

**BYLAWS OF THE NORTH CAROLINA SECTION OF  
THE AMERICAN ASSOCIATION FOR CLINICAL CHEMISTRY, INC.  
(Updated 09/05)**

**ARTICLE I. Organization Name**

The name of this organization shall be the North Carolina Section of the American Association for Clinical Chemistry, Inc.

**ARTICLE II. Area**

The geographical area of the North Carolina Section shall be those areas comprising the postal zones with zip codes: 23901 to 23999, 24000 to 24399, 24600 to 24899 and 27000 to 28999. These areas represent the State of North Carolina and portions of the State of Virginia

**ARTICLE III. Organization**

The North Carolina Section shall be governed by the Constitution and Bylaws of the American Association for Clinical Chemistry, Inc. and no part of the Bylaws of the North Carolina Section shall be in conflict with the Constitution and Bylaws of the Association. The North Carolina Section is incorporated as a non-profit corporation in the State of North Carolina.

**ARTICLE IV. Objectives**

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

**ARTICLE V. Membership**

The qualifications for membership shall be the same as defined in the Bylaws of the Association. Members, Honorary Members, Emeritus Members, Affiliates, and Student Associates of the Association residing within the geographical area described in Article II shall comprise the membership of the North Carolina Section. Only Members and Emeritus Members in good standing shall have voting privileges.

**ARTICLE VI. Officers**

A. Only Members of the Association shall be Officers. This Section shall have the following Officers:

- Chair
- Chair-Elect
- Secretary/Internet Coordinator
- Treasurer
- Members-at-Large (maximum of 3)
- Delegate of the Association
- Immediate Past Chair

B. Duties of the Officers are:

- Chair
  1. The Chair shall be the Executive Officer for the North Carolina Section, shall preside at all official meetings, and appoint the Chair of all Committees, The Chair shall be an ex-officio member of each Committee.
- Chair-Elect
  1. The Chair-Elect shall serve for one term and be designated as Chair for the following term. The Chair-Elect shall preside at meetings in the absence of the Chair, act in case of his absence or disability, and serve as Chair of the Program Committee.
- Secretary/Internet Coordinator
  1. The Secretary/Internet Coordinator shall keep minutes of each Executive Committee meeting of the Section, circulate them to the Executive Committee, and submit them for approval at the next such meeting.

- Maintain the minutes of the meetings as a record and transmit them to the succeeding Secretary.
- Maintain an accurate list of the names and addresses of the entire Membership.
- Carry out such correspondence of the Section as is delegated by the Chair.
- Distribute notices of meetings, ballots, and election results to the Membership.
- Distribute to the Membership a summary of actions taken at either a meeting of the Section or a meeting of the Executive Committee.
- Notify the Association Secretary and the Executive Vice President of the results of election of Officers, and other pertinent matters related to the activities of the Section.

2. Maintain the Section web page including updating information to Section Members

▪ Treasurer

1. The Treasurer shall receive and disburse all monies as authorized by the Executive Committee. However, the Chair may direct the Treasurer to disperse funds to a limit established by the Bylaws (Article VIII, Section B).
  - Maintain accurate and current records of all credits, debits, and balances; prepare and submit tax-related documents and forms, and such other documents as may be required by governmental agencies.
  - Present a financial statement of receipts, disbursements, and current balances at meetings of the Executive Committee, and at other meetings as directed by the Chair.
  - Provide accurate records to be passed to succeeding Treasurers and to the Membership.
  - Submit all records for annual audit to a Committee appointed by the Chair for that purpose.

▪ Delegate of the Association

1. The North Carolina Section is entitled to one Delegate irrespective of the size of its membership. An Alternate Delegate shall be elected to assume this responsibility in the event the elected Delegate is unable to attend a meeting of the House. The term of office shall be for three years. No Delegate shall be elected to serve more than two (2) consecutive terms.

▪ Immediate Past Chair

1. The Immediate Past Chair is not elected and shall serve for one term immediately following the term as Chair. The Past Chair shall preside over the receipt and counting of ballots for the current election year.

C. Terms of Office.

1. Each elected Officer shall serve for two years; the term of office shall start January 1, and terminate December 31 of the following year, The Immediate Past Chair shall serve in that office for two years.
2. Each elected Officer shall be permitted to succeed their elected term only once, except for the Chair and Chair-Elect. These two Officers shall not be eligible for re-election to either of these offices until one year has elapsed following their last term of office.
  - In the event that the office of the Chair becomes vacant, the Chair-Elect shall become Chair for the remainder of the term and shall also assume the Chair ship for the next term. In the event of a vacancy in the office of Immediate Past Chair, that office shall devolve upon and the most recent Past Chair able to serve shall carry out its duties and functions.
  - If a vacancy occurs in any other office, the Chair shall appoint a successor for the remainder of the term. Such appointee shall be eligible for election to any office at the end of that term.

3. Two or more offices may be held by the same individual except Chair and Secretary/Internet Coordinator with the exception of the office of Delegate of the Association, which may also be held by either of these Officers.

