

BY-LAWS OF THE NEW YORK METROPOLITAN SECTION
OF THE AMERICAN ASSOCIATION FOR CLINICAL CHEMISTRY

Revised and Adopted: November 10, 2017
Effective: January 1, 2018

Article I. Organization Name

The name of this organization shall be the New York-Metropolitan Section of the American Association for Clinical Chemistry (hereinafter the Association).

Article II. Area

The geographical area for the New York-Metropolitan Section shall be New York City, Westchester, Nassau, Suffolk, Ulster, Sullivan, Dutchess, Orange, Rockland and Putnam Counties.

Article III. Organization

The New York-Metropolitan Section shall be governed by the Constitution and By-Laws of the American Association for Clinical Chemistry and no part of the By-Laws of the New York-Metropolitan Section shall be in conflict with the Constitution and By-Laws of the Association.

Article IV. Objectives

The objectives of the New York-Metropolitan Section (also referred to as the Section) shall be the same as those of the Association.

Article V. Membership

The qualifications for membership in the Section shall be the same as defined in the ByLaws of the Association.

Article VI. Officers

A. The Section shall have the following officers:

1. Chairperson
2. Chairperson-Elect
3. Immediate Past Chairperson
4. Treasurer
5. Secretary

B. All officers shall be Members of the Association, and of the New York-Metropolitan Section.

C. *Chairperson.* The Chairperson shall be the executive officer for the New YorkMetropolitan Section, shall preside at all official meetings and shall appoint the chairperson and members of all committees. He* shall be an ex-officio member of each committee, excluding the Nominating Committee.

D. *Chairperson- Elect*. The Chairperson-Elect shall serve for one year in effect as ViceChairperson and be designated as Chairperson for the following year. He shall preside at meetings in the absence of the Chairperson, and act for him in case of his absence or disability. The Chairperson-Elect shall serve as chairperson of the Program Committee, in this role they will be responsible for applying for continuing education credit for appropriate events.

E. *Immediate Past Chairperson*. The Immediate Past Chairperson shall serve on the Executive Committee, on the Nominating Committee, and shall chair the Awards Committee.

F. *Treasurer*. The Treasurer shall:

1. receive all monies for the Section, and shall disburse all monies as authorized by the section.
2. maintain accurate and current records of all credits, debits and balances.
3. present a financial statement of receipts, disbursements and current balances at Executive committee meetings.
4. provide accurate records to be passed to succeeding treasurers and distribute statements for annual dues to the membership as applicable to the section.

G. *Secretary*. The Secretary shall:

1. maintain an accurate list of the names and addresses of all members.
2. carry out such correspondence of and for the Section as is delegated by the Chairperson.
2. distribute notices of meetings, ballots and election results to the membership.
3. receive and, together with the Ballot Committee, tally election ballots.
4. keep minutes of all meetings of the Section and of the Executive Committee at which business is conducted, and submit them for approval at subsequent meetings.
5. maintain the minutes of meetings as a record and transmit them to the succeeding Secretary.

***NOTE:** In this document, whenever the pronoun he appears, it should be interpreted as gender neutral and means either he or she.

H. *Terms of Office*

1. Chairperson - One year, one subsequent year as Immediate Past Chairperson.
2. Chairperson- Elect - One year effectively as Vice Chairperson, and the subsequent year as Chairperson.
3. Secretary - Two years.
4. Treasurer - Three years.

I. *Eligibility for re-election to Office*

1. Chairperson - May not serve consecutive terms.
2. Chairperson-Elect - May not serve consecutive terms.
3. Immediate Past Chairperson - Is not eligible for election as Chairperson- Elect.

4. Secretary - May not serve more than two consecutive terms.
5. Treasurer - May not serve more than two consecutive terms.

J. Vacancies

1. In the event that the office of the Chairperson becomes vacant, the Chairperson- Elect shall become Chairperson for the remainder of the term.
2. If a vacancy occurs in any other office, the Chairperson, in consultation with the Executive Committee, shall appoint a successor for the remainder of the term. The Chairperson, with the candidate's consent, will, when possible, appoint the person on the most recent ballot for that position who received the most votes but failed to win the position. Such an appointee shall be eligible for election to any office at the end of that term.
3. In the event that both the Chairperson and Chairperson Elect become incapable of fulfilling their duties, the Executive committee will appoint successors to serve until the beginning of the fiscal year following the next annual general election.
4. A vacancy shall be declared by the Executive Committee upon acceptance of a letter of resignation or by a vote of two-thirds of the Executive committee in cases where a person is incapable of submitting such a letter.
5. Resignations of officers, with the exception of the Chairperson, shall be submitted, in writing, to the Chairperson. The resignation of the Chairperson shall be submitted, in writing, to the Executive Committee and upon acceptance, the Chairperson-Elect shall assume the office of Chairperson.

