

**STANDARD OPERATING PROCEDURES
MISSOURI ORGANIZATION FOR CLINICAL LABORATORY SCIENCE (MoCLS)**

UPDATED APRIL 1, 1998

STANDARD OPERATING PROCEDURES OF THE
MISSOURI ORGANIZATION FOR CLINICAL LABORATORY SCIENCE (MoCLS)

TABLE OF CONTENTS

ARTICLE I --	NAME AND OFFICES.....	1
A.	NAME.....	1
B.	OFFICERS.....	1
ARTICLE II --	PURPOSE AND CODE OF ETHICS.....	1
ARTICLE III --	AFFILIATION.....	1
ARTICLE IV --	MEMBERSHIP.....	1
A.	MEMBERSHIP CLASSES.....	1
B.	APPLICATION FOR MEMBERSHIP.....	1
C.	QUALIFICATIONS.....	1
D.	PRIVILEGES OF MEMBERSHIP.....	1
E.	PLACE OF MEMBERSHIP.....	1
F.	DUES.....	2
G.	EXPULSION OF MEMBERSHIP.....	2
H.	REINSTATEMENT OF EXPELLED MEMBERS.....	2
ARTICLE V --	DISTRICTS.....	2
A.	FORMATION.....	2
B.	SELF-GOVERNMENT.....	2
C.	DISTRICT DIRECTOR.....	2
ARTICLE VI --	MEETINGS.....	2
A.	ANNUAL MEETING.....	2
B.	TIME AND PLACE.....	2
C.	INTERIM MEETINGS.....	3
D.	SPECIAL MEETINGS.....	3
E.	QUORUM.....	3
ARTICLE VII --	REGIONAL COUNCILS.....	3
ARTICLE VIII --	OFFICERS.....	3
A.	DUTIES OF TH OFFICERS.....	3
B.	ELIGIBILITY.....	4
C.	ELECTION.....	4
D.	TERM OF OFFICE.....	4
E.	VACANCIES.....	4
ARTICLE IX --	BOARD OF DIRECTORS.....	4

A.	AUTHORITY.....	4
B.	COMPOSITION.....	5
C.	DIRECTORS-AT-LARGE.....	5
D.	QUORUM.....	5
ARTICLE X --	COMMITTEES.....	5
A.	STANDING COMMITTEES.....	5
B.	ADMINISTRATIVE COMMITTEES.....	6
C.	ELECTIVE COMMITTEES.....	6
D.	AD HOC COMMITTEES.....	7
ARTICLE XI --	DELEGATES.....	7
A.	DELEGATES.....	7
B.	ELECTION OF DELEGATES.....	7
C.	VACANCIES.....	7
ARTICLE XII --	STUDENT FORUM.....	7
ARTICLE XIII --	SCIENTIFIC ASSEMBLY.....	7
ARTICLE XIV --	IMPEACHMENT.....	8
ARTICLE XV --	FISCAL AFFAIRS.....	8
A.	FISCAL RESPONSIBILITIES.....	8
B.	FISCAL YEAR.....	8
ARTICLE XVI --	PROCEDURES AND BYLAWS AMENDMENTS.....	8
A.	PARLIAMENTARY AUTHORITY.....	8
B.	BYLAWS AMENDMENTS.....	8
ARTICLE XVII --	DISSOLUTION.....	8

**STANDARD OPERATING PROCEDURES OF THE
MISSOURI ORGANIZATION FOR CLINICAL LABORATORY SCIENCE**

ARTICLE I -- NAME AND OFFICES

- A. Name. The name of this corporation is stated in the Articles of Association and the Bylaws.
- B. Offices. The location of the registered resident office and resident agent of this corporation is defined in the Articles of Association and the Bylaws.

ARTICLE II -- PURPOSE AND CODE OF ETHICS

- A. Purposes. The purposes for which the Society is formed are stated in the Articles of Association and the Bylaws.

