

STANDARD OPERATING
PROCEDURES
of the
Texas Association for
Clinical Laboratory Science

(Amended April, 2001)

STANDARD OPERATING PROCEDURES
of the Texas Association for Clinical Laboratory Science

PART 1
NAME AND OFFICERS

Section 1

As stated in the Bylaws.

Section 2

As stated in the Bylaws.

PART 2
PURPOSE

Section 1

As stated in the Bylaws.

PART 3
MEMBERSHIP

Section 1

As stated in the Bylaws.

Section 2

As stated in the Bylaws.

Section 3

Members residing outside the geographical boundaries of a District Society or Association may be members-at-large of the Association or may be members of any one District by mutual

agreement. Notice of this agreement must be signed by the President of the District Association involved, and remains in effect only for so long as it is agreeable to all. Severance of the agreement must be by written notice and must be sent to the Membership Chairman and the Treasurer of this Association.

Section 4

As stated in the Bylaws.

Section 5

A. Annual Dues

Annual dues to the Association shall be based on the following schedule plus the current tax requirements assessed by the State of Texas.

Annual dues for membership in this Association are as follows:

Professional	\$18.00
1 st year Professional	9.00
Collaborative	0.00
Student	0.00

Dues to ASCLS, and to District Societies and Associations are specified in their respective Bylaws and Standard Operating Procedures.

B. Policies Regarding Membership

1. Any student member or individual eligible for student membership, upon completion of prerequisites for active membership shall, for twelve (12) months following the date of such eligibility, pay 50% of the dues for the first year of professional membership, providing such person has not held previous professional membership in this Association. This person is referred to as a 1st Year Professional.

2. There shall be no dues for emeritus or honorary membership in this Association.

3. Annual dues are due and payable in the time and manner specified by ASCLS.

4. After receipt of annual dues from ASCLS, the Treasurer of this Association shall remit five dollars (\$5.00) for each professional member to the treasurer of the appropriate District Association. In the case of member-at-large, said moneys shall be retained by this Association.

5. Any member of ASCLS in good standing who moves to this State shall automatically be accepted as member in good standing in this Association without further payment of dues until the next renewal date of his/her membership.
6. As stated in the Bylaws.

PART 4
OFFICERS, BOARD OF DIRECTORS, ADVISORY BOARD

Section 1

As stated in the Bylaws.

Section 2

The duties of the Officers shall be:

A. President

The President shall be the Chief Executive of this Association and shall preside at all meetings of the Board, and the House of Delegates, hereinafter referred to as the House. The President shall be an ex-officio member of all committees except the Elective Committee(s). The President shall establish ad hoc committees as are necessary. By July 1 of each year, the President of this Association shall appoint for a term of three (3) years at least one (1) member of each of the Administrative/Appointive Committees.

The President shall send to each member of a committee a list of the names and addresses of the other members appointed to that committee.

The President shall appoint a chairman for each committee for a term of one (1) year with the exception of the Publications Committee and the Convention Committee. The chairmen of these committees shall be appointed for a term of three (3) years. The president, or proxy appointed by the President from the active or emeritus membership, shall represent this Association on the President's Council and on the Regional Council of ASCLS.

B. President-Elect

The President-Elect shall, during the term of office, become familiar with the duties which shall devolve upon him/her as the President. The President - Elect, or proxy appointed by the President from the active or emeritus

membership, shall represent this Association on the President's Council and on the Regional Council of ASCLS.

C. Immediate Past President

The Immediate Past President shall serve as a consultant to the President of this Association. In the event of death, resignation, or total disability of the President, the Immediate Past President shall perform the duties of, and have the same authority as the President.

D. Secretary

The Secretary shall take the minutes at all meetings of the Board and of the House. He/She shall, within forty-five (45) days after the close of any meeting, send a typewritten abstract of the minutes to each member of the Advisory Board. The Secretary shall prepare a summary of the actions of all official business meetings to be published and distributed to the membership through the official publication of this Association. Typewritten summary of all official business meetings for the previous five (5) years shall be made available to all official business meetings of this Association by the Secretary. All other records shall be filed in the Executive office of this Association. The Secretary shall carry on such correspondence as shall be authorized by the House, the Board or the President of this Association. In the event of the simultaneous absence of all presidential officers, the Secretary shall perform the duties of, and have the same authority as, the President.

