

**BYLAWS OF THE SOUTHERN CALIFORNIA LOCAL SECTION  
OF THE ASSOCIATION FOR DIAGNOSTICS & LABORATORY MEDICINE, INC.**

**Revisions**

Adopted February 7, 1994

Updated November 20, 2004

Further revised with minor edits according to AACC HQ suggestions on July 10<sup>th</sup>, 2007

Updated November 14, 2023 after AACC changed to ADLM

**ARTICLE I. ASSOCIATION NAME**

The name of the Association shall be the Southern California Local Section of The Association for Diagnostics & Laboratory Medicine, Inc. (hereinafter "Local Section").

**ARTICLE II. AREA**

The geographical area for the Southern California Local Section shall be those areas with zip codes beginning with 890, 891, 900 through 920, and 923 through 937.

**ARTICLE III. ORGANIZATION**

The Southern California Local Section shall be governed by the Constitution and Bylaws of the Association for Diagnostics & Laboratory Medicine, Inc. (hereinafter "ADLM"), and no part of the Bylaws of the Southern California Local Section shall be in conflict with the Constitution and Bylaws of ADLM.

**ARTICLE IV. PURPOSE**

The purposes of the Southern California Local Section shall be the same as those of ADLM. However, the Local Section further serves to connect members in the local communities of its geographical area, providing a forum for networking and information sharing.

**ARTICLE V. MEMBERSHIP**

- A. Members of ADLM who live in the geographical areas outlined in ARTICLE II are automatically considered as Members of the Southern California Local Section. ADLM membership categories include Professional, Transitional, Trainee, Professional Affiliate, Express, and Emeritus. Only Professional, Transitional, and Emeritus Members who are in good standing shall have voting privileges, nominating privileges, and be eligible to hold elected office.
- B. The qualifications for Local Section membership shall be the same as those defined in the Bylaws of ADLM.

**ARTICLE VI. OFFICERS**

- A. This Local Section shall have the following elected officers:
1. Chair
  2. Chair-Elect
  3. Past Chair
  4. Secretary
  5. Treasurer
- B. All officers shall be Members of ADLM and provide reports as required by the Board of Directors of ADLM.
- C. Chair: The Chair shall be the executive officer for the Southern California Local Section, and a) preside at all official meetings; b) appoint the chair of all committees except the Program Committee; and c) serve as an *ex officio* member of each committee, excluding the Nominating Committee.
- D. Chair-Elect: The Chair-Elect shall serve for one year in effect as Vice-Chair, and be designated as Chair for the following year. The Chair-Elect shall a) preside at meetings in the absence of the Chair; b) act for the Chair in case of the Chair's absence or disability; c) act as chair of the Program Committee to plan, schedule, and make necessary arrangements for the scientific portions of the Local Section meetings.
- E. Secretary: The Secretary shall:
1. Keep minutes of all meetings of the Local Section at which business is conducted and submit them for Executive Committee approval at subsequent meetings.
  2. Maintain the minutes of meetings as a record and transmit them to the succeeding Secretary.
  3. Carry out such correspondence of the Local Section as delegated by the Chair.
  4. With the assistance of ADLM's Membership Coordinator, distribute notices and ballots to the membership and certify the results of the election. If the Secretary is a nominee for office on the ballot, the Chair will appoint an Alternate to substitute for the Secretary.
- F. Treasurer: The Treasurer shall:
1. Receive and disburse funds authorized by this Local Section. Disbursements of funds greater than \$2500.00 shall be approved by the Executive Committee.
  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 business meetings.

4. Provide accurate records to be passed to succeeding Treasurers, and distribute statements for annual dues to membership.
5. Ensure the Local Section's tax returns are filed annually by the IRS deadline.
6. Submit the Treasurer's Report to the Local Section Executive Committee and ADLM by the end of each year.
7. Serve as "Acting Secretary" for banking purposes, if required by the bank to make transactions on behalf of the Local Section.

G. Past Chair:

The Past Chair shall be a voting member of the Executive Committee to provide continuity of programs.