ARTICLE III -- AFFILIATION

- A. Affiliation. The Society is a constituent society of the American Society for Clinical Laboratory Science (ASCLS) as stated in the Bylaws.

ARTICLE IV -- MEMBERSHIP

- A. Membership Classes. The membership of this Society includes the following classes: professional, collaborative, emeritus, student and honorary.
- B. Application for Membership. Individuals seeking membership in this Society shall furnish information defining their qualifications on application forms outlining the prerequisites for all classes. Applications shall be sent directly to the Executive Offices of ASCLS. A designated official of this Society or the Membership Committee of this Society shall receive and resolve equivocal applications referred by ASCLS. If disagreement ensues, the Board of Directors of this Society shall rule on the application.
- C. Qualifications. The qualifications for each class of membership shall be as defined in ASCLS Bylaws and Standard Operating Procedures.
- D. Honorary Membership. The constituent society may nominate not more than one individual for this honor in any one year.
 - 1. The Honorary member shall be an individual elected to membership by the ASCLS House of Delegates in recognition of outstanding service or contribution to the field of laboratory science. Honorary membership shall not exceed one percent of the total professional membership of this Society.
 - 2. A recommendation for honorary membership may be made by any member of this Society. A recommendation accompanied by qualifications shall be sent to the secretary of this Society. Recommendation shall require approval by a majority vote of the Board of Directors. Upon approval the Society will present the candidate for Honorary Membership to ASCLS as defined in the ASCLS Bylaws and Standard Operating Procedures.
- E. Privileges of Membership. The qualifications for voting, holding office, and serving on any board or committee are defined in appropriate sections of the Bylaws and Standard Operating Procedures.
- F. Place of Membership. A member may maintain membership in this Society if either his place of residence or employment is in the State of Missouri. Transfer of membership from another constituent society of ASCLS to this Society shall require neither payment of additional dues nor receipt of refund for the remainder of the membership year. A member who changes their place of residence or employment shall be responsible for notifying the Executive Office of ASCLS of such change.
- G. Dues. Annual dues for membership in the Society will be based on the class of membership for

...when the applicant is eligible.

The amount due for each class will be defined by the Board of Directors and based on the following schedule:

Professional member	\$15.00
Collaborative member	\$10.00
Emeritus member	none
Student member	none
Honorary member	none

Dues exception: Any student member or individual eligible for student membership, upon completion of requirements for professional membership will, for 12 months following the date of such eligibility, pay 50% of active dues for the first year of professional membership, providing such person has not held previous professional membership in the Society.

2.A member shall remit the dues of ASCLS and the dues of this Society to the Executive Office of ASCLS. The annual membership dues will be submitted to ASCLS as prescribed by ASCLS Bylaws and Standard Operating Procedures. The annual dues of this Society are not to exceed \$30.00.

3.Annual dues are due and payable on the date and at a time specified by the Board of Directors of ASCLS.

4.A member who fails to pay annual dues to the Society shall be considered delinquent as prescribed by ASCLS Bylaws and Standard Operating Procedures.

5.Exceptions will be as prescribed by ASCLS Bylaws and Standard Operating Procedures.

H. Expulsion of Membership. Procedures relating to the expulsion of a member shall be conducted in a manner consistent in detail with procedures relating to the impeachment of elected or appointed officials of this Society.

I. Reinstatement of Expelled Members. The Board of Directors shall consider appeals for reinstatement of expelled members and shall present its findings to the membership of the Society at the next annual meeting. The member seeking reinstatement shall file a new application for membership.

ARTICLE V -- DISTRICTS

A. Formation. The state of Missouri has been divided into six (6) districts based upon population centers. These six districts are: St. Louis, Hannibal/Kirkville, Columbia/Jefferson City, Kansas City, Springfield/Joplin and Poplar Bluff/Cape Girardeau.