K. Election of Officers,, Executive Committee and Nominating Committee Members

1. Election shall be by ballot for the offices to be filled and the nominees for each office. This process is called the Annual General election.
2. Nominees shall only be those selected by the Executive Committee and those nominated in writing by at least ten members of the Section and submitted to the Secretary not later than October 1st.
3. All nominees must agree to serve if elected.
4. Ballots shall be Distributed and collected electronically.
5. The deadline for the receipt of valid ballots by the Secretary shall usually be November 15th.
6. The nominee receiving a plurality of valid votes for each office shall be elected.
7. In the event such dates as declared in numbers 1, 2 and 5 above cannot be met the Executive Committee shall set dates for that annual general election at their discretion.

Article VII. Standing Committees or positions

A. *Executive Committee.* This committee shall consist of the Chairperson, ChairpersonElect, Immediate Past Chairperson, Secretary, Treasurer, and two at-large members elected for two years with rotation of one at-large member each year. The Executive Committee shall have the authority to act 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 decisions. The executive committee shall promote the advantages of AACC membership to the

clinical laboratory community within the Section. Specific new member recruitment efforts shall be developed and implemented by this committee. The management and control of the properties, funds and activities of the Section shall be vested in the Executive Committee. The chairperson of each standing committee who is not already a member of the Executive Committee shall be an ex-officio, non-voting member of the Executive Committee.

B. Program Committee.

1. Membership - This committee shall consist of:

- a. The Chairperson
- b. The Chairperson-Elect
- c. The Treasurer
- d. Two members-at-large
- e. The Chairperson-Elect shall be the Chairperson of this Committee.

2. Function.

The Committee shall:

- a. be responsible for planning and executing all necessary details for providing a well-rounded scientific and educational program for the Section.
- b. arrange for speakers, workshops, lecturers and courses.
- c. arrange for meeting places.
- d. publish a calendar of events for the year.
- e. through the Secretary, arrange for notification of the members of the Section and the scientific community at large of its proposed programs.
- f. determine a budget for the programs.
- g. perform additional tasks consistent with these responsibilities.

C. Finance Committee.

1. This committee shall consist of the Section Chairperson, the Chairperson-Elect and the Treasurer, who shall chair the Committee.
2. The function of this Committee shall be to examine budgets for programs and to receive requests for expenditures. The Committee shall report to, and advise the Executive committee on the requests for expenditures. While the Finance Committee may recommend a course of action, final decisions shall rest with the Executive Committee.

D. Publications Committee.

1. This Committee shall consist of appointees by the Section Chairperson and be chaired by the Editor of the Newsletter.
2. The function of this Committee shall be to assist the Editor in publishing the Newsletter in a timely fashion, moderating the section's AACC Artery page and updating the section's website in a timely manner.

E. Awards Committee.

1. This committee shall consist of the immediate past Chairperson who will serve as the chair of the Awards Committee and two additional members to be appointed by the Executive Committee.
2. The purpose of the Awards committee is to select recipients of the section's awards.
 - a. Any voting member of the section may nominate individuals for consideration
 - b. Voting will be done by the three members of the Awards Committee
3. The Committee is responsible for the selection of the Van Slyke Awardee
 - a. Van Slyke Award recognizes those who have published significant and original contributions in the field of clinical chemistry
 - b. The award may be presented annually by the Section.
 - c. The recipient of the award shall receive an honorarium and deliver an address at the Van Slyke Award meeting of the Section at a time to be determined by the Program Committee.
4. The Committee is responsible for the selection of the Morton Schwartz Awardee
 - a. The Morton Schwartz award recognizes outstanding contribution in the field of cancer diagnostics.
 - b. The award may be presented every two years by the Section
 - c. The recipient of the award shall receive an honorarium and deliver an address at the Morton Schwartz Award meeting of the Section at a time to be determined by the Program Committee
5. The Committee is responsible for the selection of the AACC Best Abstract Award winner
 - a. The award recognizes original work submitted for presentation at the AACC Annual Meeting
 - b. The award may be presented annually by the section
 - c. Any non-faculty individual who is a member of the Section, submits an abstract for the Annual Meeting and is willing to present their work is eligible to apply
 - d. The recipient is chosen by the Committee
 - e. The recipient of the award shall receive a \$1,200 check towards the cost of attendance at the Annual Meeting and shall present their work at a time to be determined by the Program Committee
6. The Awards Committee may, upon approval by the Executive committee and general membership institute new section Awards.

Article VIII. Fiscal Matters

A. Fiscal Year. The fiscal year of the section shall coincide with that of the Association, beginning January ending on December 31st.

B. In the event that the activities of the New York Metropolitan Section are terminated, all funds remaining after the 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 IX. Meetings

- A. This section shall convene for no fewer than two meetings per annum.
- B. Quorum. A quorum for the transaction of business at any official general membership meeting shall consist of 10% of the voting members in good standing of the Section. A quorum of the Executive Committee shall consist of four Executive Committee members.
- C. At all meetings where questions of parliamentary procedure arise, Robert's Rules of Order, newly revised, shall prevail.

Article X. By-Laws Amendments

These By-Laws may be amended by affirmative vote of two-thirds of the ballots cast during the annual general election. Results shall be tabulated and published at the same time as the results of the general election.

Article XI. Effective Date of Present Document

These By-Laws shall become effective at the beginning of the fiscal year following their adoption.