



## REGION IX BYLAWS

### Article I -Mission

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

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

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

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

### Article II - Membership

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

#### Section One

- a) Active: Entitled to vote at Region IX general member meetings, all mail votes sent to Region IX members and in elections (National and Region IX). May hold Region IX office either elected or appointed, act as delegate (after one year of membership), and serve on any board or committee as a NSH dues paying member.
  - b) Retired: Open to formerly active members (minimum of 5 years membership prior to retirement) who are now retired. Must be approved by the NSH National executive. The retired member shall retain full active member privileges after payment of NSH dues.
  - c) Student: Open to students enrolled in a Histotechnology program. Membership application and NSH dues payment must be accompanied by written confirmation from the program director. The student member shall have voice but no vote, and cannot hold office.
2. Honorary Member: Individual recognized for their outstanding contribution to the profession and shows active interest in promoting Region IX. The honorary member is selected by vote of the Region IX executive, may vote on Region IX issues, and may hold office within Region IX. The honorary member will not receive full privileges of the National NSH membership.

## **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 June 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 June 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, 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.

The executive are responsible for establishing and meeting the goals and objectives of Region IX.

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

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

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

## **Section 2-Qualifications**

### **1. Regional Director**

#### (a) Election

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

#### (b) Duties and Functions

- The Regional Director shall be the principal executive officer of the region.
- The Regional Director shall supervise and control all business, chair the annual membership meeting and all executive meetings of the region.
- The Regional Director shall present all Regional honors and awards and perform all duties incident to the office, including duties as designated by the executive.
- The Regional Director shall serve on the NSH National House of Delegates and the NSH National Board of Directors.
- Region Director will only have a vote at the Region IX executive meetings, if there is a tie vote.
- The Region Director is an ex-officio member of all committees, and shall receive copies of all committee meeting minutes for review.
- If the Regional Director is located a distance from the Treasurer, the Regional Director may establish a second bank account with funds not to exceed \$2000.00 and shall have sole signing authority for this account. Deposits or costs above this amount are to be directed to the Treasurer. All records of this account is to be copied to the Treasurer for inclusion in the annual financial report.
- The Regional Director shall also be responsible for maintaining an accurate account for all revenue and expenses associated with the annual or semi-annual educational events organized by Region IX
- In the cases of an Educational Event only, the Regional Director can sign cheques for amounts exceeding \$500.00 but this should be communicated with the Treasurer prior to issuing a cheque. The Regional Director after all expenses have been paid will forward any remaining revenue to the Treasurer.
- The Regional Director, upon leaving office, shall serve as Past Regional Director. If a situation arises that is not addressed by the Bylaws or the Policies and Procedure manual, the Regional Director will use their best judgment for the immediate situation, and will present the need for a revision of the Bylaws or the Policy and Procedure manual for consideration by the regional executive. All Bylaws changes require final approval by membership.
- The Regional Director will make recommendations to the executive for the Recording Secretary, Member at Large and chairs of the standing committees.
- Region IX Newsletter – The Cutting Edge

The Regional Director shall coordinate the publication of the quarterly issue of the Region IX Newsletter.

The Regional Director shall assume all responsibilities as editor of the newsletter or may choose to appoint an editor and co-editor of the Newsletter.

The Regional Director is responsible for keeping the cost of the production of the newsletter within budget.

- Region IX website

The Regional Director shall coordinate the maintenance of the Region IX website: [www.nshregionix.org](http://www.nshregionix.org). The Regional Director is responsible for keeping the operation of the website within budget.

The Regional Director may choose to appoint a web 'editor' to keep the website current. The Web Editor may be a paid a fee for their services.

The Regional Director shall assume all responsibility for the selection of items published on the website.

(c) Term of Office

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

(d) Vacancies

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

(e) Records turnover

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

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

## **2. Treasurer**

(a) Election

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

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

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

(b) Duties and Functions

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

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

The Treasurer shall have the authority with approval from the Regional Director and the Region IX Executive, to deposit or invest funds in a financial institution as deemed appropriate by the treasurer and to draw funds by cheque or otherwise as required to pay approved expenses.

