**BYLAWS OF THE**

**ASCLS DIVERSITY ADVOCACY COUNCIL**

**ARTICLE I — NAME AND PURPOSE**

*Section 1 — Name*: This organization shall be known as the **AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE DIVERSITY ADVOCACY COUNCIL**, hereafter referred to as **DAC**.

*Section 2 — Purpose*:

The purposes of the **DAC** are:

A. To advocate the advancement of the American Society for Clinical Laboratory Science (ASCLS) definition of Diversity, as follows:

a. ASCLS is an inclusive, culturally relevant community of people acknowledging their differences and unique characteristics; it is an organization where all persons can engage and participate in a meaningful way empowering everyone to grow and learn.

B. To promote inclusivity, communication and cooperation among Medical Laboratory Professionals, and to promote and encourage a social and fraternal atmosphere for its members.

C. To bring about the participation of diverse Medical Laboratory Scientists in the Scientific and Administrative programs of the American Society for Clinical Laboratory Science. The DAC will provide mentorship/advocacy to several different committees (see below) within ASCLS regarding diversity related topics and opportunities.

D. To encourage the diverse population to enter the field of Clinical Laboratory Science, and provide assistance in their educational requirements. Also, to provide opportunities and activities relating to their profession.

E. To provide and /or promote programs of continuing education, research and development.

F. To provide and /or participate in forums pertaining to advancing inclusivity practices in employment, health needs and care.

G. To provide a medium for informational exchanges relating to the concerns of the organization’s diverse professionals.

H. To do everything necessary to further the objectives of the **DAC** and the American Society for Clinical Laboratory Science through participation and cooperative efforts.

**ARTICLE II – SCOPE OF ACTION**

Members of the **DAC** shall represent the council in actions compatible with these bylaws and the ASCLS bylaws

**ARTICLE III — MEMBERSHIP**

*Section 1 — Eligibility for membership*: Any active member of ASCLS in good standing is eligible to participate in the DAC.

*Section 2 — Annual dues:* **There are no annual dues DAC required for membership in the DAC.** **DAC** members must be current with their American Society for Clinical Laboratory Science membership dues.

*Section 3 — Rights of members:* Each **DAC** member shall be eligible to vote on **DAC** business.

*Section 4 — Resignation and termination:* Any member may resign by filing a written resignation with the secretary. A member can have their membership terminated by a majority vote of the **DAC**.

*Section 5 — Non-voting membership:* The board shall have the authority to establish and define non-voting categories of membership.

**ARTICLE IV — MEETINGS OF MEMBERS**

*Section 1 — Annual meetings:* An annual meeting of the DAC members shall take place at the ASCLS annual national meeting, the specific date, time and location at the annual convention site which will be designated by the DAC Chair, as arranged through the program coordinator of ASCLS. At the annual meeting the DAC members shall elect officers, receive reports on activities, and determine the direction of the DAC for the coming year.

*Section 2 — Special meetings:* Special conference call meetings may be called as needed by the Chair, Committee Chairs, or a simple majority of the Officers throughout the year between annual meetings.

*Section 3 — Notice of meetings:* Notice of the annual meeting shall be available in the ASCLS Annual Meeting Program found on the ASCLS website.

*Section 4 — Quorum*: A Quorum shall consist of the DAC members present at the annual meeting.

*Section 5 — Election procedures:* Any DAC member can nominate a prospective board member representing the DAC’s diverse constituency as a candidate of nominees. All members present at the annual meeting will be eligible to vote for each candidate.

*Section 6 — Board elections:* New Officers and current Officers shall be elected or re-elected by the members present and voting at the annual meeting. Officers will be elected by a simple majority of members present at the annual meeting.

*Section 6 — Voting:* A simple majority will be required for all motions presented for approval at the DAC meeting.

**ARTICLE IV — OFFICERS**

*Section 1 — Officers:* Officers of the DAC shall be Chair, Chair-Elect, Past-Chair, Secretary, and Treasurer.

**ARTICLE V — TERM OF OFFICE**

*Section 1 — Terms:* The term of each office shall be as follows:

A. Chair One (1) Years

B. Past-Chair One (1) Years

C. Chair-Elect One (1) Years

D. Secretary Two (2) Years

E. Treasurer Four (4) Years

*Section 2 — Resignation of Officer:* The resignation of any Officer shall be submitted in writing to the Chair or Secretary, effective thirty (30) days from date of receipt of letter.

