

NATIONAL SOCIETY FOR HISTOTECHNOLOGY

BYLAWS

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BYLAWS

ARTICLE I - NAME

The name of the Corporation is NATIONAL SOCIETY FOR HISTOTECHNOLOGY.

ARTICLE II - OBJECT

Section 1- General

The object for which the Corporation is formed, and the business and objects to be carried on and promoted by the Corporation are, to provide an interchange of ideas pertinent to Histotechnology; to advance professional growth, standards, knowledge and performance in Histotechnology through continuing and formal educational programs; to create mutual understanding and co-operation between the Corporation and other allied professions; to establish and promote a code of ethical standards and professional responsibility for the Corporation's Members in dealing with one another and the general public; to promote the common object of the Corporation's Members in a manner designed to achieve more efficient and greater economic results in their operations; and to transact any and all other lawful activities which the Board of Directors considers appropriate to further the object of the Corporation.

Section 2 - Status.

The corporation shall not be operated for profit and no part of its funds shall enure to the individual benefit of any member. All of the corporation's activities shall be conducted within anti-trust legal requirements and the corporation's tax exempt status.

ARTICLE III – MEMBERSHIP

Section 1 – Membership Classifications

- A. **Charter Members:** Individuals accepted to membership prior to October 1, 1974.
- B. **Active Members:** Individuals actively engaged and/or interested in histotechnology or an allied profession. There are two categories of active members:
 1. **Regular-** all active members that reside within the Unites States, US possessions and Canada and have paid the full membership dues.
 2. **Retired** – an active member for at least five years prior to retirement.
The dues shall be one-half that of the regular active member.
- C. **Student:** any individual enrolled in a NAACLS or Canadian accredited histology course of training in the United States, US possessions and Canada with documentation from the program director and/or pathologist attesting to their student training status. Individuals may hold a student membership for a maximum of two years.
- D. **Premium Members** shall be those active, student, or retired members who choose to pay a fee and receive additional educational benefits as determined by the board.
- E. **Honorary Members:** Individuals recognized for their outstanding contributions to the field of histotechnology.

- 51
- 52 **F. International Members:** Individuals residing outside the United States, U.S. possessions and
- 53 Canada, who are gainfully employed and actively engaged in and/or interested in histotechnology
- 54 or an allied profession.
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- 57 **G. Sustaining Members:** Individuals or groups wishing to help support the Society by paying a fee,
- 58 set by the Board.
- 59

60

61 **Section 2 – Privileges and Responsibilities**

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- 63 **A.** Only active members shall have the full privileges of membership, be entitled to vote, hold office,
- 64 act as delegates, or serve on any board, committee, or by appointment.
- 65
- 66 **B.** Membership is not transferable or assignable.
- 67

68 **Section 3 – Application**

69

70 Individuals seeking membership in the Society shall provide personal information on forms provided by

71 the Society, to be forwarded to the National Office accompanied by established dues. Membership shall

72 not be denied or abridged because of color, sex, creed, religion or ethnic background.

73

74 **Section 4 – Annual Membership Dues**

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76 Annual membership dues shall be determined by the Board of Directors, and billed on the anniversary

77 date. Dues may not be increased by more than 10% in any two consecutive years except by a two-thirds

78 vote of the house. (Proviso: anniversary date billing to be effective at the start of the 2021 fiscal year.)

79

- 80 **A. Payment of Dues:** Dues payable shall be remitted to the National Office no later than thirty (30)
- 81 days following billing. All payments must be made in U.S. currency.
- 82
- 83 **B. Delinquent Dues:** A member who fails to remit dues within sixty days following billing shall be
- 84 suspended, but may be reinstated upon payment of delinquent dues.
- 85

86

87 **ARTICLE IV - OFFICERS**

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89 **Section 1 - Title**

90

91 The officers of this Society shall be a president, president-elect, secretary, treasurer, and immediate past

92 president. The president, president-elect, and immediate past president shall serve a term of one year. The

93 president shall succeed to immediate past president following a term as president, and the president-elect

94 shall succeed to president immediately following a term as president-elect. The secretary and treasurer

95 shall serve for terms of three years.

