 – Dues in Arrears.</p>
<p>ARTICLE V – Officers and Their Duties Section 1 -- Officers. The officers of the Society shall be: President, President-Elect, Past-President, Secretary, and Treasurer.</p>	<p>CHAPTER V – Officers and Their Duties</p>
<p>Section 2 -- Eligibility to Hold Office.</p>	<p>Section 2 -- Eligibility to Hold Office.</p> <ol style="list-style-type: none"> 1. President - Fulfilled their duties and responsibilities as President-Elect 2. President-elect - A member must have served at least one year on either the Board of Directors or as the chairperson of one of the

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<p>Only the Professional, Ascending Professional, and Emeritus members who are in good standing are eligible to hold office or to be on the Board of Directors. To be eligible for President-Elect, a member must have served at least one year on either the Board of Directors or as the chairperson of one of the Standing Committees prior to nomination.</p>	<p>Standing Committees prior to nomination</p> <ol style="list-style-type: none"> 3. Secretary - Preferred one-year active membership within the Society 4. Treasurer – Preferred two-year active membership, with past Board experience 5. Director-at-Large - Preferred one-year active membership (moved to Chapter VI, Section 1)
<p>Section 3 – Elections. Election of the Officers and Directors-at-Large shall be held annually. The official list of candidates for each office shall be presented at the Annual Meeting. Additional nominations for each position may be made from the floor. Elections shall be conducted as specified in Article VII.</p>	<p>Section 3 – Elections. Officers and Directors-at-Large shall be elected by a majority of the active and Emeritus members by secret ballot at the Annual Meeting with provision for absentee balloting. The official list of candidates shall be presented at the Annual Meeting and additional nominations may then be made from the floor.</p>
<p>Section 4 -- Terms of Office. The term of office of each newly elected officer shall commence at the beginning of the administration year, following the meeting at which he/she was elected. The President Elect, President, and Past President shall serve a one-year term. The Secretary and Treasurer shall be elected for two (2) year terms on alternate years.</p>	<p>Section 4 -- Terms of Office.</p> <ol style="list-style-type: none"> 1. President - One-year term, immediately succeeding to Past President. The term of office is one year, starting August 1, which coincides with the beginning of the fiscal year. 2. President-elect - One-year term, immediately succeeding to President. Term of office is one year, starting August 1, which coincides with the beginning of the fiscal year. 3. Past-President - One-year term following term as President. May serve an additional or partial term if current President is unable to fulfill their duties. Term of office is one year, starting August 1, which coincides with the beginning of the fiscal year. 4. Secretary - The Secretary shall be elected for a two (2) year term on alternate years of the Treasurer. May serve two successive terms. Term of appointed office is two years, starting August 1, which coincides with the beginning of the fiscal year. 5. Treasurer – The Treasurer shall be elected for a two (2) year term on alternate years of the Secretary. May serve two successive terms. Term of appointed office is two years, starting August 1, which coincides with the beginning of the fiscal year.
<p>Section 5 – Vacancies. A vacancy occurring in any office except the Presidency, shall be filled by appointment by the President followed by a vote by the Board of Directors. In the event of a vacancy in the Presidency, the President-Elect shall assume the office for the unexpired term.</p>	<p>Section 5 – Vacancies.</p>
<p>Section 6 -- Duties of the Officers</p>	<p>Section 6 -- Duties of the Officers</p>

The duties of the officers and directors of the Society shall be set forth in the SOP of the Society.

See Individual Position Descriptions for detailed officer duties

1. **President** - The President shall preside at all meetings of the Society and of the Board of Directors; be an ex-officio member of all committees, except the Nominations Committee; send the names and addresses of those who are entitled to act as Delegates at the National Meeting as required by the Society; and perform all other duties customary to this office as defined by parliamentary authorities. The President shall be a member of the Regional Council in accordance with the Bylaws and the Standard Operating Procedure of the **American Society for Clinical Laboratory Science**.
2. **President-Elect** - The President-Elect shall perform all duties customary to this office and shall, in the absence of the President, act as the presiding officer. The President-Elect may also serve as Chairperson of any committee, except the Nominations Committee; shall serve as a liaison to Awards and Scholarships; appoint chairpersons for all Standing and Special Committees (with the approval of the Board of Directors); send the names and addresses of those elected and appointed, when requested, to the Executive Office of the **American Society for Clinical Laboratory Science**. The President-Elect shall be a member of the Regional Council in accordance with the Bylaws and the Standard Operating Procedure of the **American Society for Clinical Laboratory Science**.
3. **Past-President/Leadership Development Chair** - The Past-President shall function as a member of the Board of Directors and shall serve as an advisor to the President. The Past-President will also serve as the Leadership Development Chair and liaison to the Nominations Committee for a one-year term following their term as President.
4. **Secretary** - The Secretary shall keep a record of the proceedings of all meetings of the Society, and the Board of Directors; shall provide all records and letters of value to the Society, and its officers, to the File Custodian for permanent storage; notify all members of the Society of the time and place of all meetings at least thirty (30) days in advance.
5. **Treasurer** - The Treasurer shall: collect, receive, and accurately record and have charge of all the funds of the Society; report the

