

# CONSTITUTION

## ARTICLE 1 – NAME

The name of the Association shall be the “**BRITISH COLUMBIA ASSOCIATION OF LABORATORY PHYSICIANS**”.

## ARTICLE 2 - PURPOSES

The purposes of the Association are:

- 2.1 to maintain high standards of proficiency and advance scientific knowledge in all branches of Laboratory Medicine;
- 2.2 to elevate the scientific, educational and professional status of specialists in all branches of Laboratory Medicine; and
- 2.3 to consider business and economic matters related to interests of the Section of Lab Medicine of Doctors of B.C., and to make recommendations in these matters to the Board of Directors, or any other Committee, of the British Columbia Medical Association operating as the Doctors of B.C.

## ARTICLE 3 – MEMBER FUNDED SOCIETY

This society is a member-funded society. It is funded primarily by its members to carry on activities for the benefit of its members. On its liquidation or dissolution, this society may distribute its money and other property to its members.

# BYLAWS

## ARTICLE 1 – INTERPRETATION

Throughout this document, if a word implying male gender is used, it is to be understood that the term in question applies equally to females (e.g. “chairman”).

## ARTICLE 2 – MEMBERSHIP

### 2.1 Types of Membership

The Association shall have two categories of members: Ordinary Members and Emeritus Members.

### 2.2 Ordinary Members

2.2.1 shall be graduates in Medicine, registered by and in good standing with the College of Physicians and Surgeons of British Columbia;

2.2.2 shall spend a majority of their clinical time engaged in the practice of Laboratory Medicine; and

2.2.3 shall be members in good standing of the Lab Medicine Section of Doctors of B.C.

### 2.3 Emeritus Members

2.3.1 shall be those members who have retired from active practice and have been Ordinary Members of the Association; and

2.3.2 shall be appointed to this category at their own request, or nominated by a member of the Executive Council.

### 2.4 Privileges of Membership

2.4.1 All members shall be sent notices of meetings of the Association and may attend scientific and business meetings.

2.4.2 Only Ordinary Members

2.4.2.1 may hold office;

- 2.4.2.2 may chair committees;
- 2.4.2.3 may be members of the Executive Council; and
- 2.4.2.4 may vote at meetings.

## **2.5 Associates**

- 2.5.1 There shall be two categories of associates: Junior Associates and Ph.D. Associates
- 2.5.2 Junior Associates
  - 2.5.2.1 shall be graduates in Medicine, registered by and in good standing with the College of Physicians and Surgeons of British Columbia; and
  - 2.5.2.2 shall be enrolled in a University of British Columbia training program in the specialities or subspecialties of laboratory medicine that have been approved by the Royal College of Physicians and Surgeons of Canada
- 2.5.3 Ph.D. Associates
  - 2.5.3.1 shall be persons who have a doctorate degree in a biomedical field; and
  - 2.5.3.2 who take responsibility for oversight of clinical testing in a diagnostic medical laboratory.
- 2.5.4 Associates are not members of the Association. Associates shall receive notice of and may attend scientific and business meetings of the Association, but shall not have the privileges described under Article 2.4.2

## **ARTICLE 3 – LOSS OF MEMBERSHIP**

### **3.1 Suspension of Membership**

In the absence of a letter in writing to the Secretary-Treasurer outlining a reason acceptable to the Executive Council, Ordinary Members shall forfeit membership for failure to

- 3.1.1 pay dues for two years to the Lab Medicine Section of Doctors of B.C., or
- 3.1.2 attend a minimum of one General Meeting in a period of three years.

### **3.2 Expulsion of Member or Associate**

A Member or Associate shall be expelled from the Association for

- 3.2.1 unprofessional conduct, or
- 3.2.2 unethical conduct as decided by a two thirds majority of the Ordinary Members of the Association, voting in secret ballot.

## **ARTICLE 4 – OFFICERS AND EXECUTIVE COUNCIL**

### **4.1 Officers of the Association**

The Officers of the Association shall consist of President, Vice-President and Secretary-Treasurer.

### **4.2 Executive Council**

There shall be a Board of Directors of the Association called the Executive Council which shall consist of the Officers, up to eight Members-at-Large and the immediate Past President. Members of the Executive Council shall each serve a term of two years unless otherwise specified hereafter.

