

The following is a draft of the revised Bylaws and Standard Operating Procedures of the ASCLS-NY, in keeping with the naming of the ASCLS Bylaws and Standard Operating Procedures. The Standard Operating Procedures are currently referred to as the Regulations.

Some common terms that should be used throughout the document:

Society

Annual Business Meeting

Board of Directors

Spring Seminar

Where appropriate, we elected to use he/she and him/her.

DRAFT

**Bylaws and Standard Operating Procedures of ASCLS-NY
Draft August 2020**

BYLAWS	STANDARD OPERATING PROCEDURES
<p>Article I – Name and Purpose Section A</p> <p>The name of this corporation is the American Society for Clinical Laboratory Science – New York (ASCLS-NY), hereinafter referred to as the Society.</p>	<p>Article I – Name and Purpose Section A</p> <p>The name of this corporation is stated in the Bylaws.</p>
<p>Article I – Name and Purpose Section B</p> <p>1. The principles of the Society are: Clinical Laboratory Science is the application of physical, chemical, and biological principles to the performance of laboratory procedures. Clinical Laboratory Science encompasses research, development, teaching, supervision, and performance of these procedures and services. Clinical Laboratory Science is an independent profession which participates in and contributes to health services. In order to be able to discharge fully its responsibilities, the Society is committed to the task of achieving equal opportunities in all aspects of the profession of Clinical Laboratory Science. The Society will provide the opportunity to increase knowledge in scientific depth and the advancement of the profession through continuing education. The Society will participate in the development of programs that evaluate and monitor the technical proficiency of the practitioners of Clinical Laboratory Science. The Society provides a forum available to all practitioners subscribing to the Code of Ethics of the American Society for Clinical Laboratory Science and is the voice of the profession of Clinical Laboratory Science. The Society concurs with the Code of Ethics of the American Medical Association.</p> <p>2. The goals of the Society are: To ensure patients and their physicians, as well as those persons concerned with health and</p>	<p>Article I – Name and Purpose Section B</p> <p>The principles and goals of the Society are defined in the Bylaws.</p>

<p>research, receive the highest quality laboratory service that modern science affords; To expand and improve its services; To encourage intelligent and capable individuals to enter the educational paths that lead to service in this profession; To establish and maintain high standards for the profession and for the services performed by its practitioners; To provide a forum for discussion of matters pertaining to the profession of Clinical Laboratory Science and for action thereon; To promote programs of continuing education, research, and development; To represent the profession of Clinical Laboratory Science, to safeguard its standards, and to protect the professional interests of its members; To evaluate constantly the role and function of clinical laboratory science: To interest candidates in choosing Clinical Laboratory Science as a career and to assist them in their evaluation of the requirements, opportunities, and activities of the profession of Clinical Laboratory Science; To encourage devotion to professional service and respect for our fellow man.</p>	
<p>Article II – Regional Council Section A</p> <p>This Society shall participate in the Regional Councils of ASCLS.</p>	<p>Article II – Regional Council Section A</p> <p>This Society shall be included in Region I of the Councils of the ASCLS.</p>
<p>Article II – Regional Council Section B</p> <p>Representation from this Society to the Regional Councils shall be defined in the Standard Operating Procedures.</p>	<p>Article II – Regional Council Section B</p> <p>The President and President-elect of this Society shall serve on the assigned Regional Council as <i>ex officio</i> Members. If the President or President-Elect of this Society shall be absent from a meeting, he/she may appoint any member with voting privileges and resident in the State to serve in his/her place.</p>

<p>Article III – Membership Section A</p> <p>The membership of this Society shall consist of the following classes: Professional, Community, Emeritus, Developing Professional, Ascending Professional, and Honorary. A member may maintain their membership in the Society either from his/her place of residence or employment.</p>	<p>Article III – Membership Section A</p> <p>Individuals seeking membership in the Society shall indicate their state membership as part of their application to the ASCLS. Applicants are typically considered for membership in the class appropriate to the maximum qualifications he/she possesses. Qualifications for all classes of membership shall be defined by the ASCLS. Equivocal applications referred by the Executive Office of the ASCLS shall be referred to the Membership Committee. The Judicial Committee of the Society shall resolve disagreements regarding any referred applications.</p>
<p>Article III – Membership Section B</p> <p>Rights and Privileges for each class of membership shall be defined in the Standard Operating Procedures.</p>	<p>Article III – Membership Section B</p> <p>Rights and Privileges</p> <ol style="list-style-type: none"> 1. Professional, Ascending Professional, and Emeritus members are entitled to all rights and privileges to include voting, holding office, and serving in any formal capacity recognized to the Society. 2. Developing Professional members are entitled to serve as voting members of the ASCLS House of Delegates when serving as this Society’s official delegates, and to all rights and privileges to include voting and serving in formal capacities recognized by the Society, with the exclusion of holding elective office. 3. Community and Honorary members are entitled to defined rights and privileges of the Society with the exception of holding elective or appointed positions and serving as voting members of the House of Delegates.
<p>Article III – Membership Section C</p>	<p>Article III – Membership Section C</p> <p>The Society’s Board of Directors may take action</p>

