

**BYLAWS OF THE NEW ENGLAND BRANCH  
OF THE AMERICAN ASSOCIATION FOR LABORATORY ANIMAL SCIENCE**

**2013 Revision – APPROVED BY NEBAALAS BOARD OF DIRECTORS Pending General  
Membership Approval**

**BYLAWS**

**CHAPTER I – Officers**

- (1) **PRESIDENT** — It shall be the duty of the President to preside at general meetings of the NEBAALAS, and at meetings of the Board of Directors (BOD). He/she shall convene the BOD at least four (4) times each fiscal year.
- (2) **VICE-PRESIDENT (VP)** — It shall be the duty of the VP to provide appropriate leadership in the absence of the President and conduct the business of the association and to preside at general meetings of the NEBAALAS, and at meetings of the BOD. The VP will also serve on the Program Committee.
- (3) **VICE-PRESIDENT ELECT (VPE)** — It shall be the duty of the VPE to provide appropriate leadership in the absence of the President and VP and conduct the business of the association and to preside at general meetings of the NEBAALAS, and at meetings of the BOD. The VPE also will serve on the Scholarship Committee.
- (4) **IMMEDIATE PAST-PRESIDENT** — It shall be the duty of the Immediate Past-President to act in the capacity of the President in the absence of the President, VP and VPE and to preside at general meetings of the NEBAALAS, and at meetings of the BOD. The Immediate Past-President will also serve on the Nominations/Election/Awards Committee.
- (5) **SECRETARY** — It shall be the duty of the Secretary to keep the minutes of the meetings of the NEBAALAS and BOD and he/she shall have oversight and maintenance of applicable records other than financial and membership records of the NEBAALAS. He/she shall notify members of the BOD of the appointments. He/she shall notify the BOD of the meetings thereof and shall lay before the BOD at all meetings all matters that have come to his/her attention and which require consideration of the BOD. The Secretary will maintain all written policies and procedures for the organization as established by the BOD. The Secretary will maintain the BOD Roster and distribute as needed. The Secretary is a resource for editing, grammar and formality for the NEBAALAS and will provide all committees the support required pertaining to any formal written documents that relate to the NEBAALAS organization.
- (6) **TREASURER** — It shall be the duty of the Treasurer to have charge of all applicable financial records of the NEBAALAS. He/she is to receive the Membership dues, all interest accruing and paid on invested or other funds of the NEBAALAS and shall responsible for payments of all bills against NEBAALAS. The Treasurer shall present to the BOD at each meeting a written statement of the current income and expenses, and at the last meeting of the fiscal year he/she shall report to the NEBAALAS the written

balance sheet of the funds and income account for the year. The Treasurer shall provide the Officers with proper documentation before filing the annual tax record, or as applicable. The Treasurer shall keep at least one separate balance sheet for the Operating Expenses Account, and balance sheet(s) for all additional accounts.

## **CHAPTER II – Board of Directors**

- (1) OFFICERS — The President, Vice-President, Vice-President Elect, Immediate Past-President, Treasurer and Secretary of the NEBAALAS shall hold office of the same designation on the BOD.
- (2) NEBAALAS TRUSTEES – Two (2) NEBAALAS trustees will be appointed annually by the President and serve on the BOD for 2 consecutive years.
- (3) STANDING COMMITTEES — The NEBAALAS shall have such committees as may be specified from time to time by the BOD. Unless otherwise specified, the term “committee” is used in these Bylaws to include Standing Committees of the BOD, ad hoc committees, and advisory councils. The Chairs of each Standing Committee will be members in good standing with the NEBAALAS for at least two (2) years and will be appointed annually by the President with approval of the Officers. Appointed chairs can only chair one (1) committee at a time. Committee members will be appointed by the Chair of that Standing Committee and will be members in good standing with the NEBAALAS. It is the intention that standing committees members shall serve on a committee for at least two years in order to provide the NEBAALAS with organizational continuity.
  - A. PROGRAM COMMITTEE — The Vice-President will serve as a member on this committee. It shall be the responsibility of the Program Committee to arrange the meeting locations, selection of speakers and topics, and to arrange for food and beverages for the general meetings. The Program Committee Chair will cooperate with other committees as relating to the general program, as appropriate.
  - B. GENERAL MEMBERSHIP COMMITTEE — It shall be the responsibility of the General Membership Committee to accept applications for membership in the NEBAALAS and to act upon the application of membership for all persons desiring to join the NEBAALAS, maintain an current list of all members and type of membership, and all other duties involved in the organizing the general memberships. The General Membership Chair will cooperate with other committees as relating to general membership, as appropriate.
  - C. VENDOR MEMBERSHIP COMMITTEE — It shall be the responsibility of the Vendor Membership Committee to accept applications for vendor membership in the NEBAALAS, solicit sponsorships, to act upon the application of membership for all vendors desiring to join the NEBAALAS, maintain an current list of all vendor members and all other duties involved in the organizing the vendor sponsorships. The Vendor Membership Chair will cooperate with other committees as relating to vendor membership, as appropriate.

- D. EDUCATION COMMITTEE — It shall be the responsibility of the Education Committee to coordinate and provide educational activities, training and resources, and all other duties involved in the organizing educational programs. The educational resources include coordination of AALAS certification classes, class location and instructors, and the coordination NEBAALAS/AALAS sponsored conferences. The Education Chair will cooperate with other committees as relating to education, as appropriate.
- E. MARKETING COMMITTEE — It shall be the responsibility of the Marketing Committee to maintain and develop NEBAALAS marketing strategy and materials that promote the fellowship, cooperation and the objectives of NEBAALAS. The Marketing Committee Chair will work closely with other committees relating to marketing, as appropriate.
- F. MEDIA COMMITTEE — It shall be the responsibility of the Media Committee to maintain and develop the NEBAALAS website, and all electronic media concerning the NEBAALAS to appropriate individuals and organizations. The Media Committee Chair will work closely with other committees relating to media, as appropriate.
- G. NOMINATIONS/ELECTION/AWARDS COMMITTEE — The Chair the Immediate Past-President and at least three (3) additional members shall constitute the committee. It shall be the responsibility of the Nomination/Election/Awards Committee to solicit and compile a list of nominees for Officer elections annually, tally ballots received for annual elections and report the results to the BOD, as well as to promote, solicit, coordinate and decide on annual NEBAALAS awardees, and all other duties related to nominations, elections and awards. The Nomination/Election/Awards Committee Chair will work closely with other committees relating to nominations/elections/awards, as appropriate.
- H. SCHOLARSHIPS COMMITTEE — The Vice-President Elect will serve as a member on this committee. It shall be the responsibility of the Scholarship Committee to promote, solicit, coordinate, and review applications, and select recipients of scholarships. The committee will also organize any fund raising activities that apply to the support of the scholarship fund that are approved by the BOD. The Scholarship Committee will work closely with other committees relating to scholarship, as appropriate.

### **CHAPTER III – Non-Voting BOD Representatives**

- (1) TECHNICIAN BRANCH REPRESENTATIVE (TBR) — The TBR will be a member in good standing with the NEBAALAS for at least two (2) years and will be appointed annually by the President with approval of the Officers. The TBR shall serve liaison between on the NEBAALAS Education and Program Committees, act as a liaison between National AALAS and the branch technicians, and promote educational opportunities on the local and national level for technicians.
- (2) AD HOC COMMITTEES — The President, in consultation with BOD shall have the authority to appoint Ad Hoc Committees. These Committees shall study and report to the President and/or BOD on matters pertaining to the branch, including branch

activities, policies procedures and operations. The term of Ad Hoc Committees shall expire upon submission of their reports or upon expiration of the term of the President appointing them.

#### **CHAPTER IV – Whistleblower Policy**

The NEBAALAS shall adopt a “Whistle Blower Policy” that will allow members to comply with the Code and to report violations or suspected violations in accordance with the NEBAALAS Whistleblower Policy.

#### **CHAPTER V – Policies and Procedures**

The NEBAALAS shall develop and establish a policies and procedures that will describe the function of each Officer and Committee. This will ensure that future Officers and Committees will operate and function with continuity. Once established, the written documents will be maintained by the Secretary. The established policies and procedures will be reviewed and updated by each Committee at least every three years.

#### **CHAPTER VI – MEETINGS**

- (1) BOD MEETINGS — The BOD shall hold at least four meetings each year at such stated times as it may decide upon, or at the call of the President.
- (2) GENERAL MEETINGS — General meeting dates and times are to be decided with the BOD approval.
- (3) IMPROMPTU GENERAL MEETINGS — Impromptu general meetings may be called by the BOD providing the following: (1) ten working days’ notice to members and (2) the reasons for such a meeting are stated.
- (4) THE ORDER OF BUSINESS AT MEETINGS OF THE NEBAALAS SHALL INCLUDE BUT NOT LIMITED TO:
  - A. Approval of the minutes from the previous meeting
  - B. Written Treasurer’s Report
  - C. Reports of each of the Standing Committees
  - D. Reports of the Ad Hoc Committees, as applicable
  - E. Unfinished business from previous meeting
  - F. New Business

## **CHAPTER VII – CHANGES IN BYLAWS**

No alteration shall be made to the NEBAALAS Bylaws unless it is submitted either in writing at a general meeting of the NEBAALAS or to the BOD, and has been entered on the meeting minutes with the names of at least five active members in good standing proposing the change. The Secretary shall notify members of the proposed change in the Bylaws at least one week in advance of the next general meeting. Changes to the Bylaws shall be adopted by two-thirds of the members present and voting at the subsequent general meeting