

Michigan Society of Histotechnologists

Bylaws

Article I: Name

The name of the corporation is *Michigan Society of Histotechnologists*, and shall herein after be referred to as *MSH* or the Society.

Article II: Purpose

The purposes for which the corporation is organized are as follows:

1. to provide an organized group to unite the Histotechnologists in the State of Michigan;
2. to elevate the standards, knowledge and performance of Histotechnology;
3. to provide educational programs for professional growth;
4. to provide informational publications pertaining to Histotechnology;
5. to provide a quality control service to our members;
6. in general, to acquire, preserve, coordinate and disseminate information on Histotechnology and related fields;
7. the corporation has no power to carry on propaganda or take part in a political campaign, but will initiate and support state legislation which will affect and elevate the status of the histotechnologist;
8. to be a constituent society of the National Society for Histotechnology, herein after referred to as NSH.

Article III: Membership

Section 1. Membership Qualifications

Any person working and/or interested in the field of Histotechnology or related areas shall be eligible for membership in the categories listed in Section 2 of this Article:

Section 2. Membership Categories

Active: Entitled to vote at the Business Meetings and in Elections, may hold office either elected or appointed, act as Delegate, and serve on any Board or Committee. Entitled to discount at Society-sponsored conventions, seminars, publications, etc. Full dues.

Student: Open to any student who is enrolled in a school of histotechnology. The school's Program Director shall initiate membership for the school's students by submitting names and other pertinent information to the Society, and shall notify the Society when a student graduates or otherwise leaves the program. Terminating students shall continue to hold student membership status until the end of the Society's Membership Year. Students shall have voice but not vote. They cannot hold office but can serve on committees. The Society encourages active student participation in its meetings and its newsletter. No Dues.

Honorary: Individuals recognized for their outstanding contribution and active interest in promoting the Society, and selected by vote of the Executive Board. Entitled to vote at the Business Meetings and in Elections, may hold office either elected or appointed, act as Delegate, and serve on any Board or Committee. No dues.

Section 3. Dues

Any change in annual membership dues shall be presented by the Executive Board to the membership, at the annual business meeting, for approval by a two-thirds (2/3) majority of the members present and voting.

Section 4. Benefits

All members shall receive the Society's newsletter and shall be eligible to receive material from the Society's Control Bank.

Section 5. Limitations

This corporation does not afford pecuniary gain to its members, incidentally or otherwise, but members may be paid for services actually rendered to the corporation. The corporation is a recognized constituent society of NSH that operates independent of NSH. MSH is solely liable for the debts and services it contracts.

Article IV. Officers

The Officers of the Corporation shall consist of President, Vice-President, Secretary, Treasurer, Editor and Immediate Past President. An officer must be a member of the Society for at least one (1) year immediately prior to election. All officers are eligible to vote in executive board decisions. All officers shall submit an annual report no later than thirty (30) days after the close of the fiscal year.

President: The President:

1. shall be the principal executive officer of this Society;
2. shall preside at all meetings of the Society;
3. shall be ex-officio member of all committees except the Nominations Committee;
4. shall serve as the Presidential Delegate to NSH's House of Delegates unless represented by a Presidential Alternate Delegate;
5. shall perform all duties incident to the Office of President as well as those duties designated by the Executive Board;
6. must be a member of NSH for at least one (1) year immediately prior to election.

Vice-President: The Vice-President:

1. shall act as coordinator of the Society's Annual Convention by selecting a site, creating the program and notifying the membership;
2. shall supervise the Assistant Convention Coordinator.

Secretary: The Secretary:

1. shall keep and report the minutes of all meetings;
2. shall see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law;
3. shall perform all duties incident to the office of Secretary and other such duties as may be assigned by the President.

Treasurer: The Treasurer:

1. shall be responsible for the Society's funds and for the expenditures thereof;
2. shall receive funds and, when appropriate, issue receipts;
3. shall have the authority to deposit the Society's funds with such banks or savings associations as deemed appropriate by the Treasurer;
4. shall have the authority to draw upon such funds by check or otherwise;
5. shall present financial overviews at Board meetings and compile written Midyear and Annual Financial Reports for publication in the Society's newsletter;
6. shall submit all records to an audit committee appointed by the Executive Board within sixty (60) days of the close of the fiscal year;
7. shall maintain the Society's corporate status with the State of Michigan by filing annual reports;
8. shall perform all duties incident to the office, and such other duties as may be assigned by the President.

Editor: The Editor:

1. shall be the Editor-In-Chief, responsible for the Society Newsletter.

Immediate Past President: The Immediate Past President:

1. is requested to serve as a consultant to the newly elected President and board;
2. service is requested for the first term of the incoming President.

Article V: The Executive Board

The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, Editor and Immediate Past President. The Board shall meet at the discretion of the President, or any other officer or appointee, who shall need to present business to the Board.

Article VI: Election of Officers

Officers of the Corporation shall be elected on alternating years prior to the annual business meeting of the Society.

Section 1. Eligibility

To be eligible for office, a candidate must be an active member for at least one (1) year prior to taking office. The one (1) year membership requirement shall be waived upon unanimous vote of the Executive Board.

Section 2. Nominations

Any member may submit names of qualified candidates to the Nominations Committee. Written consent of each candidate, stating that he or she will be a nominee for said office, should be returned to the Nominations Committee. No name shall be placed on the ballot unless the nominee has consented to serve if elected.

Section 3. Ballots

The official ballot shall be mailed to each member of the Society eligible to vote, at least one (1) month before the annual business meeting. This ballot is to be marked and returned to the Nominations chairperson, postmarked no later than midnight of the deadline date stated on the front of the ballot. Ballots postmarked after that date shall be void.