96

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98 **Section 2 - Qualifications**

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100 An officer must have been an active member for two (2) consecutive years immediately prior to election.

101 Candidates for the office of president-elect must have served at least one full term on the Board.

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Section 3 - Duties

The officers shall serve concurrently as voting members of the Board and the House.

- A. **President:** The President shall be the chair of the board of directors and preside over all meetings of the members and the Board, serve as alternate Speaker of the House, and be an ex-officio member without vote of all committees except Nominations-Election. The President shall, with Board approval, appoint the chairperson of all appointed standing committees and Society representatives. The President shall submit an annual report to the Board and the House. The President shall perform all duties incident to the office and other duties designated by the Board or governing documents.
- B. **President-Elect:** President-Elect: When the President is absent or unable to act, the president-elect shall assume and perform the duties. When so acting, the president-elect shall have all the powers and be subject to all restrictions upon the President. In the absence of an appointed parliamentarian, the president-elect shall act in that capacity. The president-elect shall perform all other duties assigned by the President or the Board.
- C. **Secretary:** The Society Secretary shall report the minutes of all meetings of the members and the Board within ninety (90) days. The Society Secretary shall perform other duties incident to the office as assigned by the Board or governing documents.
- D. **Treasurer:** The Treasurer shall be bonded in an amount determined by the Board. The Treasurer shall have general oversight over the financial activities of the association, and shall provide reports to the House and the Board at least annually and as requested. The Treasurer shall serve as a member of the Budget and Finance Committee, but shall not serve as chair, and shall perform all duties incident to the office and such duties as may be assigned by the Board and the governing documents.
- E. **Immediate Past President:** The President, upon leaving office, shall serve as Immediate Past President. The Immediate Past President shall assume such tasks as the President may request. Upon completion of the term, the immediate past president shall not be eligible to run for any board position for a period of at least five years.

Section 4 - Selection of Officers

Officers shall be chosen by the following procedures:

- A. **Nominations:**
 - 1. Any member may submit, to their regional member of the Nominations-Election Committee or the Nominations-Election Chairperson, names of individuals they wish to nominate for office. A person so offered for nomination shall have been informed of this and expressed a willingness to serve. Nominees shall submit a resume to establish qualifications for the position, a candidate statement which shall be included on the ballot, and a letter of acceptance to the Nominations-Election Chairperson at a time specified by the Committee.

- 151 2. The Nominations-Election Committee shall present to active members of the Society at
152 least one (1) candidate for each office. Provisions shall be made on the ballot for write-in
153 votes.
154
- 155 3. Neither the Nominations-Election Chairperson nor any Nominations-Election Committee
156 member shall be a candidate for office. If the Chairperson or any member of the
157 Committee wishes to be a candidate, that person shall submit a written resignation to the
158 Speaker and the Secretary of the House, postmarked at least thirty (30) days prior to the
159 beginning of the Annual Symposium/Convention in the non-election year.
160
- 161 4. In the event any member of the Nominations-Election Committee has to pass upon the
162 qualifications of a member of their immediate family for nomination, or for the tally of
163 ballots, such Committee member shall abstain from any action.
164

165 **B. Election Procedures:**
166

- 167 1. Officers shall be elected by secret ballot, which may be electronic as allowed by law. A
168 plurality shall elect. In case of a tie, the winner shall be decided by lot.
169
- 170 2. The voting period shall be determined by the Nominations-Election Committee. All
171 efforts will be made to ensure privacy and confidentiality of the voters and their
172 selection.
173
- 174 3. If a member does not have an e-mail address, the Election Company shall print and mail
175 a first-class notification with the electronic voting information.
176
- 177 4. Records of election results shall be kept by the National Office.
178
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180 **Section 5 - Vacancies**
181

