

BYLAWS
ARTICLE I
Membership

- A. The members of this Society shall consist of professional members and all other classes of membership appropriate to constituent societies as specified in current Bylaws of the American Society for Clinical Laboratory Science (ASCLS). Each applicant shall be considered for membership only in the class appropriate to the maximum qualifications he/she possesses.

Amended 6/24/13

- B. Membership requirements for all classes shall be those specified in current Bylaws of the American Society for Clinical Laboratory Science.
- C. Professional and Emeritus members are entitled to vote, hold office, and serve on any board or committee of this Society and are designated hereinafter in this document as voting members. All other rights benefits, and privileges of this Society shall be extended to all members.

ARTICLE II
Dues

- A. Annual dues for membership in this Society shall be based on the following schedule in addition to the sum prescribed by the American Society for Clinical Laboratory Science:

Professional member.....	\$15.00
Emeritus member	None
Honorary member	None
Student member	5.00
All other members	12.00

Amended 4/19/91
Amended 4/24/92
Amended 4/30/96
Amended 4/98
Amended 4/1/02

- B. Dues shall be paid at the time and in the manner prescribed by the American Society for Clinical Laboratory Science.

ARTICLE III
Officers

- A. The officers of this Society shall be president, president-elect, secretary, treasurer, seven area representatives and the student forum chairman. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Society.
- B. The term of office for president, president-elect, secretary and the three members of the Nominations Committee shall be for one year or until their successors are elected and take office. The term of office for treasurer shall be three years or until a successor is elected and takes office. The term of office for the area representatives shall be three years or until their successors are elected and take office. The student forum chairman's term of election and term of office shall be defined in the student forum guidelines. All elected officials may succeed themselves in office.
- C. Eligibility for holding office shall be limited to voting members in good standing in this Society who have been such for at least one year immediately preceding nomination.

- D. The Nominations Committee shall present a slate of officers in ballot form to the voting members of the Society no less than thirty days prior to the opening of the regular business meeting. Further nominations may be made from the floor at the time of the election. Election of officers shall be by closed ballot by both present and absentee voting members in good standing in this Society.
 - 1. Voting members present at the business meeting shall vote by closed ballot.
 - 2. Absentee ballots by voting members shall be included as accredited votes if mailed to the secretary two weeks prior to the business meeting. The envelope containing the absentee ballots must be signed by the voting member to be valid.
- E. The Board of Directors shall fill by appointment any vacancy except office of president for an unexpired term until such time as an election can be held at a regular business meeting.
- F. Office of president shall in the case of vacancy or the inability of the president to serve shall be filled by the president-elect.
- G. The term of office of any officer of this Society elected at a regular meeting shall begin with the sine die adjournment of the American Society for Clinical Laboratory Science Annual House of Delegates.

ARTICLE IV
Duties of Officers

- A. The president shall be the chief executive of this Society. The president shall preside at the regular business meeting and all meetings of the Board of Directors. The president shall appoint all committees and serve as ex-officio member of each committee except the nominations committee.
 - Amended 4/19/91
 - Amended 4/24/92
 - Amended 4/30/96
 - Amended 4/98
 - Amended 4/17/02
- The president shall perform such duties applicable to the office as prescribed by the parliamentary authority adopted by the Society.
- B. The president-elect shall, during their term of office, become familiar with the duties of the office of president. In the event of a vacancy in the office of president, the president-elect shall become president. The president-elect may attend all meetings of committee and boards. The president-elect shall perform such duties applicable to the office as prescribed by the parliamentary authority adopted by the Society.
 - C. The secretary shall act as secretary at all meetings of the Board of Directors and regular business meetings of this Society. The secretary shall keep a permanent record of minutes taken at all meetings. The secretary shall conduct such correspondence as shall be authorized by the Board of Directors or as requested by the president. The secretary shall submit to the state publication a summary of actions taken at the business meeting. The secretary shall perform such duties applicable to the office as prescribed by the parliamentary authority adopted by the Society.
 - D. The treasurer shall assure the receipt and expenditure of funds in accordance with the directives established by the Board of Directors. The treasurer shall be under bond as an ex-officio member of the Finance Committee during term of office. The treasurer shall submit to the membership at the regular business meeting, a statement of all receipts and expenditures of the Society for the year just ended. At the end of term of office, there shall be a terminal audit before the newly elected treasurer assumes the responsibility of the office. The treasurer shall perform such duties applicable to the office as prescribed by the parliamentary authority adopted by the Society.

- E. The Board of Directors shall assist the president in preparing an agenda for the regular meeting, and transact any emergency or judicial business that may arise during the year.

ARTICLE V
Meetings

- A. There shall be at least one meeting of this Society which shall include the business session of the voting membership and meetings of the Board of Directors and committees as necessary to conduct the regular business of this Society. Other business meetings may be scheduled as deemed necessary or appropriate by the voting members of the Board of Directors.
- B. The time and place of the meeting shall be determined by the Board of Directors.
- C. The Student members shall be given the right to sit on the floor of the business session in a non-voting status and shall be given privileges of debate. The Student Forum Chairman and the Vice-Chairman shall both be voting members of the business meeting by virtue of their office.
- D. The quorum of the LSCLS business meeting shall be the physical presence of 10% of the professional and emeritus membership. Only absentee balloting for officers and other ballot issues specified by the board shall be allowed. No other proxy voting will be permitted. If an adjourned meeting of the annual meeting shall be necessary, the same quorum shall be necessary to conduct business.

