

**BYLAWS AND STANDARD OPERATING PROCEDURES  
OF THE  
AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE – North Dakota**

<b>BYLAWS</b>	<b>STANDARD OPERATING PROCEDURES (SOCIETY REGULATIONS)</b>
<p><b>ARTICLE I – NAME AND PURPOSE</b></p> <p>A. Name</p> <p style="padding-left: 40px;">The name of this corporation shall be the American Society for Clinical Laboratory Science - North Dakota, hereinafter referred to as the “Society”.</p> <p style="padding-left: 40px;">The Society is incorporated in the state of North Dakota as addressed in the Article of Incorporation and shall be the exclusive chartered state society of the American Society for Clinical Laboratory Science in the state of North Dakota.</p>	<p><b>ARTICLE I – NAME AND PURPOSE</b></p> <p>A. Name</p> <p style="padding-left: 40px;">The name of this corporation shall be the American Society for Clinical Laboratory Science - North Dakota.</p>
<p>B. Purpose</p> <p style="padding-left: 40px;">The purpose of the Society shall be to support the purpose and principles of the American Society for Clinical Laboratory Science, hereinafter referred to as “ASCLS”, within the state, and to promote, the educational, economic, and social interests of its members. It shall be a non-profit organization in compliance with the Bylaws of ASCLS.</p>	<p>B. Principles and Goals of the Society</p> <ul style="list-style-type: none"> <li>• To promote high standards of performance in clinical laboratory medicine.</li> <li>• To enhance the professional status and image of its members.</li> <li>• Provide educational programs and opportunities in medical laboratory science.</li> </ul>

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<p><b>ARTICLE II – AFFILIATION</b></p> <p>A. The Society is a constituent Society of the ASCLS and shall at no time in any manner adopt any policy contrary to the policies of ASCLS, except as may be required to abide by the laws of this state.</p>	<p><b>ARTICLE II – AFFILIATION</b></p> <p>A. The Society is a constituent society of ASCLS. The Society shall function in accordance with the regulations set forth by ASCLS and shall at no time adopt any policy contrary to the policies of ASCLS, except as may be required to abide by the laws of the state of North Dakota.</p>
<p><b>ARTICLE III – REGIONAL COUNCILS</b></p> <p>A. The structure and organization</p> <ol style="list-style-type: none"> <li>1. Representation to Regional Council <ol style="list-style-type: none"> <li>a. The president and president-elect of the Society are members of the Region V Council. A professional or emeritus member of the Society may be appointed by either the president or president-elect as proxy representative in case one or both must be absent.</li> </ol> </li> </ol>	<p><b>ARTICLE III – REGIONAL COUNCILS</b></p> <p>A. Structure and Organization</p> <ol style="list-style-type: none"> <li>1. Region V, as defined by ASCLS, consists of the constituent societies of the following states: Minnesota, North Dakota, South Dakota, and Wisconsin.</li> </ol>
<p><b>ARTICLE IV – MEMBERSHIP</b></p> <p>A. Classes of Membership</p> <ol style="list-style-type: none"> <li>1. Membership in the Society is open to all persons who are members in good standing of ASCLS and shall consist of the following membership classes as outlined by the ASCLS Bylaws. <ol style="list-style-type: none"> <li>a. Professional, Community, Emeritus, Developing, Honorary, and Ascending.</li> </ol> </li> </ol>	<p><b>ARTICLE IV – MEMBERSHIP</b></p> <p>A. The classes and qualifications of membership shall be defined as those prescribed by ASCLS Bylaws and Regulations.</p> <ol style="list-style-type: none"> <li>1. Professional membership shall be open to all persons certified or engaged in the education process and/or the practice of the clinical laboratory sciences, including those with an active interest in supporting the goals of the Society.</li> <li>2. Community membership shall be open to all persons.</li> </ol>

