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**BYLAWS OF THE
OHIO VALLEY SECTION OF
THE AMERICAN ASSOCIATION FOR CLINICAL CHEMISTRY**

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ARTICLE I. Offices

8 The name of this corporation shall be the Ohio Valley Section of the American
9 Association for Clinical Chemistry, Inc. (herein called "Section"). The Ohio Valley
10 Section shall be incorporated in accordance with the laws of the State of Ohio.
11 The Corporation shall have and continuously maintain in the State of Ohio a
12 registered office as required by the Ohio Non-Profit Corporation Act. The
13 registered office may be, but need not be, identical with the principal office in the
14 State of Ohio, and the address of the registered office may be changed from time
15 to time by the Board of Trustees.

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ARTICLE II. Geographic Area

20 The geographical area in which Section Members may reside shall be:

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- A. All areas in Ohio near or within the metropolitan areas of Columbus, Dayton, and Cincinnati, defined by postal areas zip codes 430-433, 437-438, and 450-459
 - B. Those areas within Indiana near or within the metropolitan areas of Muncie, Anderson, Indianapolis, and Bloomington defined by postal area zip 460-462 and 470-478.
 - C. Those areas within Kentucky near or within the metropolitan areas of Louisville, Lexington, and Ashland, defined by postal zip codes 400-403, 405-406, 410-411.
 - D. Those areas in West Virginia near or within the metropolitan area of Huntington defined by the postal zip codes 250-253, 255-257, 261-264, and 266.
 - E. The geographical boundaries of this Section are subject to change and reestablishment upon the approval of or request from the House of Delegates of the Association (herein called "The House") as a result of the fixing of boundaries by neighboring Sections, or the formation of new Sections within the areas defined above.

ARTICLE III. Association Rules Govern

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2 The Section shall be subject to and governed by the Constitution and Bylaws of
3 the American Association for Clinical Chemistry, Inc. (herein called "Association")
4 except as provided herein and no part of the Bylaws of the Section shall be in
5 conflict with the Constitution and Bylaws of the Association.
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8 **ARTICLE IV. Purposes**
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10 The purposes of the Section shall be the same as those of the Association.
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13 **ARTICLE V. Membership**
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- 15 A. Members, Honorary Members, Emeritus Members, Affiliates and Student
16 Affiliates of the Association residing within the geographical area
17 described in Article II of these bylaws or Members, Honorary Members,
18 Emeritus Members, Affiliates and Student Affiliates of the Association who
19 request membership in the Section shall comprise the Membership of the
20 Section. Only Members and Emeritus Members in good standing and
21 residing within the geographical area described in ARTICLE II of these
22 bylaws shall have voting privileges and be qualified to hold Section Office
23 or serve as Delegate or Alternate Delegate.
24
- 25 B. The qualifications for Section membership shall be the same as defined in
26 the Bylaws of the Association.
27
- 28 C. Discipline of members shall be as defined in Bylaws of the Association.
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31 **ARTICLE VI. Officers and Delegate(s)**
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- 33 A. The Section Officers, elected by the Members, shall be a Chair, a Chair-
34 Elect, a Secretary, and a Treasurer
35
- 36 B. There shall also be one (1) elected representative (herein called
37 "Delegate") to the House of Delegates (herein called "The House") plus
38 additional Delegate(s) elected when the Association criteria for an
39 additional delegate is fulfilled as defined in the Association Bylaws.
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42 **ARTICLE VII. Duties, Term and Election of Officers and Delegate(s)**
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- 44 **A. Chair**
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- 1 1. Duties: The Chair shall be the Executive Officer for the Section,
2 shall preside at all official meetings, appoint the Chair of all
3 Committees except the Program Committee and be an ex-officio
4 non-voting member of each Committee, excluding the Nominating
5 Committee. The Chair may, when urgent matters require action by
6 the OVS membership, call a special meeting of the membership by
7 written notice to the membership postmarked no later than 14 days
8 before the meeting.
9
- 10 2. Term: The Chair shall serve for one (1) year. The term of Office
11 shall start January 1st and terminate December 31st. The Chair
12 shall not be eligible for re-election to this Office until one (1) year
13 has elapsed following the Chair's last term of office. In the event
14 the Office of Chair becomes vacant, the Chair-Elect shall become
15 Chair for the remainder of the term.

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17 **B. Chair-Elect**

- 18
- 19 1. Duties: The Chair-Elect shall preside at meetings in the absence of
20 the Chair, act for the Chair in the case of the Chair's absence or
21 disability and serve as Chair of the Program Committee.
22
- 23 2. Term: The Chair-Elect shall serve for one (1) year in that office, in
24 effect as Vice-Chair, and be designated as Chair for the following
25 year. Term of office shall start January 1st and terminate December
26 31st. The Chair shall not be eligible for re-election to this office until
27 one (1) year has elapsed following the Chair-Elect's last term of
28 office.
29

30 **C. Secretary**

- 31
- 32 1. Duties: The Secretary has the duties normally associated with this
33 office including:
34
- 35 a. Keep minutes of and a record of attendance at all meetings
36 of the Section at which business is conducted and submit
37 them for approval at subsequent meetings.
38
- 39 b. Maintain the minutes of meetings as a record and transmit
40 them to the succeeding Secretary.
41
- 42 c. Maintain an accurate list of the names and addresses of all
43 members.
44
- 45 d. Carry out such correspondence of the Section as is
46 delegated by the Chair.

- e. Distribute notices of meetings and ballots; receive and tally election ballots; notify the membership of election results.
- f. Notify the Association Secretary and Executive Vice President of the results of election of Officers and Delegate.
- g. Maintain a copy of the Section Bylaws.

2. Term: The Secretary shall serve for two (2) years. The term of Office shall start January 1st and terminate December 31st. The Secretary shall not serve for more than three (3) consecutive terms or six (6) consecutive years. If the Office of Secretary becomes vacant, the Chair shall appoint a successor for the remainder of the term. Such an appointee shall be eligible for election to any Office at the end of that term.

D. Treasurer

- 1. Duties: The Treasurer shall have the duties normally associated with the office including:
 - a. Receive and disburse all monies belonging to the Section.
 - b. Maintain accurate and current records of all credits, debits and balances.
 - c. Present a financial statement of receipts, disbursements and current balances at official meetings.
 - d. Provide accurate records to be passed to succeeding treasurers and distribute statements for annual Section dues to the membership.
 - e. Prepare an annual budget to be presented to the membership in the Newsletter.
 - f. Maintain a record of all corporate sponsors and their response to solicitation.
 - g. File appropriate reports with State and federal authorities.
- 2. Term. The Treasurer shall serve for two (2) years. The term of office shall start January 1st and terminate December 31st. The Treasurer shall not serve for more than three (3) consecutive terms or six (6) consecutive years. If the Office of Treasurer becomes

1 vacant, the Chair shall appoint a successor for the remainder of the
2 term. Such an appointee shall be eligible for election to any office
3 at the end of that term.
4

5 **E. Delegate**

- 6
- 7 1. Duties: The Delegate (or Alternate) shall represent the Section at
8 meetings of the House and provide accurate records and reports to
9 be passed to succeeding Delegate(s).
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 - 11 2. Term: The Delegate shall serve for three (3) years, subject to the
12 Association Bylaws. The term of office shall start January 1 and
13 terminate December 31. A Delegate shall not serve for more than
14 two (2) consecutive terms or six (6) consecutive years. Each
15 Delegate shall have one (1) Alternate. The Alternate Delegate shall
16 be chosen by the Executive Committee at the first Executive
17 Committee Meeting after January 1 following the election of the
18 Delegate.
19
 - 20 3. Meeting Attendance: If neither the Delegate nor the Alternate
21 Delegate can attend a meeting of the House, the Chair or the
22 Chair's designee shall represent the Section at the meeting of the
23 House.
24

