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**BYLAWS OF THE  
OHIO VALLEY SECTION OF  
THE AMERICAN ASSOCIATION FOR CLINICAL CHEMISTRY**

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**ARTICLE I. Offices**

8 The name of this corporation shall be the Ohio Valley Section of the American  
9 Association for Clinical Chemistry, Inc. (herein called "Section"). The Ohio Valley  
10 Section shall be incorporated in accordance with the laws of the State of Ohio.  
11 The Corporation shall have and continuously maintain in the State of Ohio a  
12 registered office as required by the Ohio Non-Profit Corporation Act. The  
13 registered office may be, but need not be, identical with the principal office in the  
14 State of Ohio, and the address of the registered office may be changed from time  
15 to time by the Board of Trustees.

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**ARTICLE II. Geographic Area**

20 The geographical area in which Section Members may reside shall be:

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- A. All areas in Ohio near or within the metropolitan areas of Columbus, Dayton, and Cincinnati, defined by postal areas zip codes 430-433, 437-438, and 450-459
  - B. Those areas within Indiana near or within the metropolitan areas of Muncie, Anderson, Indianapolis, and Bloomington defined by postal area zip 460-462 and 470-478.
  - C. Those areas within Kentucky near or within the metropolitan areas of Louisville, Lexington, and Ashland, defined by postal zip codes 400-403, 405-406, 410-411.
  - D. Those areas in West Virginia near or within the metropolitan area of Huntington defined by the postal zip codes 250-253, 255-257, 261-264, and 266.
  - E. The geographical boundaries of this Section are subject to change and reestablishment upon the approval of or request from the House of Delegates of the Association (herein called "The House") as a result of the fixing of boundaries by neighboring Sections, or the formation of new Sections within the areas defined above.

**ARTICLE III. Association Rules Govern**

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2 The Section shall be subject to and governed by the Constitution and Bylaws of  
3 the American Association for Clinical Chemistry, Inc. (herein called "Association")  
4 except as provided herein and no part of the Bylaws of the Section shall be in  
5 conflict with the Constitution and Bylaws of the Association.  
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8 **ARTICLE IV. Purposes**

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10 The purposes of the Section shall be the same as those of the Association.  
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13 **ARTICLE V. Membership**

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15 A. Members, Honorary Members, Emeritus Members, Affiliates and Student  
16 Affiliates of the Association residing within the geographical area  
17 described in Article II of these bylaws or Members, Honorary Members,  
18 Emeritus Members, Affiliates and Student Affiliates of the Association who  
19 request membership in the Section shall comprise the Membership of the  
20 Section. Only Members and Emeritus Members in good standing and  
21 residing within the geographical area described in ARTICLE II of these  
22 bylaws shall have voting privileges and be qualified to hold Section Office  
23 or serve as Delegate or Alternate Delegate.  
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25 B. The qualifications for Section membership shall be the same as defined in  
26 the Bylaws of the Association.  
27

28 C. Discipline of members shall be as defined in Bylaws of the Association.  
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31 **ARTICLE VI. Officers and Delegate(s)**

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33 A. The Section Officers, elected by the Members, shall be a Chair, a Chair-  
34 Elect, a Secretary, and a Treasurer  
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36 B. There shall also be one (1) elected representative (herein called  
37 "Delegate") to the House of Delegates (herein called "The House") plus  
38 additional Delegate(s) elected when the Association criteria for an  
39 additional delegate is fulfilled as defined in the Association Bylaws.  
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42 **ARTICLE VII. Duties, Term and Election of Officers and Delegate(s)**

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44 **A. Chair**  
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- 1           1.     Duties: The Chair shall be the Executive Officer for the Section,  
2           shall preside at all official meetings, appoint the Chair of all  
3           Committees except the Program Committee and be an ex-officio  
4           non-voting member of each Committee, excluding the Nominating  
5           Committee. The Chair may, when urgent matters require action by  
6           the OVS membership, call a special meeting of the membership by  
7           written notice to the membership postmarked no later than 14 days  
8           before the meeting.  
9
- 10          2.     Term: The Chair shall serve for one (1) year. The term of Office  
11          shall start January 1<sup>st</sup> and terminate December 31<sup>st</sup>. The Chair  
12          shall not be eligible for re-election to this Office until one (1) year  
13          has elapsed following the Chair's last term of office. In the event  
14          the Office of Chair becomes vacant, the Chair-Elect shall become  
15          Chair for the remainder of the term.