B. Self-Government. Each District may provide for its self-government, provided, however, that there be no conflict between its conduct and that of the Society's Articles of Association, Bylaws and the Standard Operating Procedures.

C. District Director. Each District shall have a Director appointed by the Society's President or elected by the district members. This Director will serve an advisory role to the Board of Directors of this Society.

ARTICLE VI -- MEETINGS

A. Annual Meeting. An annual meeting will be held according to the Bylaws of this Society.

B. Time and Place of Annual Meeting. The time and place of the annual meeting will be determined by the Board of Directors.

1.Members of this Society shall receive notification of the annual meeting at least thirty (30) days preceding the meeting date.

2.The Board of Directors may, in an emergency, authorize a change in the time or place of the next ensuing annual meeting.

- C. Interim Meetings. Members of this Society shall receive notification of interim meetings at least thirty (30) days preceding the meeting date.
- D. Special Meetings. Members of this Society shall receive notification of special meetings at least ten (10) days preceding the meeting date.
- E. Quorum. A quorum must be present for a meeting to take place. A quorum is defined in the Bylaws of this Society.

ARTICLE VII -- REGIONAL COUNCILS

- A. Region Council. This Society shall be represented on the designated Regional Council by the president and the president-elect, and as ex-officio members, all such persons resident in the state who serve the ASCLS Region in an elective or appointed capacity.

ARTICLE VIII -- OFFICERS

- A. Duties of the Officers.
 1. The president shall be the chief executive of this Society. He/she, or his/her designee, shall preside at all meetings of this Society and of the Board of Directors. He/she shall be an ex-officio member of all committees. He/she shall appoint chairpersons of all committees, except Nominations, within one month of his/her incumbency. With the approval of the Board of Directors, he/she shall appoint such ad hoc committees as are necessary for proper function of this Society. He/she shall perform all other duties customary to this office as defined by parliamentary authority. He/she or his/her alternate shall represent this Society on the President's Council of ASCLS and on the Regional Council of the region to which this state is assigned. He/she shall serve as chairperson of this Society's delegation to the ASCLS House of Delegates.
 2. The president-elect shall during his/her term of office familiarize himself/herself with the duties of the office of president. In the event of vacancy in the office of president, the president-elect shall become the president. He/she or his/her alternate shall represent this Society on the President's Council of ASCLS and on the Regional Council of the region to which this state is assigned. He/she alternate shall serve as co-chairperson of this Society's delegation to the ASCLS House of Delegates.
 3. The secretary shall act as secretary at all meetings of this Society and of the Board of Directors. He/she shall keep in permanent form a record of all meetings taken at all meetings at which he/she serves. He/she shall conduct such correspondence as shall be authorized by the Board of Directors or as requested by the president. He/she shall perform such other duties as required by this Society and ASCLS.
 4. The treasurer shall assure the receipt and expenditure of funds in accordance with the directives established by the Board of Directors and the consent of the membership. He/she shall be under such bond as established by the Board of Directors. He/she shall serve as chairperson of the Finance Committee during his/her term of office.
 -a. He/she shall insure that all accounts of this Society have been annually audited annually by an auditing committee appointed by the president from the membership or by an outside accountant at the expense of this Society. At the annual meeting, he shall submit to the membership a statement of all receipts and expenditures of this Society since the previous annual meeting.
 -b. At the end of each term of office, the treasurer shall insure that there shall be a terminal audit performed by an outside accountant before the newly elected treasurer assumes the responsibility of the office.
- B. Eligibility. An officer of this Society may be nominated for a different office. He/she is entitled to continue in office until his/her election to a different office is made official, where upon he/she must resign the original office.
- C. Election. The election of officers shall be conducted by the Nominations Committee. Election shall be

by mail ballot, and a plurality of votes cast shall elect. In the event of a tie, the election shall be determined by lot.

