

The Society of Armed Forces Medical Laboratory Scientists Constitution and Bylaws



ARTICLE I NAME

The name of this organization shall be "The Society of Armed Forces Medical Laboratory Scientists, Inc.," organized under the Non-Stock corporation provisions of the Articles of Incorporation of the State of Maryland.

ARTICLE II PURPOSE AND OBJECTIVES

1. The corporation is organized exclusively for charitable, educational and scientific purposes in relationship to the laboratory sciences. The primary objective is that of maintaining and enhancing high professional standards through improved laboratory policies and technology in support of the health care delivery systems of the Armed Forces, Public Health Services and Veterans Administration.

2. At least one meeting (a.k.a., Annual Meeting) shall be held annually and be dedicated to scientific and technology discussions concerning the upgrading of laboratory sciences and advanced methodologies, as well as laboratory management and leadership.

3. The Board of Directors shall define and elaborate on the above via appropriate Bylaws, subject to approval by the voting Members.

ARTICLE III MEMBERSHIP

1. Membership shall be open to qualified military (active and reserve component), Public Health Service and Veteran's Administration personnel, and their affiliated scientists concerned with the support of health care via laboratory research and evaluation.

2. Membership criteria shall be established by the Board of Directors and specified in the Bylaws. There will be no discrimination based on sex, religion, race, color, or national origin.

3. A Membership Committee, appointed by the President to determine eligibility, shall review all applicants for membership. The Membership Committee will send an applicant report to the Secretary for presentation and acceptance prior to each Board meeting.

4. The Board of Directors will vote on all applicants for membership with a two-thirds majority of a quorum required for approval.

ARTICLE IV OFFICERS

1. The Officers of the Society shall be, by order of succession, President, Vice-President, Treasurer, and Secretary. A conscious effort should be made to effect multiple agency representation among the Officers of the Society and under no circumstances will the President be from the same service for more than two consecutive terms.

2. The Officers and a President-Elect shall be elected annually from among the Full Members of the Society by majority vote during the business meeting at each Annual Meeting, with the exception of the Treasurer and Secretary, who shall each be elected for a three-year term.

3. The Officers shall take office at the conclusion of each Annual Meeting, and shall be responsible for the affairs of the Society during the following year, and for the conduct of the succeeding Annual Meeting.

4. The President shall direct the activities of the Society and preside over the Annual Meeting. He/she shall appoint all committee chairs. The President shall additionally serve as a non-voting Member of the Board of Directors during the year following his/her term of office. The President is responsible for financial transactions if the Treasurer becomes unable to perform these duties. The President has the authority to appoint interim Officers in the event that an Officer cannot complete his or her term, with approval by majority vote of the Board of Directors.

SAFMLS Constitution and Bylaws, cont.

The Officer would serve until an elected Officer can assume those duties.

5. The President-Elect will serve as the Society President the year following the term of office of the current President, and shall serve during this interim period as a non-voting Member in all meetings of the Board of Directors, unless the President-Elect qualifies as a voting Member under Article V of the Bylaws.

6. The Vice-President, in the event the President is unable to serve, shall assume all the President's functions. The Vice President shall serve as the Chair, Annual Meeting Planning Committee. The Planning Committee shall plan and propose to the Board of Directors the program for the Annual Meeting of the Society. In the event that the Vice President cannot serve in this role the President will appoint the Chair, Annual Meeting Planning Committee.

7. The Treasurer shall be responsible for the financial affairs of the Society and shall collect all money for the Society and make all authorized disbursements on its behalf. The Treasurer shall prepare an annual financial report to be presented at the Annual Meeting. The Board of Directors shall designate a Certified Public Accounting firm to assist the Treasurer in maintaining appropriate financial records, conduct audits as needed, and prepare tax returns. The Treasurer's account shall also be reviewed annually by a committee of at least three Members appointed by the President.

8. The Secretary shall keep minutes of the Annual Business Meeting and meetings of the Board of Directors. He/she shall be responsible for all correspondence of the Society, including receiving new member applications. The Secretary shall maintain and manage the membership database and generate dues notices annually.

ARTICLE V BOARD OF DIRECTORS

1. Voting members of the Board of Directors will consist of the four elected Officers, Ex-Officio members, and Members-At-Large. Non-voting members include the President-Elect, immediate Past

President, Editor the of *Society Scope*, Chair of the Exhibits Program, Chair, Continuing Education, Historian, and Webmaster.

2. Two-thirds of the voting members assigned within the continental United States shall compose a quorum of the Board of Directors.

ARTICLE VI AMENDMENTS AND BYLAWS

1. This Constitution and Bylaws may be amended by request of two-thirds of a quorum of the Board of Directors, and approved by two-thirds of the Members present at the Business Meeting.

2. Any Full Member may propose Bylaws not in conflict with the Constitution.

ARTICLE VII BUSINESS MEETING

1. In all matters not covered by the Constitution, or subsequent Bylaws, the provisions of Robert's Rules of Order will apply.

2. During each Annual Society Meeting, a period of time will be reserved for a Business Meeting during which the business of the Society will be transacted. Attendance will be open to all members.