	<p>fiscal condition of the Society to the officers or Board of Directors whenever requested; submit account(s) for audit at the end of each fiscal year; renew the Society registration with the Montana Secretary of State and arrange for filing of federal tax forms. The Treasurer is authorized to write checks and transfer funds electronically on demand for legitimate expenditures incurred through the year, but must receive valid receipts of the payments and shall place all records of payments on file for seven (7) years.</p>
<p>Section 7 -- General Duties of All Officers. The duties of the officers shall be such as are implied by their respective titles and as specified in the SOP. All officers shall keep a chronological record of their work and make it available to their successors. The annual reports of all officers of the Society shall be filed with the Secretary and shall become a permanent record of the Society.</p>	<p>Section 12 -- General Duties of All Officers. All officers shall keep a chronological record of their work and make it available to their successors using the sharing platform currently in use by the Society. See Chapter VIII, Section 4.</p>
<p>ARTICLE VI -- Board of Directors and Their Duties Section 1 – Members. The Board of Directors shall be the President, President-Elect, Past-President, Secretary, Treasurer, and two (2) Directors-at-Large.</p>	<p>CHAPTER VI -- Board of Directors and Their Duties Section 1 -- Members The Board of Directors shall be the President, President-Elect, Past-President, Secretary, Treasurer, and two (2) Directors-at-Large.</p> <ol style="list-style-type: none"> 1. Officers are detailed in Chapter V 2. Director-at-Large <ol style="list-style-type: none"> a. The two (2) Directors-at-Large shall serve as voting members of the Board of Directors. They shall assist the President and Board of Directors with carrying out responsibilities and activities as requested. They may serve as liaisons to committees and help with membership recruitment and retention activities. b. Director-at-Large - Elected two-year term with eligibility for reelection. There are two Board Members that are elected on alternate years. Term of elected office is two years, starting August 1, which coincides with the beginning of the fiscal year. c. Director-at-Large - eligibility to hold office - Preferred one-year active membership
<p>Section 2 -- Annual Meeting.</p>	<p>Section 2 -- Annual Meeting. Preceding the Annual Meeting of the Society, the Board of Directors will</p>

<p>Preceding the Annual Meeting, the Board of Directors shall meet and carefully study the financial program and policies of the Society. Results will be reported in the annual business meeting, changes being presented if necessary.</p>	<p>meet and study the proposed budget as prepared by the Treasurer and Finance & Audit Chair. The proposed budget will be presented to the members of the Society at the annual business meeting for discussion and approval.</p>
<p>Section 3 – Board Meetings. Following the Annual Meeting, this Board of Directors shall meet to make the necessary arrangements for the execution of business approved by the general membership.</p>	<p>Section 3 – Board Meetings. 1. The Board of Directors shall conduct business necessary for the function and performance of the Society. 2. No fewer than four (4) Board meetings will be called during the fiscal year. Board Meetings will occur quarterly; summer, fall, winter and the spring meeting which will take place just prior to the Annual Meeting of the Society. 3. All procedures and actions taken by the officers and committees of the Society shall be subject to approval by the Board of Directors. 4. All committee chairs should submit a written report within 7 days of the Board of Directors meetings.</p>
<p>Section 4 – Quorum. A quorum of any meeting of the Board of Directors requires at least four (4) members of the Board.</p>	<p>Section 4 – Quorum.</p>
<p>Interim Business. Business in the interim between meetings shall be transacted by the Board of Directors. Decisions require a majority vote of the Board of Directors.</p>	<p>Interim Business Between the regular and special meetings of the Board, the method of carrying on business shall be by mail, by telephone, or by electronic means. Decisions require a majority vote of the Board of Directors.</p>
<p>ARTICLE VII -- Elections Section 1 – Nominations. At the Board of Directors meeting preceding the Annual Meeting, the Nominations Committee shall present a written report (ballot) to be reviewed for completeness by the Board of Directors, and which shall be entered into the minutes of that meeting. Nominations may be made from the floor at the Annual Meeting of the Society. The individual who makes such a nomination must have received the approval of the Nominee prior to the Annual Meeting.</p>	<p>CHAPTER VII – Elections Section 1 – Nominations. 1. Nominations Chair will ensure that a list of elected positions to be filled at the next election is prepared. 2. Nominations Chair will obtain the roster of current members from Society President, Membership Chair, or Treasurer. a. The roster is sorted to exclude Community, Honorary and Developing Professional members as these categories are not eligible for elective positions. 3. Nominations Chair will ensure that the list is publicized to the general membership. 4. The list shall be sent to membership 3 months prior to the Annual Meeting. a. Guidelines and qualifications for each position will be detailed.</p>