E. Treasurer

The Treasurer shall receive, accurately record, and have charge of the funds of the Association. The Treasurer shall deposit such funds in an appropriate financial institution designated by the Board. The Treasurer shall pay all bills, authorized by the Board or the President. The Treasurer shall have Association accounts audited jointly and/or separately at the Association's expense by a certified public accountant annually. The Treasurer shall report the financial condition of this Association to the President and the Board whenever requested. The Treasurer shall be bonded at the expense of the Association. The Treasurer shall deliver to the newly elected incoming Treasurer all current records, following the last audit report, and all cash on hand.

Section 3 - TERM OF OFFICE

As stated in the Bylaws.

Section 4 - ELIGIBILITY

To be eligible to hold office in this Association, all Officers and Board Members must have been active or emeritus members in good standing in this Association for at least two (2) years immediately prior to their nomination and shall have attended at least three (3) official business meetings of this Association in the two (2) years immediately prior to their nomination, or have otherwise demonstrated sufficient participation in and knowledge of the Association as determined by the Board of Directors.

Section 5 - VACANCIES

A vacancy occurring in any office, except the President, President-Elect, and/or the Immediate Past President, shall be filled until the next election by the Board from the Advisory Board. In the event of a vacancy in the office of the President, the Immediate Past President shall serve as President for the remainder of the present term. In the event of a vacancy in the office of the President-Elect, prior to the Winter Board Meeting a special election by the membership shall be held to fill that vacancy. In the event the vacancy occurs after the Winter Board Meeting, the office of the President-Elect shall remain vacant. A vacancy occurring in the office of the Immediate Past President shall be filled, until the next election, by the Board from members who have served this Association as President.

Section 6 - REMOVAL FROM OFFICE

A. Impeachment of Officials

An elected official of the Association may be impeached for gross dereliction of duty or for malfeasance. Impeachment may be initiated when a District Association, Elective Committee, Appointed Committee, Board of Directors, or House of Delegates of this Association files with the TACLS Bylaws Committee formal and specific charges against a person holding an elected office in the Association. The accused shall receive a copy of these charges within ten (10) days. During the period of investigation of the charges, the official shall be allowed to function in the office for which he/she was elected, unless the Board of Directors by two-thirds (2/3) vote determines that it would be in the best interest of the Association to suspend those functions pending investigation and hearing. The Bylaws Committee shall investigate the charges and recommend to the Board of Directors such action as it deems appropriate. The accused shall be given a copy of the findings and recommendations of the Bylaws Committee no less than thirty (30) days

prior to the meeting of the Board of Directors at which time the recommendations of the Committee are to be considered. The accused shall be notified of the time and place of meeting of the Board of Directors at which time the charges shall be considered. At this meeting the accused shall have the opportunity to appear in person and present any defense to such charges before action is taken thereon. The accused shall be removed from office if two-thirds (2/3) of the Board of Directors, not counting the accused, vote to impeach the accused. Such decision shall be final.

B. Incapacitation

An elected official of this Association may be relieved of his/her duties or removed from office for reasons of incapacitation according to procedures established by the Board of Directors of the Association.

Section 7

A. Board of Directors

As stated in the Bylaws.

B. Board Members-At-Large

1. Serve as a committee to procure at least one (1) invitation from a District Association to host the Annual Meeting. Such invitations are to be presented at the Winter Board Meeting.

2. Duties as assigned from time to time by Officers of this Association.

Section 8 - ADVISORY BOARD

The duties of each member of the Advisory Board shall be as published in the TACLS Handbook.

Section 9

As stated in the Bylaws.

PART 5
ADMINISTRATIVE SECRETARY

Section 1

As stated in the Bylaws.

Section 2 - QUALIFICATIONS

Qualifications for the Administrative Secretary shall include sufficient secretarial experience to carry on correspondence and clerical duties of the office, and ability to foster and maintain good public relations for the welfare of this Association.

PART 6
DISTRICT ASSOCIATIONS/SOCIETIES

Section 1

As stated in the Bylaws.

Section 2

As stated in the Bylaws.