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17     **B.     Chair-Elect**

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- 19          1.     Duties: The Chair-Elect shall preside at meetings in the absence of  
20          the Chair, act for the Chair in the case of the Chair's absence or  
21          disability and serve as Chair of the Program Committee.  
22
- 23          2.     Term: The Chair-Elect shall serve for one (1) year in that office, in  
24          effect as Vice-Chair, and be designated as Chair for the following  
25          year. Term of office shall start January 1<sup>st</sup> and terminate December  
26          31<sup>st</sup>. The Chair shall not be eligible for re-election to this office until  
27          one (1) year has elapsed following the Chair-Elect's last term of  
28          office.  
29

30     **C.     Secretary**

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- 32          1.     Duties: The Secretary has the duties normally associated with this  
33          office including:  
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- 35               a.     Keep minutes of and a record of attendance at all meetings  
36               of the Section at which business is conducted and submit  
37               them for approval at subsequent meetings.  
38
- 39               b.     Maintain the minutes of meetings as a record and transmit  
40               them to the succeeding Secretary.  
41
- 42               c.     Maintain an accurate list of the names and addresses of all  
43               members.  
44
- 45               d.     Carry out such correspondence of the Section as is  
46               delegated by the Chair.

- e. Distribute notices of meetings and ballots; receive and tally election ballots; notify the membership of election results.
- f. Notify the Association Secretary and Executive Vice President of the results of election of Officers and Delegate.
- g. Maintain a copy of the Section Bylaws.

2. Term: The Secretary shall serve for two (2) years. The term of Office shall start January 1<sup>st</sup> and terminate December 31<sup>st</sup>. The Secretary shall not serve for more than three (3) consecutive terms or six (6) consecutive years. If the Office of Secretary becomes vacant, the Chair shall appoint a successor for the remainder of the term. Such an appointee shall be eligible for election to any Office at the end of that term.

**D. Treasurer**

- 1. Duties: The Treasurer shall have the duties normally associated with the office including:
  - a. Receive and disburse all monies belonging to the Section.
  - b. Maintain accurate and current records of all credits, debits and balances.
  - c. Present a financial statement of receipts, disbursements and current balances at official meetings.
  - d. Provide accurate records to be passed to succeeding treasurers and distribute statements for annual Section dues to the membership.
  - e. Prepare an annual budget to be presented to the membership in the Newsletter.
  - f. Maintain a record of all corporate sponsors and their response to solicitation.
  - g. File appropriate reports with State and federal authorities.
- 2. Term. The Treasurer shall serve for two (2) years. The term of office shall start January 1<sup>st</sup> and terminate December 31<sup>st</sup>. The Treasurer shall not serve for more than three (3) consecutive terms or six (6) consecutive years. If the Office of Treasurer becomes

1 vacant, the Chair shall appoint a successor for the remainder of the  
2 term. Such an appointee shall be eligible for election to any office  
3 at the end of that term.  
4

5 **E. Delegate**  
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- 7 1. Duties: The Delegate (or Alternate) shall represent the Section at  
8 meetings of the House and provide accurate records and reports to  
9 be passed to succeeding Delegate(s).  
10
- 11 2. Term: The Delegate shall serve for three (3) years, subject to the  
12 Association Bylaws. The term of office shall start January 1 and  
13 terminate December 31. A Delegate shall not serve for more than  
14 two (2) consecutive terms or six (6) consecutive years. Each  
15 Delegate shall have one (1) Alternate. The Alternate Delegate shall  
16 be chosen by the Executive Committee at the first Executive  
17 Committee Meeting after January 1 following the election of the  
18 Delegate.  
19
- 20 3. Meeting Attendance: If neither the Delegate nor the Alternate  
21 Delegate can attend a meeting of the House, the Chair or the  
22 Chair's designee shall represent the Section at the meeting of the  
23 House.  
24

