

**New England Branch
Of the American Association for
Laboratory Animal Science
(NEBAALAS)**

Polices & Procedures Manual

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Introduction

Purpose of the document

The purpose of the NEBAALAS Policy and Procedures manual is to provide reference and guidance for the members, and/or those who are involved with the organization. This document has been created to ensure that future Officers and Committees will operate and function with continuity. The established policies and procedures will be reviewed by the New England branch Board of Director's (BOD) at least every three years.

NEBAALAS Mission

The NEBAALAS mission is to:

- (1) To sponsor and to provide educational and training programs for members and others who are professionally engaged in the production, care, use, and study of laboratory animals.
- (2) To promote fellowship and cooperation among those interested in the objectives of the NEBAALAS.
- (3) To cooperate with other branches in the exchange of information and in the coordination efforts concerning laboratory animal science.
- (4) To comply with the requirements of the American Association for Laboratory Animal Science (AALAS) when their annual meeting is held within our District (AALAS District 1).
- (5) To carry out the program of AALAS at the local level, whenever possible.

Why and how to get involved in NEBAALAS

This is a non-profit volunteer organization established May 16, 1960 focused on education for the life science professionals. Our organization promotes the ethical and humane care and treatment of animals and best practices of the industry. NEBAALAS welcomes organizations that are professionally engaged in the production, care, use, and study of animals to become actively involved in order to continue to grow and cultivate this positive fellowship. We welcome all life science professionals to join us at our monthly meetings. To learn more about our organization visit our website at www.NEBAALAS.org. One key objective of the NEBAALAS organization is to offer an affordable way to obtain best in practice education and training to the all NEBAALAS members. If you are interested becoming a member or being involved, either as an individual or organization, please feel free to contact any of the officers directly (www.NEBAALAS.org).

AALAS and Local Branches Organizational Structure

AALAS' Mission Statement: The American Association for Laboratory Animal Science (AALAS/Association) is an association of professionals that advances responsible laboratory animal care and use to benefit people and animals.

AALAS is a membership association of professionals employed around the world in academia, government, and private industry who are dedicated to the humane care and treatment of laboratory animals, as well as the quality research that leads to scientific gains that benefit people and animals. AALAS provides educational materials to laboratory animal care professionals and researchers, administers certification programs for laboratory animal technicians and managers, publishes scholarly journals, supports laboratory animal science research, and serves as the premier forum for the exchange of information and expertise in the care and use of laboratory animals.

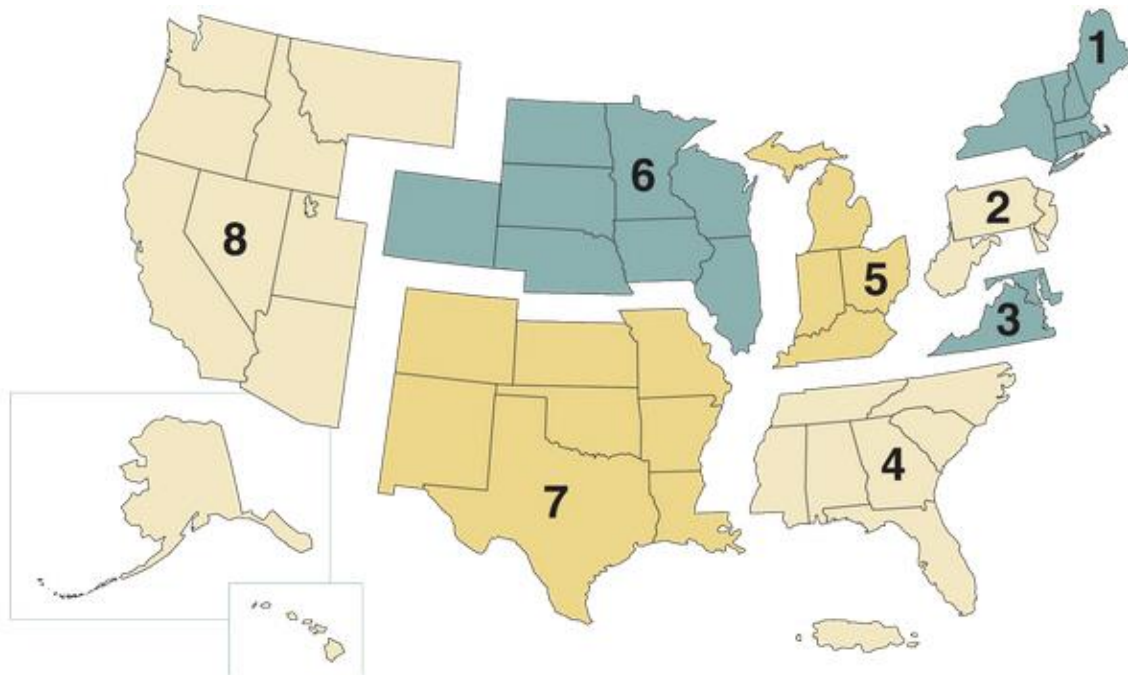
The local branches of the AALAS, including NEBAALAS, are not legal entities of National AALAS. Each branch is considered an affiliate organization with a purpose consistent with the mission of the national association. As a branch member to AALAS we are comprised of a group of individual members and others in a local area dedicated to supporting the mission and philosophy of the AALAS. We encourage all NEBAALAS members to be National AALAS members as well.

