



## REGION IX BYLAWS

### Article I -Mission

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6 We strive to advance professional growth, standards, knowledge, and performance of  
7 Histotechnology through continuing and formal education. We are the voice for this division  
8 of biological science and laboratory medicine and a means of continually improving knowledge  
9 and skills for the advancement of the profession.

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12 We support this mission by promoting: exceptional theoretical and practical knowledge of  
13 the science of histology in its many forms, from microscopy to patient care; through the  
14 development and maintenance of high quality education, planning and conducting  
15 innovative educational programs, developing and publishing educational resource material,  
16 expanding and improving scientific publications and recognizing professional and technical  
17 excellence through awards.

18  
19 We promote quality and professionalism in the field of Histotechnology by which other  
20 health professionals and the public are assured of effective and efficient laboratory services.

21  
22 We promote quality and professionalism in the field of Histotechnology by which the public  
23 are assured of effective, efficient laboratory services and accurate data.

### Article II - Membership

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26 Membership is open to anyone working or living in Region IX and actively engaged in or  
27 interested in Histotechnology. Our membership is extended to all allied health professionals.  
28 Certification is not a prerequisite for membership.

#### Section One

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32 a) Active: Entitled to vote at Region IX general member meetings, all mail votes sent to  
33 Region IX members and in elections (National and Region IX). May hold Region IX office  
34 either elected or appointed, act as delegate (after one year of membership), and serve on  
35 any board or committee as a NSH dues paying member.

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37 b) Retired: Open to formerly active members (minimum of 5 years membership prior to  
38 retirement) who are now retired. Must be approved by the NSH National executive. The  
39 retired member shall retain full active member privileges after payment of NSH dues.

40  
41 c) Student: Open to students enrolled in a Histotechnology program. Membership  
42 application and NSH dues payment must be accompanied by written confirmation from the  
43 program director. The student member shall have voice but no vote, and cannot hold office.

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45 2. Honorary Member: Individual recognized for their outstanding contribution to the  
46 profession and shows active interest in promoting Region IX. The honorary member is  
47 selected by vote of the Region IX executive, may vote on Region IX issues, and may hold  
48 office within Region IX. The honorary member will not receive full privileges of the National  
49 NSH membership.

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## **Section Two**

1. Active member in good standing: A member, who has an active, retired or student membership classification, has paid National dues in full for the current year (as of January 1<sup>st</sup> with a thirty day grace period) and who are not under suspension. Only active or retired members shall be entitled to vote, hold office, act as delegates, or serve on any board or committee.
2. Any member who has not paid annual National dues by January first of any year shall be suspended without further notice. Any such member shall waive all rights, interests, privileges, and services of membership. The member may be restored to the membership role upon meeting the requirements for reinstatement as defined in the National NSH Policy and Procedures manual.
3. Membership is not transferable or assignable.
4. Membership shall not be denied or abridged because of color, sex, sexual orientation, creed, religion or ethnic background.
5. All members, upon accepting membership, agree to abide by the Bylaws, the National NSH Policy and Procedures, and the Code of Ethics as defined by National NSH.
6. Any member (holding an elected or appointed position) may submit a resignation by giving notice in writing at least 30 days before the effective date of the resignation. Regional Director must submit resignation to the National Society of Histotechnology, a Regional position must submit to the Regional Director, without prejudice to any liability to the Region

## **Article III- Officers and Duties**

### **Section 1- Officers**

The officers of the region shall be Region Director, Treasurer, Secretary, Past Region Director, Member at Large and Chairpersons of Standing Committees. These positions comprise the Region IX Executive.

To be eligible to hold an elected or appointed position with in Region IX, with the exception of Region Director, the member must be a member in good standing for a minimum of one year. The one-year membership may be waived by a unanimous vote by the Regional executive. Nomination for election or appointment is open to all members in good standing, including members working in the field of sales and marketing of technical supplies or materials to laboratories.

### **Duties:**

The executive shall meet at least once during the calendar year, additional meetings will be held at the discretion of the Regional Director or any other officer or appointees. Members or non-members maybe invited to attend, who need to present business to the executive. Conference call services will be made available to officers who are not able to attend the meeting in person. Standing Committee meetings are required to involve the committee members only unless additional assistance is required by the executive.