<p>Procedure regarding recommending expulsion of a member shall be found in the Standard Operating Procedures.</p>	<p>to recommend expulsion of a member to the ASCLS National Board of Directors.</p>
<p>Article III – Membership Section D</p> <p>Procedure regarding recommending reinstatement of an expelled former member shall be shall be found in the Standard Operating Procedures.</p>	<p>Article III – Membership Section D</p> <p>The Society’s Board of Directors may take action to recommend reinstatement of a member to the ASCLS National Board of Directors.</p>
<p>Article IV – Dues Section A</p> <p>Annual dues for membership in the Society shall be collected by ASCLS and remitted to the Treasurer of the Society, into the Society’s checking account, periodically.</p>	<p>Article IV – Dues Section A</p> <p>Annual dues for membership in the Society are based on membership class according to the following schedule: Professional: \$20.00 Community: \$5.00 Emeritus: \$0.00 Developing Professional: \$5.00 Ascending Professional: \$20.00 Honorary: \$0.00</p>
<p>Article IV – Dues Section B</p> <p>Procedure for transfer of funds in the event of dissolution shall be found in the Standard Operating Procedures.</p>	<p>Article IV – Dues Section B</p> <p>In the event of this Society’s dissolution, the transfer of any funds shall proceed as follows: Upon dissolution of this Society, and the discharge of its debts and the settlement of its affairs, any funds and property of this Society remaining thereafter will be held in escrow by the ASCLS for three years. If this Society is not reorganized and/or incorporated in the State of New York by the end of the three year period, these funds shall be conveyed to the ASCLS Education and Research Fund, Inc.</p>
<p>Article V – Meetings and Quorum Section A</p>	<p>Article V – Meetings and Quorum Section A</p>

<p>There shall be at least one Annual Business Meeting of the Society to be held 40-90 days prior to the end of the fiscal year. Whenever possible, the time and place of the Annual Business Meeting shall be held in conjunction with the Spring Seminar. Quorum shall be defined in the Standard Operating Procedures.</p>	<p>All members of the Society are eligible to attend the Annual Business Meeting. Non-Members may attend at the consent of the membership, and may join in discussion but do not have voting privileges. The Annual Business Meeting shall be conducted using the Current Edition of Robert’s Rules of Order, Newly Revised. A quorum for the Annual Business Meeting shall be defined as a majority of the voting members in attendance at the beginning of the Annual Business Meeting.</p>
<p>Article V – Meetings and Quorum Section B</p> <p>The President and the Board of Directors of the Society shall organize two meetings per year of the Board of Directors, as well as any additional meetings of the Board of Directors, committees, or other bodies of the Society as the best interests or conduct of the affairs of the Society may render necessary or appropriate.</p>	<p>Article V – Meetings and Quorum Section B</p> <p>The President and the Board of Directors shall determine the site and date of the Annual Business Meeting and Spring Seminar. The President and the Board of Directors shall select the chairperson in charge of the Spring Seminar.</p>
<p>Article VI – Officers Section A</p> <p>The officers of the Society shall be President, President-Elect, Past President, Recording Secretary, and Treasurer. The duties of the officers shall be defined in the Standard Operating Procedures. An officer of the Society may be nominated for a different office and, in which case, is entitled to continue in office until the election to a different office is made official, whereupon resignation from the original office must be made. Any person who ceases to be a member shall forfeit any office held in the Society.</p>	<p>Article VI – Officers Section A</p> <p>Duties of the Officers: All officers shall deliver to their successors within one month after expiration of their terms of office all properties in their possession.</p> <ol style="list-style-type: none"> 1. The president shall: <ol style="list-style-type: none"> a) be the chief executive of the Society; b) preside, or designate another to preside, at all meetings of the Board of Directors and at the Annual Business Meeting; c) be an <i>ex officio</i> member of all committees except elective committees; d) appoint within one month of his/her incumbency all appointive committees, and with approval of the Board of Directors, such ad hoc committees as are needed; e) perform all duties customary to his/her office in common parliamentary usage; f) represent, or appoint an alternate from the state membership to represent the Society at

the Regional Council to which the Society is assigned.