Section 3 - ORGANIZATION AND APPLICATION PROCESS

- A. A District Association may be organized by three (3) or more persons who are active or emeritus members in this Association. These persons shall petition permission to organize a District Association on a form supplied by the Secretary. This application shall be submitted to the Board for consideration. When the petition has been approved, three (3) copies of the proposed Bylaws shall be submitted to the Bylaws Committee of this Association, accompanied by a list of officers and charter members. The Bylaws Committee shall bring a report and a recommendation concerning the chartering of this group to the Board of Directors of the Association at their next meeting.
- B. Upon successful completion of the application process, a District Charter shall be granted by a majority vote of the Board of Directors.

Section 4

As stated in the Bylaws.

Section 5 - DUTIES AND FUNCTIONS OF A DISTRICT ASSOCIATION

- A. A District Association may elect at least one (1) honorary member. One (1) additional honorary member may be elected for each one hundred (100) active members, but shall

not exceed a total of four (4) for each district at any one time.

- B. The names and addresses of District officers shall be sent to the Executive office and to the Treasurer of this Association not more than two (2) weeks after their election, and the names and addresses of all committee chairmen not more than two (2) weeks after their appointment.
- C. Three (3) copies of all proposed amendments to the Bylaws of the District Association shall be submitted to the chairmen of the Bylaws Committee of the Association at least sixty (60) days before the approval of such committee is desired. These amendments should be submitted in context. After the proposed amendments are approved by the Bylaws Committee, they may be considered for adoption. The District Association shall report the adoption of any amendment of its Bylaws to the chairman of the Bylaws Committee of this Association and shall submit a copy of its amended Bylaws for filing in the Executive Office of the Association.

Section 6

- A. A District Association not maintaining its status as stipulated in sections 4 and 5 above for a period of two (2) years shall have its charter suspended until such time that said District complies with these sections.
- B. The Association shall be empowered by a two-thirds (2/3) vote of the Board to recommend to the House the revocation of the charter of any District Association for:
 - 1. Following a policy contrary to the Code of Ethics or “ purposes of this Association.”
 - 2. Failure to cooperate reasonably with this Association.

Section 7

- A. As stated in the Bylaws.
- B. Any District Association whose charter has been revoked may submit a petition for a new charter as defined in Part 6 Section 3 of these Standard Operating Procedures.

PART 7
HOUSE OF DELEGATES

Section 1

A. Representation

As stated in the Bylaws

B. Any member of this Association shall be permitted to sit in the gallery during any regular session of the House.

C. The House shall also have representation by the student membership of this Association and these delegates shall be selected and function in the following manner:

1. Each District Association may elect or appoint at least one (1) student member from that District Association to serve as a voting member *of* the House of this Association, such students being qualified by virtue of holding a student membership in this Association.

2. Each District Association shall be entitled to one (1) student delegate for one to fifty (1-50) student members, plus one (1) additional student delegate for each additional fifty (50) student members or major fraction thereof.

3. Each District Association may elect or appoint an alternate for each student delegate

4. Student delegates shall have the privilege to speak on any item of business and vote as any other member of the House of this Association.

Section 2

As stated in the Bylaws.

Section 3

As stated in the Bylaws.

Section 4

A. The organizational structure and regulations pertaining to the operating procedures shall

be as set in an agenda prepared by the TACLS President and distributed to the Board of Directors and Delegates prior to the opening session of the House of Delegates.

The agenda for the House of Delegates must provide for:

1. The introduction of new business.
2. Reintroduction of unfinished business.

Section 5

A. The delegates to the ASCLS Annual Meeting shall include the President, President-Elect, and the incoming President-Elect, and one (1) student delegate.

1. The student delegate and alternate shall be elected by the student members in attendance at the Annual Meeting.

2. The delegates and alternates shall be elected by ballot in the House annually. Election shall be by plurality. The total number of delegates shall be as defined by ASCLS.

3. Except for the student delegate and student alternate, to be eligible to serve as a delegate and/or alternate to the ASCLS Annual Meeting, a nominee must be an active or emeritus member in good standing of the Association and shall have attended at least two (2) official business meetings of the Association during the two (2) years immediately prior to his/her nomination.

4. At the ASCLS Annual Meeting, the President of this Association shall have authority to fill vacant delegate positions for the ASCLS House of Delegates by appointment.