Section 4. Election

The nominee receiving a majority (50% + 1) of the votes cast for each position shall be deemed elected. If no candidate receives a majority of votes cast on the first ballot, a runoff election, between the two (2) candidates receiving the greatest number of votes, shall be conducted at the annual business meeting by the members present. The candidate receiving the majority (50% + 1 vote) of votes cast at this runoff election shall be deemed elected.

Section 5. Unfilled positions

In the event of an office going unfilled after the election, nominations shall be accepted from the floor at the annual business meeting. A simple majority (50% + 1 vote) shall constitute a valid election.

Section 6. Term of office

Each officer shall be elected for a term of two (2) consecutive years, concurrent with the business year (July 1 through June 30). Officers may be elected for more than one (1) term.

Article VII: Vacancies

In the event of a vacancy in any elected office, that office shall be filled by appointment by the President with approval of the Executive Board. In the event of a vacancy in the office of the President, the Executive Board shall appoint an individual from the current or past elected officers to fill the unexpired term of the President.

Article VIII: Representatives to the House of Delegates

As a Constituent Society of the National Society for Histotechnology, MSH is allowed one (1) delegate or alternate for the President, plus a number of additional Delegates or Alternates as determined by NSH. Delegates and Alternates must be active state and national members for at least one (1) year immediately prior to being seated. They shall be elected by members of MSH who are eligible to vote. They shall be elected for a term concurrent with elected officers.

Article IX: Executive Board Appointees

All Appointees, Committee Chairpersons and Coordinators shall be any member in good standing. Except as noted below, they shall be nominated by the President. All must be approved by a majority (50% + 1 vote) of the Executive Board. They shall perform all duties incident to their respective positions and other such duties as may be assigned by the President or the Executive Board. Their term of office shall be concurrent with elected officers. Appointees may include:

Assistant Convention Coordinator

Nominated by the Vice President. Shall work closely with the Vice President and shall assist in all aspects of Convention Planning. Shall be the primary liaison between the Society and vendors. Shall be responsible for obtaining exhibitors and for coordinating the Exhibit hall at conventions.

Awards Chairperson

Shall notify members of available awards. Shall solicit, receive and evaluate applications for awards, and may select an anonymous committee to assist in the selection of awardees.

Control Block Chairperson

Shall be responsible for maintaining a collection of control tissue and blocks for free distribution to any member in good standing providing that the intended use is legitimate and of a noncommercial nature (sections from these blocks cannot be sold).

Historian

Shall maintain a collection of memorabilia from the Society. Shall be responsible for obtaining new material from conventions and other meetings.

Membership Chairperson

Shall conduct annual membership drives, collect dues, process applications for membership and develop ways to attract new members. Shall be responsible for maintaining a current membership database in a secure fashion. Shall obtain student memberships from Program Directors of Michigan's Schools of Histotechnology. Shall provide current address list to the Editor and other Officers and Appointees as needed for the conduct of their duties.

Nominations Chairperson

Shall solicit and receive nominations for the Society's elections, prepare and mail official ballots to all voting members, tabulate results, and announce the election results at the annual business meeting. The Nominations Chair may not be a candidate for any elected office.

Special Committees

Shall be formed as deemed necessary by the President or the Executive Board.

Special Events Coordinator

Shall be responsible for establishing sites and the program for special educational meetings other than the Spring Convention. Shall be responsible for notifying the membership and other interested parties.

Study Guide Chairperson

Shall be responsible for advertising and distributing the HT/HTL Exam Study Guide Workbook. Shall coordinate reprinting and revision activities.

Website Administrator

Shall be responsible for administration of the MSH website.

Article X: Disciplinary Action

All officers and appointees shall maintain professional ethics in the duties of their office. If a charge of conflict of interest is presented to the Executive Board, an investigation shall be conducted. Any member in good standing with the Society may file a written complaint with the Executive Board against any Officer or Executive Board Appointee because of noncompliance with the Bylaws or any detrimental act towards the Society. Written notification of the complaint shall be sent by registered mail to the accused within thirty (30) days. The accused has the right to defend himself/herself against the complaint. The final decision rests with the Board of Directors, who shall render a decision within two (2) months following the receipt of the written complaint. A two-thirds (2/3) vote by the Board of Directors shall be necessary for any disciplinary action, which may include suspension or removal from the office or committee. If removed from an office, the individual will lose all privileges of that office (including serving in the position of Immediate Past President). No accused shall be denied any privileges until the decision is rendered by the Board of Directors. All disciplinary matters shall be held in total confidentiality by the Society.

Article XI: Fiscal Year

The fiscal year shall be from January 1 through December 31.

Article XII: Meetings

The Executive Board shall hold meetings at least once per quarter. The Executive Board shall determine the dates of such meetings, and may call additional meetings, as they shall deem necessary to conduct business. The society shall hold a general membership meeting at least annually. An annual business meeting will be held concurrently with the annual spring symposium.

Article XIII: Amendments

The Bylaws may be amended at the annual business meeting by a two-thirds (2/3) vote of the members present or voting by absentee ballot, providing the proposed amendments have been submitted to the Executive Board, and subsequently mailed to members two (2) weeks prior to the annual business meeting.

Article XIV: Dissolution

In the event of dissolution, all assets real and personal shall be distributed to such organizations as are qualified as tax exempt organizations under the Internal Revenue Law.

Article XV: Parliamentary Authority

The rules of parliamentary practice comprised in Robert's Rules of Order, Newly Revised, shall govern the proceedings of the Society where not in conflict with the Bylaws of this corporation.

Article XVI: Effective Dates

All provisions of these revised Bylaws take effect immediately upon ratification by the general membership.

Ratified 05/21/2005.