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

ARTICLE I. Offices

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

ARTICLE II. Geographic Area

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

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
The Section shall be subject to and governed by the Constitution and Bylaws of the American Association for Clinical Chemistry, Inc. (herein called “Association”) except as provided herein and no part of the Bylaws of the Section shall be in conflict with the Constitution and Bylaws of the Association.

ARTICLE IV. Purposes

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

ARTICLE V. Membership

A. Members, Honorary Members, Emeritus Members, Affiliates and Student Affiliates of the Association residing within the geographical area described in Article II of these bylaws or Members, Honorary Members, Emeritus Members, Affiliates and Student Affiliates of the Association who request membership in the Section shall comprise the Membership of the Section. Only Members and Emeritus Members in good standing and residing within the geographical area described in ARTICLE II of these bylaws shall have voting privileges and be qualified to hold Section Office or serve as Delegate or Alternate Delegate.

B. The qualifications for Section membership shall be the same as defined in the Bylaws of the Association.

C. Discipline of members shall be as defined in Bylaws of the Association.

ARTICLE VI. Officers and Delegate(s)

A. The Section Officers, elected by the Members, shall be a Chair, a Chair-Elect, a Secretary, and a Treasurer.

B. There shall also be one (1) elected representative (herein called “Delegate”) to the House of Delegates (herein called “The House”) plus additional Delegate(s) elected when the Association criteria for an additional delegate is fulfilled as defined in the Association Bylaws.

ARTICLE VII. Duties, Term and Election of Officers and Delegate(s)

A. Chair
1. **Duties:** The Chair shall be the Executive Officer for the Section, shall preside at all official meetings, appoint the Chair of all Committees except the Program Committee and be an ex-officio non-voting member of each Committee, excluding the Nominating Committee. The Chair may, when urgent matters require action by the OVS membership, call a special meeting of the membership by written notice to the membership postmarked no later than 14 days before the meeting.

2. **Term:** The Chair shall serve for one (1) year. The term of Office shall start January 1st and terminate December 31st. The Chair shall not be eligible for re-election to this Office until one (1) year has elapsed following the Chair’s last term of office. In the event the Office of Chair becomes vacant, the Chair-Elect shall become Chair for the remainder of the term.

**B. Chair-Elect**

1. **Duties:** The Chair-Elect shall preside at meetings in the absence of the Chair, act for the Chair in the case of the Chair’s absence or disability and serve as Chair of the Program Committee.

2. **Term:** The Chair-Elect shall serve for one (1) year in that office, in effect as Vice-Chair, and be designated as Chair for the following year. Term of office shall start January 1st and terminate December 31st. The Chair shall not be eligible for re-election to this office until one (1) year has elapsed following the Chair-Elect’s last term of office.

**C. Secretary**

1. **Duties:** The Secretary has the duties normally associated with this office including:

   a. Keep minutes of and a record of attendance at all meetings of the Section at which business is conducted and submit them for approval at subsequent meetings.

   b. Maintain the minutes of meetings as a record and transmit them to the succeeding Secretary.

   c. Maintain an accurate list of the names and addresses of all members.

   d. Carry out such correspondence of the Section as is 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 1st and terminate December 31st. 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 1st and terminate December 31st. The Treasurer shall not serve for more than three (3) consecutive terms or six (6) consecutive years. If the Office of Treasurer 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.
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.

E. Delegate

1. Duties: The Delegate (or Alternate) shall represent the Section at meetings of the House and provide accurate records and reports to be passed to succeeding Delegate(s).

2. Term: The Delegate shall serve for three (3) years, subject to the Association Bylaws. The term of office shall start January 1 and terminate December 31. A Delegate shall not serve for more than two (2) consecutive terms or six (6) consecutive years. Each Delegate shall have one (1) Alternate. The Alternate Delegate shall be chosen by the Executive Committee at the first Executive Committee Meeting after January 1 following the election of the Delegate.

3. Meeting Attendance: If neither the Delegate nor the Alternate Delegate can attend a meeting of the House, the Chair or the Chair’s designee shall represent the Section at the meeting of the House.