3. Only Full Members may vote during Business Meetings.

ARTICLE VIII EXPULSION OF MEMBERS

1. If it is alleged that any Member has conducted himself/herself in a matter detrimental to the purposes and goals of this Society, any Member may bring the fact of the case to the attention of a Member of the Board of Directors.

2. The Member shall be given at least 60 days in which to prepare his/her response to the allegation, after which he/she shall be invited to appear before or present a written statement to a quorum of the Board of Directors. If it is the opinion of two-thirds of the quorum of the Board of Directors that the charges have been substantiated, the matter shall be presented

SAFMLS Constitution and Bylaws, cont.

at the next Business Meeting of the Society, and upon a two-thirds concurring vote of the Members present, he/she shall be expelled permanently from the organization.

ARTICLE IX SUSPENSION OF REQUIREMENTS

1. Provisions of this Constitution, such as the required Annual Meetings of the Society, shall be suspended during periods of War or other National Emergency. Such suspension shall be authorized by the concurring two-thirds vote of the Board of Directors polled by telephone or electronic message at the request of the President of the Society. The Secretary shall then notify the membership in writing within 30 days.

2. In such an event the President may designate three voting members of the Board of Directors as a Board of Regents to conduct the affairs of the Society for the duration of the emergency.

3. Such Regents shall have all the powers and responsibilities delegated otherwise to the Officers and Board of Directors. They shall function by majority vote in such manner as may seem to them most expeditious.

4. In the event of the incapacity of any Regent by death, illness or any other unforeseen event, he/she shall be succeeded in order of rank by one of the remaining voting members of the Board of Directors.

BYLAWS

1. Membership shall be open to commissioned officers and enlisted personnel of the Armed Forces, members of the Office of Personnel Management, Public Health Service, and Veteran's Administration personnel, recommended by the Board of Directors, provided the following criteria are met:

2. Membership Categories:

a. Full Members:

(1) Commissioned officers and enlisted personnel of the active and reserve components from one of the Uniformed Services or personnel in full employ of the Veteran's Administration or Office of Personnel Management.

(2) Qualifications in one or more of the recognized biomedical laboratory science disciplines (e.g., Biochemistry, Laboratory Management/Administration, Medical Technology, Anatomical Pathology, Clinical Pathology, Toxicology, Microbiology, Cytology, Biomedical Research, etc.). Such qualifications shall require a baccalaureate degree from an accredited college/university including courses in biological science, chemistry, and mathematics. Be in good standing professionally.

(3) Only Full Members are entitled to vote on Society matters.

b. Associate Members:

(1) Enlisted personnel of the active and reserve components from one of the Uniformed Services or personnel in full employ of the Veteran's Administration or Office of Personnel Management.

(2) Qualifications in one or more of the recognized biomedical laboratory science disciplines (e.g., Biochemistry, Laboratory Management/Administration, Medical Technology, Histology, Clinical Pathology, Toxicology, Microbiology, Cytology, Biomedical Research, etc.). Such qualifications shall require an associate degree from an accredited college/university including courses in biological science, chemistry, and mathematics, and have a minimum of three years of laboratory experience, or successful completion of an official U.S. military medical laboratory procedures training course, and have a minimum of six years of laboratory experience.

(3) An Associate Member will be a non-voting Member of the Society.

c. Honorary Members:

(1) Those recommended by the Board of Directors and confirmed by a two-thirds majority vote of Regular Members at the Annual Business Meeting (e.g., distinguished scientists, physicians or others associated with laboratory medicine.)

(2) An Honorary Member will be a non-voting Member of the Society.

d. Emeritus Members:

(1) Members, Associate Members, and Honorary Members who have retired from professional employment because of length of service or physical disability.

(2) An Emeritus Member will retain the same voting status as the Member had before retirement.

SAFMLS Constitution and Bylaws, cont.

3. There shall be seven Members-at-Large, each elected for a period of two years. A Member-at-Large must first be a Full Member of the Society except where indicated below. Six of the seven Members-at-Large shall be Commissioned Officer Members, with not more than two members from any one service. In addition, one term for each service will expire each year. The seventh Member-at-Large will be an Enlisted Member from any service. The Enlisted Member may be a Full or Associate Member. If an Associate Member is selected, he/she will have voting privileges during his/her term on the board. Each Member-at-Large will have one vote.

Members-at-Large shall solicit at least one article per year per military service branch, supporting the purpose and objectives of the Society, for publication in the Society Scope. Members-at-Large shall engage in active advocacy and recruiting for Society members. Members-at-Large shall provide support to the Annual Meeting as directed by the Planning Committee Chair. Members-at-Large will be the first considered to fill board member roles, such as Acting Secretary at board meeting, in the event a board member is temporarily unable to participate in Society functions (e.g., deployed). This interim appointment will be made by the President and approved by majority vote of the Board of Directors.

4. The Ex-Officio members shall be the Surgeons General Military Consultants in Laboratory Science and in Pathology from each of the three services. The Ex-Officio members will have full voting privileges.