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	<ol style="list-style-type: none"> <li>3. Emeritus membership shall be open to any member who has achieved a minimum standard of continuous membership and age as indicated in the ASCLS Bylaws.</li> <li>4. Developing Professional membership shall be open to any person enrolled in a program of clinical laboratory studies.</li> <li>5. Honorary membership shall be awarded by vote of the ASCLS House of Delegates in recognition of outstanding service or contributions to the field of clinical laboratory science.</li> <li>6. Ascending Professional membership is open to any individual eligible for professional membership, if the individual has not held previous membership other than Developing Professional or Ascending Professional in the Society and is within five (5) years of graduation from a program of clinical laboratory studies.</li> </ol>
<p><b>B. Privileges of membership</b></p> <ol style="list-style-type: none"> <li>1. The rights and privileges of the Society shall be those accorded to the membership of ASCLS as outlined in the ASCLS Bylaws and Regulations.</li> </ol>	<p><b>B. Privileges</b></p> <ol style="list-style-type: none"> <li>1. The qualifications of voting, holding office, and serving on any board or committee are defined as those prescribed by ASCLS Bylaws and Regulations.               <ol style="list-style-type: none"> <li>a. Professional, Emeritus, and Ascending Professional members are entitled to all rights and privileges to include voting, holding office, and serving in any formal capacity recognized by the Society.</li> </ol> </li> </ol>

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	<ul style="list-style-type: none"><li>b. Developing Professional members are entitled to serve as voting members of the House of Delegates when serving as official delegates from the Society, and to have all other rights and privileges of ASCLS with the exception of holding elective positions.</li><li>c. Community and honorary members are entitled to defined rights and privileges of ASCLS with the exception of holding elective or appointive positions and serving as voting members of the ASCLS House of Delegates.</li><li>d. Any member of ASCLS may serve as a consultant or advisor to any board or committee of ASCLS.</li></ul>
	<p>C. Application for membership in this Society</p> <ul style="list-style-type: none"><li>1. Individuals seeking membership in the Society shall provide information proving their eligibility for ASCLS membership. Membership types are outlined within the application form. Applications shall be sent directly to the Executive Office.</li><li>2. Equivocal applications shall be referred by the Executive Office either to a designated official of a constituent society or the Membership Committee of ASCLS. If disagreement ensues, the Judicial Committee of ASCLS shall rule on the application.</li></ul>

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<p>D. Place of Membership</p> <ol style="list-style-type: none"> <li>1. Place of membership of the Society shall follow that of the ASCLS Bylaws and Regulations.</li> </ol>	<p>D. Place of Membership</p> <ol style="list-style-type: none"> <li>1. A member maintains membership in the Society through the constituent society either of place of residency or employment. Special privileges may be granted if certain conditions exist, as outlined in the ASCLS Bylaws and Standard Operating Procedures.</li> <li>1. A member shall maintain membership in the Society through membership in ASCLS. Any member in good standing, may transfer membership to the Society with neither payment of additional dues nor refund of dues for the remainder of their membership year. Members who change their place of residence or employment shall be responsible for notifying the ASCLS Executive Office of such change.</li> </ol>
<p>E. Expulsion</p> <ol style="list-style-type: none"> <li>1. Expulsion of members: A member may be expelled following the procedure defined in the ASCLS Bylaws.</li> </ol>	<p>E. Expulsion</p> <ol style="list-style-type: none"> <li>1. Procedures relating to the expulsion of a member shall be conducted in a manner consistent with those outlined in the ASCLS Bylaws.</li> </ol>
<p><b>ARTICLE V – DUES</b></p> <p>A. Annual membership dues</p> <ol style="list-style-type: none"> <li>1. The amount of annual dues for the Society shall be established by the Society according to the specifications of the Bylaws and Standard Operating Procedures of ASCLS.</li> </ol>	<p><b>ARTICLE V – DUES</b></p> <p>A. The dues for ASCLS membership shall be defined as those prescribed by the ASCLS Bylaws and Regulations. Society dues for membership are currently \$5.00 and are to be paid with the ASCLS membership.</p>