182 A vacancy in the office of President shall be filled by the president-elect for the remainder of the
183 unexpired term. A vacancy in the office of president-elect may be filled by the board, but such person
184 shall not automatically succeed to the office of president, but may be a candidate at the next election
185 cycle, when both a president and president-elect shall be elected. In the event of a vacancy in other
186 elected offices, the President may appoint, with Board approval, a qualified member to serve the
187 unexpired term.
188
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190 **Section 6 - Resignation**

191
192 An officer who wishes to resign from office shall submit a written resignation to the Society Secretary.

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194 **ARTICLE V - HOUSE OF DELEGATES**

195
196 **Section 1 - Membership and Qualifications**

- 197
198 A. The members of the House shall consist of a Speaker, a Secretary, the Officers, the Region
199 Directors or alternates, Chairpersons of all standing committees or alternates, Constituent Society
200 presidents or alternates, Constituent Society delegates or alternates, and one (1) delegate or
201 alternate from each state not having a Constituent Society. Each member must be an active
202 member for one (1) year prior to being seated; shall be selected in accordance with the provisions
203 of these Bylaws and duly credentialed before the Annual Convention by the credentials
204 coordinator. The credentials coordinator and any assistants deemed necessary shall be appointed
205 by the Speaker.
206
207 B. In the event a standing committee chairperson is unable to attend the Annual meeting of the
208 House, a member of the Committee shall be appointed by the Chairperson to represent the
209 Committee in the House as a voting member. A written notification shall be sent by the
210 Committee Chairperson to the credentials coordinator, Speaker of the House and President-Elect.
211
212 C. NSH appointments to other organizations have the privilege of being seated in the House as non-
213 voting members with voice. Past Presidents, Immediate Past Chairpersons, Immediate Past
214 Speaker of the House of Delegates and the Founding Board of Directors who are active members
215 of the Society have the privilege of being seated in the House as non-voting members with voice.
216

217 **Section 2 - Duties of the House**

218
219 The House shall be responsible for amendment of the Bylaws, approval of Honorary members and shall
220 vote on recommendations by the Board. The House shall create committees as needed, adopt guidelines
221 for and receive reports from them. The House shall formally communicate any activities to the Board
222 within ninety (90) days.
223

224 **Section 3 - Selection of Delegates**

- 225
226 A. **In States With Constituent Societies:** Based on National membership as of December 31, the
227 credentials coordinator, by February 1 of each year, shall notify each Constituent Society as to
228 the number of delegates and alternates to which it is entitled. Each Constituent Society shall be
229 responsible for the selection of delegates and alternates and the submission of the names of its
230 state president or presidential alternate and all delegates and alternates to the credentials
231 coordinator at least sixty (60) days prior to the annual session of the House.
232
233 B. **In States Without Constituent Societies:** The National Office shall supply each Region
234 Director with lists of National members, as of December 31, for areas without a Constituent
235 Society in each Director's Region. The delegate and alternate for each area shall be selected from
236 the active NSH members in that area. The Region Director shall notify the credentials
237 coordinator of the delegates and alternates at least sixty (60) days prior to the annual session of
238 the House.
239

240 **Section 4 - Duties of the Delegates**

241
242 The House is a continuously existing body, responsible for representing its constituents at all times. Each
243 delegate shall be responsible for communicating the concerns of the delegate's constituents to the House
244 and for reporting the activities of the House to those constituents. Delegates shall communicate with the
245 appropriate Region Director for the purpose of representing their constituents to the Board.
246

247 **Section 5 - Term of Office for Delegates**

248
249 The term of office for each delegate and alternate shall begin when they are credentialed and have
250 received a current House identification card from the credentials coordinator and end at the close of the
251 credentialing hours of the next annual convention.
252