2. The President-Elect shall:

- a) during his/her term of office familiarize himself/herself with the duties of the office of the President;
- b) in the absence of the President act as the chief executive;
- c) represent, or appoint a proxy to represent, the Society on the Regional Council to which the Society is assigned.

3. The Recording Secretary shall:

- a) act as secretary at all meetings of the Board of Directors and at the Annual Business Meeting;
- b) keep in permanent form a record of all of the minutes taken at all meetings served;
- c) conduct such correspondence as shall be authorized by the Board of Directors, the general membership, or the President;
- d) be responsible for updating and distributing the Handbook to the Board of Directors and Committee Chairpersons;
- e) take minutes during all meetings of the Board of Directors and distribute these minutes to the Board of Directors for approval within two weeks of each meeting. Minutes should be archived in a manner approved by the Board of Directors.

4. The Treasurer shall:

- a) assure the receipt and expenditure of funds in accordance with the directives established by the Board of Directors;
- b) deposit funds in a bank designated by the Board of Directors;
- c) file all tax forms as may be required by the Internal Revenue Service and the State of New York;
- d) be under such bond as established by the Board of Directors;
- e) ensure that payment for unbudgeted vouchers or those that exceed the budget shall be signed by the chairperson of such committee with approval of the Board of Directors;

	<p>f) prepare the annual budget for the Society and an annual report on expenditures of the Society. The Treasurer shall review all expenditures and income on a quarterly basis;</p> <p>g) at the end of the departing Treasurer's term he/she shall pass all documentation, financial records, and control of accounts to the incoming Treasurer. The departing Treasurer shall provide orientation and training as needed for the first three months of the incoming Treasurer's term;</p> <p>h) manage the accounts of the Society using a fiscal year from August first to July 31st, inclusive.</p> <p>5. The Past-President shall assume such duties as may be assigned by the President.</p>
<p>Article VI – Officers Section B</p> <p>Officers of the Society shall be elected by the membership following procedures defined in the Standard Operating Procedures.</p>	<p>Article VI – Officers Section B</p> <p>1. When voting takes place at the Annual Business Meeting, (the election of officers by the membership shall be conducted by the Recording Secretary. Election shall be by ballot and a majority of the votes cast shall elect. If no candidate for an office receives a majority of the 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 the votes cast. In the event of a tie, the election shall be determined by lot. Should there be only one candidate for any office, the casting of ballot may be dispensed with by a unanimous vote.</p> <p>2. An official list of candidates and their qualifications shall be made available at the Annual Business Meeting prior to the election.</p> <p>3. Nominations may be made from the floor provided the nominees, if absent, have given written consent and provided that qualifications are presented at the time of nomination.</p>

<p>Article VI – Officers Section C</p> <p>The term of office for each office of the Society shall be defined in the Standard Operating Procedures.</p>	<p>Article VI – Officers Section C</p> <p>Term of Office</p> <ol style="list-style-type: none"> 1. The term of office for the President of the Society shall be two years. He/she may not succeed himself/herself. 2. The President-Elect shall be elected for a term of two years and automatically succeed to the Office of the President, except in the event of a vacancy in the Office of the President. 3. The Recording Secretary shall be elected for a term of two years, and may be re-elected. 4. The Treasurer shall be elected for a term of three years, and may not serve in this office for more than two consecutive full terms. 5. The term of office of any officer of the Society elected at the Annual Business Meeting, or by mail or electronic ballot, shall start with the beginning of the ensuing fiscal year.
<p>Article VI – Officers Section D</p> <p>A vacancy occurring in any office of the Society shall be filled in the manner defined in the Standard Operating Procedures.</p>	<p>Article VI – Officers Section D</p> <p>Filling of Vacancies</p> <ol style="list-style-type: none"> 1. A vacancy in the office of President shall be filled by the President-Elect for the remainder of the unexpired term. The office of the President-Elect shall remain vacant until the next Annual Business Meeting or in the case of voting by mail or email, when the membership shall elect a President-Elect for a term of one year. 2. A vacancy in the office of President-Elect, except upon succession to the office of President to fill a vacancy, shall remain vacant until the next Annual Business Meeting or in the case of voting by mail, when the membership shall elect both a President and a President-Elect. 3. In the event of the simultaneous removal during their term of office of both the President and the President-Elect, the immediate Past