1  
2 The executive are responsible for establishing and meeting the goals and objectives of  
3 Region IX.  
4

5 The executive are responsible for maintaining the financial viability of Region IX while  
6 providing the services outlined in the mission statement.  
7

8 The executive will approve all recommendations for appointments of the Recording  
9 Secretary and Member at Large and Committee chairs made by Regional Director.  
10

11 The executive are required to investigate all complaints or charges of conflict of interest  
12 presented to the executive. An investigation shall be conducted as outlined in the National  
13 NSH Policy and Procedures.  
14

## 15 **Section 2-Qualifications**

### 16 **1. Regional Director**

#### 17 (a) Election

18 The Regional Director shall be elected to the office as set forth in the NSH National election  
19 procedure manual.  
20

#### 21 (b) Duties and Functions

- 22 • The Regional Director shall be the principal executive officer of the region.
- 23 • The Regional Director shall supervise and control all business, chair the annual  
24 membership meeting and all executive meetings of the region.
- 25 • The Regional Director shall present all Regional honors and awards and perform all  
26 duties incident to the office, including duties as designated by the executive.
- 27 • The Regional Director shall serve on the NSH National House of Delegates and the  
28 NSH National Board of Directors.
- 29 • Region Director will only have a vote at the Region IX executive meetings, if there is  
30 a tie vote.
- 31 • The Regional Director is an ex-officio member of all committees, and shall receive  
32 copies of all committee-meeting minutes for review.
- 33 • If the Regional Director is located a distance from the Treasurer, the Regional  
34 Director may establish a second bank account with funds not to exceed \$2000.00  
35 and shall have sole signing authority for this account.  
36 Deposits or costs above this amount are to be directed to the Treasurer. All records  
37 of this account are to be copied to the Treasurer for inclusion in the annual financial  
38 report.
- 39 • The Regional Director shall also be responsible for maintaining an accurate account  
40 for all revenue and expenses associated with the annual or semi-annual educational  
41 events organized by Region IX
- 42 • In the cases of an Educational Event only, the Regional Director can sign cheques for  
43 amounts exceeding \$500.00 but this should be communicated with the Treasurer  
44 prior to issuing a cheque.  
45 The Regional Director after all expenses have been paid will forward any remaining  
46 revenue to the Treasurer.
- 47 • The Regional Director, upon leaving office, shall serve as Past Regional Director. If a  
48 situation arises that is not addressed by the Bylaws or the Policies and Procedure  
49 manual, the Regional Director will use their best judgment for the immediate  
50 situation, and will present the need for a revision of the Bylaws or the Policy and  
51 Procedure manual for consideration by the regional executive. All Bylaws changes  
52 require final approval by membership.

- 1 • The Regional Director will make recommendations to the executive for the Recording  
2 Secretary, Member at Large and chairs of the standing committees.  
3 • Region IX Newsletter – The Cutting Edge  
4 The Regional Director shall coordinate the publication of the quarterly issue of the  
5 Region IX Newsletter.  
6 The Regional Director shall assume all responsibilities as editor of the newsletter or  
7 may choose to appoint an editor and co-editor of the Newsletter.  
8 The Regional Director is responsible for keeping the cost of the production of the  
9 newsletter within budget.  
10 • Region IX website  
11 The Regional Director shall coordinate the maintenance of the Region IX website:  
12 [www.nshregionix.org](http://www.nshregionix.org). The Regional Director is responsible for keeping the operation  
13 of the website within budget.  
14 The Regional Director may choose to appoint a web 'editor' to keep the website  
15 current. The Web Editor may be paid a fee for their services.  
16 The Regional Director shall assume all responsibility for the selection of items  
17 published on the website.  
18

19 (c) Term of Office

20 The Regional Director's term of office is set forth in the NSH Bylaws and Policy and  
21 Procedure manual.  
22

23 (d) Vacancies

24 Filling a vacancy is set forth in the NSH Bylaws and Policy and Procedure manual.  
25

26 (e) Records turnover

27 Upon completion of the term of office, all records and property shall be turned over to the  
28 incoming Regional Director within thirty (30) days according to the NSH Policy and  
29 Procedure Manual, being fully cognizant that these are the property of the NSH and not of  
30 the individual.  
31

32 Upon completion of the term of office, provide a running log of issues or actions that have  
33 recurring effects, or are not completed, and a reference to where to find details concerning  
34 these issues and/or actions.  
35

36 **2. Treasurer**

37 (a) Election

38 The Treasurer shall be elected by a plurality vote of the voting membership present at the  
39 annual national symposium/convention, from a slate of candidates submitted to and verified  
40 by the Regional Director. The Regional Director shall accept nominations in writing and from  
41 the floor at the annual business meeting.  
42