25 **F. Election**  
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- 27 1. The following are to be elected: Chair-Elect, Secretary, Treasurer,  
28 and Delegate. The Chair shall be the incumbent in the Office of  
29 Chair-Elect during the previous year except in the case of an  
30 appointed Chair-Elect. In that case, the appointed Chair-Elect shall  
31 succeed to the Office of the Chair, but serve only until relieved by a  
32 duly elected successor.  
33
- 34 2. Nominees shall be those selected by the Nominating Committee  
35 and those nominated by petition of five (5) voting Members.  
36
- 37 3. All nominees must have agreed to accept their nomination.  
38

1           4.    Election Process:  
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- 3           a.    Election shall be by secure E-mail ballot. The Secretary  
4           shall E-mail an Official Email ballot to the voting membership  
5           no later than September 7<sup>th</sup>. The E-mail ballot shall show  
6           the offices to be filled and the nominees for each office. In  
7           addition, each E-mail ballot shall have provision for write in  
8           votes.  
9
- 10          b.    E-mail balloting results shall be returned to the Secretary  
11          within twenty-five (25) days of E-mailing. The results shall  
12          be received by the Secretary of the Section. The Secretary  
13          shall notify the National Executive Office of the results of the  
14          election prior to the year in which the Officers-Elect and  
15          Delegate-Elect will serve.  
16
- 17          c.    The nominee receiving a plurality of votes for each office or  
18          for Delegate shall be elected. If the leading candidates for a  
19          position receive an equal number of votes, another election  
20          for that position shall be held. In the event that an Officer or  
21          Delegate is not elected by January 1<sup>st</sup>, the individual in that  
22          position on December 31<sup>st</sup> shall continue to serve until  
23          relieved by the duly elected successor.  
24
- 25          d.    Each Officer or Delegate shall hold office until his or her  
26          successor is elected.  
27  
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29    **G.    Resignations of Officers or Delegate**  
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- 31          1.    The resignation of the Chair shall be submitted in writing to the  
32          Executive Committee and upon acceptance the Chair-Elect shall  
33          assume the Office of Chair.  
34
- 35          2.    The resignation of the Chair-Elect shall be submitted in writing to  
36          the Chair and upon acceptance, the Executive Committee shall  
37          appoint a successor for the remainder of the term until relieved by  
38          duly elected and qualified successor. The name of the nominee for  
39          the Office of Chair, furnished by the Nominating Committee, shall  
40          be placed on the Ballot at the next regular election and Chair  
41          elected in accordance with Article VII Section F of these bylaws.  
42
- 43          3.    The resignation of the Secretary, Treasurer, or Delegate shall be  
44          submitted in writing to the Chair.  
45

- 1 4. If the Office of Secretary or Treasurer becomes vacant, the Chair  
2 shall appoint a successor for the remainder of their term. Such an  
3 appointee shall be eligible for election to any Office at the end of  
4 that term.
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- 6 5. If the Delegate resigns, the Alternate Delegate shall fill the Office  
7 for the remainder of the term.
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## 10 **H. Removal of Officers or Delegate**

11 Any Officer or Delegate elected by the Members may be removed by the  
12 Members whenever in their judgment the best interests of the Corporation  
13 would be served thereby. Removal will follow a two-thirds vote of a  
14 quorum at a Membership Meeting (see Article XI).

## 17 **I. Board of Trustees**

18 The Officers, the Delegate(s) and the immediate Past-Chair of the Section  
19 shall constitute the Board of Trustees for the purpose of Ohio revised code  
20 Section 1701.01 (L) and serve as the Governing Board of the Section.  
21

## 24 **J. Executive Committee**

- 25 1. Duties: The Executive Committee shall appoint the Alternate Delegate,  
26 accept and act on the resignation of the Chair, and, if the Chair-Elect  
27 resigns, appoint a successor. The Section Executive Committee shall  
28 determine Section Activities. The Executive Committee shall perform  
29 such other duties as delegated by the Chair.
- 30 2. Members: The Chair of the Section shall serve as Chair of the Executive  
31 Committee with the following members:
  - 32 a. The Executive Committee shall consist of the Board of Trustees  
33 plus: The Archivist, the Awards Chair, the Chair of the Audit  
34 Committee, the Chair of the Constitution and Bylaws Committee,  
35 the Chair of the Long-Range Planning Committee, the Chair of the  
36 Membership Committee, the Chair of the Nominating Committee,  
37 the Chair of the Program Committee, the Continuing Education  
38 Officer, the Legislative Liaison, the Newsletter Editor, and such  
39 other members appointed by the Section Chair.
  - 40 b. Each member of the Executive Committee shall have the privilege  
41 of voting on issues brought before the Committee.  
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- c. A quorum of the Executive Committee for the conduct of Section business shall consist of the Chair or Chair-Elect plus one other elected officer and three other members of the Executive Committee.
- d. Meetings of the Executive Committee may be called by or at the request of the Chair or any two Trustees.
- e. The Executive Committee shall be responsible for the approval of the expenditure of Section funds in accordance with the rules and regulations of the Section.