D. Term of Office.

1. The term of office for the president shall be one year.
2. The president-elect shall be elected for a term of one year and then automatically succeed to the office of president.
3. The secretary and treasurer each shall be elected for a term of two years. They shall not serve in these offices for more than two consecutive terms.
4. The term of office of each elected office of this Society, with the exception of treasurer, shall commence with the closing of the House of Delegates at the ASCLS annual meeting. The treasurer's term of office shall commence October 1 following his/her election.

E. Vacancies. Filling of vacancies or as follows:

1. A vacancy in the office of president shall be filled by the president-elect for the remainder of the unexpired term. The office of president-elect shall remain vacant until the annual mail in ballot when the voting members shall elect a president-elect for a term of one year.
2. A vacancy in the office of president-elect, except when he/she has succeeded to the office of president to fill a vacancy, shall remain vacant until the annual mail in ballot when the voting members shall elect both a president-elect and president.
3. In the event of the simultaneous removal during their term of office of both the president and president-elect, the immediate past president will become president of the Society for the remainder of the unexpired term of the president. The office of president-elect shall remain vacant until the annual mail in ballot when the voting members shall elect a president-elect for a term of one year.
4. A vacancy in the office either of secretary or treasurer shall be filled by the Board of Directors. The office shall be filled by the annual mail in ballot when the voting members shall elect a person to the unexpired term.
5. In the event of a vacancy in the position of immediate past president, the president, with the approval of the Board of Directors, as soon as possible and at least prior to the next meeting of the Board of Directors, shall appoint a past president who has served within the last five years to fill the remainder of the unexpired term.

ARTICLE IX -- BOARD OF DIRECTORS

A. Authority. The Board of Directors shall be vested with the properties, control and management of all affairs and funds of this Society and shall have the authority and power to do and perform all acts and functions not inconsistent with the constitutional codes or with any action taken by the membership at business meetings of this Society. All business transacted by the Board of Directors shall be reported to the membership at the regular meetings.

1. A meeting of the Board of Directors shall be held prior to each annual meeting of this Society. Additional meetings may be called or scheduled by the president of this Society or at the request of four Board members as the business of the Society may require.
2. A member of the Board of Directors may be appointed by the president to serve as an ex-officio member of one or more appointive committees as appropriate or necessary for the purpose of liaison and communication.

B. Composition. The president of this Society shall serve as chairperson of the Board of Directors and the secretary shall serve as secretary to the Board. In the absence of the president, the president-elect shall assume the chairpersonship.

C. Directors-at Large. The annual election of one Director shall be conducted by the Nominations

Committee. Election will be by mail ballot and a plurality of votes cast shall elect. In the event of a tie, the election will be determined by lot.

1. An elected Director of this Society may be nominated for a different office. He/she is entitled to continue in office until his/her election to a different office is made official, where upon he/she must resign the original office.
2. The term of office for an elected Director shall be three (3) years. The term of office of the newly elected Director will commence with the official closing of the House of Delegates at the ASCLS annual meeting.
3. In the event of vacancy of an elected Director, the president of this Society will appoint a successor who will serve until the next House of Delegates closes. On the next mail ballot the unexpired term will be filled.
4. The Directors-at-Large shall serve as Board liaisons as follows:
 - a. First year Director will serve as Board Liaison to all District representatives.
 - b. Second year Director will serve as Board Liaison to all Scientific Assembly chairs.
 - c. Third year Director will serve as Board Liaison to all Committee chairs.

D. Quorum. A quorum must be present to conduct an official meeting of the Board of Directors.

ARTICLE X -- COMMITTEES

A. Standing Committees. There shall be the following standing committees: Government Affairs, National Medical Laboratory Week (NMLW)/Public Relations, Membership Development, Student Affairs, Awards, Planning and Scope, Russell Kerr Loan Fund, and Scholarship Fund.