Amended 4/19/91
Amended 4/24/92
Amended 4/30/96
Amended 4/98
Amended 4/17/02

ARTICLE VI
Board of Directors

- A. The Board of Directors shall represent the Society between the regular meetings of the membership.
- B. The Board of Directors shall consist of:
 - 1. The president, president-elect, secretary, treasurer, immediate past president, and student forum chairman, and,
 - 2. One elected representatives from each of the seven geographic area defined herein:
 - a. Area I shall include Bienville, Bossier, Caddo, Claiborne, DeSoto, Natchitoches, Red Rive, Sabine and Webster parishes.
 - b. Area II shall include Caldwell, East Carroll, Franklin, Jackson, Lincoln, Madison, Morehouse, Ouachita, Richland, Tensas, Union and West Carroll parishes.
 - c. Area III shall include Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Vernon, and Winn parishes.
 - d. Area IV shall include Allen, Beauregard, Calcasieu, Cameron, and Jefferson Davis parishes.
 - e. Area V shall include Acadia, Evangeline, Iberia, Lafayette, Saint Landry, Saint Martin, Saint Mary, and Vermilion parishes.
 - f. Area VI shall include Ascension, Assumption, East Baton Rouge, East Feliciana, Iberville, Livingston, Point Coupee, Saint Helena, Saint James, Saint John the Baptist, Tangipahoa, West Baton Rouge and West Feliciana parishes.

- g. Area VII shall include Jefferson, Lafourche, Orleans, Saint Bernard, Plaquemines, Saint Charles, Saint Tammany, Terrebonne and Washington parishes.

ARTICLE VII
Committees

- A. Standing Committees shall be those specified by the current Bylaws of the American Society for Clinical Laboratory Science.
- B. Ad Hoc Committees may be appointed by the president on authority given by the voting membership at a meeting or by the Board of Directors.
- C. Executive Committee: There shall be an Executive Committee of the Board of Directors, which shall consist of the officers of the Society. The Executive Committee shall be responsible for management of the affairs of the Society between meetings of the Board of Directors and shall perform such other duties as the Board of Directors may direct.

Amended 4/19/91
Amended 4/24/92
Amended 4/30/96
Amended 4/98
Amended 4/17/02

ARTICLE VIII
Fiscal Year

The fiscal year of this Society shall be from July 1 to June 30, inclusive.

ARTICLE IX
Parliamentary Procedure

The current edition of Robert's Rules of Order Newly Revised shall govern the business proceedings of this Society except when otherwise specified in these Bylaws.

ARTICLE X
Amendments

- A. The Bylaws of this Society may be amended as follows:
 - 1. A proposed amendment to these Bylaws may be submitted by a group of three or more voting members of this Society.
 - 2. The proposed amendment shall be submitted in writing to the chairman of the Bylaws committee no less than seven months in advance of the next scheduled meeting. After review by the Bylaws Committee of this Society, four copies of the amendments to the Bylaws must be submitted to the ASCLS Bylaws Committee sixty (60) days before approval is desired before submitting to the voting membership of this Society for adoption.
 - 3. The Bylaws Committee shall submit amendments, in context, to the members of the Society no less than sixty days prior to the opening of the next scheduled business meeting. At this meeting, the proposed amendments shall be presented to the voting members for consideration.
 - 4. Adoption of amendments to the Bylaws shall require a two-thirds vote of the accredited voting members, certified as present at the time of vote. Absentee ballots shall be included as accredited votes if mailed to the secretary two weeks prior to the regular meeting.

- B. Within thirty days after adoption of an amendment to the Bylaws, the secretary shall send a report of such adoption to the editor of the state publication for publication. This shall be published in the first issue following receipt of Bylaws amendments. Following adoption, a copy of the codes of this Society must be sent to the ASCLS Executive Office and to the Chairman of the ASCLS Bylaws Committee.
- C. An order to present a complete revision of the Bylaws at the next ensuing meeting shall require a two-thirds vote of accredited voting members, certified as present at the time of the vote.

Amended 4/19/91
Amended 4/24/92
Amended 4/30/96
Amended 4/98
Amended 4/17/02

ARTICLE XI Affiliation

This Society is an affiliate organization of the American Society for Clinical Laboratory Science and shall at no time in any manner adopt any policy contrary to the policies of said Society, except as may be required to abide by the laws of the State of Louisiana.

ARTICLE XII Representation to the ASCLS House of Delegates

The official quota of voting members in the delegation shall include:

- A. The current president, and president-elect (or their alternates).
- B. One student member, regardless of the number of state student members (or alternate).
- C. One new professional (or alternate).
- D. One delegate for each fifty members or major fraction thereof.
- E. The first delegate shall be the president-elect-elect (or alternate).

Amended 8/15/12
Amended 6/24/13