	<ol style="list-style-type: none"> 5. Committee members initiate direct contact with qualified members in the event an insufficient number of nominations is received to complete the slate. <ol style="list-style-type: none"> a. The chairperson meets with the committee (telephone, video conferencing, etc.) to discuss possible nominees. b. All members of the committee will contact members about offices in the society and return names to the chairperson. c. Committee members verify the qualifications of the nominees and obtain written confirmation that the nominees agree to their candidacies. 6. Chairperson ensures that the slate of candidates, along with the qualifications of such nominees, is publicized no less than thirty (30) days prior to the Annual Meeting. 7. Committee presides over annual election of the Society <ol style="list-style-type: none"> a. Early voting will be done using electronic means. (e.g., Survey Monkey). b. Nominations will be open to floor at the annual business meeting; if there are additional nominations from the floor, members who previously voted by electronic means may ask to cancel that vote and vote anew at the meeting. <ol style="list-style-type: none"> i. The Nominations Committee will not be responsible for presenting qualifications of persons nominated from the floor but are to verify such qualifications before adding such nominees to the slate. c. Written ballots will only be available at the Annual Meeting. d. Chairperson or assigned Tellers tabulate(s) results at the Annual Meeting. e. Chairperson reports the results to the President and the membership present at the meeting. 8. Chairperson will assure that all duties of the Nominations Committee are completed.
<p>Section 2 – Election of Officers. Elections shall be done by written or electronic ballot.</p>	<p>Section 2 – Election of Officers. Elections shall be by closed ballot and a majority of votes cast shall elect. The chair of the Nominations committee does not vote but reserves the vote to break a tie. The results of the election shall be announced by the presiding officer of the annual business meeting at the time of the</p>

<p>Section 3 – Vacancies. Vacancies in elective offices shall be filled as defined in ARTICLE V, Section 5.</p>	<p>elections. Section 3 – Vacancies. A vacancy occurring in any office, including the Board of Directors, except the Presidency, shall be filled by appointment by the President followed by a vote by the Board of Directors. In the event of a vacancy in the Presidency, the President-Elect shall assume the office for the unexpired term.</p>
<p>ARTICLE VIII -- Committees Standing Committees. The following Standing Committees shall exist, with the chairpersons appointed by the President for a term of one (1) year: Membership Development, Bylaws, P.A.C.E.® and Education, File Custodian, Government Affairs. These Chairpersons may succeed themselves.</p> <p>The Nominations Committee, Finance & Audit Committee, and the Awards & Scholarships Committee shall be elected by the membership at the Annual Meeting for a term of two (2) years.</p> <p>Each committee shall work with the corresponding committee at the regional and national levels.</p>	<p>CHAPTER VIII -- Committees Standing Committees. Refer to specific position descriptions for detailed information on committee duties. The method of appointing the members of standing committees shall be as follows:</p> <ol style="list-style-type: none"> 1. The incoming President shall appoint the chair of these committees at the beginning of his/her term of office, and no later than August 15th. <ol style="list-style-type: none"> a. Only Professional, Ascending Professional, and Emeritus members are eligible to chair committees of the Society. 2. Unless the chair deems it necessary to call a meeting, the work of these committees shall be by mail, telephone or electronic means. 3. No member may serve more than two successive terms as chair of the same committee, unless the appointment is approved by the Board of Directors. <p><u>Appointed Committees:</u> The following Standing Committees shall exist, with the chairpersons appointed by the President for a term of one (1) year: Membership Development, Bylaws, P.A.C.E.® and Education, File Custodian, Government Affairs. These Chairpersons may succeed themselves.</p> <p><u>Elected Committees:</u> The Nominations Committee, Finance & Audit Committee, and the Awards & Scholarships Committee shall be elected by the membership at the Annual Meeting for a term of two (2) years. Additional committees may include: Leadership Development, Promotion of the Profession, Convention Planning, Scientific Assembly, ad hoc committees as deemed necessary by the Board of Directors. Each committee shall work with the corresponding committee at the regional and national levels.</p>
<p>Section 1 -- The Membership Development Committee.</p>	<p>Section 1 -- The Membership Development Committee. <u>Membership Development Committee shall:</u></p>