43 The candidate does not have to be present to be elected.

44 The election will be held in the alternate year of the Regional Director's election.  
45

46 (b) Duties and Functions

47 The Treasurer shall be responsible for the region's funds and for the expenditures. The  
48 Treasurer shall receive and issue receipts for money due and payable to the region.  
49

50 The Treasurer shall be bonded in an amount to be determined by the executive.  
51

52 The Treasurer shall have the authority with approval from the Regional Director and the  
53 Region IX Executive, to deposit or invest funds in a financial institution as deemed

1 appropriate by the treasurer and to draw funds by cheque or otherwise as required to pay  
2 approved expenses.

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4 With the exception of Educational Events, all cheques greater than \$500.00 are to be signed  
5 by the Treasurer and the Regional Director or executive approved designate. In the cases  
6 of an Educational Event only, the Regional Director can sign cheques for amounts exceeding  
7 \$500.00 but this should be communicated with the Treasurer prior to issuing a cheque  
8

9 After all expenses incurred from an Educational event have been paid, the Regional Director  
10 will send all remaining revenue to the Treasurer who will ensure this money is available to  
11 the Education Committee for expenses associated with the planning of the next education  
12 event (example: securing of a venue).  
13

14 A record of receipts and disbursements shall be kept and a report presented annually at the  
15 National symposium convention. A copy of the Treasurer's report shall be published for all  
16 members.  
17

18 The Treasurer will provide a financial report to the executive upon request of the Regional  
19 Director.  
20

21 The Treasurer shall submit all records to an annual audit. Fiscal year to be from August 1<sup>st</sup>  
22 to July 31<sup>st</sup>  
23

24 The Treasurer shall perform all duties incident to the office and such other duties as may be  
25 assigned by the Regional Director.  
26

27 The Treasurer will have a vote at the Region IX executive meetings.  
28

29 If in attendance at the National symposium/convention, the Treasurer is encouraged to  
30 serve on the House of Delegates.  
31

### 32 (c) Term of Office

33 The term shall be for two years. There is no limit to the number of times the Treasurer can  
34 be re-elected. Treasurer who does not complete their duties as required can be removed  
35 from the position after review and a majority vote of the executive.  
36

### 37 (d) Vacancies

38 The Regional Director or designate appointed by the Regional Director will assume the  
39 responsibilities of the Treasurer until a by election can be held.  
40

### 41 (e) Records turnover

42 Upon completion of the term of office, all records and property shall be turned over to the  
43 incoming Region IX Treasurer with in thirty (30) days, being fully cognizant that these are  
44 the property of Region IX and not of the individual.  
45

46 Upon completion of the term of office, provide a running log of issues or actions that have  
47 recurring effects, or are not completed, and a reference to where to find details concerning  
48 these issues and/or actions.  
49

### 50 (f) Budget

51 All extra-ordinary expenses for this position must be approved by the Regional Director and  
52 the executive prior to incurring costs.  
53

### 3. Recording Secretary

#### (a) Appointment

The Recording Secretary shall be selected from members who will be able to attend executive meetings and National symposium/convention and shall be appointed by the Regional Director.

If unable to attend the S/C the Regional Director will appoint a temporary replacement for the one meeting only.

#### (b) Duties and Functions

The Recording Secretary shall keep and report the minutes of all meetings except for standing committees. The Recording Secretary shall perform all duties incident to the office of secretary and such other duties as may be assigned by the Regional Director.

The Secretary will have a vote at the Region IX executive meetings.

If in attendance at the National symposium/ convention, the Recording Secretary is encouraged to serve on the House of Delegates.

#### (c) Term of Office

The Regional Director shall appoint the Recording Secretary at the start of the Regional Director's term. The term of office is two years. There is no limit to the number of times the Recording Secretary can be re-appointed.

#### (d) Vacancies

The Regional Director shall appoint a temporary Recording Secretary-to complete the term of office.

#### (e) Records turnover

Upon completion of the term of office, all records and property shall be turned over to the incoming Region IX Recording Secretary within thirty (30) days, being fully cognizant that these are the property of Region IX and not of the individual....

#### (f) Budget

All expenses for this position must be approved by the Regional Director and the executive prior to incurring costs.

### 4. Past Regional Director

(a) There is no election or appointment to this position, this position on the executive will automatically be held by the out going Regional Director.