25 **F. Election**

- 26
- 27 1. The following are to be elected: Chair-Elect, Secretary, Treasurer,
28 and Delegate. The Chair shall be the incumbent in the Office of
29 Chair-Elect during the previous year except in the case of an
30 appointed Chair-Elect. In that case, the appointed Chair-Elect shall
31 succeed to the Office of the Chair, but serve only until relieved by a
32 duly elected successor.
33
 - 34 2. Nominees shall be those selected by the Nominating Committee
35 and those nominated by petition of five (5) voting Members.
36
 - 37 3. All nominees must have agreed to accept their nomination.
38

1 4. Election Process:
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- 3 a. Election shall be by secure E-mail ballot. The Secretary
4 shall E-mail an Official Email ballot to the voting membership
5 no later than September 7th. The E-mail ballot shall show
6 the offices to be filled and the nominees for each office. In
7 addition, each E-mail ballot shall have provision for write in
8 votes.
9
- 10 b. E-mail balloting results shall be returned to the Secretary
11 within twenty-five (25) days of E-mailing. The results shall
12 be received by the Secretary of the Section. The Secretary
13 shall notify the National Executive Office of the results of the
14 election prior to the year in which the Officers-Elect and
15 Delegate-Elect will serve.
16
- 17 c. The nominee receiving a plurality of votes for each office or
18 for Delegate shall be elected. If the leading candidates for a
19 position receive an equal number of votes, another election
20 for that position shall be held. In the event that an Officer or
21 Delegate is not elected by January 1st, the individual in that
22 position on December 31st shall continue to serve until
23 relieved by the duly elected successor.
24
- 25 d. Each Officer or Delegate shall hold office until his or her
26 successor is elected.
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29 **G. Resignations of Officers or Delegate**
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- 31 1. The resignation of the Chair shall be submitted in writing to the
32 Executive Committee and upon acceptance the Chair-Elect shall
33 assume the Office of Chair.
34
- 35 2. The resignation of the Chair-Elect shall be submitted in writing to
36 the Chair and upon acceptance, the Executive Committee shall
37 appoint a successor for the remainder of the term until relieved by
38 duly elected and qualified successor. The name of the nominee for
39 the Office of Chair, furnished by the Nominating Committee, shall
40 be placed on the Ballot at the next regular election and Chair
41 elected in accordance with Article VII Section F of these bylaws.
42
- 43 3. The resignation of the Secretary, Treasurer, or Delegate shall be
44 submitted in writing to the Chair.
45

- 1 4. If the Office of Secretary or Treasurer becomes vacant, the Chair
2 shall appoint a successor for the remainder of their term. Such an
3 appointee shall be eligible for election to any Office at the end of
4 that term.
- 5
- 6 5. If the Delegate resigns, the Alternate Delegate shall fill the Office
7 for the remainder of the term.
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10 **H. Removal of Officers or Delegate**

11 Any Officer or Delegate elected by the Members may be removed by the
12 Members whenever in their judgment the best interests of the Corporation
13 would be served thereby. Removal will follow a two-thirds vote of a
14 quorum at a Membership Meeting (see Article XI).

17 **I. Board of Trustees**

18 The Officers, the Delegate(s) and the immediate Past-Chair of the Section
19 shall constitute the Board of Trustees for the purpose of Ohio revised code
20 Section 1701.01 (L) and serve as the Governing Board of the Section.
21
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23 **J. Executive Committee**