<p>Membership Development Committee chair shall be appointed by the President. The committee shall organize and conduct campaigns for the recruitment of new members and retention of current members.</p>	<ol style="list-style-type: none"> 1. Organize and conduct campaigns for recruiting new members, retaining present members, and reactivating lapsed members. 2. Work in conjunction with the ASCLS Membership Committee. 3. Contact new, lapsed, and relocated members. Send copies of the ASCLS-Montana Welcome Packet to new and relocated members. Download membership rosters at least quarterly to identify and contact new members. 4. Present written committee reports at Board Meetings and a final report at the end of the term.
<p>Section 2 -- The Bylaws Committee. A Bylaws Committee chair shall be appointed by the President with the approval of the Board of Directors and shall initiate and receive proposed amendments to the Bylaws of the Society. Copies of all proposed amendments and revisions in these Bylaws must be submitted to the Executive Office of the American Society for Clinical Laboratory Science and to the Chairperson of the American Society for Clinical Laboratory Science Bylaws Committee at least sixty (60) days prior to desired adoption. Approval from the national committee must be received prior to the presentation to the membership of the Society. Any proposed changes shall be submitted to the Secretary of the Society for distribution to its membership at least thirty (30) days prior to the annual business meeting. Approval of proposed amendments require a two-thirds (2/3) vote of the members present at the Annual Meeting.</p>	<p>Section 2 -- The Bylaws Committee. <u>Bylaws Committee</u> shall:</p> <ol style="list-style-type: none"> 1. Review the Bylaws of ASCLS-MT prior to the fall Board meeting. 2. Initiate and/or receive proposed amendments to ASCLS-MT Bylaws. 3. Submit approved changes to the Secretary of the Society for distribution to its membership at least thirty (30) days prior to the annual business meeting. The bylaws changes will be voted on at the annual general meeting each spring. <p>Guidelines:</p> <ul style="list-style-type: none"> • Submit amendments to the ASCLS-MT President and the Governing Board prior to the annual general business meeting in the spring. This may take over 90 days. • Submit copies of the proposed amendments and revisions in the state Bylaws to the Chairperson of ASCLS Bylaws Committee at least sixty (60) days prior to the desired adoption. Approval from the National Committee must be received prior to the presentation of Bylaw changes to the membership of the Society. • Receive and review all recommendations from the ASCLS National office on required amendments to the state's Bylaws.
<p>Section 3 -- The P.A.C.E.[®] and Education Committee. The P.A.C.E.[®] and Education Committee chair shall be appointed by the President and shall review continuing education programs for P.A.C.E.[®] approval.</p>	<p>Section 3 -- The P.A.C.E.[®] and Education Committee. <u>P.A.C.E. Coordinator</u> shall:</p> <ol style="list-style-type: none"> 1. Must meet the criteria and standards as established by ASCLS and be approved through application to ASCLS. 2. Become familiar with and follow ASCLS criteria for PACE approval of continuing education programs. 3. Verify attendance of individuals at PACE programs and submit required documentation to ASCLS National Office on a quarterly basis. 4. Present written committee reports at Board Meetings and a final report at the end of the term.

<p>Section 4 -- The File Custodian. The File Custodian, appointed by the President, shall be responsible for placing all the records and letters of value to the Society and its officers in a permanent file.</p>	<p>Section 4 -- The File Custodian. Minimum Retention Periods for Specific Categories:</p> <ol style="list-style-type: none"> 1. Organizational records include the Organization’s articles of incorporation, by-laws, and position descriptions, Organizational records should be retained permanently. 2. Tax records include, but may not be limited to, documents concerning expenses, proof of contributions made by donors, accounting procedures, and other documents concerning the Organization’s revenues. Tax records should be retained for at least seven years from the date of filing the applicable return. 3. Meeting minutes should be retained in perpetuity in the Organization’s minute book (electronic or paper). A clean copy of all other Board and Board Committee materials (e.g., Reports) should be kept for no less than three years. 4. Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of ten years. 5. Unless correspondence falls under another category, correspondence should generally be saved for two years. 6. Accounts payable ledgers and schedules should be kept for seven years. Bank reconciliations, bank statements, deposit slips and checks (unless for important payments and purchases) should be kept for three years. Any inventories of products, materials, and supplies and any invoices should be kept for seven years. 7. External audit reports should be kept permanently. Internal audit reports should be kept for three years. 8. ASCLS-Montana newsletters and other historical documents shall be retained permanently. 9. The P.A.C.E. provider is to keep a copy or original of attendance rosters, evaluation summaries along with the program information for five years. 10. Documents will be archived in the ASCLS Member Connect Community (connect.ascls.org), ASCLS-Montana Leaders community. ASCLS-Montana President, ASCLS-Montana Secretary, and ASCLS-Montana File Custodian will be responsible for document storage in the appropriate electronic and/or paper storage locations.
<p>Section 5 -- The Government Affairs Committee.</p>	<p>Section 5 -- The Government Affairs Committee. <u>Government Affairs Committee</u> shall:</p>