#### (b) Duties and Function

The Past Regional Director shall assume tasks as requested by the Regional Director.

The Past Regional Director will sit on the Region IX awards committee and may serve as the Awards Committee Chair.

The Past Region Director will have a vote at the Region IX executive meetings.

If in attendance at the National symposium/ convention, the Past Regional Director is encouraged to serve on the House of Delegates.

1 (c) Term of office

2 The term of office shall be until a different Regional Director is elected and the current  
3 Regional Director succeeds to the position of Past Regional Director.

4  
5 (d) Vacancies

6 In case of a vacancy this position will remain vacant until a different Regional Director is  
7 elected.

8  
9 **5. Member at Large**

10 (a) Appointment

11 The Member at Large shall be selected by the Regional Director from all current Region IX  
12 members.

- 13 • The Member at Large shall not work at the same institution or company as the  
14 Regional Director.

15  
16 (b) Duties and Functions

17  
18 The Member at Large shall act as a representative for the membership on all executive  
19 decisions that cannot be put to a full membership vote due to the urgency of time delay and  
20 for all policy and financial discussions where the Region IX membership are directly  
21 effected.

22  
23 The Member at Large will have a vote at the Region IX executive meetings.

24  
25 If in attendance at the National symposium/convention, the member at large is encouraged  
26 to serve on the House of Delegates.

27  
28 (c) Term of Office

29 The term of office shall be two years. There is no limit to the number of times the Member  
30 at Large can be re-appointed.

31  
32 (d) Vacancies

33 In case of a vacancy, the position shall be filled by a qualified member appointed by the  
34 Regional Director for the remainder of the term.

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37 **Article IV-Standing Committees**

38  
39 Standing committees are: Awards, Education, Membership, Nominations and Elections.

40  
41 **Section 1**

42 **1. Chairperson**

43 (a) Appointments

44 The Regional Director shall appoint the chairperson of these committees. A member shall  
45 have been a member in good standing for at least one year. One-year membership  
46 requirement may be waived upon unanimous vote of the executive with the exception of the  
47 Nominations and Elections Chair. Chairpersons not fulfilling their assigned responsibilities  
48 may, by a majority vote of the executive be replaced.

49  
50 (b) Functions

1 The standing committees shall carry out such duties as determined by the Regional Director  
2 and the executive and shall be accountable and responsible to the executive for their  
3 actions.  
4

5 (c) Records turnover

6 Upon completion of the term of office, all records and property shall be turned over to the  
7 incoming Committee Chairperson, within thirty (30) days being fully cognizant that these  
8 are the property of Region IX and not of the individual  
9

10 **Education Committee:**

- 11 • Shall coordinate activities relevant to Region IX Histotechnology Education.
- 12 • Shall assist the education activities and projects of the provincial Education sub -  
13 committees as needed.
- 14 • Will assist the Regional Director in the formulation and revision of guidelines and  
15 policies concerning educational matters.
- 16 • The Education Committee has an annual budget not to exceed \$800.00 for expenses  
17 incurred by the Educational Chair for airfare and accommodations.
- 18 • Receipts must be submitted to the Regional Director prior to reimbursement.
- 19 • The annual budget amount is not transferable and unused portions cannot be  
20 accumulated.
- 21 • All other expenses for this position must be approved by the Regional Director and  
22 executive committee prior to incurring costs.
- 23 • The Education Committee Chair will have one vote at the Region IX executive  
24 meetings.  
25

26 **Awards Committee:**

- 27 • Shall establish and follow the criteria for all society awards,
- 28 • Suggest and solicit new awards as appropriate.
- 29 • Conduct the business of selecting recipients of awards from a list of nominated  
30 individuals.
- 31 • The selection process will be conducted in private and committee members will not  
32 discuss applicants or nominees with non-committee members.
- 33 • All expenses for this position must be approved by the Regional Director and the  
34 executive prior to incurring costs.
- 35 • The Awards Committee will have an annual budget not to exceed \$200.00 that can  
36 be used at the discretion of the Awards Chair.
- 37 • Receipts are required prior to reimbursement and must clearly demonstrate that the  
38 expenses incurred were for the advancement of awards within Region IX. This  
39 budgeted amount is not transferable and unused portions cannot be accumulated.
- 40 • The Awards Committee Chair will have a voice (not a vote) at the Region IX  
41 executive meetings.  
42

43 **Membership Committee:**

- 44 • Shall handle the processing of new membership and renewal applications when  
45 needed.
- 46 • Shall research and develop methods to reach and interest prospective members as  
47 well as retain current members.
- 48 • All expenses for this position must be approved by the Regional Director and the  
49 executive prior to incurring costs.
- 50 • The Membership Committee will have an annual budget not to exceed \$200.00 that  
51 can be used at the discretion of the Awards Chair.