National Districts and Local Branches

Below depicts and lists the eight US National AALAS Districts (states they cover) & active Branches within each District. Each District has one District Trustee representative as well as 4 Trustees at Large that represent the organization nationally.

District 1

AALAS District 1 covers Maine, New Hampshire, Vermont, Massachusetts, New York, Connecticut and Rhode Island. Current active Branches within District 1 include Northern Mountain Branch (NY, VT, NH and ME), Metro New York Branch (NY), Upstate New York Branch (NY), Southern New England Branch (CT and RI), and New England Branch (MA).



District 1

Branches:

- Metro New York
- Upstate New York
- Southern New England
- New England
- Northern Mountain

States:

- Connecticut
- Maine
- Massachusetts

District 2

Branches:

- Central Pennsylvania
- Delaware Valley
- New Jersey
- Three Rivers

States:

- Delaware
- New Jersey
- Pennsylvania

District 3

Branches:

- Greater Virginia Branch
- National Capital Area

States:

- Maryland
- Virginia
- Washington, D.C.

New Hampshire
New York
Rhode Island
Vermont

West Virginia

District 4

Branches:

Appalachian
Caribbean-Puerto Rico
Florida
Memphis
Mid-South
Research Triangle Park
Southeastern

States:

Alabama
Florida
Georgia
Mississippi
North Carolina
Puerto Rico
South Carolina
Tennessee

District 5

Branches:

Central Ohio
Indiana
Kentucky
Michigan
Northern Ohio
Southern Ohio

States:

Indiana
Kentucky
Michigan
Ohio

District 6

Branches:

Central Illinois
Chicago
Iowa
Minnesota
Nebraska
Southern Wisconsin

States:

Illinois
Iowa
Minnesota
Nebraska
North Dakota
South Dakota
Wisconsin
Wyoming

District 7

Branches:

Arkansas
Kansas City
Louisiana
Metro St Louis
Mid-Missouri
Mile High
New Mexico
Oklahoma
Texas

States:

Arkansas
Colorado
Kansas
Louisiana
Missouri
New Mexico
Oklahoma
Texas

District 8

Branches:

Arizona
Northern California
Northern Rocky
Mountain
Orange County
Oregon
Palms to Pines
Sacramento Valley
San Diego
Sierra Nevada
Southern California
Utah
Washington

States:

Alaska
Arizona
California
Hawaii
Idaho
Montana
Nevada
Oregon
Utah
Washington

Technician Branch Representatives (TBR) and Committee on Technician Awareness and Development (CTAD)