253 **Section 6 - Officers**

254
255 The House shall elect a Speaker and a Secretary. Any active member who is currently or has been a
256 credentialed delegate shall be eligible for nomination. These officers shall be elected prior to the close of
257 business of the House in the year A elections of the election cycle, to serve a three year term. An elected
258 officer can serve a maximum of two consecutive terms in the same elected position.
259

- 260 **A. The Speaker:** shall be a voting member of the Board, preside at all meetings of the House,
261 coordinate the elected standing committees, and ensure that an agenda for the Annual House
262 Meeting is distributed to its members at least thirty (30) days before the Annual Meeting.
263
264 **B. The Secretary:** shall report an accurate record of all proceedings of the House to all its members
265 within ninety (90) days following the Annual Meeting, and shall perform such other duties as
266 may be assigned by the Speaker.
267

268 **Section 7 - Meetings**

269
270 The House shall meet at least once annually concurrent with the Annual Meeting. Action on proposals
271 should be taken only when the House is in session. If a matter of utmost urgency arises which requires
272 resolution before the next annual session, a vote by mail may be taken by the Speaker. Returned ballots
273 must be received no later than return date stated on the ballot.
274

275 The Speaker of the House, when necessary, may call special meetings of the House. Notification shall be
276 by electronic message, phone, courier, or first class mail (30) days before the called meeting.
277

278 **Section 8 - Quorum**

279
280 A majority (50% plus 1) of the officially credentialed members of the House shall constitute a quorum at
281 any meeting of the House. In the case of a vote by mail, a return of at least 50% plus 1 of the ballots sent
282 to officially credentialed members of the House shall constitute a quorum.
283

284 **Section 9 - Voting**

285
286 Credentialed members, including the Secretary of the House, shall be entitled to one vote on each matter
287 that comes before the House. The Speaker of the House shall only vote in case of a tie. The
288 Parliamentarian shall have no vote.
289

290 **Section 10 - Vacancy**

- 291
292 A. **Officers:** In the absence of the Speaker, the President shall preside. Thereafter the duties shall
293 be performed by the president-elect, then the Immediate Past President. In the absence of the
294 Secretary, the presiding officer shall appoint a temporary secretary to serve for the time the
295 elected officer is absent.
296
297 B. **Delegates:** In the absence of the credentialed delegate, a credentialed alternate shall be seated.
298
299 C. **Other:** Any other vacancy occurring at the start of business of a session of the House shall
300 remain, unfilled, provided a quorum is present.
301
302

303 **ARTICLE VI - CONSTITUENT SOCIETIES**

304 **Section 1 - Definition**

305
306 Representation to this Society shall include Constituent Societies. Only one Constituent Society in any
307 state, the District of Columbia, Canada, and each possession and dependency of the United States, shall
308 be recognized. The term "state" shall hereinafter be understood to include the District of Columbia,
309 Canada, and each possession and dependency of the United States.
310

311 **Section 2 - Qualifications**

312
313 A state organization must have as its principle purpose, the advancement of the field of histotechnology
314 and agrees to present a ballot to its state members to determine if they wish to become a Constituent
315 Society. Upon receiving an affirmative vote by a majority of votes cast by state members, the state shall
316 notify the National Board of Directors of this action. Constituent Society status shall be granted by the
317 Board upon receiving such notification. A state which has not voted to approve becoming a Constituent
318 Society shall be deemed a state without a Constituent Society. Qualifications for representation of such a
319 state are set forth in Article V, House of Delegates. An organization may at any future time petition for
320 Constituent Society status in accordance with this Article.
321

322 **Section 3 - Duties**

323
324 A Constituent Society shall agree to select delegates and alternates in accordance with these Bylaws, so it
325 may be represented in the House of Delegates.
326

327 **Section 4 - Representation**

328
329 Each Constituent Society is entitled to representation in the House by its president or alternate and by one
330 (1) selected delegate or alternate for each fifty (50), or portion thereof, National members in the state in
331 which they reside. Each representative shall meet the qualifications for membership in the House stated in
332 Article III, Section 1 of these Bylaws. The delegate and alternate shall be selected from the active NSH
333 members in that Society.
334

335 **ARTICLE VII - MEETINGS**

336 **Section 1 - Annual Meeting**

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341 The regular meeting of the membership shall be known as the Annual Meeting and shall be held
342 concurrently with other activities authorized by this Society, time and place of which shall be determined
343 by the Board of Directors.

