The University of Alabama at Birmingham Clinical Laboratory Scientist Student Association Constitution and By-Laws

This constitution shall provide the operating rules and guidelines for the University of Alabama at Birmingham CLS Student Association. These rules may be suspended or amended only by a ¾ majority vote of members of the organization.

Article I: Name
The name of the organization shall be the Clinical Laboratory Scientist Student Association (CLSSA).

Article II: Purpose & Goals
1. Promoting HIGH ACADEMIC ACHIEVEMENT among its members and peers;

2. PROVIDING STUDENT INPUT and REPRESENTING STUDENT INTERESTS to faculty and administration regarding student needs or concerns related to the MT or CLS program and/or the field of Clinical Laboratory Sciences;

3. Supporting a network for SHARING INFORMATION regarding professional organizations such as the American Society for Clinical Laboratory Sciences (ASCLS), American Society of Clinical Pathologists (ASCP), Certification class offerings, conferences and other seminars on topics of interest;

4. Establishing a FORUM FOR DISCUSSION among students about current issues in the field of Clinical Laboratory Sciences and the UAB MT/CLS Program of study;

5. RETAINING current pre-MT students and RECRUITING future students into the field of Clinical Laboratory Sciences;

6. Promoting a supportive environment for FRATERNIZATION and SOCIALIZATION among its members.

Article III: Membership & Dues
1. The University of Alabama at Birmingham and the CLSSA administers its educational programs and activities, including admission, without regard to race, color, religion, sex, national origin, disability unrelated to the performance of essential job function or an essential eligibility requirement, veteran status, or Vietnam era veteran status. Membership is open to all students who satisfy membership criteria listed herein and pays membership dues. The UAB CLS Student Association will ensure that all meetings, programs, services, or other activities are accessible to individuals with disabilities and that reasonable accommodations are made as necessary.

2. Interested students should contact any association officer or the faculty sponsor to obtain an application for membership
   A. Requirements for membership include submitting an application and paying any membership dues, which are due no later than the 2nd meeting of each semester
or at the time of application. Applications can be submitted to an officer or faculty advisor.

B. New members shall be inducted into the organization during the second meeting of the academic year or the semester in which he/she applies for membership.

C. Membership of the Association shall consist of active, associate, and emeritus members.

- **Active Member:** Any student who is classified as a Pre-MT, MT, or CLS major at the University of Alabama at Birmingham, has earned the equivalent of one full semester of college credit, and has an overall grade point average of at least 2.3 shall be eligible for Active Membership in this Association.
- **Associate Member:** Any student enrolled as a pre-MT student in his/her first semester at UAB, a pre-MT student who does not meet the minimum grade point average or a UAB student who is currently not a pre-MT or MT major, but is interested in the field shall be eligible for Associate Membership in this Association. Associate members may not vote or hold office, but may serve on committees in the Association.
- **Emeritus Associate Member:** Any faculty member in the MT/CLS program may become an Emeritus Associate member. Emeritus Associate members may not vote, hold office, or chair a committee but are encouraged to advise and assist with activities of the Association as requested.

D. A new Active member may not vote until the application and dues have been received and his/her name has been placed on the active membership roster.

3. Dues will be $10 per year for active members and $5 per year for associate members. Membership dues should be submitted when the application is submitted or by the second meeting of the semester in which the person applies. Membership is applicable for one academic year and must be renewed to partake in organizational activities. Membership dues are non-refundable, and late-payment or non-payment of dues shall result in suspension of the right to vote and suspension from organizational activities.

4. If the organization disbands or dissolves, any monies remaining in the organization’s funds shall be refunded (the amount of their dues) to members who paid for active membership that year. Any other funds beyond that will be expended for the benefit of the students in the program as seen fit by the advisor and the program director.

**Article IV: Officers, Committees, and Faculty Advisor**

Officers and their responsibilities are dynamic and may change to meet needs of the group.

1. The Officers of this association shall be President, Vice-President, and Secretary-Treasurer. The officers may serve in dual capacities as officers of their MT classes or in other officer positions of the Association.

2. Any member who is in good standing with UAB is eligible to run for the offices of President, Vice President, Secretary-Treasurer, and/or other offices as deemed necessary.

3. Officers shall be nominated and elected by the general membership. Nominations shall be made at the meeting in which elections are conducted.

4. Officers will serve a one-year term being elected and installed the Fall semester that begins each new academic year.

5. If it becomes necessary that an officer be removed from his or her position, the group can vote to do so with a 2/3 majority carrying the motion.