- Receipts are required prior to reimbursement and must clearly demonstrate that the expenses incurred were for the advancement of awards within Region IX. This budgeted amount is not transferable and unused portions cannot be accumulated.
- The Membership Committee Chair will have a voice (not a vote) at the Region IX executive meetings

**Nominations and Elections Committee:**

- Shall actively search for members of Region IX and submit names for nomination for the position of Regional Director.
- Shall assist the Regional Director in identifying members for appointed positions.
- All expenses for this position must be approved by the Regional Director and the executive prior to incurring costs.
- The Nomination Committee will have an annual budget not to exceed \$200.00 that can be used at the discretion of the Awards Chair.
- Receipts are required prior to reimbursement and must clearly demonstrate that the expenses incurred were for nominations and elections within Region IX. This budgeted amount is not transferable and unused portions cannot be accumulated.
- The Nomination Committee Chair will have a voice (not a vote) at the Region IX executive meetings

(c) Term of Office

The term of office shall be two years. There is no limit to the number of times a person can be re-appointed. The Regional Director submits the name of the appointed person to the NSH nominations and Elections Chair at the NSH House of Delegates meeting.

(d) Vacancies

In case of a vacancy, the Chair shall be filled by appointment by the regional director with the approval of the executive.

**Section 2**

The Regional Director may establish working committees or taskforces to complete specific projects. All expenses generated by this committee must be approved by the Regional Director before being incurred. Upon completion of the project the committee or taskforce will be disbanded. The committee chair will have NO vote on the executive.

**Article V-House of Delegates**

The delegates shall be the Regional Director, plus the number of delegates (one delegate for every 50 regional members) and alternates as allowed by the NSH National. Delegates and alternates must be active members for at least one year immediately before being seated.

(1) Appointment

The national office shall supply the Regional Director with lists of Region IX members in good standing. The Regional Director shall solicit names for possible delegates from Region IX members and submit the names to the NSH Credentialing Chair prior to the deadline. Only credentialed members will be allowed to sit in the HOD.

(2) Duties and Functions

The house is a continuously existing body, responsible for representing its constituents at all times. Each delegate shall be responsible for communicating the concern of its constituents to the house and reporting house activity to the constituents. Delegates shall communicate with the Regional Director the concerns of their constituents to be addressed by the board.

1 (3) Term of Office  
2 The term of office of each delegate and alternate shall begin when they are credentialed and  
3 end one year after that time or when a successor is credentialed.  
4

5 (4) Vacancies  
6 In the absence of the credentialed delegate, a credentialed alternate shall be seated.  
7

8 **Article VI-Meetings**  
9

10 The region will hold a business meeting annually. The executive may call additional  
11 executive meetings as required.  
12

13 (1) Protocol  
14 The rules contained in the current edition of 'Robert's Rules of Order, Revised' shall govern  
15 the proceedings where not in conflict with the Bylaws.  
16

17 (2) Errors or Omissions  
18 No errors or omissions in giving notice of any meeting of the members shall invalidate such  
19 meeting or make void any proceeding. A quorum must be in place to vote on any motion  
20 presented.  
21

22 (3) Quorum  
23 The majority of voting members present for any meeting shall constitute the quorum for  
24 that meeting.  
25

26 (4) Majority Vote  
27 A majority vote (e.g. 51 %) of the voting or eligible members in attendance at any meeting  
28 of the membership shall prevail except as otherwise specified by the bylaws.  
29

30 (5) Tie Votes  
31 In case of a tie vote, the presiding officer may cast the deciding vote.  
32

33 (6) Meeting Minutes  
34 Minutes of the annual business meeting will be distributed to the members within 30 days of  
35 the completion of the meeting. Distribution can include posting on the Region IX website.  
36

37 **Article VII Amendments**

38 The bylaws may be amended at the annual business meeting by a two-thirds vote of the  
39 members present or voting by absentee ballot, providing the proposed amendments have  
40 been submitted to the executive, and subsequently mailed to members at least two weeks  
41 prior to the annual meeting.  
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