F. Election

1. The following are to be elected: Chair-Elect, Secretary, Treasurer, and Delegate. The Chair shall be the incumbent in the Office of Chair-Elect during the previous year except in the case of an appointed Chair-Elect. In that case, the appointed Chair-Elect shall succeed to the Office of the Chair, but serve only until relieved by a duly elected successor.

2. Nominees shall be those selected by the Nominating Committee and those nominated by petition of five (5) voting Members.

3. All nominees must have agreed to accept their nomination.
4. Election Process:

a. Election shall be by secure E-mail ballot. The Secretary shall E-mail an Official Email ballot to the voting membership no later than September 7th. The E-mail ballot shall show the offices to be filled and the nominees for each office. In addition, each E-mail ballot shall have provision for write in votes.

b. E-mail balloting results shall be returned to the Secretary within twenty-five (25) days of E-mailing. The results shall be received by the Secretary of the Section. The Secretary shall notify the National Executive Office of the results of the election prior to the year in which the Officers-Elect and Delegate-Elect will serve.

c. The nominee receiving a plurality of votes for each office or for Delegate shall be elected. If the leading candidates for a position receive an equal number of votes, another election for that position shall be held. In the event that an Officer or Delegate is not elected by January 1st, the individual in that position on December 31st shall continue to serve until relieved by the duly elected successor.

d. Each Officer or Delegate shall hold office until his or her successor is elected.

G. Resignations of Officers or Delegate

1. The resignation of the Chair shall be submitted in writing to the Executive Committee and upon acceptance the Chair-Elect shall assume the Office of Chair.

2. The resignation of the Chair-Elect shall be submitted in writing to the Chair and upon acceptance, the Executive Committee shall appoint a successor for the remainder of the term until relieved by duly elected and qualified successor. The name of the nominee for the Office of Chair, furnished by the Nominating Committee, shall be placed on the Ballot at the next regular election and Chair elected in accordance with Article VII Section F of these bylaws.

3. The resignation of the Secretary, Treasurer, or Delegate shall be submitted in writing to the Chair.
4. If the Office of Secretary or Treasurer becomes vacant, the Chair shall appoint a successor for the remainder of their term. Such an appointee shall be eligible for election to any Office at the end of that term.

5. If the Delegate resigns, the Alternate Delegate shall fill the Office for the remainder of the term.

H. Removal of Officers or Delegate

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

I. Board of Trustees

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

J. Executive Committee

1. Duties: The Executive Committee shall appoint the Alternate Delegate, accept and act on the resignation of the Chair, and, if the Chair-Elect resigns, appoint a successor. The Section Executive Committee shall determine Section Activities. The Executive Committee shall perform such other duties as delegated by the Chair.

2. Members: The Chair of the Section shall serve as Chair of the Executive Committee with the following members:

   a. The Executive Committee shall consist of the Board of Trustees plus: The Archivist, the Awards Chair, the Chair of the Audit Committee, the Chair of the Constitution and Bylaws Committee, the Chair of the Long-Range Planning Committee, the Chair of the Membership Committee, the Chair of the Nominating Committee, the Chair of the Program Committee, the Continuing Education Officer, the Legislative Liaison, the Newsletter Editor, and such other members appointed by the Section Chair.

   b. Each member of the Executive Committee shall have the privilege of voting on issues brought before the Committee.
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 1st 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.
B. **Program Committee:** The program Committee shall consist of the Chair-Elect and such Members as appointed by the Chair of the Section. Its function shall be to prepare and implement the scientific programs of the Section. The Program Committee should conduct two (2) scientific meetings per annum. The recommended dates are: **Spring:** between April 1st and June 30th and **Fall:** between October 1st and December 1st.

C. **Membership Committee:** The Membership Committee shall consist of a Chair and two (2) members appointed by the Chair of the Section. Its Function shall be to recruit, evaluate and make recommendations of candidates for membership as described in ARTICLE V of these Bylaws.

D. **Audit Committee:** The Audit Committee shall consist of a Chair and two (2) Members appointed by the Chair of the Section. The function of this committee is to conduct an annual audit of the Section’s financial records maintained by the Treasurer. The audit is to be conducted after the close of the fiscal year. The report of the Audit Committee is to be presented by the Spring Meeting of the Section.

E. The Chair of the Section shall appoint the members of each Standing Committee after consultation with and the consent of the Chair of that Committee.

