

**BY-LAWS  
OF THE  
NORTHEAST OHIO SECTION  
OF THE  
AMERICAN ASSOCIATION FOR CLINICAL CHEMISTRY, INC.**

Effective Date: September 29, 2008

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## **AACC Northeast Ohio Section By-Laws**

### **Article I. Organization Name**

- A.** The name of the organization is American Association for Clinical Chemistry Inc.; hereinafter referred to as the Association.
- B.** The Northeast Ohio Section, hereinafter referred to as the Section, is a local section of the American Association for Clinical Chemistry. Inc., and consists of those members of the Association residing or working in the geographic area designated by the Association, unless exempted under Article II.
- C.** The Section agrees to be bound by the Constitution and By-Laws of the Association and all lawful acts of its Council and Board of Directors. The Executive Committee of the Section shall be empowered to modify the local By-Laws to conform with changes mandated by the Association its Council and/or Board of Directors independent of and without conforming to the process described in Article XII of these By-Laws.

### **Article II. Area**

The geographical area of the Section is from zip codes 44000 through 44999 and 16500 through 16514. These areas represent the northeastern portion of the State of Ohio and the surrounding Erie, PA area.

### **Article III. Objective**

The objectives of the Section shall be the same as those of the Association.

### **Article IV. Purpose**

The purpose for which the Association is formed is to further the public interest by encouraging the study, advancing the science, and improving the practice of clinical chemistry. To achieve these objectives the Association shall:

- A.** Encourage individuals in the field to pursue advanced studies and to engage in scientific investigations.
- B.** Promote scientific knowledge of clinical chemistry through meetings, seminars, discussions, reports, publications, and the Section's website.
- C.** Initiate and participate in programs related to clinical chemistry that are in the interest of the public.
- D.** Promote programs for the recognition of the profession of clinical chemistry.

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### Article V. Membership

- A. Members of the Section consist of Members, Honorary Members, Emeritus Members and Student Affiliates of the Association as defined by the By-Laws of the Association (Article I).
- B. Membership in the Association is a prerequisite for Membership in the Section. Loss of Membership in the Association immediately cancels rights of Membership in the Section.
- C. Persons admitted as Members shall a) possess an earned baccalaureate or higher degree in science or medicine or the academic equivalent of the above, and b) be engaged in professional activities commonly associated with the practice of clinical chemistry. (Membership in the Association is not to be construed as certification).
- D. Members who no longer reside nor work in the geographic area designated by the Association must forfeit, unless exempted by the Executive Committee of the Section, both membership in the Section and all elected or appointed office of, or representing the Section. This includes the offices of Chairman, Program Chairman, Secretary, Treasurer, and both committee membership and council membership where these offices specifically represent the Section.
- E. Only Members in good standing shall be eligible to vote in the business affairs of the Section and are hereinafter referred to as Qualified.
- F. Scientists who have attained distinction by their contributions to clinical chemistry may be elected as Honorary Members of the Association upon nomination by the Board of Directors and by vote of the House of Delegates. Such Members shall neither vote nor hold office in the Association, but shall be entitled to certain privileges.
- G. An individual who has been a Member in good standing for a period of ten or more years, and who is retired from the field of clinical chemistry because of age or illness, may, upon written notification of the association become an Emeritus Member. An attained age of 55 years shall fulfill the age requirement. An Emeritus Member retains all the Membership rights, is exempt from the payment of dues, and may receive the Association publications at a reduced charge.

### Article VI. Officers

- A. The officers of the Section shall be:
  - Chairman

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- Chairman-Elect
- Program-Chairman
- Secretary
- Treasurer
- Delegate
- Continuing Education/Website Administrator

### B. Duties

#### 1. Chairman

The Chairman shall be the Chief Executive of the Section, preside at meetings, and be an ex officio member of all standing committees, except the Nominating Committee. The chairman shall appoint a chairman of each standing committee within 30 days of assuming the office and shall appoint Ad Hoc committees as necessary.

#### 2. Chairman-Elect

The Chairman-Elect shall serve for one term and be designated as Chairman for the following term. The Chairman-Elect shall preside over the receipt and counting of ballots for the current election year. The Chairman-Elect may hold another position simultaneously.

#### 3. Program-Chairman

The Program-Chairman shall assist the Chairman, and in his/her absence shall perform the duties of and have the same authority as the Chairman. The Program-Chairman may or may not serve as the Chairman-Elect.

#### 4. Secretary

The Secretary shall maintain accurate and current updates of all records, keep minutes of each meeting, shall carry on correspondence for the Section, shall send notices of meetings.

#### 5. Treasurer

The Treasurer shall keep the records of all financial transactions, collect and disburse all monies authorized by the Section. A financial statement for the year shall be presented at the annual general meeting.

#### 6. Delegate

The Delegate shall attend the national meeting of the House. He/she shall notify the National Office not later than thirty (30) days before the national meeting of its duly chosen representative(s) to the House of Delegates. An Alternate Delegate shall be appointed by the Chair to assume this responsibility in the event the elected Delegate is unable to attend a meeting of the House. The term of office shall be for three years. No Delegate shall be elected to serve more than two (2) consecutive terms.

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7. Continuing Education/Website Administrator  
Maintain the Section web page including updating information to Section Members.

### **C. Term of Office**

1. All officers are elected for a term of two years and take office on January 1, serving until December 31, of the same year or until a successor is elected, whichever comes last. An exception to this is the delegate who serves for three years.
2. In the event that the office of the Chairman becomes vacant, the Executive Board shall nominate, vote on, and approve a new Chairman. The new Chairman shall succeed for the remainder of the term and shall be eligible for election to any office at the end of that term.
3. If a vacancy occurs in any other office, committee, or council seat, by any action other than a failure to be reconfirmed, then the Chairman, with the advice of the Executive Committee, 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.

### **Article VII. Election of Officers.**

- A. Election shall be by ballot distributed electronically or by mail, fax, e-mail or other standard means of communication. The Secretary shall distribute to the Membership by October 1 of each year a suitable ballot showing the offices to be filled and the nominees for each office, which shall be listed in an order determined by lot. In addition, each office shall have provision for write-in votes.
- B. If a term is about to end, a slate of candidates for the offices shall be presented to the membership by the Nominating Committee at a general meeting. The exception to this is the Chairman-Elect who is automatically moved into the Chairman position at the end of the Chairman's term.
- C. **Nominations**
  1. Nominees shall be those nominated by members of the Section by September 15 of each year that an office is to be filled.
  2. Members may nominate themselves for office.
  3. All nominees must have agreed to serve before the election.

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4. Additional nominations for any or all offices, except Chairman-Elect, may be made from the floor, provided the consent of the nominee has been obtained.
5. If there are no contests, ballots shall be returned to the Chairman-Elect in a manner communicated on the ballot (i.e., electronic, fax, mail, e-mail). A majority of the qualified voting members present shall determine the outcome. The deadline for the receipt of valid ballots by the Chairman-Elect shall be November 1.
6. Resignation of Offices, with the exception of the Chairman, shall be submitted in writing, to the Chairman. The resignation of the Chairman shall be submitted, in writing, to the Executive Committee, and upon acceptance, the Chairman-Elect shall assume the office of Chair.
7. On a majority vote of the Officers of the Section, a motion for impeachment of an Officer will be submitted to the Membership for a vote by ballot. A two-thirds majority of the votes cast is required to effect the removal from office of one of the elected officers.

### Article VIII. Committees.

#### I. Committees

The committees of the Section shall consist of:

- The Executive Committee
  - Standing Committees
  - Ad Hoc Committees
- A. The Executive Committee shall consist of the immediate elected officers of the Section and the most recent available past-chairman. The Councilors, if not elected officers of the Section, shall be ex-officio members of the Executive Committee.
    1. The officers of the Section shall act in the same capacity on the Executive Committee.
    2. The Executive Committee shall be responsible for the business affairs and for the properties of the Section.
    3. The Executive Committee shall have the power to act for the Section on all matters not otherwise specified or where it is not practical to convene the general membership for a decision.
  - B. The Standing Committee shall consist of the Membership and Nominating Committees which can be identical to the Executive Committee.

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- 1.** The Membership Committee shall consist of three members; two appointed by the Chairman of the Section plus the Program-Chairman of the Section.
  - a)** The Membership Committee shall review the credentials of applicants for membership in the Association and shall present to the Association the names of those qualified.
  - b)** The Membership Committee shall present to the membership of the Section those persons admitted to membership of the Association and who thereby qualify for membership in the Section.
  
- 2.** The Nominating Committee shall consist of two members elected by the Section at the annual general meeting and one member appointed by the Chairman-Elect of the Section immediately following the election.
  - a)** The duty of this committee shall be to present to the Section at the annual general meeting a slate of candidates for the elective offices of the Section.
  - b)** The slate shall include nominees for Program-Chairman, Secretary, Treasurer, two members of the Nominating Committee, and Councilor, if a term is about to end.
  
- C.** The Chairman of the Section may, at any time, appoint an Ad Hoc Committee to consider or act on a matter of interest to the Section. Such a committee shall report its findings to the Section within a specified time, or shall act on the function for a specified time.
  - 1.** The duties of the Ad Hoc Committee are terminated on presentation of its report or completion of its designated activities and the committee is then discharged or reappointed for further action as the Chairman of the Section may direct.

### **Article IX. Meetings.**

- A.** The Section shall convene meetings in conjunction with a scientific presentation or as called by the Chairman. The Section shall hold at a minimum two meetings per calendar year. Meetings can be held as a single function or in conjunction with another association [i.e. Clinical Laboratory Managers Association (CLMA)] as long as the joint meeting coincides with the objectives of the Section and the Association.

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- B.** Meeting(s) shall regularly be held on any day of the month to accommodate a program, provided the membership has been given sufficient notification. Prior written notification, including agenda, date, time and location of the meeting shall be communicated to Members at least three (3) weeks prior to the established date (by first-class mail, posting on the section web page, by broadcast fax, e-mail or other suitable means of communication).
- C.** The Executive committee shall meet at least once per year in open session and shall require written notification to the Members. Committee Chairs or members of the Section may attend the Executive Committee meeting as observants.
- D.** Any action taken by the Executive Committee meeting may be taken without a meeting if all members of the Committee consent in writing to the adoption of a resolution authorizing the action, which shall be filed with the respective minutes. Any such action may also be taken by means of telephone conference call, e-mail, broadcast fax or other appropriate means of communicating a consensus. A quorum for any called Executive Committee meeting shall be required to conduct business, and shall consist of at a minimum three members of the Committee.

### **Article X. Fiscal Matters**

- A.** The fiscal year of the Section shall be the calendar year.
- B.** The annual fiscal meeting shall be the annual general meeting, to be held between October 15th and November 15th each year.
- C.** On the termination of office of the Treasurer, the Chairman of the Section shall audit the financial records of the retiring officer with the incoming Treasurer and transfer all records to the incoming Treasurer.
- D.** At the beginning of each fiscal year, the Executive Committee of the Section shall authorize to the Treasurer an appropriate sum to serve as a working budget to be utilized in the proper conduct of business of the Section.
- E.** All expenses over and above budgeted amounts and all expenses incurred by the officers, committees and appointed representatives of the Section in conducting the business of the Section shall be approved by the Executive Committee.
- F.** In the event of dissolution of the Section, all funds remaining after the discharge of its debts and the settlement of its affairs shall be transferred to the Treasury of the Association.

### **Article XI. Parliamentary Authority.**

The order of business and the proceedings of the Section shall be governed by "Robert's Rules of Order, Revised Edition", except when otherwise specified in these By-Laws.



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**Article XII. Amendments.**

Amendments to these By-Laws may be proposed by the Executive Committee or by an Ad Hoc Committee duly constituted or this purpose. Upon receipt of the proposed amendment, the Secretary of the Section shall send a ballot (electronically or by mail, fax, e-mail or other standard means of communication) to each qualified voting member. Ballots returned within thirty days shall be opened and counted by the Secretary of the Section and a member appointed by the Chairman. The proposed amendment becomes effective at the time specified, upon receiving a two-thirds affirmative vote of all valid ballots cast.

**Article XIII. Approval Signatures**

Adopted by the Board of Directors on the 29<sup>th</sup> day of September 2008

Sihe Wang Sihe Wang, chair of NE Ohio AACC  
Name & Title of Officer Signing Section