

**BY-LAWS, RULES, AND REGULATIONS
OF THE
MISSOURI SOCIETY FOR HISTOTECHNOLOGY**

ARTICLE I

The name of this organization shall be the "Missouri Society for Histotechnology", and shall herein be referred to as the "Society".

ARTICLE II

This society will be a professional, non-profit organization without stockholders or paid staff. Its "Articles of Organization" comprise these Bylaws as from time to time amended. The Missouri Society for Histotechnology is a constituent society of the National Society for Histotechnology.

ARTICLE III

The purpose of this organization shall be:

To enhance the status of histology professionals by elevation of knowledge, performance and standards.

We will attempt to achieve this purpose by:

- A. Providing continuing educational programs for professional growth and advancement of the field of histotechnology;
- B. Promoting an organized group to unite the histotechnologists in the State of Missouri;
- C. Promoting an interchange of ideas and methods pertinent to the field of histotechnology.

**ARTICLE IV
Membership**

SECTION 1

Membership in this organization is open to all persons engaged in, or interested in the profession of histotechnology.

SECTION 2

Membership in this organization shall be of six classes: Active, Associate, Student, Honorary, Charter, and Sustaining.

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| Subsection 1 | Active members shall be those members who pay dues in full, attend at least (two) meetings and take an active part in meetings and activities of the Society. |
| Subsection 2 | Associate members shall be those members who pay the dues required of Active members but are unable to take an active part in the regular activities of the Society. |
| Subsection 3 | Student members shall be those actively engaged in Histology Technician / Technologist training. |
| Subsection 4 | Honorary members shall be any deemed to deserve the honor by the body of the Society. |
| Subsection 5 | Charter members shall be those who have joined the Society by April of 1976. |
| Subsection 6 | Sustaining members shall be those who wish to help support the Society by paying a fee, set by the Board of Directors. Sustaining members are not eligible to vote or hold an elected office in the society. |

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ARTICLE V

SECTION 1

Annual dues shall be fifteen dollars (\$15.00) per membership; one-half the annual dues per student membership/retiree membership payable to the Treasurer or Secretary on or before June 1 of each fiscal year. New members joining after January 1 need only pay one-half (½) the annual dues for that fiscal year.

- Subsection 1 Any member whose dues are not paid before July 1 of each year shall be deemed delinquent. No delinquent member is entitled to vote or to hold office in the Society.
- Subsection 2 Members deemed delinquent shall be notified in writing and if dues are not received by July 30 membership shall be dropped.
- Subsection 3 Upon receipt of dues, the Treasurer shall mail a properly signed membership card for the current year. A directory will be mailed in August.
- Subsection 4 The proceeds from membership dues and contributions to the Society shall be used primarily to defray expenses of conducting annual symposiums, for office supplies, postage, and for publication of a quarterly newsletter and for the other such purposes as a majority of the membership may direct.

**ARTICLE VI
Meetings**

- SECTION 1 Regular Meetings
Regular meetings shall be held on the second weekend of the appointed month: March, June, September, and November, taking into consideration three day weekends and Holidays.
- SECTION 2 Special Meetings
Special meetings may be called by the President or by a simple majority of the active members.
- SECTION 3 Board of Directors
The Board of Directors shall consist of the officers of this Society, the immediate Past-President, and one member at large elected at the first meeting following election of officers.
- SECTION 4 Business
Business may be conducted at any meeting if attended by a quorum of the Society.

**ARTICLE VII
QUORUM**

One-third of the active membership of the Society shall constitute a Quorum.

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**ARTICLE VIII
OFFICERS, ELECTION AND DUTIES**

SECTION 1 OFFICERS

- Subsection 1 Officers of the Society shall be: President, Vice President, Secretary, and Treasurer.
- Subsection 2 Officers shall be elected by closed ballot at the first regular meeting of the even-numbered calendar years. However, if there is but one candidate for any office, by a motion from the floor the election may be a voice vote. Officers shall serve a term of two (2) years beginning after the Spring Conference following their election.
- Subsection 3 Nominations for all officers shall be made by a Nominating Committee consisting of at least five (5) members appointed by the President. It shall be the policy of the Nominations Committee to select at least one nominee for each of the offices. Additional nominations may be made from the floor at the time of election. The consent of each candidate must be obtained before his/her name is placed in nomination, either by the Nominating Committee or from the floor.
- Subsection 4 A vacancy occurring in an office shall be filled by appointment by the President and approved by the Board of directors. In case of a vacancy in the Office of President, the Vice President shall assume the office of President.
- Subsection 5 An active member in good standing for one (1) year or more shall be eligible for the office of President. An active member in good standing for less than one (1) year and currently in good standing is eligible for offices other than that of President.

SECTION 2 DUTIES OF OFFICERS

- Subsection 1 The President shall act as Executive Officer of the Society; preside over Society meetings; be an ex-officio member of all committees, except the Nominations Committee and the Budget and Finance Committee; shall call special meetings of the Society or of the Board of Directors following proper notice; shall be responsible, jointly and severally with the Treasurer for all Society funds; send out notices of all Society meetings in sufficient time to give all members an opportunity to make arrangements to attend. The President upon leaving office, shall serve on the Board of Directors as Immediate past President.
- Subsection 2 The Vice-President shall assist the President and shall preside over meetings of the Society in the absence of the President; be an ex-officio member of all committees, except the Nominations Committee and the Budget and finance Committee; shall be the Society's official host /hostess for honored guests, speakers and visitors; shall perform and discharge all duties and responsibilities as required by the President.
- Subsection 3 The Secretary shall be responsible for minutes of all Society meetings; maintaining the records of the Society in good order; keeping membership rolls current; issue delinquent dues notices; assist the Treasurer in collection of dues; shall perform and discharge all duties and responsibilities as required by the President.