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<p>B. Remittance of dues</p> <ol style="list-style-type: none"> <li>1. A member shall remit the dues of the Society along with those of ASCLS to ASCLS according to the procedure determined by the ASCLS Board of Directors.</li> </ol>	<p>Remittance</p> <ol style="list-style-type: none"> <li>1. Society membership dues are paid with the ASCLS membership. ASCLS will remit the Society dues to the Secretary/Treasurer of this Society.</li> </ol>
<p>C. Dues payable</p> <ol style="list-style-type: none"> <li>1. Annual dues are due and payable on the date and at a time specified by the Board of Directors of ASCLS.</li> </ol>	
<p>D. Failure to pay dues</p> <ol style="list-style-type: none"> <li>1. Membership with all rights, benefits and privileges will be forfeited by any member who is in arrears in the payment of dues for a period of thirty (30) days following the due date of payment.</li> </ol>	
<p><b>ARTICLE VI – MEETINGS</b></p> <p>A. Annual Meeting</p> <ol style="list-style-type: none"> <li>1. The Society shall hold at least one Annual Meeting, which shall include one or more scientific sessions and not less than one business meeting.</li> <li>2. The Society shall hold at least three meetings of its Board of Directors on an annual basis.</li> <li>3. A quorum at the business meetings shall be the members in good standing registered at the Annual or special meeting.</li> </ol>	

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<p>B. Time and Place</p> <ol style="list-style-type: none"> <li>1. The time and place of the Annual Meeting shall be determined by the Board of Directors and the Chair of the Annual Meeting.</li> </ol>	<p>B. Time and Place</p> <ol style="list-style-type: none"> <li>1. Location and Date of Annual Meeting. <ol style="list-style-type: none"> <li>a. Notice of the Annual Meeting shall be sent to all members of the Society at least thirty days in advance of the meeting. The Board of Directors shall determine the host city of the Annual Meeting. The host city shall determine the date of the Annual Meeting, with the permission of the Board of Directors.</li> </ol> </li> </ol>
<p>C. Interim meetings</p> <ol style="list-style-type: none"> <li>1. The Board of Directors or President may authorize interim meetings of the Board of Directors, committees, or special scientific meetings, as the best interests or conduct of affairs of the Society may render necessary or appropriate.</li> </ol>	
<p><b>ARTICLE VII – OFFICERS</b></p> <p>A. Officers</p> <ol style="list-style-type: none"> <li>1. The officers of the Society shall be President, President-Elect and Secretary/Treasurer. The duties of the officers shall be defined in the Society Regulations.</li> </ol>	<p><b>ARTICLE VII – OFFICERS</b></p> <p>A. Duties of the Officers</p> <ol style="list-style-type: none"> <li>1. The duties of each officer, each elected position, and each appointed position shall be described in the job descriptions (Refer to separate job description documents).</li> </ol>

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<p>B. Eligibility to hold office</p> <ol style="list-style-type: none"> <li>1. Any Professional, Emeritus, or Ascending Professional member who is in good standing shall be eligible to hold office or serve on the Board of Directors.</li> </ol>	<p>B. Eligibility</p> <ol style="list-style-type: none"> <li>1. Professional, Emeritus and Ascending Professional members of the Society shall be eligible to hold office provided they have been professional members immediately prior to elections. No officer or member of the Board of Directors shall hold more than one office during any one term.</li> </ol>
<p>C. Election of officers</p> <ol style="list-style-type: none"> <li>1. Nomination procedures for an office of the Society shall be defined in the Society Regulations. Nomination for office shall not be made from the floor of the Annual Meeting.</li> <li>2. Officers of the Society shall be elected by the Professional, Emeritus, Ascending, and Developing Professional members of this society through an electronic voting process available at least two weeks prior to the meeting or by paper ballot at the Annual Meeting of the Society.</li> </ol>	<p>C. Election</p> <ol style="list-style-type: none"> <li>1. The nomination for Officers, other members of the Executive Board, and for delegate(s) to the ASCLS Annual Meeting shall be made at least three weeks in advance of the Annual Meeting. Nominations shall not be accepted from the floor of the Annual Meeting.</li> <li>2. The election of Officers shall be through an electronic voting process available at least two weeks in advance of the meeting or by paper ballot at the Annual Meeting of this Society. A majority of votes cast shall elect. If no candidate for an office receives a majority of votes on the first ballot, the candidate with the lowest number of votes shall be eliminated and balloting shall continue until a candidate receives a majority of votes cast. In the event of a tie, the election shall be determined by lot.</li> <li>3. Members must be instructed to indicate the order of their choice of candidates so that their ballots may be counted in the event of a second ballot.</li> </ol>