D. Election of Officers

1. Election shall be by ballot distributed electronically or by mail, fax, e-mail or other standard means of communication. The Secretary shall distribute to the Membership by October 1 of each year a suitable ballot showing the offices to be filled and the nominees for each office, which shall be listed in an order determined by lot. In addition, each office shall have provision for write-in votes.
  - Nominees shall be those nominated by members of the Section by September 15 of each year that an office is to be filled.
  - Members may nominate themselves for office.
  - All nominees must have agreed to serve before the election.
  - Ballots shall be returned to the Immediate Past Chair in a manner communicated on the ballot (i.e., electronic, fax, mail, e-mail), and tabulated and counted by the Immediate Past Chair with the assistance of two members appointed by the Immediate Past Chair. The assisting members cannot be executive committee members. In the event that the Immediate Past Chair is a candidate for office, the Executive Committee shall appoint an individual to perform these functions.
  - The deadline for the receipt of valid ballots by the Immediate Past Chair shall be November 1. The Executive Vice President and the Association Secretary should be informed of the results by November 15.
  - The nominee receiving a plurality of valid votes for each office shall be elected. In the event that two or more candidates for an office tie for the highest number of votes, another election for that office shall be held. The Executive Committee shall establish conditions for this run-off election. In the event that an Officer is not elected by January 1, the Officer in that office on December 31, shall continue to serve until relieved by the duly elected Officer.
  - Resignation of Offices, with the exception of the Chair, shall be submitted in writing, to the Chair. 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.
  - On a majority vote of the Officers of the North Carolina Section, a motion for impeachment of an Officer will be submitted to the Membership for a vote by ballot. A two-thirds majority of the votes cast is required to effect the removal from office of one of the elected officers.

**ARTICLE VII. Standing Committees**

A. Executive Committee. This committee shall consist of the Chair, Chair-Elect, Secretary/Internet Coordinator, Treasurer, Member-at-Large, Immediate Past Chair, and elected Delegate. The Executive Committee, depending upon needs of the Section or Association, may appoint additional non-voting members to the committee, an example of which is the Society for Young Clinical Laboratorians Liaison. The Executive Committee shall have the authority to act by recorded majority vote on all matters not otherwise specified in this document or its amendments, or when it is not practical or possible to convene the general Membership for emergency decision.

B. Membership Committee. This committee shall consist of a Membership Chair appointed by the Section Chair, and may include additional members of the section as necessary. Its function shall be to evaluate and make recommendations of candidates for membership as described in Article I of the Bylaws of the Association.

C. Program Committee. This committee shall consist of the Section Chair-Elect, and any additional members of the section as necessary. The function of this committee shall be to plan, schedule, and make necessary arrangements for the scientific portions of the Section meetings. This committee is encouraged

to seek and utilize alternative forms of distance learning to facilitate the changing continuing education needs and time/financial constraints of Section Members.

D. The Chair may create additional Committees to carry out designated functions as determined by the Executive Committee.

**ARTICLE VIII. Fiscal Matters**

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

B. The Chair, without approval of the Executive Committee, can authorize Section expenditures up to a limit of \$250.00. Expenditures in excess of this amount require approval by the Executive Committee.

C. If/when the North Carolina Section treasury funds exceed \$20,000.00, the treasurer (at the time of taking office) shall be bonded. The fees required to complete the bonding requirement will be paid from Section funds.

B. In the event that the activities of the North Carolina Section are terminated, all funds remaining after the payment of all debts shall be forwarded to the Association, as specified in the Articles of Incorporation. In no event shall any funds of the Section inure to the benefit of any Member of the Section, either during the life of the Section or after its termination.

**ARTICLE IX. Meetings**

A. The Section shall convene meetings in conjunction with a scientific presentation. Prior written notification, including agenda, date, time and location of the meeting shall be communicated to Members at least three (3) weeks prior to the established date (by first-class mail, posting on the section web page, by broadcast fax, e-mail or other suitable means of communication).

B. The Executive committee shall meet at least once per year in open session and shall require written notification to the Members. Committee Chairs may attend such meeting with the permission of the Section Chair, but shall have no vote. Members of the Section may observe such meetings with the permission of the Section Chair. Any action taken by the Executive Committee may be taken without a meeting if all members of the Committee consent in writing to the adoption of a resolution authorizing the action, which shall be filed with the respective minutes. Any such action may also be taken by means of telephone conference call, e-mail, broadcast fax or other appropriate means of communicating a consensus. A quorum for any called Executive Committee meeting shall be required to conduct business, and shall consist of three members of the Committee.

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

**ARTICLE X. Bylaws Amendments**

Amendments shall be considered by a committee appointed by the Chair. This committee shall draft amendments, submit to the Executive Committee for comment, and submit final recommendations to the Membership. These proposed Bylaw amendments may be adopted and immediately effective if approved by two-thirds of the vote cast by ballot. Proposed changes in this document must be communicated to the Members not less than 30 days nor more than 60 days before such ballot is due, to allow for member written comments.

Adopted by the Board of Directors on the 31st day of December, 2005.



Chair, NC Local Section