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- 25 1. Duties: The Executive Committee shall appoint the Alternate Delegate,
26 accept and act on the resignation of the Chair, and, if the Chair-Elect
27 resigns, appoint a successor. The Section Executive Committee shall
28 determine Section Activities. The Executive Committee shall perform
29 such other duties as delegated by the Chair.
- 30
- 31 2. Members: The Chair of the Section shall serve as Chair of the Executive
32 Committee with the following members:
 - 33 a. The Executive Committee shall consist of the Board of Trustees
34 plus: The Archivist, the Awards Chair, the Chair of the Audit
35 Committee, the Chair of the Constitution and Bylaws Committee,
36 the Chair of the Long-Range Planning Committee, the Chair of the
37 Membership Committee, the Chair of the Nominating Committee,
38 the Chair of the Program Committee, the Continuing Education
39 Officer, the Legislative Liaison, the Newsletter Editor, and such
40 other members appointed by the Section Chair.
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 - 42 b. Each member of the Executive Committee shall have the privilege
43 of voting on issues brought before the Committee.
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- c. A quorum of the Executive Committee for the conduct of Section business shall consist of the Chair or Chair-Elect plus one other elected officer and three other members of the Executive Committee.
- d. Meetings of the Executive Committee may be called by or at the request of the Chair or any two Trustees.
- e. The Executive Committee shall be responsible for the approval of the expenditure of Section funds in accordance with the rules and regulations of the Section.

ARTICLE VIII. Standing Committees

The terms of office of all members of standing committees shall be one (1) year, beginning January 1st and ending when their successors have been appointed.

- A. **Nominating Committee:** The Nominating Committee shall consist of the immediate Past-Chair and two (2) Members appointed by the Chair. In absence of the Past-Chair the present Chair shall appoint the Nominating Committee Chair. The function of this committee shall be to provide a slate of candidates for the Office of Chair-Elect and for each of the other elected offices except Chair unless that Office has become vacant as the result of the resignation of the Chair. This committee shall report its selection to the Section via the Section Newsletter.

- 1 B. **Program Committee:** The program Committee shall consist of the Chair-
2 Elect and such Members as appointed by the Chair of the Section. Its
3 function shall be to prepare and implement the scientific programs of the
4 Section. The Program Committee should conduct two (2) scientific
5 meetings per annum. The recommended dates are: **Spring**; between
6 April 1st and June 30th and **Fall**; between October 1st and December 1st.
7
- 8 C. **Membership Committee:** The Membership Committee shall consist of a
9 Chair and two (2) members appointed by the Chair of the Section. Its
10 Function shall be to recruit, evaluate and make recommendations of
11 candidates for membership as described in ARTICLE V of these Bylaws.
12
- 13 D. **Audit Committee:** The Audit Committee shall consist of a Chair and two
14 (2) Members appointed by the Chair of the Section. The function of this
15 committee is to conduct an annual audit of the Section's financial records
16 maintained by the Treasurer. The audit is to be conducted after the close
17 of the fiscal year. The report of the Audit Committee is to be presented by
18 the Spring Meeting of the Section.
19
- 20 E. The Chair of the Section shall appoint the members of each Standing
21 Committee after consultation with and the consent of the Chair of that
22 Committee.
23
24