1. The Government Affairs committee shall include state and local legislation, federal regulations, including CLIA, and licensure. This committee shall have a chairperson appointed by the president and active members as needed.
2. The NMLW/Public Relations committee shall include NMLW activities, public image, communication media and personnel relations. This committee shall have a chairperson appointed by the president and active members as needed.
3. The Student Affairs committee shall assist the Student Representative, mentor the Student Representative and other students active in the organization, and be involved in student recruitment. This committee shall have a chairperson appointed by the president and active members as needed.
4. The Membership Development committee shall include recruitment of new members, retention of present members, and reactivation of lapsed members. This committee shall have a chairperson appointed by the president and active members as needed.
5. The Awards committee shall be responsible for determining qualifications for all Society and ASCLS Awards, including Keys to the Future, Member of the Year, and Sherwood Awards. The immediate past president will serve as chairperson of this committee.
6. The Planning and Scope committee shall be responsible for projecting needs and defining objectives for future activities and growth of the Society. The most recent past president who has left the Board will serve as chairperson of this committee.
7. The chairperson of the Russell Kerr Loan Fund shall be responsible for managing this fund and making loans to Clinical Laboratory Science students. This committee shall have a chairperson appointed by the president. The president and president-elect of this Society and two members of the Missouri Society of Pathology will be members of this committee.
8. The chairperson of the Scholarship Fund shall be responsible for administering this fund. This committee shall have a chairperson appointed by the president and active members as needed.

B. Administrative Committees. There shall be the following administrative committees: Bylaws, Finance and Publications.

1. The Bylaws committee shall function to examine and consider proposed changes in the constitutional codes of this Society. This committee shall be authorized to reject proposed changes to constitutional codes of this Society provided that full justification of rejection is returned to the proponent. The proponent has the prerogative to require the Bylaws committee to refer the rejection to the Board of Directors. In preparing proposals for presentation as amendments to the membership, this committee may restructure the proposals into an appropriate form while preserving the intent of the proposal submitted. Proposed amendments in final form shall be submitted to the Board of Directors and to the ASCLS Constitution committee prior to presentation to the membership for consideration. Adopted amendments must be reported to the ASCLS Constitution and Bylaws committee. These amendments shall be made available to this Society as necessary to conform to government regulations. This committee shall be responsible for incorporating into the Bylaws and Standard Operating Procedures of this Society such changes as are necessary to conform with the Bylaws and Standard Operating Procedures of ASCLS. This committee shall perform such additional duties as are defined or implied in the Bylaws and Standard Operating Procedures. This committee shall have a chairperson appointed by the president and active members as needed.

2. The Finance Committee shall prepare the annual budget for the Society. The treasurer of this Society will be chairman of this committee. The president, president-elect and the immediate past president will be members of this committee.

3. The Publications committee shall have responsibility of editing and publishing the newsletter of this Society. This committee shall have a chairperson appointed by the president and active members as needed.

C. Elective Committees. The Nominations and Elections committee shall be elected by the voting members of this Society. The immediate past president shall serve as chairperson of this committee.

1. The Nominations and Election committee shall consist of three members elected by the members in the same manner as the election of officers. The elected members shall serve for one year and may be re-elected.

2. The Nomination and Election committee shall prepare a slate of candidates for each elective position to be filled at the annual meeting of this Society. Prior to nomination, the candidates' qualifications as prescribed by Society Bylaws and Standard Operating Procedures and their consent for candidacy shall be verified. This committee shall solicit candidates for elective positions in ASCLS and shall prepare ballots and conduct elections of this Society.

3. The method of election shall be by mail ballot. Ballots shall be prepared and presented to the membership at least thirty (30) days prior to the annual meeting. Voting members shall return their official vote by mail.

D. Ad Hoc Committees. Ad Hoc committees shall be appointed by the president as stated in the Bylaws of this Society.

1. Qualification for membership and method of appointment of an ad hoc committee shall be the same as those listed for appointed committees.

2. The general chairperson of the Society's annual meeting shall be appointed by the president. The general chairperson shall appoint the chairpersons of the meeting committees.