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<p>D. Term of Office</p> <ol style="list-style-type: none"> <li>1. The term of office for each officer of the Society shall be defined in the Society Regulations.</li> </ol>	<p>D. Term of office</p> <ol style="list-style-type: none"> <li>1. The term of office for the President of the Society shall be one year.</li> <li>2. The President-Elect shall be elected for a term of one year and then automatically succeed to the office of the President, except in the event of a vacancy in the office of President.</li> <li>3. The Secretary-Treasurer shall be elected for a term of two years and shall not serve in this office for more than two consecutive terms.</li> <li>4. The term of office of any officer of the Society elected at an Annual Meeting shall begin the sine die adjournment of the ASCLS meeting.</li> </ol>
<p>E. Vacancy</p> <ol style="list-style-type: none"> <li>1. A vacancy occurring in any office of the Society shall be filled in the manner defined in the Society Regulations.</li> </ol>	<p>E. Vacancy</p> <ol style="list-style-type: none"> <li>1. A vacancy in the office of President shall be filled by the President-Elect for the remainder of the unexpired term.</li> <li>2. A vacancy in the office of the President-Elect shall be filled by an appointment of the President, with the approval of the majority of the existing Executive Board. The appointed President-Elect shall serve only until the end of the term. During the next annual session, professional members shall elect both a President and President-Elect.</li> </ol>

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	<ol style="list-style-type: none"><li>3. In the event of the simultaneous removal during their term of office of both the President and President-Elect, the immediate past-President shall become the President of the Society for the remainder of the unexpired term of the President. The office of President-Elect shall be filled as described above.</li><li>4. A vacancy in the office of Secretary-Treasurer shall be filled by the Board of Directors who shall elect the replacement by majority vote to serve until the next Annual Meeting. In the election of a member to fill a vacancy, the Board shall first consider candidates from the slate of nominees for that office in the preceding election.</li></ol>
<p>F. Impeachment of officials</p> <ol style="list-style-type: none"><li>1. An elected or appointed official of the Society may be impeached for gross dereliction of duty, for conduct detrimental to the Society, or for malfeasance. Impeachment proceedings shall be defined by the ASCLS Bylaws.</li></ol>	

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**ARTICLE VIII – BOARD OF DIRECTORS**

**A. Authority**

The Board of Directors shall represent the Society when not in business session. The Board of Directors shall consist of the President, President-Elect, Secretary Treasurer, immediate Past-President, two Board members-at-large, the Nominations Chairperson, one Ascending Professional representative and one Developing Professional representative who is in their final year of an accredited MLS or MLT program to be appointed by the ASCLS-ND Board of Directors.

The Board Members-at-large, the Nominations Chairperson, and the Ascending Professional shall be nominated and elected in the same manner as the Officers of the Society, as defined by Society Regulations.

**ARTICLE VIII – BOARD OF DIRECTORS**

**A. Authority**

1. The yearly business of the Society is the responsibility of the Board of Directors. All business transacted by the Board of Directors shall be reported to the next Annual Meeting.
2. The President of the Society shall serve as chair of the Board of Directors and the Secretary shall serve as Secretary of the Board.
3. The Board of Directors shall meet a minimum of three times per fiscal year. There may be additional meetings as the business of this Society may require. A simple majority shall constitute a quorum.
4. The Board of Directors shall appoint the editor of the official publication.
5. A member of the Board of Directors may be appointed by the President to serve as an ex officio member of one or more appointive committees as appropriate or necessary for the purpose of liaison and communication.