Criteria for these appointments include:

- a. All delegates and alternate delegates shall have filled positions.
- b. Those other delegates must be members of this Association.

PART 8

COMMITTEES/COMMISSIONS

Section 1 - ELECTIVE COMMITTEES

A. Nominations Committee

The Nominations Committee shall be composed of five (5) active and/or emeritus members of this Association, none of whom shall be an Officer or Board Member in the Association. Qualifications for members of this Committee shall be that each member must have been an active or emeritus member in good standing in the Association for at least two (2) years immediately prior to their nomination and shall have attended at least two (2) official business meetings of the Association in the two (2) years immediately prior to their nomination.

1. Elections

The membership at large shall elect the Nominations Committee annually. Nominations for this Committee shall be made only by District Societies and Associations, one (1) nominee each. Election shall be by ballot.

- a. The term of office and manner of election shall be as stated in the Bylaws.
- b. Following their election, the committee shall elect from its membership a chairman for a one (1) year term of office.
- c. In the event of a vacancy on this Committee due to death, resignation, or refusal to serve, the Board shall elect by majority vote an eligible member of this Association to fill the vacancy.

2. Duties

The Nominations Committee shall publish in the official publication of the Association the names and positions of those Officers and Board Members whose term of service expires.

The Nominations Committee shall solicit names and qualifications of qualified candidates for elective positions to this Association, with instructions that such material be postmarked no later than December 15th. Only the names of members who have consented in writing shall be considered by the Committee.

The Nominations Committee shall have distributed to all active and emeritus members candidates' names and qualifications thirty (30) days prior to the Annual Meeting.

The Nominations Committee shall send each active and emeritus member an official ballot listing no more than three (3) candidates for each office. In case of more than three (3) nominations for an elective office, the Nominations Committee shall select three (3) candidates based on previous service to the Association.

The ballot shall be accompanied by a self-addressed envelope for mailing. The Committee shall also send directions for voting and shall state the time that the polls shall be closed. This Committee shall be responsible for the count of the ballots. Said count shall be announced to the Board and the nominees prior to the Annual Meeting.

Except for the Board Members-at-Large, election shall be by majority vote of votes cast. The results of the election shall be announced at the Annual Meeting. In case of a tie, or no majority vote, the candidate(s) receiving the least number of votes shall be removed from the ballot and there shall be a second ballot cast by the delegates at the first House. A majority vote shall be necessary for election. In the case of Board Members-at-Large, election shall be by plurality, and in case of a tie, a runoff election shall be decided by the House.

Section 2 - APPOINTIVE COMMITTEES

A. There shall be the following Appointive Committees:

Bylaws and Finance.

The composition, term of office, method of appointment, duties and responsibilities for each of the above committees shall be as stated below:

1. Composition, Term of Office, and Appointment.

- a. The President of the Association shall appoint all committee members.
- b. Each of these committees shall be composed of at least three (3) members whose appointment is for a term of three (3) years. A member may not serve for more than six (6) consecutive years on the same committee.

2. Duties and Responsibilities

The following duties and responsibilities shall be in addition to those duties and responsibilities assigned from time to time by the House of Delegates, Board of Directors and/or the President of the Association.

a. Bylaws Committee

The Bylaws Committee shall examine all proposed amendments to the Bylaws of this Association, making changes in such proposed amendments as may be necessary to put them in proper form without altering their intent, and shall submit them to the Board for approval.

Following this, the proposed amendments shall be presented to the House of Delegates in accordance with the provisions of Article 14 of the Bylaws.

The Bylaws Committee shall examine the proposed Bylaws of any group petitioning for a charter from this Association and shall present a report and recommendations concerning the chartering of such group to the House at the next Annual Meeting of this Association.

The Bylaws Committee shall examine all proposed amendments to the Bylaws of a District Association. Upon approval of such amendments by the Committee, they shall be presented to the members of the said District Association for vote. If such amendments are not approved by this Committee, they shall be returned to the said District Association with recommendations.

The Bylaws Committee shall be responsible for incorporating into the Bylaws of this Association such changes as are necessary to conform with the Bylaws of ASCLS as provided in Article 14 of the Bylaws of the Association.

The Bylaws Committee shall investigate all impeachment charges and recommend to the Board of Directors such action as they deem appropriate.

b. Finance Committee

The Finance Committee shall prepare a budget for the coming year to be presented to the Board for recommendations to the House at the next Annual Meeting.