ARTICLE XI -- DELEGATES

A. Delegates. In accordance with the ASCLS Bylaws, the president and president-elect (or their alternates) shall be included in the quota of voting members of this Society's delegation.

Electing of Delegates. The delegation shall consist of the president, president elect, president elect-elect, a student representative and the remaining members shall be elected at the annual meeting. The election of delegates and their alternates shall be conducted by ballot at the annual business meeting. The quota of delegates and alternates will be filled in order according to votes cast.

C. Vacancies. In the event that the authorized quota of elected delegates and alternates is not present at the ASCLS annual meeting and/or House of Delegates, the president (or his alternate) may appoint any accredited member of this Society present at the ASCLS meeting to serve as delegate or alternate.

ARTICLE XII -- STUDENT FORUM

A. Student Forum. Student Forum shall be governed by guidelines which shall be submitted to the Board of Directors of this Society for approval. The advisor shall be appointed by the president of this Society with approval of the Board of Directors.

ARTICLE XIII -- SCIENTIFIC ASSEMBLIES

A. Composition. The scientific assembly shall be composed of sections, each of which pertains to an area of the academic, scientific, or vocational interests of members of the Society. The following sections may be organized: Laboratory Administration, Microbiology, Biochemistry/Ligand/Urinalysis, Hematology/Coagulation, Immunology/Immunohematology, Histology, Cytotechnology, Laboratory Consultant, Industry, Education, and Phlebotomy.

1.The duties and responsibilities of a section may include:

-a. preparation and presentation of programs, seminars and workshops at the annual meeting of this Society;
-b. planning of research programs in methodology, education or administration;
-c. technical consultation;
-d. sponsoring lectureships;
-e. submitting articles to the Society's newsletter.

2.The chairperson of each scientific assembly shall be appointed by the president of this Society from a member of that particular scientific assembly.

ARTICLE XIV -- IMPEACHMENT

A. Procedure for Impeachment. Impeachment may be initiated when an active member of this Society shall file with the Board of Directors formal and specific charges against a particular person holding a position of trust in this Society. After investigation of charges, the Board shall either exonerate the person charged, or shall offer the person charged the choice between resignation without further considerations and a hearing for his/her own defense. Impeachment proceedings shall suspend an official from discharge of his/her duties, and his/her function shall be filled in the interim in a manner consistent with the provisions of the Bylaws and Standard Operating Procedures of this Society for filling the vacancy of the position. If the defendant chooses a hearing, he/she shall receive ten (10) days prior notice of the hearing date, together with a copy of the charges against him/her. At the hearing, he/she shall be guaranteed the right to confront the accuser. Upon conclusion of the hearing, the Board shall deliberate and form an opinion and shall report to the membership with a recommendation to exonerate or to withdraw the confidence of the membership. An unfavorable decision may be appealed to the Judicial Committee of ASCLS.

ARTICLE XV -- FISCAL AFFAIRS

A. Fiscal Responsibilities. The Bylaws provide for the fiscal affairs of the Society which are the responsibility of the Board of Directors of the Society and include but are not limited to: establishing the fiscal year; determining appropriate sources of funds; providing an annual audit; and ensuring the maintenance of financial records.

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

ARTICLE XVI -- PROCEDURES AND BYLAWS AMENDMENTS

- A. Parliamentary Authority. Robert's Rules of Order, Newly Revised (Current Edition), will govern the business proceeding of the Society unless otherwise specified in the Bylaws of the Society.
- B. Bylaws Amendments. In addition to the requirements for submission of amendments to the Bylaws as stated in the Bylaws of the Society, The chair of the Bylaws Committee shall submit a revised copy of the Bylaws to the president and the executive secretary within ninety (90) days of the adoption of an amendment to the Bylaws.

ARTICLE XVII -- DISSOLUTION

- A. Dissolution. Dissolution of the Society shall be made in accordance with procedures defined in the Bylaws of the Society.