5. The Society President shall appoint or reappoint annually the Editor, *SOCIETY SCOPE* who will coordinate and publish the Society's official publication. The Editor shall serve as a non-voting Member of the Board of Directors. The appointment must be approved by majority vote of the Board of Directors. Since the *SOCIETY SCOPE* is a primary source of Society information, the Editor will keep in close communication with the Society Officers and will be responsible for recruiting and publishing technical papers and administrative reports to foster the Society's professional growth. The Editor shall serve as a non-voting Member of the Board of Directors and may appoint other Society members to assist with publication (e.g., Advertising Manager).

Due to the continuity required of this office, the editor of the *SOCIETY SCOPE* will not serve for a specified term length. The number of terms served will depend on willingness to serve and quality of service.

6. The Society President shall appoint or reappoint annually a SAFMLS web page manager (webmaster) who will coordinate and maintain the SAFMLS Internet web page. The appointment must be approved by majority vote of the Board of Directors. The Webmaster shall serve as a non-voting Member of the Board of Directors. The Webmaster shall stay in regular communication with Society officers to insure current, accurate, and relevant information is maintained on the SAFMLS web site. Due to the special skills and continuity required for this position, the Webmaster will not serve for a specified term length. The number of terms served will depend on willingness to serve and quality of service.

7. The Society President shall appoint or reappoint a Society Historian. The appointment must be approved by majority vote of the Board of Directors. The Historian shall serve as a non-voting Member of the Board of Directors. The Historian will be responsible for collecting, preserving, and publishing historical information relating to the activities of the Society. Additionally, the Historian will maintain a current written history of the society. To assist with the collection of historical data, the Historian will have access to all Society minutes and records from board and Annual Meeting. The historian will also be responsible for ensuring that photographic records are obtained and maintained from all Society meetings. Due to the continuity required of this office, the Historian will not serve for a specified term length. The number of terms served will depend on willingness to serve and quality of service.

8. The Society President shall appoint or reappoint a Chair, Continuing Education, to be approved by majority vote of the Board of Directors. The Chair, Continuing Education shall serve as a non-voting Member of the Board of Directors. He or she will ensure that the quality of continuing education programs offered by SAFMLS meets the highest professional education standards, and that the continuing education contact hours offered at the SAFMLS Annual Meeting satisfy continuing education requirements for federal regulations, state

SAFMLS Constitution and Bylaws, cont.

licensure, certification agencies and employers. He or she will be the primary liaison between SAFMLS and the Professional Acknowledgment for Continuing Education (P.A.C.E) organization (or equivalent), and will ensure that attendees to the Annual Meeting, upon completing various educational programs, will receive credit for approved contact hours. Due to the continuity required of this office, the Chair, Continuing Education will not serve for a specified term length. The number of terms served will depend on willingness to serve and quality of service.

9. The Society President shall appoint or reappoint annually a Chair, Exhibits Program (a.k.a. Vendor Coordinator/Site Selection Coordinator) who shall be responsible for the Annual Meeting site selection and coordination of the Annual Meeting events to include facilities and exhibitor (vendor) participation. The appointment must be approved by majority vote of the Board of Directors. The Chair shall maintain all contracts dealing with the Annual Meeting and bring those contracts to all Board of Directors meetings. The Chair shall be a non-voting Member of the Board and will not serve for a specified term length. The number of terms served will depend on willingness to serve and quality of service. Site selections shall normally be made a minimum of three years in advance, and approved by two-thirds majority vote of a quorum of the Board of Directors. The President will be authorized to sign all contractual arrangements once the Board of Directors approves the specific city, hotel, and/or convention center.

10. The Annual Meeting shall include a commercial vendor's exhibit designed to bring the latest equipment, supplies, and methodologies to the attention of the Membership.

11. The Annual Meeting and Vendor Exhibit shall be open to non-Member military and civilian laboratory employees. The Board shall determine any registration fees.

12. The Society President shall appoint a Chair, Awards Committee. The Awards Committee will normally be made up of Ex-Officio members and the Chair appointed by the President. The Awards Committee shall select the winners of all the competitive awards presented at the Annual Meeting

except the Distinguished Service Award for Excellence. A committee composed of the former Presidents and chaired by the immediate Past President selects the recipient of this award.

13. The Board of Directors shall be empowered to transact all business in the name of the Society. The expenditure of money for new obligations will require a majority vote of a quorum of the Board. Approval for new expenditures exceeding 25 percent of the unobligated money in the Treasury will require a two-thirds majority vote of a quorum of the Board.

14. Special Meetings of the Board of Directors may be called by the President of the Society or by written request of four or more members of the Board. In order to expedite business matters during these meetings, votes may be cast via conference call or by E-mail.

15. In the event of inability of both the President and Vice-President to function as Chair, a quorum of the Board of Directors shall designate a President *pro tempore* who shall function as President.

16. Society dues shall be set by the Board of Directors, and paid by all Members, Associate Members, and Emeritus Members.

17. Society annual dues will be payable by 31 December of the prior year. Members who are one year in arrears on 31 December will be suspended from the Society.

18. Application for membership or for change in category of membership shall be made on a form approved by the Board of Directors and shall be submitted in a manner specified on the form. The application shall be accompanied by an annual dues payment.