**ARTICLE VIII. Standing Committees**

The terms of office of all members of standing committees shall be one (1) year, beginning January 1<sup>st</sup> and ending when their successors have been appointed.

- A. **Nominating Committee:** The Nominating Committee shall consist of the immediate Past-Chair and two (2) Members appointed by the Chair. In absence of the Past-Chair the present Chair shall appoint the Nominating Committee Chair. The function of this committee shall be to provide a slate of candidates for the Office of Chair-Elect and for each of the other elected offices except Chair unless that Office has become vacant as the result of the resignation of the Chair. This committee shall report its selection to the Section via the Section Newsletter.

- 1 B. **Program Committee:** The program Committee shall consist of the Chair-  
2 Elect and such Members as appointed by the Chair of the Section. Its  
3 function shall be to prepare and implement the scientific programs of the  
4 Section. The Program Committee should conduct two (2) scientific  
5 meetings per annum. The recommended dates are: **Spring**; between  
6 April 1<sup>st</sup> and June 30<sup>th</sup> and **Fall**; between October 1<sup>st</sup> and December 1<sup>st</sup>.  
7
- 8 C. **Membership Committee:** The Membership Committee shall consist of a  
9 Chair and two (2) members appointed by the Chair of the Section. Its  
10 Function shall be to recruit, evaluate and make recommendations of  
11 candidates for membership as described in ARTICLE V of these Bylaws.  
12
- 13 D. **Audit Committee:** The Audit Committee shall consist of a Chair and two  
14 (2) Members appointed by the Chair of the Section. The function of this  
15 committee is to conduct an annual audit of the Section's financial records  
16 maintained by the Treasurer. The audit is to be conducted after the close  
17 of the fiscal year. The report of the Audit Committee is to be presented by  
18 the Spring Meeting of the Section.  
19
- 20 E. The Chair of the Section shall appoint the members of each Standing  
21 Committee after consultation with and the consent of the Chair of that  
22 Committee.  
23  
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## 25 **ARTICLE IX. Additional Appointees to Executive Committee**