H. Terms of Office:

1. Each elected officer shall serve for one year. The term of office shall start January 1 and terminate December 31.
2. Each officer shall be permitted to succeed themselves, except for the Chair and Chair-Elect. These two officers shall not be eligible for reelection to either of these offices until at least one year has elapsed following their last term of office.
3. In the event that the office of the Chair becomes vacant, the Chair-Elect shall become Chair for the remainder of the term. The Chair-Elect will then also fulfill their elected year as Chair.
4. If a vacancy occurs in any other office, the Chair shall appoint a successor for the remainder of the term, with a majority (>50%) consensus of the Executive Committee. Such an appointee shall be eligible for election to any office at the end of that term.
5. Resignations of officers, 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 the Chair.

I. Election of Officers:

1. Elections shall be held by online ballot. The Secretary shall work with ADLM to distribute ballots to the membership by such time each year, so as to obtain election results by November 15.
2. Nominees shall be those selected by the Nominating Committee and those nominated by the membership at a meeting prior to the election or by e-mail request to the Executive Committee.

3. All nominees must have agreed to serve in order to be placed on the ballot.
4. In accordance with Section VI. E. 4, the Secretary shall certify the ballot count with the assistance of ADLM's Membership Coordinator.
5. The deadline for the receipt of valid ballots shall be at least one day prior to November 15 of the year of the election.
6. The nominee receiving a plurality of valid votes for each office shall be elected. In the event of a tie, another election for that office shall be held by vote of the Executive Committee.
7. In the event that an officer is not elected by January 1st, the officer in that office on December 31st shall continue to serve until relieved by the duly elected officer.

#### **ARTICLE VII. COMMITTEES AND APPOINTED POSITIONS**

- A. **Executive Committee:** This Committee shall consist of the Chair, Chair-Elect, Secretary, Treasurer, and Past Chair. 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.
- B. **Nominating Committee:** The Nominating Committee shall consist of at least two Members appointed by the Chair. 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 prior to November 1. Nominations from the membership shall be entertained at any time. Each candidate nominated must agree to serve before the nomination can be official.
- C. **Other Committees and Appointed Positions:** Additional Committees may be formed, and additional non-elected positions may be appointed, at the discretion of the Local Section Chair (e.g., Membership, Education, Awards, Publicity, Regulatory, etc.).

#### **ARTICLE VIII. FISCAL MATTERS**

- A. **Fiscal Year:** The Fiscal Year of the Local Section is to begin on January 1st and end on December 31st. Annually, a tax return should be submitted by or on behalf of the Local Section to the IRS, with copies provided to ADLM.

- B. Annual Dues: Annual Dues for the Local Section are established by ADLM.
- C. In the event that the activities of the Southern California Local Section are terminated, all funds remaining after the payment of all debts shall be forwarded to ADLM. In no event shall any funds of the Local Section inure to the benefit of any member of the Local Section either during the life of the Local Section or after its termination.

**ARTICLE IX. MEETINGS**

- A. Meetings are to be held at least once per year and at places arranged by the Chair-Elect and/or Executive Committee. Meetings will be divided into scientific meetings and business meetings. A Business meeting will be held at least one time per year. Business sessions are open only to the membership. Records will be kept.
- B. Quorum: A Quorum for the transaction of any business at any official Business meeting shall consist of those voting Members in good standing present at this meeting. A Quorum at an Executive Committee meeting shall consist of 50% of the Officers of the Executive Committee.
- C. At all meetings where questions of parliamentary procedure arise, Robert's "Rules of Order" shall prevail.

**ARTICLE X. CONSTITUTIONAL AMENDMENTS**

Amendments to these Bylaws may be proposed by:

1. A majority vote of the entire executive Committee, or
2. A petition signed by at least 10% of the voting Members in good standing or
3. A duly passed motion at any official business meeting.

Upon receipt of a duly proposed amendment or revision, the Secretary shall, within 30 days, arrange voting by each member in good standing via online ballot. An amendment shall become effective only upon receiving the affirmative votes of 2/3 of the votes received. If a proposed amendment does not receive the required number of votes within 45 days after the proposed amendment is received, then such proposal shall lapse.

IBR/JZ, 2/08/94, 11/20/04

WUJZ, 07/10/07

BAF, 11/14/2023

Briana Fitch  Date 11/22/23  
2023 SCLC-ADLM Secretary