*Section 3 — Vacancies:* Vacancies of any office except that of Chair shall be appointed by the Chair.

*Section 4 — Consecutive Terms:* No Officer may serve more than two (2) consecutive terms.

**ARTICLE VI — DUTIES OF OFFICERS**

*Section 1 — Chair:* The Chair shall preside at meetings of the DAC and serve as an *ex-officio* member of all committees and be an official signatory on all accounts, when needed. The Chair or designee shall serve as the official liaison to ASCLS and will provide DAC Reports to the ASCLS Board of Directors meetings during each year and to the ASCLS House of Delegates at the annual meeting. The Chair will work closely with ASCLS mentors.

*Section 2 — Chair-Elect:* The Chair-Elect will serve in the absence of the Chair. The Chair-Elect shall assist the Chair in the discharge of his/her duties. In the event of a vacancy in the position of the Chair, the Chair-Elect shall assume the duties of the Chair for the unexpired term of the office. The Chair-Elect shall function in the capacity of Program Chairperson.

*Section 3 — Past-Chair:* The immediate Past-Chair shall act as advisor to the Chair and Chair-Elect.

*Section 4 — Secretary:* The Secretary shall record and keep in permanent form the minutes of all meetings of the DAC; keeping records of board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each board member, and assuring that DAC records are maintained.

*Section 5 — Treasurer:* The Treasurer shall serve as chair of the Finance Committee. The Treasurer shall maintain a current accounting of the finances of the DAC. The Treasurer will work with ASCLS, the Fiscal Intermediary of the DAC, to facilitate collections, deposits, and disbursements of funds as authorized by the action of the general membership, or in lieu of this action at the discretion of the Chair, upon receipt of expenditures in the name of the DAC. The Treasurer shall prepare a written Financial Report to the membership at the annual meetings.

The Treasurer shall arrange with ASCLS from DAC accounts, to reimburse Officers or members who have expended funds in the name of the DAC and consistent with the budget within thirty (30) days of receipt of such bills after authorization by the President.

**ARTICLE VII — COMMITTEES**

*Section 1 — Scholarship Committee:* The Scholarship Committee shall be composed of three (3) members responsible for establishing scholarship guidelines. The committee shall notify schools of Clinical Laboratory Science of the availability of scholarships, and shall select scholarship recipients.

*Section 2 — Finance Committee:* The Finance Committee shall be composed of the Chair, Treasurer, and one member at large to be selected at the annual meeting. The duty of the committee is to establish a workable budget each year. The Treasurer shall chair this committee.

*Section 3 — Judicial Committee:* The Judicial Committee shall function in the DAC as an impartial body to investigate and deliberate matters referred to it for consideration. The committee shall act as the parliamentary authority. This will be chaired by any Past Chair or Chair-Elect.

*Section 4 — Committee formation:* The board may create committees as needed, such as fundraising, advocacy, public relations, programs, etc. The Chair appoints all committee chairs.

*Section 5 – ASCLS Engagement:* The DAC will provide the Annual Meeting Steering Committee with speakers/sessions devoted to diversity related topics for the Annual Meeting and Advanced Management Institute each year.

Section 6 - The DAC will provide recommendations to the ASCLS Board of Directors of individuals to be considered for appointments to the following roles:

A. Appointment to the ASCLS Long Range Planning Committee

B. Appointment to the ASCLS Abstract and Proposal Review Committee

C. Participation in ASCLS Task Forces, Committees, etc., that are deemed by the DAC as instrumental in advancing inclusivity within ASCLS.

D. Ad hoc sub-committees as deemed necessary by the DAC

**ARTICLE VIII — PARLIAMENTARY AUTHORITY**

*Section 1 —* Parliamentary authority of the DAC shall be *Roberts Rules of Order,* newly revised.

**ARTICLE IX — AMENDMENTS**

*Section 1 —* Amendments to the Bylaws of the DAC may be proposed by any member who submits the proposed amendment in writing to the Chair ninety (90) days prior to the next regular meeting. The Chair shall notify the members of the proposed bylaw change thirty (30) days prior to the next regular meeting. The adoption of the amendment shall require two-thirds (2/3) vote of the members present at the meeting.

**CERTIFICATION**

These bylaws were approved at a meeting of the board of directors by a two-thirds majority vote on **DATE.**

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