6. In case of vacancies of offices, a special election will be held to fill the position.
7. **DUTIES OF OFFICERS:**
   - The President shall:
     A. Preside at all general and special meetings.
     B. Prepare agenda for meetings and activities
     C. Have overall responsibility for the operation of the organization
     D. Open meetings by taking chair and calling the members to order at the appointed time
     E. Ensure that association sets goals and designs a plan to achieve them
     F. Review, submit for approval to the Executive Board, and sign contracts involving the organization; co-sign with the Treasurer any UAB CLS Student Association checks
     G. Approve all committees’ projects
     H. Maintain a complete and up-to-date President’s file which will include a copy of the constitution and operating procedures for each officer, membership roster, correspondence and materials received from the advisor, committee reports, minutes from meetings, and any other important documents of the association and report to the officers and members
     I. Review correspondence and materials received from the advisor and report to the officers and members.
     J. Attend Program Faculty Meetings as requested and Advisory Committee meetings in order to represent MT/CLS student interests and concerns
     K. The President shall not vote except in the event of a tie
   - The Vice President shall:
     A. Perform the duties of the President in his/her absence and other duties as assigned by the President
     B. Work closely with the other officers and chairs of each committee
     C. Assist President with developing the meeting agenda for all regular meetings
     D. Be responsible for ensuring that all association procedures are followed
   - The Secretary-Treasurer shall:
     A. Maintain complete and accurate records of all meeting, copies of contracts, and membership applications
     B. Notify all members of meeting schedules and distribute meeting agendas and minutes of the previous meetings for membership review and approval
     C. Keep an up-to-date roll of the members, document attendance at meetings and activities, and keep current statistics concerning the number of members
     D. Serve as official collector and distributor of all membership monies and expenses, in which all transactions are properly documented
     E. Keep and maintain a financial record of UAB CLSSA funds and bank accounts
     F. Prepare biannual report and budget for the approval of the organization, which includes a complete financial report at the end of the year
     G. Check the association mailbox (at HUC) once per week and appropriately handle mail received.
   - Committee Chairs/Committees:
     A. Chairs can be appointed by the President or nominated by any member with approval from the Executive Board. Committee members may be delegated or may volunteer. Standing committees of the organization shall be:
      - Recruitment & Social Activity Committee
      - Historian & Scrapbook Committee
      - Publicity Committee
B. Other committees may be established by the Executive Board with chairs subsequently delegated as deemed necessary.

- Executive Board Members At Large
  A. Three board members at large shall be chosen. One will be a member of the first year MT/CLS class. The second will be a pre-MT student who is an active member of the society. The third will be a post professional graduate student.
  B. The board members at large will be a part of the executive board, will function as liaisons between their respective groups and CLSSA, and will perform duties assigned by the board.

- Executive Board
  A. The executive board will consist of the president, vice president, secretary/treasurer, committee chairs, and the three board members at large.
  B. The faculty advisor will be an ex-officio member.
  C. The board will meet at least once per month.

- The Advisor shall:
  A. Be a member of the CLS/MT Program faculty.
  B. Provide guidance regarding group efforts within UAB. When the group would like to take some sort of action, the advisor should be available to refer the group to the appropriate person or office within UAB with which they should work.
  C. Attend all meetings of the Association, serve as an ex-officio member of the Executive Board, provide input and guidance to officers in planning meetings, activities and projects, and serve as a liaison between faculty and students
  D. Be supportive of student initiatives and student concerns.
  E. Be responsible for ensuring that meeting notices and other student association announcements are posted on the MT and CLS websites
  F. Be approved by the student members of the society.

Article V: Election of Executive Officers
Rules according to Robert’s Rule of Order will be adopted for conducting all meetings.

1. The officer selection process will be as follows: The outgoing President shall open the floor for nominations and applications for the President position. Candidates will be allowed to speak and answer questions. Voting should be by secret written ballot. In the event the outgoing President is a nominee/applicant, then another officer should chair the selection process. After the new President is selected, he/she will complete the officer selection process following the same procedure.

Article VI: Meetings
1. The Executive Board of the Association will meet at least once per month. The total membership shall meet at least twice a semester, preferably once per month. The date and time of the first meeting of each academic year will be determined by the previous president and faculty advisor. At the first meeting, the days and time of future meetings will be determined by majority vote of the members present.
2. Special Meetings may be called by the President or Faculty Advisor.
3. Meeting notices shall be posted on the MT and CLS websites.
4. Any business needed to be discussed at a meeting should be presented to the President prior to the meeting for addition to the agenda.

5. Attendance:
   A. Active Members must be present at 2/3 of total meetings, seminars, and other activities (food drives, supply drives, Open House, etc.), per semester. Any absences must be reported to the CLSSA Secretary or President as soon as possible. The Executive Board will decide if any absence not addressed below is excused.
   B. Excused absences include: class, exam, inability to take off from work, family tragedy or emergency, jury duty/court appearance, serious illness, death or sickness within the member's immediate family, military obligations or other sound reasons provided by the member.
   C. If the member does not meet the attendance requirements, he/she will not be eligible to vote, hold office the following year, attend organization-funded trips or attend other organization-funded activities.

**Article VII: Quorum**

At scheduled and called meetings, a quorum shall consist of a simple majority of current active membership. In the absence of a quorum, the president may request a suspension of the rules in order to carry out business. A two-thirds vote of members present is required to suspend the rules.

**Article VIII: Amendments**

The Executive Board reserves the right to amend the constitution of the UAB CLS Student Association as long as it exists. Amendments to the Constitution or By-Laws of the CLSSA may be submitted in writing by the Executive Board, Chair of a Special Committee, or any individual member of the Association. The proposed amendment should be posted on the MT and CLS websites by the Faculty Advisor as well as distributed to members by the Secretary-Treasurer at least two weeks prior to the meeting in which the vote will be taken.

At the meeting, the Amendment will be read by the Secretary-Treasurer, and a motion will be made to approve the amendment. A vote will be taken, provided that a quorum of active members is present. Amendments may be approved by a majority of active members present.

**Article IX: The UAB CLSSA Creed**

We are the future Clinical Laboratory Scientists of America and members of the UAB CLS Student Association.

As we seek our degree, we will work toward:
- developing the skills of a Clinical Laboratory Scientist,
- practicing the high standards of our profession,
- seeking opportunities for academic and professional-development,
- and promoting the advancement of Clinical Lab Sciences through our community involvements and medical health employment.
Article X: Ratification
This constitution is hereby accepted and adopted by the undersigned students in the Medical Technology / Clinical Lab Sciences programs.

CLSSA Constitution/By-Laws Adopted on _________________________ by the 2005-2006 members below: