

**BYLAWS OF THE CAPITAL SECTION OF
THE AMERICAN ASSOCIATION FOR CLINICAL CHEMISTRY, INC.
(Updated and reaffirmed December 10, 2020)**

ARTICLE I. Organization Name

The name of this organization shall be the Capital Section of the American Association for Clinical Chemistry, Inc.

ARTICLE II. Area

The geographical area of the Capital Section shall be those comprising the postal zones with zip codes beginning with digits 199-214, 216-218, 220-239, 244,245,249,258,259, and 268. These areas represent approximately Washington DC; Sussex County of Delaware, Maryland (with exception of Harford, Cecil, Garret and Alleghany Counties); Virginia, excluding the areas immediately surrounding Danville and Roanoke.

ARTICLE III. Organization

The CAPITAL Section shall be governed by the Constitution and bylaws of the American Association for Clinical Chemistry, Inc., and no part of the bylaws of the Capital Section shall be in conflict with the Constitution and bylaws of the Association. The Capital Section is incorporated as a non-profit corporation in the State of Maryland.

ARTICLE IV. Objectives

The objectives of the Capital Section shall be the same as those of the Association.

ARTICLE V. Membership

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

Members, Honorary Members, Emeritus Members, Affiliates, and Student Associates of the Association residing within the geographical area described in Article II shall comprise the membership of the Capital Section. Only Members and Emeritus Members in good standing shall have voting privileges.

ARTICLE VI. Officers

A. Only Members of the Association shall be Officers. This Section shall have the following Officers:

1. Chair
2. Chair-Elect
3. Secretary
4. Treasurer
5. Immediate Past-Chair
6. Resident Agent (non-voting)

B. Duties of the Officers are:

1. Chair

The Chair shall be the Executive Officer for the Capitals Section. Shall preside at the official meetings, and appoint the Chair of all Committees, except the Program Committee, the Nominating Committee, and the Awards Committee. The Chair shall be an ex-officio member of each Committee, excluding the Nominating Committee and Award Committee.

2. Chair-Elect

The Chair-Elect shall serve for one year and be designated as Chair for the following year. The Chair-Elect shall preside at the meetings in the absence of the Chair, act in case of his or her absence or disability, and serve as Chair of the Program Committee.

3. Secretary/Section Webmaster

The Secretary/Section Webmaster shall:

a) Keep minutes of each Executive Committee meeting of the Section, circulate them to the Executive Committee, and submit them for approval at the next such meeting.

- Maintain the minutes of the meeting as a record and transmit them to the succeeding Secretary.
- Carry out such correspondence of the Section as is delegated by the Chair.
- Distribute notices of meetings, ballots, and election results to the Membership. Distribute to the Membership a summary of actions taken at either a meeting of the Section or a meeting of the Executive Committee.
- Notify the Association Secretary and the Executive Vice President

of the results of election of Officers, and other pertinent matters related to the activities of the Section.

- b) Maintain the Section web page including updating information to Section Members

4. Treasurer

The Treasurer will receive and disburse all monies as authorized by the Executive Committee. However, the Chair may direct the Treasurer to disperse funds to a limit established by the Executive Committee, which expenditures shall be reviewed by the Executive Committee at its next regular meeting. In addition, the Treasurer will:

- Maintain accurate and current records of all credits, debits, and balances; prepare and submit tax-related documents and forms, and such other documents as may be required by governmental agencies.
- Present a financial statement of receipts, disbursements, and current balances at meetings of the Executive Committee, and at other meetings as directed by the Chair.
- Provide accurate records to be passed to succeeding Treasurers and to the Membership.
- Submit all records for annual audit to a Committee appointed by the Chair for that purpose.

5. Immediate Past Chair

The Immediate Past Chair is not elected and shall serve for one year immediately following the term as Chair. The Past Chair shall preside over the receipt and counting of ballots for the current election year.

6. Resident Agent

The Capital Section of the American Association for Clinical Chemistry, Inc. is incorporated in the State of Maryland, and requires listing of a Resident Agent to serve as the primary point of contact for the State. The Resident Agent will receive and submit official correspondence to the Executive Committee. The Resident Agent must be a resident of the State of Maryland and is appointed by the Chair with correspondence to the State.

C. Terms of Office.

1. Each elected Officer, except the Secretary and Treasurer, shall serve for one year, the term of office shall start January 1, and terminate December 31, except as noted in Article VI, Section D, 1. The Secretary and Treasurer shall serve for two years; the term of office shall start January 1 and terminate December 31 of the following year. The Immediate Past Chair shall serve in

that office for one (1) year.

2. Each elected Officer shall be permitted to succeed their term only once, except for the Chair and Chair-elect. These two Officers shall not be eligible for re-election to either of these offices until one year has elapsed following their last term of office.
 - In the event that the Office of the Chair becomes vacant, the Chair-Elect shall become Chair for the remainder of the term and shall also assume the Chairship for the next term. In the event of a vacancy in the office of Immediate Past Chair, that office shall devolve upon and its duties and functions shall be carried out by the most recent Past Chair able to serve.
 - If a vacancy occurs in any other office, the Chair shall appoint a successor for the remainder of the term. Such appointee shall be eligible for election to any office at the end of that term.