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	<p>6. The elected Board Members-at-Large shall serve a two-year term. The term shall begin with the sine die adjournment of the ASCLS meeting. Board Members-at-Large terms are defined on a rotational basis so that positions are elected in alternate years. They may not be reelected to this position unless a period of two years has elapsed since termination of the previous two-year term.</p>
<p><b>ARTICLE IX – REPRESENTATION TO THE HOUSE OF DELEGATES OF THE ASCLS</b></p> <p>A. The Society is entitled to at least four (4) delegates [two (2) delegates-at-large, one (1) ascending professional, one (1) developing professional] plus one (1) delegate per each 50 Professional, Ascending Professional and emeritus members or major fraction thereof to the House of Delegates, to be designated in accordance with established procedures in the Society Regulations.</p>	<p><b>ARTICLE IX – REPRESENTATION TO THE HOUSE OF DELEGATES OF THE ASCLS</b></p> <p>A. Delegation</p> <ol style="list-style-type: none"> <li>1. The society is entitled to at least four (4) delegates [two (2) delegates at large (fulfilled by the President and President-Elect), one (1) ascending professional, one (1) developing professional] plus one (1) delegate per each 50 Professional, Ascending Professional, and emeritus members or major fraction thereof to the House of Delegates. If additional delegates are approved by ASCLS Bylaws, or, in the event an alternate delegate is required, delegates will be selected in the following order: President-Elect-Elect, Secretary/Treasurer, ASCLS-ND Member of the Year, Board Member at Large (2nd year), Board Member at Large (1st year), Nominations Chair, and/or members from the Society at large.</li> </ol>

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	<ol style="list-style-type: none"><li>2. The President at the time of the ASCLS Annual Meeting, or the President’s alternate, shall chair the delegation of this Society to the ASCLS House of Delegates. The President-Elect at the time of the ASCLS Annual Meeting, or their alternate, shall act as co-chair of the delegation of this Society to the ASCLS House of Delegates.</li></ol>
<b>ARTICLE X – COMMITTEES</b>	<b>ARTICLE X – COMMITTEES</b>
<p>A. Committees</p> <ol style="list-style-type: none"><li>1. There shall be the following standing committees: Bylaws, Government Liaison, Membership Development, Professional and Public Relations, Awards, Nominations, and Ascending Professional.</li><li>2. Any other special committees shall be authorized by the Board of Directors. These Committees shall be defined in the Society Regulation.</li></ol>	<p>A. Committees</p> <ol style="list-style-type: none"><li>1. The President of the Society shall appoint a chair for each standing committee at the beginning of the term with the exception of the Ascending Professional and Nominations Chair. The Ascending Professional and Nominations chair are elected positions. Each chair shall serve for the term of the President. The chair may choose other members to assist on the committee.</li><li>2. The roles of the committees shall be described in the job descriptions.</li></ol>

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<p><b>ARTICLE XI – PUBLICATIONS</b></p> <p>A. The official publication of the Society shall be THE CONNECTION. It shall be made available to all members of the Society at least twice each year. The editor shall be appointed by the Board of Directors.</p>	<p><b>ARTICLE XI – PUBLICATIONS</b></p> <p>A. The editor of THE CONNECTION shall be a Professional, Emeritus, or Ascending Professional member of the Society, well acquainted with the policies and functions of the Society, as well as qualified by the knowledge, skills, and experience for publication of a scientific journal. The editor may be an officer of the Society while serving a term as editor. The editor may appoint an associate editor, and such staff members as is seen necessary to execute the publication.</p>
<p><b>ARTICLE XII – FISCAL YEAR</b></p> <p>A. The fiscal year shall be defined in the Society Regulations.</p>	<p><b>ARTICLE XII – FISCAL YEAR</b></p> <p>A. The fiscal year shall be from August 1 through July 31 inclusive.</p>
<p><b>ARTICLE XIII – DISSOLUTION</b></p> <p>A. The Society may be dissolved as prescribed in the Articles of Incorporation.</p>	<p><b>ARTICLE XIII - DISSOLUTION</b></p> <p>A. In the event of the dissolution of the American Society for Clinical Laboratory Science – North Dakota, after the discharge of its debt and the settlement of its affairs, any funds and properties of this 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 recognized in the State of North Dakota by the end of said three (3) years, these funds are conveyed to the ASCLS Education &amp; Research Fund, Inc.</p>