### **4.3 Nomination and Election of Officers and Executive Council**

- 4.3.1 At the Annual General Meeting, the Nominating Committee shall recommend a slate of nominees for vacant Officer and Member at Large positions on the Executive Council, except for the position of Immediate Past President. Nominations shall also be permitted from the floor.
- 4.3.2 Election shall be by majority vote of the Ordinary Members attending the meeting. Proxy voting is not permitted.
- 4.3.3 The new Officers and Members at Large of the Executive Committee shall be installed in office before the adjournment of the Annual General Meeting at which they were elected and shall serve until their successors have been elected and installed.

#### **4.4 Nomination of President**

4.4.1 To be eligible for election as President, the Ordinary Member nominated must have served as a member of the Executive Council or as Chair of a Science Section.

4.4.2 The President shall be eligible for re-election only for a second term and shall not be eligible for further re-election as President before the Annual General Meeting following his retirement as Immediate Past President.

#### **4.5 Nomination of Secretary-Treasurer**

To ensure continuity, the Secretary-Treasurer shall be eligible for re-election for a second and third term.

#### **4.6 Duties of the President**

The President

4.6.1 shall ordinarily preside at meetings of the Association;

4.6.2 shall be Chair of the Executive Council;

4.6.3 shall uphold the Constitution and promote the purposes of the Association; and

4.6.4 shall represent the Association to the Doctors of B.C. and to the Canadian Association of Pathologists - Association canadienne des pathologistes.

#### **4.7 Duties of the Vice-President**

The Vice-President

4.7.1 shall assist the President in the performance of his duties;

4.7.2 in the absence of the President or at his request, shall preside at meetings of the Association and act as Chair of the Executive Council;

4.7.3 shall be responsible for the educational programmes of the Association, including the scientific programme at the Annual General Meeting; and

4.7.4 shall normally assume the role of President upon the President's retirement from office.

#### **4.8 Duties of the Secretary-Treasurer**

The Secretary-Treasurer

- 4.8.1 shall handle all correspondence as directed by the Executive Council;
- 4.8.2 shall maintain the membership roster of the Association;
- 4.8.3 shall, as occasion demands, prepare and circulate newsletters;
- 4.8.4 shall receive all monies due and pay all accounts approved by the Executive Council;
- 4.8.5 shall arrange to defray the cost of clerical expenses approved by the Executive Council;
- 4.8.6 shall transmit to Executive Council reports from Chairs of Committees;
- 4.8.7 shall give to all Members and Associates at least two weeks' notice of each General Meeting and at least two weeks' notice of each Extraordinary General Meeting, which shall include the date, time and location of the General Meeting and text of any special resolution to be submitted at the meeting
- 4.8.8 shall transmit to all members at least one week before each General Meeting the agenda and, where applicable, the scientific programme;
- 4.8.9 shall transmit to Ordinary Members any motion to amend the Constitution and Bylaws of the Association thirty days before the date of the General Meeting;
- 4.8.10 shall present at the Annual General Meeting an accurate account of all receipts and expenditures, audited by two Ordinary Members nominated by the Executive Council;
- 4.8.11 shall, after adequate notice, read out at the Annual General Meeting the names of Ordinary Members whose annual dues are more than one year in arrears;
- 4.8.12 shall make recommendations at the Annual General Meeting concerning the Annual Dues for the ensuing year;

- 4.8.13 as soon as possible after the Annual General Meeting shall send to the Executive Secretary, Doctors of B.C., a list of the Officers of the Association (and Section of Lab Medicine);
- 4.8.14 shall record and preserve the minutes of the General Meetings of the Association and transmit a copy to all members;
- 4.8.15 if requested, shall make a financial statement at other General Meetings; and
- 4.8.16 shall be responsible for filing documents with the provincial and/or federal government to ensure the continued good standing of the Association.

**4.9 Duties of the Immediate Past President**

- 4.9.1 shall be a member of the Executive Council;
- 4.9.2 shall present to the Annual General Meeting a slate of nominees for the Executive Council for the following term as recommended by the Nominating Committee; and
- 4.9.3 shall be responsible for the maintenance of the organization's archives.

**4.10 Removal of Officer or Member-at-Large**

Any Officer or Member-at-Large of the Executive Council may be removed by a 2/3 vote of Ordinary Members of the Association attending a General or Extraordinary General Meeting. A motion for such removal must be moved and seconded, debated and voted upon as per regular parliamentary procedure.