The Treasurer of this Association shall be an ex-officio member of this Committee.

Section 3 – COMMISSIONS

A. There shall be the following Commissions:

Public Relations, Governance, Education, and District and State Affairs.

The composition, term of office, method of appointment, duties and responsibilities for

each of the above Commissions shall be as stated below.

3. Commissioners

Each Commission shall be directed by at least one (1) Commissioner who is appointed by the President. The appointees shall be members of the Board of Directors of this Association.

- a. Term of Office - The term of office shall be three (3) years. Large Commissions may have more than one Commissioner appointed. If a Board member is serving an incomplete term (1-2 years) he/she may be appointed as co-commissioner with a Board member who is serving a three (3) year term.

- b. Duties

The duties of the Commissioners for each Commission shall include, but not be limited to, the following activities:

- 1) Serving as liaison between the Board and Committees.
- 2) Defining the goals and objectives for the Committees.
- 3) Projecting needs, providing direction and serving as advocate for committee projects.
- 4) Provide reports of committee activities at the Fall and Winter Board meetings and the Annual Meeting.

3. Commission Composition

Each Commission, directed by the Commissioner, shall include those committees which best fit the description of duties for that Commission.

B. Commission Committees

The duties and responsibilities for each Commission and the Committees within the Commissions shall be as follows:

1. Public Relations Commission

- a. Duties – To promote the image of the clinical laboratory scientist and the Association to the public and other health care professionals; provide information to the public; provide a regular means of communication between the Board and members of the

Association; recognize those accomplishments of members of the Association.

b. Committees/Duties - The following Committees shall be under the direction of the Public Relations Commissioner:

1) Awards Committee

The Awards Committee shall identify and appropriately recognize those groups and/or members who have shown outstanding service and contribution to this Association.

2) Publications Committee

The Publications Committee shall be responsible for the official publication of this Association. The Chairman of this Committee shall serve as a managing editor of the publication. The Chairman may appoint one (1) or more associate editors for the Committee.

The Bursar of funds of this Committee shall be responsible for keeping a set of books showing all financial transactions of this Committee, justified by invoices, receipts, and bank statements. The Bursar shall submit these records annually to the Treasurer of this Association for review and audit at a date set by the Treasurer of this Association.

The Bursar of funds of this Committee shall prepare a financial report for review at all meetings of the Board of Directors.

3) Public Relations Committee

The Public Relations Committee shall dispense information, promote public understanding of this profession, and act as liaison between the Association and other organizations.

2. Governance Commission

a. Duties

To maintain internal mechanisms of governance by updating Bylaws and Standard Operating Procedures; disseminate information from national and state level to District and individual members; maintain legislative activity in the best interest of the practitioner.

b. Committees/Duties

The following Committees shall be under the direction of the Governance Commissioner:

1) Bylaws Committee

The duties of the Bylaws Committee shall be as stated in Part 8, Section 2, A., 2., a. of these Standard Operating Procedures.

2) Government Affairs / Key Contact

The Committee, through the Chairman of the Committee, shall be the liaison of the Association to the ASCLS office, shall receive, respond to, and disseminate for response all ASCLS legislative alerts and items regarding Governmental and/or legislative activities.

The Committee shall monitor State Legislative Affairs, particularly those issues with potential impact on the profession of Clinical Laboratory Science.

The Committee shall maintain a generic format for proposing and pursuing state legislation advantageous to the profession of Clinical Laboratory Science and the health of the state's citizens. This shall include generation of necessary Association manpower and projected funds necessary to implement legislative goals.

The Chairman shall also serve as Key Contact Coordinator and shall make appointments with the approval of the President to the Key Contact Network.

The Key Contact Network shall be the structure through which the governmental and/or legislative information is disseminated and responded to.

3) Legislative Task Force

The Task Force shall review current state legislative activities and recommend to the President or Board of Directors such necessary action which may be required as a result of such activity.