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<p><b>ARTICLE XIV – PARLIAMENTARY AUTHORITY</b></p> <p>A. Parliamentary Authority: Robert’s Rules of Order, Newly Revised (current edition), will govern the business proceeding of the Society, except when otherwise specified in these Bylaws.</p>	<p><b>ARTICLE XIV – PARLIAMENTARY AUTHORITY</b></p>
<p><b>ARTICLE XV – AMENDMENTS</b></p> <p>A. Society Regulations: Operating Procedures in accordance with these Bylaws are contained in the Society Regulations.</p> <p>B. Modification of the Society Regulations may be made in accordance with procedures defined within the Society Regulations.</p> <p>C. Bylaws of the Society may be amended as follows:</p> <ol style="list-style-type: none"> <li>1. A proposed amendment to these Bylaws may be submitted by a member or members of the Society. It shall be submitted electronically or in writing to the chairperson of the Bylaws committee, no less than seven months in advance of the next annual meeting.</li> <li>2. The Bylaws committee shall submit the amendments, in context, to the Board of Directors. If such amendments are approved by a majority of the Board of Directors, an electronic copy of the current codes and the proposed amendments are to be submitted to the ASCLS Bylaws Committee at least 60 days before adoption is desired.</li> </ol>	<p><b>ARTICLE XV – AMENDMENTS</b></p> <p>A. Modifications in the Society Regulations shall be made in the following manner:</p> <ol style="list-style-type: none"> <li>1. A proposed modification to the Society Regulations may be submitted by a member of the Society to the Chair of the Bylaws Committee who shall submit the same in good form to the Board of Directors.</li> <li>2. A proposed modification which has been approved by the Board of Directors and which has been submitted to the members of the Society no less than thirty days prior to the Annual Meeting may be adopted by a majority vote of the accredited members present at the Annual Meeting.</li> <li>3. A proposed modification which has not been approved by the Board of Directors or which has not been submitted to the members of the Society may be submitted in writing at the Annual Meeting. Such a modification shall require for adoption a two-thirds vote of the accredited members present.</li> </ol>

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3. Following the approval of the aforementioned committee, the amendments shall be distributed to each member of the Society at least thirty days in advance of the Annual Meeting.
4. Adoption of amendments to the Bylaws shall require a two-thirds vote of the members present at the Annual Meeting.
5. Within ninety (90) days after adoption of an amendment to the Bylaws or Society Regulations of the Society, the Society Bylaws Chair shall send an official dated copy of the amended codes to the chairperson of the ASCLS Bylaws committee.
6. The Bylaws Chair and/or Bylaws committee of the Society shall have the responsibility and authority to amend the Bylaws and Society Regulations of this Society without adhering to the provisions of Sections B and C of this Article in order to conform and not be in conflict with the Bylaws and Standard Operation Procedures of ASCLS as amended at any Annual Session of the House of Delegates of that Society. Such amendments shall have the approval of the Board of Directors of this Society, and Bylaws Committee of ASCLS prior to enactment and distribution to the members of this Society.

4. Upon adoption of amendments of the Constituent Society Bylaws, official copies of the amended codes shall be transmitted to the Executive Office of the Society and to the chair of the ASCLS Bylaws Committee.



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**Adoption date (original set of bylaws)**

**Revision dates**

Bylaws revised: April 24, 1986 (Janice Nelson)

Bylaws amended: April 1990 (Leola Olson)

April 1994 (Leola Olson)

April 1999 (Leola Olson)

April 2004 (Sue Hollister)

April 2009 (Leola Olson)

April 2016 (Shannon Jongeward)

April 2020 (Shannon Jongeward)

Regulations amended:

1992

1996

1999

2004

2009

2018 (Shannon Jongeward)

2020 (Shannon Jongeward)