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- Subsection 4 The Treasurer shall be responsible, jointly and severally with the President for all Society funds; provide that the funds of the Society shall be deposited in a bank in the name of the Society, and that all expenditures shall be by check, signed jointly by the President and Treasurer; shall keep an orderly record of such receipts and disbursements and shall present a report of such transactions at each Society meeting; shall upon receipt of dues, notify the Secretary of the name of the dues payee; shall perform and discharge all duties and responsibilities as required by the President.
- Subsection 5 The Board of Directors shall consist of the four (4) elected officers, the immediate past President and at least one member at large. Past Presidents should be utilized as consultants to the Board of Directors but should have no vote. The Board of Directors shall transact business of the Society during the interval between regular meetings; approve the work of standing committees and prepare a budget annually; instruct the Treasurer in the execution of the budget.

**ARTICLE IX
COMMITTEES AND DUTIES**

SECTION 1

The following shall be known as Standing Committees: Membership Committee, Scientific Committee and Public Relations Committee.

- Subsection 1 The Membership committee shall endeavor to find qualified persons and encourage their becoming members of the Society; shall work with the Secretary in keeping an up-to-date file on members; make a periodic report to the Vice President, who disseminates it to the other officers.
- Subsection 2 The Scientific Committee shall consist of a Chairperson appointed by the President and such other members as the Chairperson and/or President deem necessary. The Scientific Committee, shall be responsible for planning and conducting scientific programs at regular meetings of the Society by providing speakers, demonstrations and seminars; make a periodic report to the Vice President, who disseminates it to the other officers.
- Subsection 3 The Public Relations Committee shall consist of a Chairperson and such other members as the President may appoint; shall keep the Society before the public by adequate news coverage of all Society meetings, elections, speakers and functions; make a periodic report to the Vice President, who disseminates it to other officers.

SECTION 2

The following shall be known as Pro Tem Committees; Nominating Committee, Budget and Finance Committee and Bylaws Committee.

- Subsection 1 The Nominations Committee shall consist of a Chairperson and four (4) members appointed by the President and approved by the board of Directors at the September meeting in the odd-numbered year of the calendar. It shall be the duty of this committee to screen members and carefully select candidates for nomination as Society officers. This committee shall prepare and submit a complete list of nominees at the November meeting of the odd-numbered year of the calendar for nomination. Such nominations shall not preclude any member from making nominations of a duly qualified candidate from the floor if he/she has the consent of the proposed candidate.

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- Subsection 2 The Budget and Finance Committee shall consist of a chairperson and two (2) members appointed by the President. No elected officer of the Society may serve on this committee during his/her term of office. The Society's officers and chairpersons shall submit budget proposals to this committee in September: This committee shall meet at the November meeting to finalize a working budget for the following calendar year (Jan. – Dec.). The officers of the society should be present at the meeting of this committee. This committee shall review all submitted budgets from the Society's officers and chairpersons, make recommendations to the board of directors, ensure that funds are available and work with the Treasurer in management of the Society's funds.
- Subsection 3 The Bylaws Committee shall consist of a chairperson and at least four (4) members who shall be responsible for continual study of the Missouri Society for Histotechnology's Bylaws and prepare amendments and revisions as necessary.

SECTION 3 ELECTION OF DELEGATES

- Subsection 1 As a constituent society of NSH, the Society will elect delegates and alternates to the Annual House of Delegates Meeting. The President of the Society shall be responsible for submitting the election of delegates results to the NSH Credentials Committee at least (60) days prior to the annual session of the House.
- Subsection 2 Delegates and alternates must be active and members in good standing of NSH for at least one (1) year prior to being seated in the house.
- Subsection 3 Delegates are responsible for communicating the concerns of the delegates constituents to the House and for reporting the activities of the House to those constituents.

**ARTICLE X
RULES**

The rules contained in the Robert's Rules of Order shall govern this Society in all cases in which they are applicable and in which they are not inconsistent with the Bylaws of the Society.

**ARTICLE XI
AMENDMENTS**

These Bylaws may be amended only by a vote of one-third of the active members present in good standing as provided in Article IV, at any Society meeting, provided all members are notified by the Secretary of proposed amendments either at a previous meeting or by mail.

**ARTICLE XII
ADOPTION**

These Bylaws shall be adopted at any regular meeting of the Missouri Society for Histotechnology, shall replace any previous Bylaws, Rules and Regulations, and shall become effective when approved by the governing body of the Society. They shall, when adopted and approved, be equally binding on the governing body and the Missouri Society for Histotechnology.

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Adopted by the Active Membership of the Missouri Society for Histotechnology.

Revised 3/16/1977

Revised 2/11/1979

Revised 4/14/1985

Revised 3/8/1992

Revised 3/10/1996

Chris Casey

President, MSH

Billie Carney

Secretary, MSH