Every AALAS branch elects a Technician Branch Representatives (TBR) to serve as liaison between the AALAS branches and the AALAS National Office. Assistant TBRs may be appointed in branches. TBRs and Assistant TBRs are AALAS National Members. TBRs work closely with the **Committee on Technician Awareness and Development (CTAD)** and AALAS staff to:

- a) Share technicians' activities, ideas, and suggestions with other AALAS branches and the AALAS national office.
- b) Help technicians promote biomedical research on a local level.
- c) Provide technicians with professional opportunities and strategies at the local, district, and national levels.
- d) Encourage technician participation in AALAS at a local and national level.
- e) Request technicians' articles for AALAS publications.
- f) Maintain regular contact with other TBRs, the CTAD, and the AALAS national office via the TBR and TechLink electronic listservs.

See Appendix A AALAS' *Technician Branch Representative (TBR) Guidelines* (last updated 2006).

The TBR is a non-voting member of the BOD and serves for 2 consecutive years and will be appointed by the President with approval of the Officers.

NEBAALAS

The NEBAALAS is incorporated under the laws of the Commonwealth of Massachusetts as a nonprofit educational organization (501(c)(3)). NEBAALAS is governed by the Board of Directors (BOD) and their *Constitution* (see Appendix B), *Bylaws* (see Appendix C) and *Whistleblower Policy* (See Appendix D), all of which were last revised in 2014.

The BOD is the governing body for the organization, which consists of the:

- Officers (President, Vice-President, Vice-President Elect, Immediate Past President, Treasurer and Secretary),
- the NEBAALAS Trustees (two trustees are appointed annually by the President and serve for 2 consecutive years on the BOD), and
- Chairs of the Standing Committees, who are members in good standing with the NEBAALAS for at least two years and appointed annually by the President with approval of the Officers.

For expanded the roles and responsibilities for Officers, NEBAALAS Trustees and Standing Committees see Appendix F.

The BOD has voting rights at the BOD meetings. If the AALAS District 1 Trustee or Trustee at large is a member of the NEBAALAS, that individual shall have Board of Director voting rights for their term.

The Board of Director's are expected to attend a majority of the Board of Directors Meetings. NEBAALAS typically holds monthly BOD during the academic year. The Officers oversee the Board of Directors, and are encouraged, but not required to be members of National AALAS. AALAS Branch presidents are strongly encouraged to be National Members at least at the Silver Level, and branches are to have at least ten members who are AALAS National Members. Branches are to provide to the AALAS National Office a list of current Officers as requested (but at least once yearly, by February 1), a current

membership roster to the as requested (but at least once yearly, by May 1), and a current copy of their Constitution and Bylaws, and revised copies as appropriate (see Appendix A and B).

Benefits

The organization provides many benefits including:

- The ability to connect with your career within the life science professional community.
- Networking with others working in different institutions within your local community.
- Receive event invites and reminders and receive discounts (if applicable) on NEBAALAS sponsored meetings and events.
- Recipient of NEBAALAS Scholarships and Awards.
- Full NEBAALAS website access which includes access to the Members Only section of the website.
- To be listed in the NEBAALAS Membership Database.
- Receive NEBAALAS publications.

Memberships

A member is considered in good standing when current with their annual dues. A member in good standing will have voting rights in branch elections and in general meetings. Types of memberships include Individual, Institutional, Vendor and Honorary (see Appendix B, *Constitution*). Branch membership dues are determined by the BOD and posted on the website based on the anticipated services provided to members.

NEBAALAS Offered Scholarships

NEBAALAS offers a number of scholarships to our members to financially support their ability to further their education in the life science profession. Individuals are recognized for their hard work and high integrity within their animal life sciences community. To learn more about applying for a NEBAALAS scholarship visit www.NEBAALAS.org or contact the Scholarship Chair. The information below is BOD approved as of 2014.

William Webster Scholarship Annually, NEBAALAS provides funding for at least two (2) scholarships each year. Recipients will receive up to \$1,000.00 to assist in their travel, lodging, registration, and food (\$40.00 per diem allotment) and/or exam fees. All moneys awarded will be utilized to attend meetings, seminars and workshops, training programs, etc., as deemed appropriate by the Scholarship Committee. There is no deadline for applying for these scholarships.