	<p>President shall become the President of the Society for the remainder of the unexpired term of the President. The office of the President-Elect shall remain vacant until the next Annual Business Meeting, or in the case of voting by mail or email, when the membership shall elect both a President and a President-Elect.</p> <p>4. A vacancy in the office either of Recording Secretary or Treasurer shall be filled by the Board of Directors who shall elect the replacement by majority vote to serve until the next Annual Business Meeting or in the case of voting by mail or email, when the membership shall elect the Recording Secretary or Treasurer or both for the remainder of the unexpired term of office. In the selection of a member to fill a vacancy, the Board shall first consider the candidate from the slate of nominees for that office in the preceding election.</p> <p>5. In the event of a vacancy in the position of immediate Past President, the President shall appoint a Past President, with first consideration given to the most recent Past President, to fill the unexpired term.</p>
<p>Article VII – Board of Directors Section A</p> <p>The Board of Directors shall consist of the officers described in Article VI.A, three board members elected by the membership, an Ascending Professional member appointed by the President, and a Developing Professional member appointed by the President.</p>	<p>Article VII – Board of Directors Section A</p> <p>1. The yearly business of the Society is the responsibility of the Board of Directors. The Board shall be vested with the properties, control, and management of all affairs and funds of the Society and have the power and authority to perform all acts and functions not inconsistent with the constitution and bylaws or with any action taken by the membership of the Society. All business transacted by the Board of Directors shall be reported to the membership at the next Annual Business Meeting.</p> <p>2. There shall be at least two meetings of the Board of Directors per year, one immediately prior to the Annual Business Meeting and one</p>

	<p>interim meeting between Annual Business Meetings.</p> <p>3. Meetings of the Board of Directors shall be conducted using the Current Edition of Robert’s Rules of Order, Newly Revised.</p> <p>4. A quorum for meetings of the Board of Directors shall be defined as a majority of voting members.</p> <p>5. The President of the Society shall serve as Chairperson of the Board. In the absence of the President, the President-Elect shall assume the chairpersonship.</p>
<p>Article VII – Board of Directors Section B</p> <p>Qualification and term of office of directors shall be defined in the Standard Operating Procedures.</p>	<p>Article VII – Board of Directors Section B</p> <p>Qualifications and term of office of Directors:</p> <p>1. Two Directors shall serve a term of two years and the third for a term of one year.</p> <p>2. The Director shall serve no more than two consecutive full terms as an elected member. After a period of two years has elapsed since the termination of the last term served, the member is again eligible for reelection</p> <p>3. The method of election shall follow that prescribed in Article VI, Section B. The term of office of any Director elected at the Annual Business Meeting, or by mail or email ballot, shall start with the beginning of the ensuing fiscal year.</p> <p>4. Developing Professional and Ascending Professional appointments shall have a term of one year.</p>
<p>Article VII – Board of Directors Section C</p>	<p>Article VII – Board of Directors Section C</p>

<p>A vacancy occurring in the position of the elected members of the Board of Directors shall be filled in the manner defined in the Standard Operating Procedures.</p>	<p>In the event of a vacancy among the members elected to the Board of Directors who are not officers of the Society, the Board shall, by a majority vote, elect a director from nominees of their own choosing to serve for the remainder of the year in which the vacancy occurs. At the next Annual Business Meeting following the occurrence of the vacancy, or in the case of voting by mail or email, the membership shall elect a Director to serve for the remainder of the term.</p>
<p>Article VIII – Committees Section A</p> <p>There shall be the following Elective committees: the Nominations committee and the Judicial committee.</p> <p>Qualifications for membership, method of election, and duties of the elective committees shall be defined in the Standard Operating Procedures.</p>	<p>Article VIII – Committees Section A</p> <p>1. Nominations Committee.</p> <p>a. The Chairperson of the Nominations Committee shall be elected by the general membership in the same manner as prescribed in Article VI and serve a term of three years. Additional members may be appointed by the chairperson of the committee as needed, however no Officer or member of the Board of Directors is eligible for such appointment.</p> <p>b. The Nominations Committee shall be responsible for procedures relating to nominating candidates to elective positions in the Society. It shall prepare a slate of nominees for each position, including verification of appropriate qualifications of any candidates. The Nominations Committee shall also verify qualifications of any member nominated from the floor.</p> <p>2. Judicial Committee.</p> <p>a. The Chairperson of the Judicial Committee shall be elected by the general membership from the Professional, Ascending Professional, or Emeritus members of the Society. The Chairperson of the Judicial Committee shall be elected in the same manner as prescribed in Article VI and serve a term of three years. If a vacancy occurs, the President shall appoint a qualified person to serve until the next term.</p> <p>b. The Chairperson of the Judicial Committee</p>