<p>The Government Affairs Committee chair shall be appointed by the President and will act as a liaison between the Society and the American Society for Clinical Laboratory Science. They shall inform membership of the legislative and regulatory information concerning the Society.</p>	<ol style="list-style-type: none"> 1. Keep the Society informed of legislation of immediate concern to clinical laboratory practitioners. 2. Maintain frequent communications with the ASCLS Government Affairs Committee. 3. Establish a Key-contact Network for congressional representatives from Montana. 4. Respond promptly to all Key-contact alerts from the ASCLS Government Affairs Committee. 5. Assume all other duties as assigned by the Board of Directors relating to government affairs. 6. Present written committee reports at Board Meetings and a final report at the end of the year.
<p>Section 6 -- The Nominations Committee. The Nominations Committee shall consist of a minimum of two (2) Professional, Ascending Professional, or Emeritus members of the Society with at least one (1) year of membership in the Society. The members of this committee shall be elected at the Annual Meeting of the Society by membership to serve a two (2) year term, with a minimum of one (1) member to be elected annually and a member may serve for two (2) consecutive terms. The immediate Past President will serve as liaison to this committee.</p> <p>No officer, director, elected representative, or appointed representative of the Society shall be a member of this committee. The chair will be a second-year member of the committee, appointed by the Board of Directors.</p> <p>If a vacancy occurs, the President shall appoint a qualified member to serve out the term.</p>	<p>Section 6 -- The Nominations Committee. <u>Nominations Committee</u> shall:</p> <ol style="list-style-type: none"> 1. Publish a list of all elected positions to be filled at the next election. This list shall be sent to the membership three (3) months prior to the Annual Meeting asking for nominations and listing the qualifications for each position. 2. Initiate direct contact with qualified members to be nominees in the event of an insufficient number of nominations to complete the slate. 3. Verify the qualifications of the nominees and assurance that the nominees agree to their candidacies. 4. Publish the slate, along with the qualifications of such nominees, no less than thirty (30) days prior to the Annual Meeting. 5. Preside over all elections of the Society. 6. Present written committee reports at Board Meetings and a final report at the end of the term.
<p>Section 7 -- The Finance & Audit Committee. The Finance & Auditing Committee chair shall consist of one (1) member elected by the membership to serve a two (2) year term. The chair with the Board of Directors as advisors, shall be responsible for auditing the financial books of the Society annually and submitting a written report to the Treasurer prior to the Annual Meeting.</p>	<p>Section 7 -- The Finance & Audit Committee. The <u>Finance & Auditing chair</u> shall conduct the audit thirty (30) days prior to the Annual Meeting. The following items will be reviewed during the audit:</p> <ol style="list-style-type: none"> 1. Authorized payments to the President, Board members, Committee members and other authorized expenditures. 2. Expenditures not previously approved in the budget. 3. Voucher requests submitted to the Treasurer before payment was made.

<p>Section 8 -- The Awards & Scholarships Committee. The Awards & Scholarships Committee shall consist of two (2) members elected by the membership to serve a two (2) year term, with one (1) member to be elected annually. The President-elect will serve as liaison to the Awards and Scholarship Committee.</p>	<p>4. Receipts attached to the payment voucher requests.</p> <p>Section 8 -- The Awards & Scholarships Committee.</p> <ol style="list-style-type: none"> 1. The committee shall be responsible for notifying the membership of the awards and scholarships available, with adequate time allowed for applications to be received and processed. 2. The committee shall be responsible for Developing guidelines for awarding these and setting up new awards and scholarships subject to the approval of the Board of Directors. 3. The committee shall solicit nominations for state and national awards. The committee shall select Member of the Year, Student of the Year, and Student Poster of the Year and obtain appropriate award/plaque for presentation at the annual Awards Banquet. 4. Students are asked to submit a poster, which pertains to clinical laboratory science. Participants of the Annual Meeting vote on the Poster of the Year. In March, the committee coordinates with the Annual Meeting Planning Committee an area where the student posters can be displayed. They also contact the Education Coordinators to determine the number of posters that will be displayed. 5. The Awards & Scholarship Chair shall coordinate presentation of the awards and scholarships at the annual spring meeting. 6. Awards and Installation of Officers will be included in the Annual Meeting either during the business meeting or at another designated time during the Annual Meeting. 7. Present written committee reports at Board Meetings and a final report at the end of the term. 8. The President-elect serves as liaison to the Awards and Scholarship Committee.
<p>Section 9 -- Committee Reports. All committee chairpersons shall submit a written report of the year's activities to the Secretary prior to the Annual Meeting. These reports shall then be placed in the permanent file with the File Custodian.</p>	<p>Section 9 -- Committee Reports.</p> <ol style="list-style-type: none"> 1. All Committee chairpersons shall prepare and present committee reports prior to each meeting of the Board of Directors and an annual report of activities to the Board of Directors. 2. These reports shall then be placed in the permanent file with the File Custodian. 3. Reports shall include activities since the previous meeting, progress on charges, concerns and requests for action in the form of a motion.
<p>ARTICLE IX --Meetings</p>	<p>CHAPTER IX --Meetings</p>