344
345 **Section 2 - Notification**

346
347 The membership shall be given at least sixty (60) days prior notification of the date, hour and site of the
348 Annual Meeting by the Society Secretary.

349
350 **ARTICLE VIII - BOARD OF DIRECTORS**

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353 **Section 1 - Membership**

354
355 The Board shall consist of the elected Officers (including the Immediate Past President), the Speaker of
356 the House, Region Directors, and the Executive Director who is a nonvoting member with voice.

357
358 **Section 2 - Duties**

359
360 The Board shall determine the policies which govern this society, shall set the time and place of the
361 Annual Meeting, make recommendations to the Society, receive and take action upon all matters initiated
362 by the House, employ an Executive Director, appoint editors, provide for the publication of, and
363 determine editorial policies regarding journals and periodicals of the Society, provide for an audit of the
364 Society's accounts and properties, report its activities to the House and general membership, and represent
365 the Society with full power and authority over administrative affairs of the Society.

366
367 **Section 3 - Meetings**

368
369 The Board shall meet at least once annually at a time and place set by the President. When matters of
370 utmost urgency require it, a special meeting may be called by the President, or at the request of two-thirds
371 of the board. Written notice shall be sent not less than three (3) business days prior to the meeting. Special
372 meetings may be held by videoconference or teleconference as needed. Voting on Board issues may be
373 done electronically by Fax, electronic mail or by phone.

374
375 **Section 4 - Quorum**

376
377 A majority of the members of the Board shall constitute a quorum at any regular or special meeting of the
378 Board. Said majority must include a minimum of five (5) Region Directors.

379

380 **Section 5 - Term of Office**

381
382 The secretary, treasurer, speaker of the house, and region directors shall serve a term of three years or
383 until their successors are elected and assume office. Terms shall begin on January 1 following election.
384 Such officers and directors may serve a maximum of two consecutive terms in the same elected position,
385 but shall be eligible to run after one full election cycle for such office or director position has ensued.
386 Service for more than half of a term shall be counted as a full term.

387
388 The election cycle for the secretary, treasurer, speaker, and region directors shall be as follows:
389

390 **Year A Elections**

- 391 • Speaker of the House
- 392 • Region II Director
- 393 • Region III Director
- 394 • Region IX Director

395
396 **Year B Elections**

- 397 • Secretary
- 398 • Region V Director
- 399 • Region VI Director
- 400 • Region VIII Director

401
402 **Year C Elections**

- 403 • Treasurer
- 404 • Region I Director
- 405 • Region IV Director
- 406 • Region VIII Director

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408
409 **Section 6 – Executive Committee**

410 The Executive Committee shall consist of the elected Officers, Immediate Past President and Speaker of
411 the House of Delegates. A quorum shall be five members.

- 412
413 A. The Executive Committee shall possess all the power of the full Board of Directors for matters
414 requiring a rapid decision or strict confidentiality, or as directed by the Board. The Executive
415 Committee shall not alter or overturn any actions that have been taken by the full Board of
416 Directors or House of Delegates.
- 417
418 B. The Executive Committee shall meet as necessary. The President or any two members of the
419 Executive Committee may call a meeting of the committee.
- 420
421 C. Alternative meeting formats may include teleconference or videoconference. Votes on issues before
422 the Executive Committee may be taken by voice or electronic mail as allowed by law. Minutes of
423 the Executive Committee shall be submitted in writing to the full Board of Directors by the
424 presiding officer within fourteen days of any action taken.