	<p>shall appoint two additional members to the committee for the purpose of executing any duties under Article X. These members shall be Professional, Ascending Professional, or Emeritus members of the Society.</p> <p>c. The Judicial Committee shall function in the Society as an impartial body to investigate or deliberate matters referred for its consideration in matters specifically assigned by the Bylaws and Standard Operating Procedures of the Society; to arrive at a conclusion as to the truth or propriety of facts adduced to the proceedings; to interpret the Bylaws and Standard Operating Procedures; to hear and rule on appeals authorized by the Bylaws and Standard Operating Procedures; to investigate charges brought in impeachment; to report to the membership of all matters considered, including recommendations for action or disposition of such matters, and creation of a historically complete record of the same. No rulings of the Judicial Committee shall supersede the Bylaws and Standard Operating Procedures of ASCLS or the Society.</p> <p>d. The membership of the Society shall have the power to annul or reverse rulings of the committee by majority vote.</p>
<p>Article VIII – Committees Section B</p> <p>There shall be the following appointive standing committees: Bylaws, Membership, Promotion of the Profession, and Awards and Scholarships. The President shall be able to create appointive ad hoc committee as necessary on the authority given him/her by the membership and the Board of Directors.</p>	<p>Article VIII – Committees Section B</p> <p>1. The Bylaws Committee shall maintain the current Bylaws and Standard Operating Procedures of the Society and examine and consider the proposed changes to the Bylaws and Standard Operating Procedures of the Society.</p> <p>Any member in good standing may submit a proposal for an amendment to the Bylaws and/or Standard Operating Procedures to the Bylaws Committee. The Committee shall evaluate the proposal and submit a recommendation on the proposal to the Board of Directors and the member(s) who submitted the proposal. The Committee’s</p>

	<p>recommendation may accept, reject, or modify any such proposal.</p> <p>2. The Membership Committee shall be responsible for recruitment of new members, retention of current members, and reactivation of lapsed members. The Membership Committee shall assist the Board of Directors or other committees in communicating matters to the general membership as needed.</p> <p>3. The Awards and Scholarship committee shall have the following duties:</p> <ul style="list-style-type: none"> a. Seek nominations for any awards authorized by the Society b. Publish information regarding scholarships authorized by the Society c. Select recipients of all such awards and scholarships <p>4. The Promotion of the Profession committee shall be responsible for communicating major national and state events regarding the clinical laboratory science field, including activities of the Society, to the general membership.</p>
<p>Article IX – Official Publication</p> <p>There shall be an official publication of the Society. The name of the publication shall be defined in the Standard Operating Procedures.</p>	<p>Article IX – Official Publication</p> <p>The Board of Directors shall select an editor-in-chief, who shall be an active member of the Society, and may be an officer or director. The editor-in-chief may appoint additional staff as necessary.</p> <p>The official publication of the Society shall be the ASCLS-NY Newsletter. The official publication shall be made available to all members of the Society. It shall be published at least two times a year.</p>
<p>Article X – Impeachment</p> <p>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. If circumstances have not already</p>	<p>Article X – Impeachment</p> <p>1. Impeachment may be initiated when a Professional, Ascending Professional, or Emeritus member of the Society shall file with the Judicial Committee formal and specific</p>

removed an impeached person from his/her position of trust, a majority vote of the membership to withdraw its confidence shall so remove him/her. The majority is defined as either a majority of those in attendance at the Annual Business Meeting or a majority of respondents for an electronic vote.

charges against a particular person holding a position of trust in the Society. The Judicial Committee typically serves as the judicial body, however, if such charges apply to a member of the Judicial Committee, the Board of Directors shall serve as the judicial body instead.