3. District and State Affairs Commission

a. Duties

To maintain communication and provide feedback on issues between Districts and the State; encourage activities at the local level that will develop leaders for service to the Association, maintain current members and increase membership.

b. Committee/Duties

The following Committees shall be under the direction of the District and State Affairs Commissioner:

1) Leadership Forum and all Districts

2) Membership Committee

The Committee shall plan ways and means of cooperating with the membership committee of District Societies with the aim of increasing the membership of the Association and of the District Societies. Active and/or emeritus members may be appointed to assist the Membership Committee.

4. Education Commission

a. Duties

To develop and implement educational activities for members at all levels of responsibilities; assure, if possible, access to continuing education for members; involve students in Association activities and mentor students into professional membership.

b. Committees/Duties

The following Committees shall be under the direction of the Education Commissioner:

1) Education Committee

The Education Committee shall be responsible for planning and implementing Student Bowl activities at the State level according to established guidelines. The Committee shall keep a current list of funds available for scholarships, loans, or grants through this Association. The Committee shall publish annually the guidelines regarding the use of said funds and shall determine the disbursement of said funds.

The Bursar of funds for this Committee shall submit all financial records annually to the Treasurer of this Association for review and audit at a date set by the Treasurer of this Association. The Bursar of funds for this Committee shall prepare a financial report for review at all meetings of the Board of Directors.

2) Scientific Assembly/Scientific Assembly Coordinator

There shall be the following Scientific Assemblies and a Coordinator appointed by the Commissioner for each Assembly:

- Laboratory Administration
- Biochemistry/Ligand Immunoassay/Urinalysis
- Consultants' Forum
- Cytotechnology, Histology, Phlebotomy
- Education
- Hematology/Hemostasis
- Immunology/Immunoematology
- Inspector/Surveyor's Forum
- Microbiology
- Others as necessary

The composition, method of appointment, duties, and responsibilities shall be defined in the TACLS Handbook. Other duties and responsibilities shall be assigned from time to time by the Board of Directors.

3) P.A.C.E. Coordinator

The ASCLS-approved P.A.C.E. Coordinator shall determine the appropriateness of all continuing education programs and distribute applicable P.A.C.E. materials to the program coordinator.

4) Traveling Seminar

The Committee shall be responsible for scheduling, arranging, and presenting scientific programs at locations within the State. The Committee shall name a Bursar of funds who shall be responsible for keeping records showing all financial transactions of the Committee, justified by invoices, receipts, and bank statements. The Bursar shall submit these records annually to the Treasurer of this Association for review and audit at a date set by the Treasurer of this Association.

The Bursar of funds of this Committee shall prepare a financial report for review at all meetings of the Board of Directors.

5. Convention Committee

The Committee shall be responsible for planning the Annual meeting. The Bursar of funds of this committee shall be bonded at the expense of this Association, and shall be responsible for keeping a set of books showing all financial transactions of the Convention, justified by invoices, receipts, and bank statements. The Bursar shall submit these records annually to the Treasurer of this Association for review and audit at a date set by the Treasurer of this Association.

The Bursar of funds of this Committee shall submit reports of financial activities to the President and Treasurer of this Association on the following dates.

By the Winter Board Meeting prior to the Annual Meeting

By the Fall Board Meeting after the Annual Meeting

All proceeds from the Annual Meeting and Convention shall be submitted to the Treasurer of this Association no later than the Winter Board Meeting following Convention in which the proceeds were obtained.

6) Student Forum

The Student Forum shall review activities which pertain to student interest. Annually, the Forum shall be responsible for determining the Student Forum representative to the Association's Board of Directors, and the Association's student delegate to the annual ASCLS meeting.

**PART 9
MEETINGS**

Section 1

As stated in the Bylaws.

Section 2

As stated in the Bylaws.

Section 3

As stated in the Bylaws.

**PART 10
OFFICIAL PUBLICATION**

As stated in the Bylaws.

**PART 11
QUORUM**

As stated in the Bylaws.

**PART 12
FISCAL YEAR**

The fiscal year shall be from June 1 to May 31 inclusive.

**PART 13
PARLIAMENTARY AUTHORITY**

As stated in the Bylaws.

**PART 14
AMENDMENTS**

Section 1

Bylaw amendments shall be distributed to each active and emeritus member no less than fifteen (15) days prior to the opening of the first House of Delegates.

Section 2

As stated in the Bylaws.

Section 3

As stated in the Bylaws.

Section 4

As stated in the Bylaws.