26

- 27 A. **Continuing Education Officer:** The Continuing Education (CE) Officer is  
28 appointed by the Section Chair to a one-year term, beginning January 1<sup>st</sup>  
29 and ending December 31<sup>st</sup>. The CE Officer is responsible for continuing  
30 education activities of the Section, for documentation of attendee  
31 participation in OVS educational programs so that Accent credit is issued,  
32 and for distribution and collection of speaker evaluation forms. When  
33 appropriate, the CE officer shall arrange for Continuing Medical Education  
34 credit. The CE Officer should also:  
35
- 36 1. Review Association educational materials before use by OVS.
  - 37 2. Inform members about access to educational materials.
  - 38 3. Review use and prepare Quality Analysis for the effectiveness of  
39 educational materials.
  - 40 4. Work with the Association Continuing Education Committee to  
41 enhance material and help make decisions about new CE products.  
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- 1 B. **Awards Committee Chair:** The Awards Committee Chair is appointed by  
2 the Section Chair to a one-year term, beginning January 1<sup>st</sup> and ending  
3 December 31<sup>st</sup>. The Awards Committee Chair is responsible for soliciting  
4 nominees for the Katchman award and selecting the nominee with  
5 approval of the Executive Committee, submitting names and curricula  
6 vitae of OVS nominees for Association awards and arranging OVS  
7 participation in the science fairs in Indiana, Kentucky, and Ohio sponsored  
8 respectively by the Science Foundation of Indianapolis, by the Louisville  
9 Regional Science Fair in Kentucky, and by the Ohio Academy of Science.  
10
- 11 C. **Constitution and Bylaws Committee Chair:** The Constitution and  
12 Bylaws Committee shall consist of a Chair and two (2) members  
13 appointed by the Chair of the Section to a one- year term, beginning  
14 January 1<sup>st</sup> and ending December 31<sup>st</sup>. The committee is responsible for  
15 maintaining the accuracy and currency of the Section Bylaws and for their  
16 interpretation.  
17
- 18 D. **Newsletter Editor:** The Newsletter Editor is appointed by the Section  
19 Chair to a one-year term, beginning January 1<sup>st</sup> and ending December  
20 31<sup>st</sup>. The editor is responsible for preparation and distribution of the  
21 Section Newsletter.  
22
- 23 E. **Legislative Liaison:** The Legislative Liaison is appointed by the Section  
24 Chair to a one-year term beginning January 1<sup>st</sup> and ending December 31<sup>st</sup>.  
25 The legislative liaison monitors state and local governmental activities for  
26 impact on clinical chemists and clinical chemistry, serves as contact with  
27 the Association Government Relations Committee, provides data for local  
28 and national government officials and establishes relationships with  
29 related professional societies with similar governmental concerns.  
30
- 31 F. **Long Range Planning Committee:** The Long-Range Planning  
32 Committee shall consist of a Chair and two members appointed by the  
33 Section Chair to a one-year term, beginning January 1<sup>st</sup> and ending  
34 December 31<sup>st</sup>. The committee is responsible for development and  
35 updating of the OVS long-range plan.  
36
- 37 G. **Archivist:** The Section Chair appoints The Archivist for a three- year (3)  
38 term beginning January 1<sup>st</sup> and ending December 31<sup>st</sup>. There will be no  
39 limit to the number of consecutive terms to which the Archivist may be  
40 appointed. The Archivist shall maintain an archive to store and preserve  
41 the records of the Section and submit those to the National Office as  
42 required.  
43
- 44 H. The Section Chair shall appoint members of the Awards, Constitution and  
45 Bylaws, and Long-Range Planning Committees after consultation with and  
46 the consent of each Committee's Chair.

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3 **ARTICLE X. Fiscal Matters**  
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- 5 A. **Fiscal Year:** The Fiscal year of the Section shall coincide with that of the  
6 Association, beginning on January 1<sup>st</sup> and ending on December 31<sup>st</sup>.  
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8 B. **Dues:** Annual dues may be established by a majority vote of Voting  
9 Members present at a Membership Meeting of the Section.  
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12 **ARTICLE XI. Membership Meetings**  
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- 14 A. The Section Members shall convene for no less than one (1) meeting per  
15 annum. The Membership Meeting should, when possible, coincide with  
16 one of the Section's Scientific Meetings. Meetings may be held in or  
17 outside the State of Ohio as may be specified in the Notice of the Meeting.  
18  
19 B. **Special Meetings:** Special meetings of Members may be called by the  
20 Chair, Board of Trustees, or not less than one-tenth of Members who have  
21 voting rights.  
22  
23 C. **Notice of Meetings:** Written notice stating the place and time of any  
24 Membership Meeting shall be mailed to each member entitled to vote at  
25 such meeting, by or at the direction of the Chair or the Board of Trustees.  
26 In case of a special meeting, the purpose for which the meeting is called  
27 shall be stated in the notice.  
28  
29 D. **Quorum:** A Quorum for the transaction of any business at any official  
30 meeting should consist of a minimum of 10% of the Voting Members of the  
31 Section.  
32  
33 E. At all meetings where questions of parliamentary procedure arise,  
34 Robert's Rules of Order, Revised shall prevail.  
35  
36

37 **ARTICLE XII. Constitutional Amendments**  
38

- 39 A. These Bylaws may be amended at any official meeting of this Section if  
40 approved by two-thirds of a quorum or by affirmative mail vote of two-  
41 thirds of the eligible Voting Members of the Section who respond with a  
42 vote by the date indicated on the mailing. Written notice of proposed  
43 changes in this document must be available to the Members not less than  
44 thirty (30) days nor more than sixty (60) days prior to the meeting at which  
45 these changes are to be considered.  
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1 B. These bylaws shall become effective immediately following their adoption.  
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**Approved by OVS Section Chair:**

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**Signature:** David J. Thornton, Ph.D. **Date:** 4/10/2008