425

426 **Section 7 - Vacancies**

427

428 If a vacancy occurs among Region Directors, prior to the scheduled elections, the Nominations-Election
429 Committee shall conduct an election to fill the vacancy in accordance with the rules for special elections
430 established by the committee. The Committee shall solicit nominations from NSH members within the
431 affected region, validate qualifications, and submit ballots according to the NSH policy for special
432 elections. The elected individual shall be notified by the President. If a vacancy occurs among Region
433 Directors after regularly scheduled elections have concluded, the newly elected Region Director will fill
434 the vacancy for the completion of the term.

435

436 **Section 8 - Executive Director**

437

438 An Executive Director shall be employed by a majority vote of the Board. The Executive Director shall
439 act under the immediate direction of the Board and conduct the business of the National Office of the
440 Society, keep an accurate roster of the membership and perform all other duties assigned by the President
441 and the Board. The Executive Director shall be included as a non-voting member of the Board, the House
442 and any other authorized body of the Society as the Board may deem necessary or appropriate.

443

444

445 **Section 9 - Bonding**

446

447 The Board may require, by resolution, any and all of the officers and any other designated members, to be
448 bonded with sufficient surety.

449

450

451 **ARTICLE IX - REGIONS**

452

453 **Section 1 - Designation**

454

455 There shall be nine designated regions.

456

457 **Region I** shall include the states of Connecticut, Maine, Massachusetts, New Hampshire, New
458 York, Rhode Island and Vermont.

459

460 **Region II** shall include the District of Columbia and the states of Delaware, Maryland, New
461 Jersey, Pennsylvania, Virginia and West Virginia.

462

463 **Region III** shall include Puerto Rico and any other U.S. territories and possessions in the Atlantic
464 and the states of Alabama, Florida, Georgia, Mississippi, North Carolina, South
465 Carolina and Tennessee.

466

467 **Region IV** shall include the states of Illinois, Indiana, Kentucky, Michigan, Ohio and Wisconsin.

468

469 **Region V** shall include the states of Iowa, Kansas, Minnesota, Missouri, Nebraska, North
470 Dakota and South Dakota.

471

472 **Region VI** shall include the states of Arkansas, Louisiana, New Mexico, Oklahoma and Texas.

473

474 **Region VII** shall include the states of Arizona, Colorado, Idaho, Montana, Utah and Wyoming.

475

476 **Region VIII** shall include U.S. territories and possessions in the Pacific and the states of Alaska,
477 California, Hawaii, Nevada, Oregon and Washington.

478
479 **Region IX** shall include Canada.
480

481
482 **Section 2 - Region Directors**
483

- 484 **A.** Each region shall elect one (1) Region Director by a plurality (the greatest number) of votes cast
485 by active NSH members in the Region to serve on the Board. In case of a tie, where no candidate
486 receives a plurality of votes cast on the first ballot, the Nominations-Election Committee will
487 submit the candidates receiving the greatest number of votes on a second ballot to all active
488 members in the affected Region.
489
- 490 **B.** The Region Director must reside or work within the region that person represents. The Region
491 Director shall be an active member for two (2) years prior to nomination to this position.
492
- 493 **C.** The Region Director shall be responsible for coordinating and promoting Society activities for the
494 states within the Region represented. That person shall disseminate Society information and
495 activities at a state and regional level. The Region Director shall assist the Nominations-Election
496 Committee by working with the regional member of the Committee to ensure that qualified
497 nominees for National office and Region Director are presented to the Committee.
498
- 499 **D.** If a Region Director cannot attend the House of Delegates meeting, that Region Director shall
500 submit the name(s) of an alternate(s) from that Region to the credentials coordinator at least sixty
501 (60) days prior to the annual session of the House. The alternate(s) must be qualified to be
502 credentialed in the House of Delegates and complete the credentialing process as is customary for
503 all members of the House. A credentialed alternate shall be seated with vote in the House of
504 Delegates.
505

