



# The American Association For Clinical Chemistry

## New Jersey Section

Bylaws-1995

Amended June 2003

Amended August 2007

### Article I. ORGANIZATION NAME

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

### Article II. AREA

The geographical area for the New Jersey Section shall be the State of New Jersey

### Article III. ORGANIZATION

The New Jersey 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 New Jersey Section shall be in conflict with the Constitution and Bylaws of the Association.

### Article IV. OBJECTIVES

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

### Article V. MEMBERSHIP

- A. The qualifications for the membership shall be the same as defined in the Bylaws of the Association.
- B. Members, Honorary Members, Emeritus Members (and Affiliate Members as per National Bylaws) and Student Affiliates of the Association residing within the geographical area described in Article II, shall comprise the membership of the New Jersey Section. Individuals who work in the New Jersey Section and who reside in another section and vice versa have the right to choose which of the two local sections they prefer for affiliation. Only members and Emeritus Members in good standing shall have voting privileges.

### Article VI. OFFICERS

- A. The New Jersey Section shall have the following officers:
  1. Chair
  2. Chair-Elect
  3. Secretary
  4. Treasurer
  5. Delegate to the National House of Delegates of the Association
  6. Immediate Past Chair

B. All Members of the Executive Committee shall be members of the Association.

C. Chair

The Chair shall:

1. Be the Executive Officer of the New Jersey Section.
2. Preside at all official meetings.
3. Appoint the heads of all committees, except for the elected committee chairman.
4. Be an ex-officio member of each committee excluding the Nominating and Awards Committees.

D. Chair-Elect

The Chair-Elect shall:

1. Serve for one year in effect as Program Chair.
2. Be designated as Chair for the following year.
3. Preside at meetings in the absence of the Chair.
4. Act for the Chair in the case of his/her absence or disability.

E. Secretary

The Secretary shall:

1. Keep minutes of all meetings of the Section and of the Executive Committee at which business was conducted, and submit them for approval.
2. Maintain the minutes of the meetings as a record, and transmit them to the succeeding Secretary.
3. Maintain an accurate list of the names and addresses of all members.
4. Carry out any correspondence of the Section as is delegated by the officers.
5. Distribute the ballots to the membership, receive and tally the election ballots, and inform the membership of the election results.
6. Notify the Association Secretary and the Executive Director of the results of the election of Officers.

F. Treasurer

The Treasurer shall:

1. Receive and disburse all monies authorized by this 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 official meetings.
4. Provide accurate financial records to be passed on to the succeeding Treasurer.
5. File the appropriate forms for the previous year.
6. Act as head of the Finance Committee.

G. Delegate to the National House of Delegates of the Association.

The Delegate shall:

Represent the New Jersey Section at the meetings of the National House of Delegates of the Association.

H. Immediate Past Chair

The Immediate Past Chair shall:

1. Serve on the Executive Committee.
2. Be Chair of the Nominating Committee.

I. Terms of office for elected officers shall be as follows:

1. The Chair shall serve for three (3) years. The first year as Chair-Elect, the second as Chair, and the third year as Immediate Past- Chair.
2. The Secretary and Treasurer shall serve for two (2) years and their terms shall not coincide.
3. The term of office for Delegate shall be as specified in the Constitution and Bylaws of the AACC.
4. All terms of Office shall begin on January 1 of the year following the election and terminate on December 31 of the following year.
5. In the event that the office of the Chair shall become vacant, the Chair-Elect shall become the Acting Chair for the remainder of the term and become Chair for the next calendar year'.
6. In the event that the office of Chair-Elect becomes vacant, the Secretary shall become Chair-Elect.
7. In the event that the office of Secretary becomes vacant, the Treasurer shall assume the Secretary's duties and vice versa.

J. Election of Officers

1. The Secretary shall:

distribute to the membership by September 15 of each year a suitable ballot showing the offices to be filled and the nominees for each office. The elected offices will be:

- a. Chair Elect
- b. Secretary
- c. Treasurer
- d. Delegate

In addition, each office shall have a provision for write-in votes.

2. Nominees shall be those members selected by the Nominating Committee as well as those members nominated in writing by at least 10 members of the Section and submitted to the Secretary no later than July 15.
3. All nominees must have agreed to serve before the election.
4. Ballots shall be collected and tabulated by the Secretary and Treasurer.

5. The deadline for receipt of ballots by the Secretary shall be October 1.
6. The nominee receiving a plurality of valid votes for each office shall be elected. In the event that two candidates for an office receive an equal number of votes, the Executive Committee shall meet and vote to break the tie.
7. The Secretary shall inform the National Secretary of the election results by October 15.

K. Resignation of Officers.

1. 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.
2. The resignation of the other officers shall be submitted in writing to the Chair.