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

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

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

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

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

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

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

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

(c) Term of Office

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

(d) Vacancies

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

(e) Records turnover

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

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

(f) Budget

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

### **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.

(c) Term of office

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

(d) Vacancies

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

## **5. Member at Large**

(a) Appointment

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

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

(b) Duties and Functions

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

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

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

(c) Term of Office

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

(d) Vacancies

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

## **Article IV-Standing Committees**

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

### **Section 1**

#### **1. Chairperson**

(a) Appointments

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

(b) Functions

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

(c) Records turnover

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

**Education Committee:**

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

**Awards Committee:**

- Shall establish and follow the criteria for all society awards,
- Suggest and solicit new awards as appropriate
- Conduct the business of selecting recipients of awards from a list of nominated individuals
- The selection process will be conducted in private and committee members will not discuss applicants or nominees with non committee members.
- All expenses for this position must be approved by the Regional Director and the executive prior to incurring costs
- The Awards 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 the advancement of awards within Region IX. This budgeted amount is not transferable and unused portions can not be accumulated.
- The Awards Committee Chair will have a voice (not a vote) at the Region IX executive meetings

**Membership Committee:**

- Shall handle the processing of new membership and renewal applications when needed.
- Shall research and develop methods to reach and interest prospective members as well as retain current members.
- All expenses for this position must be approved by the Regional Director and the executive prior to incurring costs.
- The Membership 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 the advancement of awards within Region IX. This budgeted amount is not transferable and unused portions can not 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 the advancement of awards within Region IX. This budgeted amount is not transferable and unused portions can not 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 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.

#### (3) Term of Office

The term of office of each delegate and alternate shall begin when they are credentialed and end one year after that time or when a successor is credentialed.

(4) Vacancies

In the absence of the credentialed delegate, a credentialed alternate shall be seated.

## **Article VI-Meetings**

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

(1) Protocol

The rules contained in the current edition of 'Robert's Rules of Order, Revised' shall govern the proceedings where not in conflict with the Bylaws.

(2) Errors or Omissions

No errors or omissions in giving notice of any meeting of the members shall invalidate such meeting or make void any proceeding. A quorum must be in place to vote on any motion presented.

(3) Quorum

The majority of voting members present for any meeting shall constitute the quorum for that meeting.

(4) Majority Vote

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

(5) Tie Votes

In case of a tie vote, the presiding officer may cast the deciding vote.

(6) Meeting Minutes

Minutes of the annual business meeting will be distributed to the members within 30 days of the completion of the meeting. Distribution can include posting on the Region IX website.

## **Article VII Amendments**

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

## **Article VIII- Distinguished Awards**

(a) Malcolm D. Silver Award

This award is sponsored by Region IX and is given for the best article that has been published, which, in the opinion of the Awards committee, contributes to the progress and development of Histotechnology as a profession.

(b) Surgipath Award of Excellence

This award is sponsored by Surgipath Canada Inc. and is awarded to a technologist who is outstanding in the field of Histotechnology. All academic, clinical, veterinary, industry and research histotechnologist, who are members of the region, are eligible for nomination.

- 1 (c) Region IX Histotechnology Student Scholarship award - Sponsored by Reg Sidhu, MBA  
2  
3 This award will be presented annually to a deserving student in an approved School of  
4 Medical Technology or a student enrolled in a Bachelor of Medical Laboratory Science  
5 course. Only Med Lab students are eligible for this award.  
6
- 7 (d) Vendor Plaque of Appreciation – sponsored by Region IX  
8 This award will be presented annually to a vendor that has shown a continued commitment  
9 and support to the advancement of Histotechnology in Region IX. The award shall have no  
10 monetary value and will only be in the form of a plaque stating the name of the vendor.  
11
- 12 e) Region IX and Vision BioSystems IHC Award  
13 This award will be given annually to a qualified applicant who has shown an interest in  
14 pursuing continuing education within the Histotechnology profession, with a specific interest  
15 in immunohistochemistry.  
16
- 17 f) Region IX and Ventana IHC Award  
18 This award will be given annually to a qualified applicant who has shown an interest in  
19 pursuing continuing education within the Histotechnology profession, with a specific interest  
20 in immunohistochemistry.  
21
- 22 g) Region IX and Dako IHC Award  
23 This award will be given annually to a qualified applicant who has demonstrated a desire to  
24 pursue advancement in immunohistochemistry and has demonstrated an outstanding  
25 leadership quality in establishing, enhancing or maintaining an immunohistochemistry  
26 laboratory.  
27
- 28 h) Region IX Newsletter Contribution Award  
29 This award will be given annually to an individual who has contributed significantly to the  
30 Region IX Newsletter by sharing their knowledge, to advance the growth of the profession of  
31 Histotechnology, or by submitting topics of interest to the members.