506 **ARTICLE X – COMMITTEES**
507

508 **Section 1 - Standing Committees**
509

510 Committees shall be composed of a Chairperson and at least four (4) members, except that the selection
511 and composition of the Nominations-Election Committee shall be as otherwise provided in these bylaws.
512 The Chairpersons shall serve two (2) years, concurrent with the Society officers. The Chairpersons shall
513 choose committee members to carry out the function of that committee within sixty (60) days of taking
514 the Chair position. Chairpersons shall be ex-officio voting members of the House. A current delegate who
515 is appointed or elected to a chair position shall resign the delegation upon appointment to the committee,
516 so that a replacement may be made by the Constituent Society or state without a constituent society in
517 order to retain the full delegation to which they are entitled. Outgoing committee chairpersons shall turn
518 over all records and property related to the committee, to their successor within thirty (30) days of the
519 appointment of their successor, being fully cognizant that these are the property of the Society and not of
520 the individual.

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- A. **Appointed Committees:** The Chairpersons of these committees shall be appointed by the President and approved by the Board within 30 days of the first Board meeting of the newly elected Board. Any person who has been an active member for one (1) year shall be eligible for appointment. When a Chairperson vacancy occurs before the end of a term, the President shall appoint a new chairperson with Board of Directors approval to complete the term. When a committee member vacancy occurs in any committee, the Chairperson shall appoint a qualified person. Chairpersons not fulfilling their assigned responsibilities may, by a majority vote of the Board of Directors, be replaced.
1. **Awards Committee:** This committee shall establish criteria for all Society awards, suggest new awards as appropriate and conduct the business of selecting recipients of awards.
 2. **Budget and Finance Committee:** This committee shall review all submitted budgets from the Society's officers and chairpersons, make recommendations to the Board on those reviews, ensure that allocated funds are available and work with the Board and Treasurer in management of the Society's funds.
 3. **Continuing Education Units Committee:** This committee shall be responsible for establishing criteria for granting contact hours, evaluating programs requesting contact hours, and determining continued contact hour approval.
 4. **Convention Committee:** This committee shall conduct an annual Symposium/Convention for the Society, including all pre-convention and post-convention duties.
 5. **Education Committee:** This committee shall be responsible for providing, or causing to be provided, knowledge and information related to the field of histotechnology.
 6. **Hard Tissue Committee:** This committee shall be responsible for providing, or cause to be provided, knowledge and information related to decalcified and undecalcified bone that may or may not have biomaterials in-situ.
 7. **Health and Safety Committee:** This committee shall be responsible for keeping the general membership informed as to all pertinent information relating to health and safety.
 8. **Immunohistochemistry Resource Group Committee:** This committee shall be responsible for providing, or cause to be provided, knowledge and information related to immunohistochemistry and in situ hybridization.
 9. **Legislative Committee:** This committee shall be responsible for keeping informed of, and relating to the general membership, any legislation affecting the health care field, veterinary, industrial and research fields, particularly that which pertains to histotechnology.
 10. **Membership Committee:** This committee shall be responsible for developing ways to attract new members and promote active membership in the Society.

- 570 11. **Public Relations Committee:** This committee shall be responsible for promoting the
571 goals of the Society by use of any approved medium and disseminating material to enlist
572 qualified persons into the field of histotechnology.
573
- 574 12. **Quality Management Committee:** This committee shall be responsible for formulating
575 and maintaining quality control guidelines which pertain specifically to the histology
576 laboratory.
577
- 578 13. **Veterinary, Industry, and Research Committee:** This committee shall be responsible
579 for the coordination of activities related to veterinary, industry and research histology
580 applications.
581