D. Election of Officers

1. Election shall be by ballot distributed by mail, fax, e-mail or other means of communication. The Secretary or appointee shall distribute to the Membership by October 15 of each year a suitable ballot showing the offices to be filled and the nominees for each office, which shall be listed in an order determined by lot. In addition, each office shall have provision for write-in votes.
 - Nominees shall be those selected by the Nominating committee and reported in the ballot and those nominated by Members from the floor at a scientific meeting of the Section.
 - All nominees must have agreed to serve before the election.
 - Ballots shall be returned to the Immediate Past Chair in a manner communicated on the ballot (i.e., fax, mail, e-mail, or online), and tabulated and counted by the Immediate Past Chair with the assistance of two members appointed by the Past Chair. In an event that the Past Chair is a candidate for office, the Executive Committee shall appoint an individual to perform these functions.
 - The deadline for the receipt of valid ballots by the Immediate Past Chair shall be November 1. The Executive Vice President and the Association Secretary should be informed of the results by November 15.
 - The nominee receiving a plurality of valid votes for each office shall be elected. In the event that two or more candidates for an office tie for the highest number of votes, another election for that office shall

be held. The Executive Committee shall establish conditions for this run-off election. In the event that an Officer is not elected by January 1, the Officer in that office on December 31, shall continue to serve until relieved by the duly elected Officer.

- Resignation of Offices, with the exception of the Chair, shall be submitted in writing, to the Chair. The resignation of the Chair shall be submitted, in writing, to the Executive Committee, and upon acceptance, the Chair-Elect shall assume the office of Chair.
- On a majority vote of the Officers of the Capital Section, a motion for impeachment of an officer will be submitted to the Membership for a vote by ballot. A two-thirds majority of the votes cast is required to effect the removal from office of one of the elected officers.

ARTICLE VII. Standing Committees

A. Executive Committee. This Committee shall consist of the Chair, Chair- Elect, Secretary, Treasurer, and Immediate Past Chair. Nonvoting members include the nominating committee, and appointed officers. The Executive Committee shall have the authority to act by recorded majority vote 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 decision.

B. Nominating Committee. The Nominating Committee shall consist of three Members of the Association elected for a term of office of one year from a list of five nominated. No more than one may be a member of the incumbent Committee. The Member receiving the most votes shall be Chair. Members may not serve more than two consecutive terms. No officer of the incumbent Executive Committee may serve during his/her term of office. The Nominating Committee shall not nominate members of the Nominating Committee for office. Members of the Nominating Committee are eligible for office if nominated by ballot write-in.

C. Program Committee. This committee shall consist of the Section Chair- Elect, and any additional members of the section as necessary. The function of this Committee shall be to plan, schedule, and make necessary arrangements for the scientific portions of the Section meetings. This committee is encouraged to seek and utilize alternative forms of distance learning to facilitate the changing continuing education needs and time/financial constraints of Section Members.

D. Awards Committee. The Awards Committee shall consist of the most recent recipient of the Roe Award (who will serve as Committee Chair), the previous year's recipient of the Roe Award, and the section Past Chair.

ARTICLE VIII. Fiscal Matters

- A. The Fiscal Year of the Section shall coincide with that of the Association, beginning on January 1, and ending on December 31.
- B. In the event of that the activities of the Capital Section are terminated, all funds remaining after the payment of all debts shall be forwarded to the Association, as specified in the Articles of Incorporation. 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. The Section shall convene meetings in conjunction with a scientific presentation. Prior written notification, including agenda, date, time and location of the meeting shall be communicated to Members at least three (3) weeks prior to the established date (by first-class mail, posting on the section webpage, by broadcast fax, e-mail or other suitable means of communication).
- B. The Executive committee shall meet at least once per year in open session. Committee Chairs may attend such meeting with the permission of the Section Chair but shall have no vote. Members of the Section may observe such meetings with the permission of the Section Chair. Any action taken by the Executive Committee may be taken without a meeting if all members of the Committee consent in writing to the adoption of a resolution authorizing the action, which shall be filed with the respective minutes. Any such action may also be taken by means of telephone conference call, e-mail, broadcast fax or other appropriate means of communicating a consensus. A quorum for any called Executive Committee meeting shall be required to conduct business and shall consist of three members of the Committee.
- C. At all meetings where questions of parliamentary procedure arise, Robert's Rules of Order Newly Revised shall prevail.

ARTICLE X. Bylaws Amendments

Amendments shall be considered by a committee appointed by the Chair. This committee shall draft amendments, submit to the Executive Committee for comment, and submit final recommendations to the Membership. These proposed bylaw amendments may be adopted and immediately effective if approved by two-thirds of the vote cast by ballot. Proposed changes in this document must be communicated to the Members not less than 30 days nor more than 60 days before such ballot is due, to allow for member(s) written comments.

These bylaws were originally adopted by the Capital Section Executive Committee in December 2002. In 2007, the Capital Section Executive Committee reviewed these bylaws to determine if any changes were necessary. The Board approved these bylaws as originally adopted in 2002 without changes on the 9th day of March 2007.

In 2016, the Capital Section Executive Committee reviewed these bylaws and voted to remove position of "Delegate of the Association" in Article-VII to effect the governance changes made by American Association of Clinical Chemistry, Inc., which made position of Delegate for local sections and its duties redundant. Capital Section Executive Committee in its December 7, 2017 meeting decided to execute the final changes in bylaws.

In 2020, the Capital Section Executive Committee reviewed these bylaws and voted for the following changes: (1) removal of the position of "Membership Committee" in Article-VII to effect the governance changes made by American Association of Clinical Chemistry, Inc., which assign local sections membership based on residence on record, (2) remove the position of "Legislative Liaison" as this role is fulfilled by an AACC committee, and (3) the inclusion of a Resident Agent was added to Article VI to codify the office responsible for Section communication with the State of Maryland. Capital Section Executive Committee in its December 10, 2020 meeting decided to execute the final changes in bylaws.

The above is affirmed by my signature:



Ronald Henriquez, PhD, NRCC, FAACC
Chair, Capital Section AACC