Article VII. STANDING COMMITTEES

A. Executive Committee

1. The Executive Committee shall consist of the Chair, Chair-Elect, Secretary, Treasurer, Immediate Past- Chair, National Delegate to the National House of Delegates, Education Officer, Membership Chair, and Government Affairs Officer.
2. All standing committee heads shall be ex-officio members of the Executive Committee.
3. 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.
4. The management and control of properties, funds, and activities of the Section shall be vested in the Executive Committee.
5. An officer who is unwilling or unable to perform his/her duties may be removed from office by three-fourths affirmative vote of the Executive Committee. The charges and specifications for removing an individual from office must be submitted in writing to the Executive Committee by not less than 10 members of good standing in the Section.

B. Membership Committee

1. The Membership Committee Chair shall be appointed by the Chair of the Section. Duties are to evaluate and make recommendations for membership as described in Article V.
2. This Committee shall consist of not less than two members.

- C. Nominating Committee
  - 1. The Nominating Committee Chair shall be the Immediate Past Chair.
  - 2. The Nominating Committee shall consist of not less than three members appointed by the Committee Chair in consultation with the Executive Committee.
  - 3. The function of this Committee shall be to provide a slate of candidates for the elected offices as described in Article VI. This Committee shall report its selection to the Executive Committee by July 15.
  
- D. Program Committee
  - 1. The Program Committee Chair shall be the Chair-Elect.
  - 2. The Program Committee shall consist of not less than two members appointed by the Program Chair.
  - 3. The functions of the Committee shall be to:
    - a. Plan and schedule the Section's scientific meetings.
    - b. Select sites and make the necessary arrangements for the Section's meetings.
    - c. Mail the meeting announcements to the local membership.
  
- E. Finance Committee
  - 1. The Finance Committee Chair shall be the Treasurer.
  - 2. The Finance Committee may consist of not less than three members appointed by the Treasurer in consultation with the Executive Committee.
  - 3. The Finance Committee shall maintain accurate and current records of all credits, debits, and balances.
  - 4. The Finance Committee shall provide accurate records to be passed on to succeeding Treasurers.
  
- F. Awards Committee
  - 1. The Awards Committee Chair shall be appointed by the Chair of the Section.
  - 2. The Awards Committee shall consist of not less than two members appointed by the Committee Chair.
  - 3. The function of this Committee shall be to determine the recipients of the awards presented by the New Jersey Section for the preceding year.

The awards presented are:

- a. **Gerulat Award**

- Nature: The award shall consist of an engraved plaque. Travel expenses

to the Awards Dinner are covered, if appropriate.

**Purpose:** The recipient should be a member of the AACC, but not necessarily of the New Jersey Section.

The award is to recognize furthering public interest in clinical chemistry by raising the level at which clinical chemistry is practiced; encouraging the professional development of clinical chemists; stimulating highly trained individuals to enter the field; and promoting an atmosphere where clinical chemists may freely exchange ideas and information.

**b. Certificate of Honor**

**Nature:** The award shall be a suitable framed parchment paper certificate.

**Purpose:** The recipient shall be an individual who has contributed to the advancement of the field of clinical chemistry. There are no membership restrictions for the recipient of this award.

**c. Distinguished Service Award**

**Nature:** The award shall be a suitable framed parchment paper certificate.

**Purpose:** The recipient must be a member of the New Jersey Section. The award is to recognize contributions to the New Jersey Section through active participation in the operation and activities of the Section.

4. The awards may be presented annually.
5. The work of this (Awards) Committee shall be completed no later than three (3) months prior to the date of the awards ceremony. The date of the Awards Ceremony shall be established by the Executive Committee.
6. The selections by the Awards Committee must be presented by the Committee Chair to the Executive Committee for their approval.

**G. Ad Hoc Committees.**

1. These committees shall be appointed by the Chair in consultation with the Executive Committee when they are needed.

Article VIII. FISCAL MATTERS

A. Fiscal Year

The fiscal year of the New Jersey Section shall coincide with that of the Association, beginning on January 1 and ending on December 31.

- B. In the event that the activities of the New Jersey 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(s) of the Section either during the life of the Section or after its termination.

Article IX. MEETINGS

- A. The Executive Committee of the New Jersey Section shall convene for no less than two meetings per annum.

B. Quorum

A quorum of the Executive Committee shall consist of a minimum of 40 per cent of its Committee Members.

Article X. CONSTITUTIONAL AMENDMENTS

- A. These Bylaws may be amended at any official meeting of the New Jersey Section if approved by two-thirds of a quorum or by affirmative mail vote of two-thirds of those members voting.
- B. Any amendment(s) to these Bylaws shall take effect 30 days following acceptance by the membership.

  
\_\_\_\_\_  
(secretary)

8/29/07  
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(date)