<p>Section 1 -- Annual Meeting. One annual membership meeting must be held prior to the end of the administration year. The time and place shall be designated by the committee in charge and approved by the Board of Directors of the Society. This business meeting is traditionally held to coincide with the annually required scientific meeting.</p>	<p>Section 1 -- Annual Meeting.</p> <ol style="list-style-type: none"> 1. The Society shall hold an Annual membership Meeting which may coincide with one or more scientific sessions. The time and place of the Annual Meeting shall be as designated by the Board of Directors. 2. Notice of the meeting shall be printed in the official publication and sent to all members of the Society and its district societies at least thirty (30) days in advance of the meeting. 3. Roberts Rules of Order, Newly Revised (Current Edition) shall govern the proceedings of the Society, except when otherwise specified in these bylaws. 4. Quorum: A quorum for the Annual Meeting shall be the number of Professional, Ascending Professional, Emeritus, and Developing Professional members in good standing present at the meeting, and shall contain at least one officer and one additional board member. 5. General agenda: Meeting agenda should include the following items: <ol style="list-style-type: none"> a. Call to order b. Reading of the minutes c. Election of Officers d. Election of Delegates e. Treasurer Report f. Old Business g. New Business h. Adoption of new Budget i. Announcement of Election Results j. Adjournment
<p>Section 2 -- Special Meetings. Special meetings may be called by the President if, in the opinion of the Board of Directors, the nature of the business to be transacted requires immediate action.</p>	<p>Section 2 -- Special Meetings. Special meetings may be called by the President, if in the opinion of the Board of Directors; the nature of the business to be transacted requires immediate action. At least fifteen (15) days' notice to the membership shall be required to hold any special meeting of the Society.</p>
<p>ARTICLE X – Delegates Section 1 -- Number of Delegates.</p>	<p>CHAPTER X – Delegates Section 1 -- Number of Delegates.</p> <ol style="list-style-type: none"> 1. The Society shall be represented in the House of Delegates of the American Society or Clinical Laboratory Science by the President and President-elect (or their designated alternates) as the two delegates-at-large. Additionally, an Ascending Professional delegate and a Developing Professional delegate are represented if available.

<p>The Society may be represented at the Annual House of Delegates Meeting of the American Society for Clinical Laboratory Science by two (2) delegates-at-large plus one (1) Developing Professional delegate, one (1) Ascending Professional delegate, and one (1) delegate per each 50 Professional, Ascending Professional, and Emeritus members. Each delegate may have a qualified alternate representing the same delegate category.</p>	<p>Consideration is given to Region VIII Leadership Academy interns to serve as delegates in the appropriate membership category.</p> <ol style="list-style-type: none"> 2. The size of the Society delegation is to be based on the number of Professional, Ascending Professional, and Emeritus members as so provided in the Bylaws of ASCLS. The first additional delegate shall be the newly elected President-elect. Delegates and alternates, in addition to the delegates-at-large and the newly elected President-elect, are nominated and elected at the annual business meeting by closed ballot by Professional, Ascending Professional, and Emeritus membership. 3. If the identified delegate is unable to attend the national convention, a qualified alternate may be appointed by the ASCLS-Montana Board of Directors. Qualified alternate is defined as an alternate representing the same category of membership as the originally elected delegate. Therefore, a delegate with Professional or Emeritus membership must be replaced with a Professional or Emeritus member. A delegate with Ascending Professional membership must be replaced with an Ascending Professional member. A Developing Professional member delegate must be replaced with a Developing Professional member. 4. The Delegate, in accepting the nomination to represent Montana at the ASCLS National Convention, acknowledges that he/she is required to attend governance sessions, be present at and support all delegate functions as assigned by the ASCLS-Montana President, bring all pertinent information back to the state membership, and share information from the National meeting with state membership. 5. Designated delegates serve from the opening of the House of Delegates at the annual session for which they were elected until the opening of the House of Delegates at the next annual session.
<p>Section 2 --Election of Delegates. The delegates and alternates to the national convention shall be elected by a majority vote of the Professional, Emeritus, Ascending Professional and Developing Professional members present at the Society's Annual Meeting.</p>	<p>Section 2 - Election of Delegates.</p> <ol style="list-style-type: none"> 1. The delegates and alternates shall be nominated and elected by the Professional, Emeritus, Ascending Professional and Developing Professional membership at the annual business meeting by closed ballot. The candidates shall be ranked in order of those receiving the highest number of votes, with the appropriate number of delegates and alternates being assigned according to this order. 2. In the event that an elected delegate is unable to attend the meeting of the House of Delegates, the Board of Directors shall appoint a new delegate from the next highest ranked alternate.

