

BYLAWS OF THE PITTSBURGH SECTION OF THE AMERICAN ASSOCIATION
FOR CLINICAL CHEMISTRY

BYLAW I - MEMBERSHIP

- Section 1 Applications for membership are made directly to the National AACC.
- Section 2 All members of the Section must also be members of the National AACC.
- Section 3 Qualifications to vote in Section meetings and elections are the same as those required by the National AACC.

BYLAW II MEETINGS

- Section 1 The Pittsburgh Section is required to hold at least one business meeting a year within the territory of the section at such places and times as the Chair directs.
- Section 2 Additional meetings may be called at the discretion of the Chair.
- Section 3 Members of the section shall be notified by e-mail or other appropriate means at least 2 weeks prior to the meeting. The notice shall contain the time, place and the agenda of the meeting.
- Section 4 Guests may be present at the business meeting at the discretion of the Chair.
- Section 5 During business meetings when questions of parliamentary procedures arise, Robert's Rules of Order shall prevail.

BYLAW II OFFICERS AND EXECUTIVE COMMITTEE

- Section 1 The officers of the section are the Chair, Chair-elect, Treasurer, and Secretary.
- Section 2 The Executive Committee shall consist of the Officers, the past Chair, Delegate to the House of Delegates, and other members designated by a consensus of the Officers.

BYLAW III – ELECTION AND TERMS OF OFFICERS

- Section 1 Section officers shall serve for 2-year terms with the exception of the Chair-elect, who will serve for one year.
- Section 2 The election for the offices of Chair-elect, Treasurer and Secretary shall be held every other year and shall coincide. The Chair-elect shall assume the office of chair after serving one year as Chair-elect. If the Chair is elected to an additional term then there will be no Chair-elect until the following election.
- Section 3 The Executive Committee shall nominate candidates for officers before November 1 of the year before their terms begin on January 1. All nominees must agree to serve before the election.
- Section 4 The preferred method for election of officers shall be via the AACC website. If there are problems with the website voting, the alternative method is by e-mail or other appropriate means. The Secretary shall distribute to the membership a suitable ballot showing the offices to be filled and the nominees for each office. Each office shall have a provision for write-in votes.
- Section 5 The nominee receiving a plurality of valid votes shall be elected. In the case of a tie the Executive Committee will decide the election.
- Section 6 In case an officer cannot complete his or her term the Chair will appoint an officer to complete his or her term with the consent of the Executive Committee.

BYLAW IV - DELEGATE TO THE HOUSE OF DELEGATES

- Section 1 The Delegate to House of Delegates shall be appointed by the Chair with the consent of the Executive Committee and serve a term of three years.

BYLAW V – DUTIES OF OFFICERS

- Section 1 Chair – The Chair shall be the executive officer of the Pittsburgh Section, preside at all official meetings, serve as Chair of the Executive Committee, and with the consent of the Executive Committee appoint the Section delegate to the AACC House of Delegates and members to fill the remainder of the terms of officers who do not complete their terms.
- Section 2 Chair-elect - The Chair-elect shall assume the duties of the Chair in the event of his or her absence, disability or resignation.
- Section 3 Secretary – The Secretary shall:

- a) Keep minutes of all meetings of the Section and the Executive Committee at which business is conducted, and submit them to the Executive Committee for approval by e-mail or other appropriate means within one month.
- b) Maintain the minutes of meetings as a record and transmit them to the succeeding Secretary.
- c) Distribute notices of meetings, ballots and election results to the membership and validate election ballots in accordance with Bylaw III of this document.
- d) Notify the National AACC of the results of elections.

Section 4 Treasurer – The treasurer shall:

- a) Receive and disburse all monies under the guidance and oversight of the Executive Committee of the Section. He or she or she shall maintain the funds in a checking account under the name “Pittsburgh Section, American Association for Clinical Chemistry”. The Treasurer and Chair shall have signature to this account.
- b) Maintain accurate and current records of all credits, debits and balances.
- c) Present a financial statement at official meetings.
- d) Provide accurate records to succeeding treasurers.

BYLAW VI – QUORUM

Section 1 Ten percent of the voting membership shall constitute a quorum for the transaction of business by the Section.

BYLAW VII – APPROVAL AND AMENDING OF BYLAWS

Section 1 The original version and the amended version of bylaws shall be submitted to the membership via e-mail attachments or other appropriate means.

Section 2 Changes shall be approved by a two-thirds vote of those voting by reply e-mail or other appropriate means.

BYLAW VIII – SUSPENSION OF BY-LAWS

Section 1 The Bylaw can be suspended by unanimous consent of the Executive Committee.

BYLAW IX – DISBANDMENT OF THE SECTION

Section 1 The section may be disbanded by a vote of the Executive Committee with the approval of the National AACC.

Section 2 Any funds in the Section treasury shall revert to the National AACC should the Section disband.

Revised bylaws adopted 8/10/2007



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Chair, Pittsburgh section of AACC