

**THE ROCKY MOUNTAIN SECTION OF THE  
AMERICAN ASSOCIATION FOR CLINICAL  
CHEMISTRY, INC. BYLAWS**

Article I. ORGANIZATION NAME

The name of this organization shall be the Rocky Mountain Section of the American Association for Clinical Chemistry, Inc., a Colorado non-profit corporation.

Article II. AREA

The geographical area for the Rocky Mountain Section of the American Association for Clinical Chemistry, Inc. (hereafter referred to as the "Rocky Mountain Section", "RMAACC" or the "Section") shall be that designated by the national American Association for Clinical Chemistry (hereafter referred to as the "Association") and consists of the states of Arizona, Colorado, New Mexico, Montana, Utah, and Wyoming; the provinces of Alberta and Saskatchewan; and the Northwest Territories.

Article III. ORGANIZATION

The Rocky Mountain Section shall also be governed by the Constitution and Bylaws of the Association. In the event of a conflict between the Bylaws of the Rocky Mountain Section and the Association's Bylaws, the Association's Bylaws shall prevail.

Article IV. OBJECTIVES

The objectives of the Rocky Mountain Section shall be the same as those of the Association, with emphasis on providing educational and networking opportunities for members and potential members of the Section.

## Article V. OFFICERS

- A. Powers, Duties, and Functions. Responsibility and authority for the management and control of the properties, funds, and activities of the Rocky Mountain Section of the American Association for Clinical Chemistry, Inc., shall be vested in a Board of Directors as the Governing Board of the corporation.
  
- B. Membership. The Board of Directors shall consist of the following elected officers:
  - 1. Past-Chair, a 1-year term served following a 1-year term as President/Chair.
  - 2. President/Chair, a 1-year term served following a 1-year term as Chair-Elect.
  - 3. Vice-President/Chair-Elect, a 1-year term that progresses to Chair and Past-Chair over the subsequent 2 years (3 years commitment in total).
  - 4. Secretary, a 2-year term.
  - 5. Treasurer elected as needed. This position is historically filled by a resident of Colorado that has access to the bank account and business license for the Section.
  - 6. Member at Large, a 1-year term.
  
- C. All Board Members shall be Members (or Emeritus Members) of the Association and the Rocky Mountain Section.

D. Terms of Office:

1. Each Board Member term of office shall start January 1 and terminate December 31.
2. Each officer shall be permitted to succeed himself or herself, except for the President (Chair) or Vice- President (Chair-Elect). These two officers shall not be eligible for re-election to their respective offices until one year has elapsed following their last term of office.

E. Election of Officers:

1. The Secretary shall prepare the ballot with a nominee for each office to be filled. The ballot shall be distributed electronically to the membership by November 1<sup>st</sup>. The ballot shall include provisions for a write-in candidate for each office. Written requests for a mailed ballot may be submitted to the Secretary.
2. Nominees shall be selected by the Board of Directors, nominated by members, or self-nominated
3. Prior to the election all nominees must consent to serve if elected.
4. Ballots shall be collected and tabulated by the Secretary within 30 days of distribution (by December 1<sup>st</sup>).
5. The Secretary will inform the nominees and members of the election results.
6. The nominee receiving a plurality of valid votes shall be elected. In the event of a tie, another election for that office shall be held.
7. In the event that an officer is not elected by January 1, the officer currently holding that office on December 31 shall continue to serve until relieved by the duly elected officer.

- F. Voting. Each Board Member shall be a voting member of the Board of Directors.
- G. Meetings:
1. The Board of Directors shall hold an annual meeting, immediately following the Annual Section Meeting of the membership, for the purpose of transacting such business as may come before the Board.
  2. There will be no other regularly scheduled meeting of the Board of Directors.
  3. Special meetings of the Board of Directors may be called, and their time and place fixed by the President, or a majority of the Board, and shall be held upon due notice to the Directors. Such meetings may take place by means of a telephone conference call or similar means.
  4. A quorum for such meetings shall consist of a majority of its voting members.
  5. The Section will hold two meetings per year, one in conjunction with the National meeting and one Annual meeting held within the geographical area of the Section, traditionally a 1-2 day Spring Symposium.
- H. Removal of Members from the Board. A Board Member who fails to fulfill his/her responsibilities as outlined in Article VI may be removed from the Board by a majority vote of the Board.

I. Vacancies.

1. In the event that the office of the President (Chair) becomes vacant, the Vice-President (Chair-Elect) shall assume this position for the remainder of the term.
2. Should any other Board Member resign or no longer be able to fulfill his/her responsibilities prior to completion of his/her term of office, or is removed as described in Article V,(H),the incumbent Board of Directors shall appoint a qualified person to discharge the duties of that office for the remainder of the departing Board Member's term.
3. Resignations of officers, with the exception of the President (Chair), shall be submitted, in writing, to the President (Chair). The resignation of the President (Chair) shall be submitted, in writing, to the Board of Directors and upon acceptance, the Vice-President (Chair-Elect) shall assume that office.