25 **ARTICLE IX. Additional Appointees to Executive Committee**

- 26
- 27 A. **Continuing Education Officer:** The Continuing Education (CE) Officer is
28 appointed by the Section Chair to a one-year term, beginning January 1st
29 and ending December 31st. The CE Officer is responsible for continuing
30 education activities of the Section, for documentation of attendee
31 participation in OVS educational programs so that Accent credit is issued,
32 and for distribution and collection of speaker evaluation forms. When
33 appropriate, the CE officer shall arrange for Continuing Medical Education
34 credit. The CE Officer should also:
35
- 36 1. Review Association educational materials before use by OVS.
 - 37 2. Inform members about access to educational materials.
 - 38 3. Review use and prepare Quality Analysis for the effectiveness of
39 educational materials.
 - 40 4. Work with the Association Continuing Education Committee to
41 enhance material and help make decisions about new CE products.
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- 1 B. **Awards Committee Chair:** The Awards Committee Chair is appointed by
2 the Section Chair to a one-year term, beginning January 1st and ending
3 December 31st. The Awards Committee Chair is responsible for soliciting
4 nominees for the Katchman award and selecting the nominee with
5 approval of the Executive Committee, submitting names and curricula
6 vitae of OVS nominees for Association awards and arranging OVS
7 participation in the science fairs in Indiana, Kentucky, and Ohio sponsored
8 respectively by the Science Foundation of Indianapolis, by the Louisville
9 Regional Science Fair in Kentucky, and by the Ohio Academy of Science.
10
- 11 C. **Constitution and Bylaws Committee Chair:** The Constitution and
12 Bylaws Committee shall consist of a Chair and two (2) members
13 appointed by the Chair of the Section to a one- year term, beginning
14 January 1st and ending December 31st. The committee is responsible for
15 maintaining the accuracy and currency of the Section Bylaws and for their
16 interpretation.
17
- 18 D. **Newsletter Editor:** The Newsletter Editor is appointed by the Section
19 Chair to a one-year term, beginning January 1st and ending December
20 31st. The editor is responsible for preparation and distribution of the
21 Section Newsletter.
22
- 23 E. **Legislative Liaison:** The Legislative Liaison is appointed by the Section
24 Chair to a one-year term beginning January 1st and ending December 31st.
25 The legislative liaison monitors state and local governmental activities for
26 impact on clinical chemists and clinical chemistry, serves as contact with
27 the Association Government Relations Committee, provides data for local
28 and national government officials and establishes relationships with
29 related professional societies with similar governmental concerns.
30
- 31 F. **Long Range Planning Committee:** The Long-Range Planning
32 Committee shall consist of a Chair and two members appointed by the
33 Section Chair to a one-year term, beginning January 1st and ending
34 December 31st. The committee is responsible for development and
35 updating of the OVS long-range plan.
36
- 37 G. **Archivist:** The Section Chair appoints The Archivist for a three- year (3)
38 term beginning January 1st and ending December 31st. There will be no
39 limit to the number of consecutive terms to which the Archivist may be
40 appointed. The Archivist shall maintain an archive to store and preserve
41 the records of the Section and submit those to the National Office as
42 required.
43
- 44 H. The Section Chair shall appoint members of the Awards, Constitution and
45 Bylaws, and Long-Range Planning Committees after consultation with and
46 the consent of each Committee's Chair.

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3 **ARTICLE X. Fiscal Matters**
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- 5 A. **Fiscal Year:** The Fiscal year of the Section shall coincide with that of the
6 Association, beginning on January 1st and ending on December 31st.
7
8 B. **Dues:** Annual dues may be established by a majority vote of Voting
9 Members present at a Membership Meeting of the Section.
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12 **ARTICLE XI. Membership Meetings**
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- 14 A. The Section Members shall convene for no less than one (1) meeting per
15 annum. The Membership Meeting should, when possible, coincide with
16 one of the Section's Scientific Meetings. Meetings may be held in or
17 outside the State of Ohio as may be specified in the Notice of the Meeting.
18
19 B. **Special Meetings:** Special meetings of Members may be called by the
20 Chair, Board of Trustees, or not less than one-tenth of Members who have
21 voting rights.
22
23 C. **Notice of Meetings:** Written notice stating the place and time of any
24 Membership Meeting shall be mailed to each member entitled to vote at
25 such meeting, by or at the direction of the Chair or the Board of Trustees.
26 In case of a special meeting, the purpose for which the meeting is called
27 shall be stated in the notice.
28
29 D. **Quorum:** A Quorum for the transaction of any business at any official
30 meeting should consist of a minimum of 10% of the Voting Members of the
31 Section.
32
33 E. At all meetings where questions of parliamentary procedure arise,
34 Robert's Rules of Order, Revised shall prevail.
35
36

37 **ARTICLE XII. Constitutional Amendments**
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- 39 A. These Bylaws may be amended at any official meeting of this Section if
40 approved by two-thirds of a quorum or by affirmative mail vote of two-
41 thirds of the eligible Voting Members of the Section who respond with a
42 vote by the date indicated on the mailing. Written notice of proposed
43 changes in this document must be available to the Members not less than
44 thirty (30) days nor more than sixty (60) days prior to the meeting at which
45 these changes are to be considered.
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1 B. These bylaws shall become effective immediately following their adoption.
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Approved by OVS Section Chair:

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Signature: David J. Thornton, Ph.D. **Date:** 4/10/2008