**4.11 Compensation of Executive Council**

Members of the Executive Council shall be compensated for pursuing Executive Council business in accordance with the following:

- 4.11.1 all Executive Council Members shall be reimbursed for expenses incurred; and
- 4.11.2 the Association President shall also be remunerated in an amount to be determined by the Executive Council from time to time.

## **ARTICLE 5 – EXECUTIVE COUNCIL, COMMITTEES AND SCIENCE SECTIONS**

### **5.1 Executive Council**

Constituted as in Article 4.2, the Executive Council

- 5.1.1 shall be the governing body of the Association;
- 5.1.2 shall report its activities at each General Meeting; and
- 5.1.3 shall appoint Committees and notify membership of these appointments.

### **5.2 Committees**

- 5.2.1 Each Committee shall consist of a Chair and at least two other members.
- 5.2.2 Committees shall report their activities to the Executive Council and shall render a report for presentation at General Meetings.

### **5.3 Science Sections**

- 5.3.1 The purpose of a Science Section is to provide a forum for discussion and resolution of professional, scientific and financial matters related to the practice of a specialty or subspecialty of Laboratory Medicine.
- 5.3.2 A Science Section is responsible for evaluating standards and protocols of practice, and for such other duties as may be assigned to it by the Executive Council.
- 5.3.3 A Science Section reports, and is responsible, through its Chair and Executive Council.
- 5.3.4 Each specialty of Laboratory Medicine that is recognized by certification by the Royal College of Physicians and Surgeons of Canada shall have a Science Section unless the Executive Council deems such a section unnecessary. Furthermore, the Executive Council may direct the formation of new Science Sections in disciplines not yet recognized by the Royal College of Physicians and Surgeons of Canada if the Executive Council determines the need for such a forum.
- 5.3.5 The members of a Science Section shall be those Ordinary and Emeritus Members, and Associates of the Association whose professional practice



is, or in the case of Emeritus Members was, predominantly or substantially devoted to the discipline of that Section.

- 5.3.6 Each Science Section shall have a Chair and Vice-Chair, who shall be elected by a majority of the members of the Science Section. The term of the Chair and Vice Chair of each Science Section shall be two years, unless otherwise determined by the Executive Council.

## **ARTICLE 6 - DUES**

- 6.1 Annual dues shall be collected from the Ordinary Members through payment of the Lab Medicine Section annual dues to Doctors of BC.
- 6.2 The annual dues shall be determined by the Executive Council and approved by the Association at the Annual General Meeting.
- 6.3 No dues shall be collected from Emeritus Members or Associates.

## **ARTICLE 7 – GENERAL MEETINGS**

### **7.1 General Meetings**

- 7.1.1 The Association shall meet not less than twice each year at times and in locations selected by the Executive Council.
- 7.1.2 The Annual General Meeting shall be held in the spring.
- 7.1.3 General Meetings may comprise scientific and business sessions.

### **7.2 Extraordinary General Meetings**

Extraordinary General Meetings may be held after at least 14 days' written notice, at the call of the President or at the request of 10% or more of Ordinary Members.

- 7.3 A quorum for the transaction of business at a General Meeting or an Extraordinary General Meeting shall be 10 Ordinary Members of the Association.
- 7.4 Except in the case of an Extraordinary General Meeting requisitioned by 10% or more of the Ordinary Members, if a General Meeting is adjourned until a later date because a quorum is not present, and if at the continuation of the adjourned

meeting, a quorum is still not present, the voting members present constitute a quorum for the purposes of the meeting.

#### **ARTICLE 8 – AMENDMENTS TO THE CONSTITUTION AND BYLAWS**

- 8.1** The Executive Council shall review the Constitution and Bylaws of the Association at intervals of no more than five years.
- 8.2** Any motion to amend the Constitution and Bylaws shall be submitted in writing to the Secretary-Treasurer of the Association at least 60 days before the date of the General Meeting.
- 8.3** Each motion to amend the Constitution and Bylaws shall be forwarded by the Secretary-Treasurer to Ordinary Members of the Association at least 30 days before the date of the General Meeting.
- 8.4** Any motion to amend the Constitution and Bylaws shall be approved by at least 2/3 of the votes cast by those present and entitled to vote at the General Meeting.

#### **ARTICLE 9 – BORROWING POWERS**

- 9.1** The Association shall not have any borrowing powers.