**ARTICLE IX. Additional Appointees to Executive Committee**

A. **Continuing Education Officer:** The Continuing Education (CE) Officer is appointed by the Section Chair to a one-year term, beginning January 1st and ending December 31st. The CE Officer is responsible for continuing education activities of the Section, for documentation of attendee participation in OVS educational programs so that Accent credit is issued, and for distribution and collection of speaker evaluation forms. When appropriate, the CE officer shall arrange for Continuing Medical Education credit. The CE Officer should also:

1. Review Association educational materials before use by OVS.

2. Inform members about access to educational materials.

3. Review use and prepare Quality Analysis for the effectiveness of educational materials.

4. Work with the Association Continuing Education Committee to enhance material and help make decisions about new CE products.
B. **Awards Committee Chair:** The Awards Committee Chair is appointed by the Section Chair to a one-year term, beginning January 1st and ending December 31st. The Awards Committee Chair is responsible for soliciting nominees for the Katchman award and selecting the nominee with approval of the Executive Committee, submitting names and curricula vitae of OVS nominees for Association awards and arranging OVS participation in the science fairs in Indiana, Kentucky, and Ohio sponsored respectively by the Science Foundation of Indianapolis, by the Louisville Regional Science Fair in Kentucky, and by the Ohio Academy of Science.

C. **Constitution and Bylaws Committee Chair:** The Constitution and Bylaws Committee shall consist of a Chair and two (2) members appointed by the Chair of the Section to a one-year term, beginning January 1st and ending December 31st. The committee is responsible for maintaining the accuracy and currency of the Section Bylaws and for their interpretation.

D. **Newsletter Editor:** The Newsletter Editor is appointed by the Section Chair to a one-year term, beginning January 1st and ending December 31st. The editor is responsible for preparation and distribution of the Section Newsletter.

E. **Legislative Liaison:** The Legislative Liaison is appointed by the Section Chair to a one-year term beginning January 1st and ending December 31st. The legislative liaison monitors state and local governmental activities for impact on clinical chemists and clinical chemistry, serves as contact with the Association Government Relations Committee, provides data for local and national government officials and establishes relationships with related professional societies with similar governmental concerns.

F. **Long Range Planning Committee:** The Long-Range Planning Committee shall consist of a Chair and two members appointed by the Section Chair to a one-year term, beginning January 1st and ending December 31st. The committee is responsible for development and updating of the OVS long-range plan.

G. **Archivist:** The Section Chair appoints The Archivist for a three-year (3) term beginning January 1st and ending December 31st. There will be no limit to the number of consecutive terms to which the Archivist may be appointed. The Archivist shall maintain an archive to store and preserve the records of the Section and submit those to the National Office as required.

H. The Section Chair shall appoint members of the Awards, Constitution and Bylaws, and Long-Range Planning Committees after consultation with and the consent of each Committee’s Chair.
ARTICLE X. Fiscal Matters

A. Fiscal Year: The Fiscal year of the Section shall coincide with that of the Association, beginning on January 1st and ending on December 31st.

B. Dues: Annual dues may be established by a majority vote of Voting Members present at a Membership Meeting of the Section.

ARTICLE XI. Membership Meetings

A. The Section Members shall convene for no less than one (1) meeting per annum. The Membership Meeting should, when possible, coincide with one of the Section's Scientific Meetings. Meetings may be held in or outside the State of Ohio as may be specified in the Notice of the Meeting.

B. Special Meetings: Special meetings of Members may be called by the Chair, Board of Trustees, or not less than one-tenth of Members who have voting rights.

C. Notice of Meetings: Written notice stating the place and time of any Membership Meeting shall be mailed to each member entitled to vote at such meeting, by or at the direction of the Chair or the Board of Trustees. In case of a special meeting, the purpose for which the meeting is called shall be stated in the notice.

D. Quorum: A Quorum for the transaction of any business at any official meeting should consist of a minimum of 10% of the Voting Members of the Section.

E. At all meetings where questions of parliamentary procedure arise, Robert's Rules of Order, Revised shall prevail.

ARTICLE XII. Constitutional Amendments

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

Approved by OVS Section Chair:

Signature: ________________________________ Date: 4/10/2008

David Thornton, PhD