<p>ARTICLE XI -- Official Publication Responsibility. The official publication shall be the responsibility of the Editor and such staff members as the editor may select.</p>	<p>CHAPTER XI -- Official Publication Responsibility.</p>
<p>Section 1 – Distribution. The official publication shall be made available to all members of the Society.</p>	<p>Section 1 – Distribution. <i>Montana Laboratory News</i>, the official publication of ASCLS-MT is published electronically on a quarterly basis. 1. The Editor submits electronic copy of MLN to the Webmaster for posting to the webpage. 2. The webmaster communicates the posting of the newsletter to the membership.</p>
<p>Section 2 – Editor. The editor shall be appointed by the President with the approval of the Board of Directors and shall serve at the pleasure of the Board of Directors of the Society.</p>	<p>Section 2 – Editor. 1. The Editor shall be appointed by the President on an annual basis, with no limit on terms. Term of appointed office is one year, starting August 1, which coincides with the beginning of the fiscal year. 2. Responsible for publication of the <i>Montana Laboratory News</i>, the official publication of ASCLS-MT which is published electronically on a quarterly basis. 3. Work with the Board in carrying out publication responsibilities and duties. a. Design template and layout of the MLN b. Actively solicit news for each issue c. Set publication deadlines for submission of articles and photographs d. Request news articles and photographs to be digitally submitted for publication e. Proof articles for grammar, spelling, accuracy, and appearance f. After completing layout for MLN, submit the MLN to the President for approval prior to publication 4. Develop a timeline for publication for each issue and coordinate with Webmaster to assure timely distribution of publications. 5. The editor shall submit the document to the President for approval prior to publication.</p>

	6. Submit electronic copy of MLN to the Webmaster for posting to the webpage.
<p>ARTICLE XII -- Quorum for the Annual Meeting Quorum. A quorum for the annual meeting shall be the number of voting members in good standing present at the meeting, and shall contain at least one officer and one additional board member.</p>	<p>CHAPTER XII -- Quorum for the Annual Meeting Quorum.</p>
<p>ARTICLE XIII-- Special Voting Special Voting. If a special vote is necessary at a time other than the Annual Meeting of the Society, a mail or electronic vote may be taken with the approval of the Board of Directors. Notifications involved with such a vote must include the entire voting membership of the Society.</p>	<p>CHAPTER XIII-- Special Voting Special Voting. All votes cast by the stated deadline shall be verified and counted. Passage requires a simple majority except when voting on proposed amendments which requires a two-thirds majority.</p>
<p>ARTICLE XIV – Developing Professional Society Developing Professional Society. A Developing Professional Society for Clinical Laboratory Science may be organized by Developing Professional members of ASCLS-MT with a Professional member of ASCLS-MT as an advisor. Bylaws for such a group must be consistent with those of the American Society for Clinical Laboratory Science - Montana.</p>	<p>CHAPTER XIV – Developing Professional Society Developing Professional Society: The Society may organize or sponsor Developing Professional societies within its defined geographic area. In its constitutional codes a constituent society:</p> <ol style="list-style-type: none"> 1. Must require that such societies maintain their constitutional codes and conduct their affairs and activities in accordance with the principles, policies, purposes and procedures of ASCLS; and be responsible to ASCLS-MT when the best interests of ASCLS are involved. 2. Must not allow a Developing Professional society to accept into membership any individual possessing the qualifications for Developing Professional membership in ASCLS, unless the individual becomes a member of ASCLS-MT and ASCLS. 3. Must allow for a Developing Professional society to be organized by at least three Developing Professional members of ASCLS-MT, with a Professional member of ASCLS-MT as an advisor. 4. Must provide for dissolving the connection between Developing Professional society and ASCLS-MT in the event of failure on the part of the Developing Professional society to meet the requirements of the Society.
<p>ARTICLE XV -- Fiscal Year Fiscal Year.</p>	<p>CHAPTER XV -- Fiscal Year Fiscal Year.</p>

<p>The fiscal year of the Society shall be from August 1st to July 31st, inclusive.</p>	
<p>ARTICLE XVI -- Parliamentary Authority Parliamentary Authority. Parliamentary authority for the conduct of business at all meetings of the Society shall be in accordance with Robert's Rules of Order, Newly Revised (current edition), except where specified in these Bylaws.</p>	<p>CHAPTER XVI -- Parliamentary Authority Parliamentary Authority.</p>
<p>ARTICLE XVII -- Amendments Amendments. These Bylaws may be amended by the 2/3 majority of the eligible Professional, Emeritus, Ascending Professional and Developing Professional members voting at any meeting of the Society, providing they have been notified of the proposed amendment(s) at least thirty (30) days prior to the meeting. Copies of the proposed amendments shall be sent to the Executive Office and to the Bylaws Chairperson of the American Society for Clinical Laboratory Science sixty (60) days prior to desired adoption as defined in ARTICLE VIII, Section 2.</p>	<p>CHAPTER XVII -- Amendments Section 1. Amendments to the Bylaws</p> <ol style="list-style-type: none"> 1. Amendments to the Bylaws may be proposed by any Professional, Ascending Professional, Developing Professional and Emeritus members of the Society. Such proposed amendments shall be submitted in writing to the chairperson of the Bylaws committee who shall submit the same, in proper form, to the Board of Directors for approval. 2. In order to present a complete revision of the Bylaws, the decision to revise these documents must be approved by a majority vote of the Professional, Ascending Professional, Developing Professional and Emeritus members at the Annual Meeting. The proposed revised document(s) may thus be submitted to the Professional, Ascending Professional, Developing Professional and Emeritus membership for adoption at an Annual Meeting in session within the following two years provided the requirements as prescribed in this article and the SOP have been met. 3. All proposed amendments and revisions to the Bylaws must be approved by the Bylaws Committee of ASCLS before they can be submitted to the Professional, Ascending Professional, Developing Professional and Emeritus membership for adoption. <ol style="list-style-type: none"> a. Submit copies of the proposed amendments and revisions in the state Bylaws to the Executive Office of ASCLS and to the Chairperson of ASCLS Bylaws Committee at least sixty (60) days prior to the desired adoption. Approval from the National Committee must be received prior to the presentation of Bylaw changes to the membership of the Society. 4. Following approval by the ASCLS Bylaws Committee, the proposed amendments or revisions shall be adopted as follows:

	<p>a. Amendments or revisions to the Bylaws shall be adopted by a two-thirds vote of votes cast by the Professional, Ascending Professional, Developing Professional and Emeritus members at the Annual Meeting or any special meeting of the Society, provided the following requirements have been met:</p> <ul style="list-style-type: none"> i. Copies of the proposed Bylaws amendments must be submitted to all Professional, Ascending Professional, Developing Professional and Emeritus members at least thirty (30) days prior to the meeting at which the amendments are to be presented for adoption. ii. Copies of the proposed complete revision of the Bylaws must be submitted to the Professional, Ascending Professional, Developing Professional and Emeritus members at least thirty (30) days prior to the meeting at which the revisions are to be presented for adoption. <p>5. The chairperson of the Bylaws Committee of the Society shall file a copy of the amended or revised Bylaws with the Executive Office and Chairperson of the Bylaws Committee of ASCLS. within ninety (90) days after adoption of amendments or revisions.</p> <p>6. The Bylaws Committee shall have the responsibility and authority to amend the Bylaws and SOP without adhering to the provision of Section 1.4. of this Chapter, when such changes are necessary in order that the Bylaws of the Society conform and are not in conflict with the Bylaws of ASCLS as amended at any Annual Meeting of the House of Delegates of that Society. Such amendments must have the approval of the Board of Directors of the Society and the Bylaws Committee of ASCLS before they can be incorporated into the Bylaws of the Society.</p> <ul style="list-style-type: none"> a. Upon approval of the Bylaws Committee of ASCLS, the amendments shall be incorporated in the Bylaws of the Society and distributed to the membership <p>Section 2. Amendments to SOP</p> <p>1. Amendments to the SOP may be proposed by any Professional, Ascending Professional, Developing Professional and Emeritus member of the Society. Such proposed amendments shall be submitted in writing to the chairperson of the Bylaws committee who shall submit the same, in proper form, to the Board of Directors for approval.</p>
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	<ul style="list-style-type: none"> a. The amendments may be adopted by a majority vote of the Board of Directors. 2. Following the decision of the Board of Directors, in accordance with Chapter II of these SOP, to <u>completely revise</u> the SOP, the Bylaws Committee of the Society shall prepare such a revision and submit it to the voting members at least thirty (30) days in advance of the meeting at which the revisions are to be presented. <ul style="list-style-type: none"> a. One copy of proposed <u>complete revision</u> to the SOP shall be submitted, in proper form and context, by the Bylaws Committee Chair to the ASCLS Bylaws Committee Chair at least sixty (60) days before approval of said committee is desired. If approved by that committee, the proposed complete revision may then be submitted to the Professional, Ascending Professional, Developing Professional and Emeritus membership for adoption in accordance with the provisions as prescribed in the SOP Chapter XVII, Section 1.4. b. Upon adoption of <u>complete revision</u> of SOP, two official copies are to be transmitted as follows: one to the ASCLS Executive Office and one to the ASCLS Bylaws Committee Chair, both within 90 days after adoption.
<p>ARTICLE XVIII -- Dissolution Dissolution. In the event of the dissolution of the American Society for Clinical Laboratory Science - Montana, after the discharge of its debts and the settlement of its affairs, any funds and properties of the Society remaining thereafter, will be held in escrow by the American Society for Clinical Laboratory Science for a maximum of three (3) years. If a constituent Society of the American Society for Clinical Laboratory Science is not reorganized in the state of Montana by the end of the said three (3) years, these funds and properties are conveyed to the American Society for Clinical Laboratory Science Education and Research Fund, Incorporated.</p>	<p>CHAPTER XVIII -- Dissolution Dissolution.</p>

ASCLS-MT Bylaws

ASCLS-MT Standard Operating Procedure

AMENDED and APPROVED by vote of the general membership 04/05/2001
AMENDED and APPROVED by vote of the general membership 05/2008
AMENDED and APPROVED by vote of the general membership 04/18/2013
AMENDED and APPROVED by vote of the general membership 04/18/2020
AMENDED and APPROVED by vote of the general membership 05/05/2022