2. Process for proceeding with charges of impeachment:

a. The judicial body shall complete an initial review of the charges. If the judicial body finds the charges meritless and/or frivolous, they shall dismiss the charges. Otherwise, the judicial body shall offer the defendant the choice between resignation, which shall end the matter, or a full hearing.

b. In the event of a full hearing, notice of the date of the hearing shall be published to the defendant, any witnesses the judicial body wishes present, and the Board of Directors at least sixty days prior to the hearing date. At that time, the judicial body shall also provide the defendant a full list of the charges against him/her. The defendant shall maintain the right to be represented by legal counsel and to confront his/her accuser.

c. Upon conclusion of the hearing, the judicial body shall deliberate and form an opinion based on a preponderance of the evidence. The judicial body shall report this opinion to the Board of Directors and to the membership of the Society. The judicial body shall schedule and hold a vote of the general membership within 30 days of releasing their opinion. This vote may be held at the Annual Business Meeting or using electronic methods as is appropriate. The general membership of the Society shall either exonerate or remove the defendant from his/her position.

d. The judicial body shall maintain a record of all charges, evidence presented at hearings, and results of votes until the completion of the impeachment process. The judicial body shall then ensure that these records are transferred to the Secretary within 30 days.

<p>Article XI – Representation to the House of Delegates of the ASCLS</p> <p>The Society is entitled to representation at the Annual Meeting of the ASCLS, as stipulated by the ASCLS Bylaws and reflected in the Standard Operating Procedures.</p>	<p>Article XI – Representation to the House of Delegates of the ASCLS</p> <p>The official quota of the voting members in the delegation shall include the President and the President-Elect (or their alternates), one Ascending Professional, and one Developing Professional, plus one additional delegate per each 50 Society members from the Professional, Ascending Professional, and Emeritus members.</p>
<p>Article XII – Amendments</p> <p>Amendment and/or reorganization of the Bylaws of the Society may be made in accordance with the following procedure:</p> <ol style="list-style-type: none"> a. Any voting member of the Society may submit a proposal for modification of the Bylaws. They shall submit the proposal electronically to the Board of Directors who shall immediately refer the matter to the Bylaws Committee. No proposal may be accepted that violates the regulation of chartered state societies stipulated by ASCLS. b. The Bylaws Committee shall review the proposal and provide its recommendation to the Board of Directors. c. The Board of Directors shall review the committee’s recommendation and shall hold a majority vote on the proposal. The Board of Directors may elect to support or reject the proposal in its entirety or in part. d. If the Board of Directors elects to support all or part of a proposal, the Bylaws Committee shall electronically submit the modifications in context to the Bylaws Committee of the ASCLS. The Bylaws Committee of the ASCLS will review and vote on the Bylaws proposal. e. Following a vote of approval by the Bylaws Committee of the ASCLS, the proposed modifications shall be announced to the general membership by the President 30 days prior to the next Annual Business Meeting. Modifications may then be approved by a 2/3 vote of the voting membership present at the 	<p>Article XII – Amendments</p> <ol style="list-style-type: none"> 1. The Bylaws Committee of the Society shall have the responsibility and authority to amend or revise the Bylaws and Standard Operating Procedures of the Society when such changes are in order due to changes in the bylaws and standard operating procedures of the ASCLS. They may implement these changes directly, however they must inform the Board of Directors within 30 days of such changes, and must inform the general membership at the next Annual Business Meeting. The general membership will vote upon the changes. 2. Amendment and/or reorganization of the Standard Operating Procedures of the Society may be made in accordance with the following procedure: <ol style="list-style-type: none"> a. Any voting member of the Society may submit a proposal for modification of the Standard Operating Procedures. They shall submit the proposal electronically to the Board of Directors who shall immediately refer the matter to the Bylaws Committee. No proposal may be accepted that violates the regulation of chartered state societies stipulated by ASCLS. b. The Bylaws Committee shall review the proposal and provide its recommendation to the Board of Directors. c. The Board of Directors shall review the committee’s recommendation and shall hold a majority vote on the proposal. The Board of Directors may elect to support or reject the proposal in its entirety or in part.

Annual Business Meeting. The membership may approve of the modifications in whole or in part. F. A complete copy of amended Bylaws/SOP's are to be sent electronically to the ASCLS Executive Office and the ASCLS Bylaws Committee.

d. Following approval by the Board of Directors, the proposed modifications shall be announced to the general membership by the President 30 days prior to the next Annual Business Meeting. Modifications may then be approved by a 2/3 vote of the voting membership present at the Annual Business Meeting. The membership may approve of the modifications in whole or in part.

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