

OREGON PATHOLOGISTS ASSOCIATION BYLAWS

ARTICLE I - OFFICERS (Manner of election, term, duties)

Section 1. Officers shall be elected at the third meeting of the calendar year by a majority vote of those active members present from nominations presented by the Nominating Committee and nominations from the floor.

Section 2. All officers shall serve for one year, beginning January 1 of the next calendar year, or until their successors have been chosen as provided in the Constitution, Article V, Section 5.

Section 3. Duties of officers:

- (1) President
 - a. To preside at all meetings of the Association.
 - b. To appoint all special committees.
 - c. To serve as presiding officer of the Executive Committee.
- (2) President-elect
 - a. To perform the duties of the president in his/her absence.
 - b. To serve as Program chairman.
- (3) Vice-president
 - a. Arranges speakers and programs for the following year.
- (4) Secretary-Treasurer (in conjunction with the Executive Secretary)
 - a. To record and preserve the minutes of each meeting.
 - b. To send notice of each regular meeting to each member at least ten days prior to the meeting.
 - c. To transmit to each active member notice of proposed amendments to the Constitution at least ten days prior to the meeting at which it will be considered.
 - d. To transmit to the active membership the names of the nominees for officers at least ten days prior to the meeting at which it will be considered.
 - e. To mail application forms to new applicants, receive their applications, communicate with references, and submit the names of new applicants to the Executive Committee when applications are completed.
 - f. To prepare copies of the program and agenda for each meeting.
 - g. To handle all correspondence as directed by the Executive Committee.
 - h. To receive all monies, pay all bills approved by the Executive Committee, and present an accurate account of all receipts and expenditures at the first meeting of the calendar year and at such other meetings as this may be requested.
 - i. To bill each active and associate member's dues annually.
 - j. The secretary shall be allowed funds for office expenses and such other sums for this purpose as the Executive Committee may approve.
- (5) Member-at-large
 - a. To perform duties delegated by the Executive Committee.
- (6) Councilor for Oregon to the AMERICAN SOCIETY OF CLINICAL PATHOLOGISTS
 - a. The Delegate or Alternate acceptable to the Executive Committee shall attend all national and regional meetings of the Advisory Council

and shall represent the interests of this Society before and to the American Society of Clinical Pathologists.

- b. The Delegate or Alternate shall report to the Executive Committee and to the membership of this Association at each meeting or otherwise upon decisions, deliberations, communications and recommendations of the American Society of Clinical Pathologists received by him or her since the last meeting of this Association.

(7) Delegates from Oregon of the COLLEGE OF AMERICAN PATHOLOGISTS

- a. They shall serve as official representatives of this Association in the Assembly and the appropriate regional committees of the College of American Pathologists. They shall promptly report all significant actions of the College of American Pathologists to the Executive Committee and to the membership at each regular meeting.

ARTICLE II - COMMITTEES (Appointments and duties)

Section 1

(1) Executive Committee

- a. This committee shall constitute the interim governing body of the Association and shall consider and act upon all business matters for the Association.
- b. All actions of the Executive Committee must be reported to the Association at its next regular meeting.
- c. The Executive Committee shall hold at least four meetings per year and at such other times as the president may consider necessary.
- d. No business, political or other nonscientific matters, may be presented to the general membership except those matters which in the opinion of the majority of the Executive Committee are of sufficient importance to warrant discussion and action by the entire membership, and such matters may be presented only by the Executive Committee with their recommendations.
- e. The Executive Committee shall review applicants for membership referred to it by the secretary as detailed in Article IV of the Constitution and submit their recommendations to the next regular meeting of the Association.
- f. The Executive Committee shall receive and consider all complaints concerning the conduct of members and shall present a report with their recommendations to the next regular meeting of the Association.
- g. The Executive Committee shall offer its services as an arbitration committee in cases of dispute or misunderstanding of concern to pathologists or other parties.
- h. In addition, the Executive Committee shall perform the other duties delegated to it in the Constitution and Bylaws and it shall keep the membership informed of its activities from time to time through distribution of minutes of its meetings, or memoranda, or interim reports or other communications of the secretary.

Section 2. Standing committees (except as noted) will be appointed at the fourth meeting of the calendar year and will begin service January 1st of the next calendar year, and shall meet at least once annually. Standing committees of this Association shall consist of the following:

(1) Nominating Committee (appointed by July 1st)

- a. A Nominating Committee consisting of one past president of the Association and two additional members shall be appointed by the president.

- b. The Nominating Committee shall select one or more nominees for each office and shall notify the executive secretary of their selection in sufficient time so that the executive secretary may inform the active membership of the nominees at least ten days prior to the annual election.

(2) State Issue Adviser(s)

- a. The State Agencies Liaison Committee shall maintain communication between the Association and the Oregon State Board of Health, the Oregon State Department of Education, Oregon State Board of Higher Education, and other agencies; shall inform the Executive Committee and the membership of the Association, of activities pertaining to pathology which are contemplated or engaged in by State Agencies; shall develop areas of cooperation between members of the Association and the Oregon State Board of Health and other State Agencies.

Section 3. Special committees: Other special committees may be appointed by the president at his or her discretion or at the direction of the Executive Committee.

ARTICLE III - DUES

Section 1. Dues and special assessments of this Association shall be set by the Executive Committee for each calendar year. Dues for any person elected to membership after January 1 shall be prorated for the remainder of the calendar year. All members except honorary, junior and emeritus shall pay dues and assessments.

Section 2. Should this organization be dissolved, all remaining funds after the payment of the final expenses shall be distributed to the Oregon Medical Education Foundation, a 501(c)(6) corporation.

ARTICLE IV - DISCIPLINE

Section 1. Loss of membership shall automatically result from the following:

- (1) Nonpayment of dues for one year. Membership may be reinstated only upon payment of delinquent dues and reapplication as described in Article IV of the Constitution.
- (2) When any member is adjudged guilty of unprofessional conduct or violation of the Code of Ethics, following investigation by the Executive Committee and substantiated by a three-fourths majority of the Executive Committee voting in secret ballot. If the member so desires he or she may request that the matter be submitted to the Association membership, at which time the matter shall be presented by the Executive Committee and discussed with the member in question. Decision shall rest on the decision of the membership of the Association with a quorum required, assuming a quorum is present at the meeting.

ARTICLE V - CONDUCT OF BUSINESS

Section 1. Quorum. A quorum shall consist of 50% of the voting members present.

Section 2. Rules of Order. Robert's Rules of Order *Newly Revised* shall govern conduct of all meetings.

Section 3. Voting and officers. Active members only shall have the privilege of holding office. All members shall have the privilege of voting and serving on committees.

ARTICLE VI - MEETINGS

Section 1. This Association shall have four scheduled meetings per year.

Section 2. These meetings shall be held approximately every 90 days.

Section 3. The date of meetings shall be determined by the Executive Committee.

Section 4. The executive secretary shall send notice of each regular meeting to each member at least ten days prior to the meeting.

Section 5. The scientific meetings of the Association shall be open to all ethical physicians, students and interested allied workers on informal invitation by any OPA member.

ARTICLE VII - CODE OF ETHICS

Section 1. The Code of Ethics of the College of American Pathologists shall be the Code of Ethics of this Association.