582 **B. Elected Committees:** Chairpersons of these Committees shall be elected by the House of
583 Delegates prior to the close of business in an election year. Any active member who is currently
584 or has been a credentialed delegate shall be eligible for nomination to a chair. The Chairperson of
585 each committee, with the exception of the Nominations-Election Committee, shall within 60 days
586 of election, choose at least four (4) committee members. When a Chairperson vacancy occurs, the
587 Speaker, in conjunction with the affected committee members, shall appoint a qualified person to
588 complete the term. When a vacancy occurs in any committee, with the exception of the
589 Nominations-Election Committee, the Chairperson shall appoint a qualified person to complete
590 the term.
591

- 592 1. **Bylaws Committee:** This committee shall be comport its activities consistent with and in
593 compliance with all applicable state and federal laws, and receive, process and make
594 recommendations to the House on all proposed changes to this document. This committee
595 shall maintain the standing rules and suggest house rules which will facilitate smooth
596 functioning of the House of Delegates.
597
- 598 2. **Nominations-Election Committee:** The House shall elect a chairperson. A
599 representative shall be elected by each Region immediately following the election of the
600 Chairperson of this committee. When a Chairperson vacancy occurs between House
601 meetings, the House Speaker shall, with approval of the Committee, appoint a Chair. A
602 vacancy occurring in the position of Region representative between House meetings shall
603 be filled by the House Speaker or Region Director appointment with the approval of the
604 House Speaker and the Committee.
605
606

607 **Section 2 - Special Committees**

608
609 Special committees may be formed as deemed necessary by the President, the Board or the
610 House.
611

612 **ARTICLE XI - PARLIAMENTARY AUTHORITY**

613 The current edition of Robert's Rules of Order, Newly Revised, shall govern the proceedings of this
614 society except when otherwise specified in these Bylaws and any other applicable state or national
615 statutes.
616
617
618

619 **ARTICLE XII - AMENDMENTS**

620

621 Proposed amendments must be submitted in writing to the Bylaws Committee Chairperson by any
622 member at least ninety (90) days prior to the Annual Meeting, before such proposals can be submitted to
623 the House for consideration. House members retain the right to propose amendments to any circulated
624 Bylaws amendment during debate on that amendment. The Bylaws Committee shall submit all proposed
625 amendments to the Speaker for distribution as agenda items for the House. The proposed amendments
626 shall be approved by an affirmative vote of two-thirds (2/3) of the House present and voting. The Bylaws
627 Committee shall notify the membership of the changes in Bylaws no later than ninety (90) days after the
628 end of the Annual Meeting. Proposed Bylaw amendments can only be acted upon when the House is in
629 session.

630

631

632 **ARTICLE XIII - DISSOLUTION OF CORPORATION**

633

634 In the event of liquidation or dissolution of this Corporation, whether voluntary or involuntary, or whether
635 by operation of law, none of the property of the Society nor any proceeds thereof shall be distributed
636 among the members of the Society. After payment of, or after making provision for, all debts and
637 liabilities of the Society, all of the remaining assets and property of every nature and description,
638 whatsoever shall be paid over and transferred to any corporation, fund, or foundation selected by the
639 Board of Directors. Such organization, fund or foundation shall be one which is organized and operated
640 exclusively for religious, charitable, scientific, literary, or educational purposes. No part of the net
641 earnings of said organization shall benefit any private shareholders or individual except histotechnology.
642 No substantial part of its activities shall be carrying on propaganda, lobbying, or otherwise attempting to
643 influence legislation, nor can it participate in or intervene in any campaign on behalf of any candidate for
644 public office, including the publishing or distribution of statement.

645

646 ***2003 Revision***

647 ***Amended September 14, 2005***

648 ***Amended September 13, 2006***

649 ***Amended October 31, 2007***

650 ***Amended September 17, 2008***

651 ***Amended October 7, 2009***

652 ***Amended September 29, 2010***

653 ***Amended September 21, 2011***

654 ***Amended October 3, 2012***

655 ***Amended August 27, 2014***

656 ***Amended September 2, 2015***

657 ***Amended September 21, 2016***

658 ***Amended September 26, 2018***

659 ***Amended September 25, 2019***

660 ***Amended October 20, 2020***