Article VI. Officer Duties

A. The President/Chair shall:

1. Be the executive officer for the Rocky Mountain Section of the American Association for Clinical Chemistry, Inc., and preside at all meetings of the Board of Directors and/or the Membership.
2. Be responsible for the business meeting agendas at the Annual Section Meeting and at the National Section Meeting held in conjunction with the National AACC Meeting.
3. Prepare a critique of the Annual Section Meeting summarizing the logistics, financial performance, and scientific benefits of the Annual Section Meeting and making recommendations for improvements in future meetings.
4. Plan, schedule, and make the necessary arrangements for the National Section Meeting held in conjunction with the National Meeting of the Association

B. The Vice-President (Chair-Elect) shall:

1. Preside at meetings in the absence of the President (Chair) and act for him/her in case of his/her absence or disability.
2. Serve as Chair of the Program Committee to:
  - a. Prepare a budget for the Annual Section Meeting for approval by the Board of Directors.
  - b. Plan, schedule, and make the necessary arrangements for the Annual Section Meeting.

C. The Secretary shall:

1. Keep minutes of all meetings of the Section at which business is conducted, submit them to the President (Chair) for approval and distribute them to the membership.
2. Maintain the minutes of meetings as a record and transmit them to the succeeding Secretary.
3. Maintain an accurate list of the names and addresses of all Members of the Section.
4. Carry out such correspondence of the Section as delegated by the President (Chair).
5. Distribute notices of meetings, ballots, and election results to the membership and receive and tally election ballots.
6. Notify the Association and members of the results of election of officers, and of professional and Section activities that are considered to be of interest to the Association.

D. The Treasurer shall:

1. Receive and disburse all funds authorized in the Section budget.
2. Maintain accurate and current records of all transactions.
4. Present a statement of the financial condition of the Section at its meetings.
5. Transmit complete and accurate records to the succeeding Treasurer.
6. Assist the Vice-President (Chair-Elect) with preparation of the budget for the Annual Meeting.
7. Monitor compliance with the Section Budget and bring significant variances to the attention of the Board of Directors.
8. Be required to complete and submit the appropriate income tax returns to both the State and Federal Internal Revenue Service.

E. The Member at Large shall:

1. Participate in Section meetings.
2. Assist the Board of Directors as needed.
3. Solicit nominations for Section Travel Grants and Awards.

Article VII. MEMBERSHIP

- A. The qualifications for membership of the Section shall be the same as those defined in the Bylaws of the Association.
- B. Members, Honorary Members, Emeritus Members, Affiliates, and Student Affiliates of the Association residing within the geographical area described in Article II shall comprise the membership of the Rocky Mountain Section.
- C. Only Members and Emeritus Members of the Association in good standing shall be voting members of the Rocky Mountain Section and be eligible for election to the Board of Directors or other committees of the Section.

Article VIII. COMMITTEES

- A. Nominating Committee: The Nominating Committee shall consist of the current Board of Directors. The function of this committee shall be to provide a slate of candidates for the elected offices as described in Article VI. Nominations from the floor shall be entertained at any time. Each candidate nominated must agree in writing or electronically, to serve before his or her nomination can be placed on the ballot.
  
- B. Program Committee: The Program Committee is managed by the Chair-Elect and is responsible for planning the Annual Meeting (traditionally a 1–2-day Spring Symposium). The members of the Program Committee include any Section Members or potential members that reside within the Section, who he or she chooses to appoint.
  
- C. Other Committees: Additional committees may be formed at the discretion of the Board of Directors.

Article IX. FISCAL MATTERS

- A. The fiscal year of the Section shall begin on January 1 and end on December 31.
  
- B. In the event that the activities of the Rocky Mountain Section are terminated, all funds remaining after payment of all debts shall be forwarded to the Association. 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 X. MEMBERSHIP MEETINGS

- A. The Section shall have two regularly scheduled membership meetings each year:
1. A meeting consisting of a business meeting and a scientific program, scheduled in the spring, called the "ANNUAL SECTION MEETING", shall be held.
  2. A meeting consisting of a business meeting only, held in conjunction with the Association's National Meeting, called the "NATIONAL SECTION MEETING" shall be held.
  3. There shall be no special meetings of the membership.
- B. The ANNUAL SECTION MEETING shall typically rotate through the States and provinces contained within the geographic area of the Section, providing opportunities to engage Members and potential members with the local communities hosting each meeting.
- C. The Vice-President (Chair-Elect) shall be nominated from the state that will be hosting the annual meeting for the following year. In the event that the Nominating Committee is unable to locate a candidate for the office from the "host state", that Committee has the authority to seek nominations from another state or province. This means that a state might host two meetings within four years, so that the regular rotation may be preserved.
- D. A quorum for the transaction of any business at any membership meeting shall consist of a minimum of 15 voting members in good standing. If the President (Chair) wishes to ensure that a quorum is present for a meeting, he or she may invoke proxy voting for that meeting by:
1. Sending a copy of the agenda to all Section members at least five business days in advance of the scheduled meeting date.
  2. Including a list of proposed motions (if known) with the agenda.
  3. Requesting that members unable to attend send their signed proxy vote forms to the President (Chair) or to another Section member to permit votes to be cast on their behalf.

In the event of insufficient numbers for a quorum to transact business, a second meeting shall be called. The foregoing notwithstanding such a second meeting shall constitute a quorum.

Article XI. NOTICE OF MEETINGS

- A. Notice of the annual meeting of the Board of Directors will be delivered electronically to each Board Member at least 30 days prior to the date of the meeting.
- B. Notice of the membership meetings will be delivered electronically to the membership of the Section at least 30 days prior to the dates of the meetings.

Article XII. AMENDMENTS

Amendments to these Bylaws may be proposed by the Board of Directors, and approved by a majority vote.