National AALAS Scholarship Annually, NEBAALAS provides funding for one (1) scholarship each year. Recipients will receive up to \$2,000.00 to assist in their travel, lodging, registration, workshops and food (\$40.00 per diem allotment). All moneys awarded will be utilized to attend National AALAS Conference. The deadline for this scholarship is annually in March.

AALAS National Leadership Academy Scholarship NEBAALAS Board of Director or future NEBAALAS BOD members who demonstrate potential for strong leadership for the organization may be granted funding to attend the AALAS National Leadership Academy held at the National AAALAS Conference. NEBAALAS submits two (2) candidates annually for attendance. Recipients will receive financial assistance for their

travel, lodging and food (\$40.00 per diem allotment). The deadline for this scholarship is at least 1 month prior to the conference.

Boston Regional Tech Training (BRTT) Scholarship NEBAALAS grants a number of technicians funding to attend the NEBAALAS BRTT held every other year. Recipients will receive financial assistance for their travel, lodging, registration and food (\$40.00 per diem allotment). The deadline for this scholarship is at least 1 month prior to the conference.

AALAS Certification Scholarships NEBAALAS grants a number of technicians funding to attend the NEBAALAS preparatory courses for the AAALAS certifications (ALAT, LAT, LATG and CMAR). Recipients will receive financial assistance for their class, test materials, and test registration). The deadline for this scholarship is at least 1 month prior to the course initiation.

NEBAALAS Offered Awards

The NEBAALAS Awards listed below are provided annually to either NEBAALAS members or non-members, with the exception of the Bernard F. Trum Award which is only open to NEBAALAS members. Each awardee receives a plaque recognizing their award and a one-time monetary cash award. To learn more about nominating an individual for a NEBAALAS award visit www.NEBAALAS.org or contact the Awards Chair.

Bernard F. Trum Award Dr. Bernard F. Trum retired from Harvard Medical School after a very distinguished career. Dr. Trum is one of the original founders of the branch and worked hard to make it succeed. He was president of NEBAALAS and held other offices as well. The person nominated for the Bernard F. Trum Award should have made significant contributions to the betterment of the New England Branch, to the field of animal care and/or quality of animals used in research. The person must be a member of the branch and receives \$250.00.

The Kate Sweeney Laboratory Animal Technologist Award is for technicians who are certified at the LATG level and hold animal care positions with minimal to moderate supervisory responsibility and exhibit an interest in attaining additional education and training to become more proficient in their vocation; show a dedication to furthering laboratory animal science through teaching and training junior technicians; are respected by colleagues for dedication to common goals in laboratory animal science; contributed to personnel and facility management training of animal care personnel; and/or have shown an interest in participating in AALAS at local, regional, and/or National levels. The technician has made outstanding contributions to laboratory animal science and technology, which may include participation in NEBAALAS affairs, publications, work performance, technician training and other notable accomplishments in the field of laboratory animal science. The person receives \$100.00.

The John F. Zucker Animal Technician Award is for technicians who are certified at the LAT level and hold animal care positions with minimal supervisory responsibility and exhibit an interest in attaining additional education and training to become more proficient in their vocation; show a dedication to furthering laboratory animal science through teaching and training junior technicians; are respected by colleagues for dedication to common goals in laboratory animal science; and/or have shown an interest

in participating in AALAS at local, regional, and/or National levels. The technician has made outstanding contributions to laboratory animal science and technology, which may include participation in NEBAALAS affairs, publications, work performance, technician training and other notable accomplishments in the field of laboratory animal science. The person receives \$100.00 and a certificate to attend the NEBAALAS offered AALAS certification course for free.

The Assistant Laboratory Animal Technician/Cage Washer Award is for technicians who are generally certified at the ALAT level and hold animal care positions with no supervisory responsibility and exhibit an interest in attaining additional education and training to become more proficient in their vocation; show a dedication to furthering laboratory animal science through teaching and training junior technicians; are respected by colleagues for dedication to common goals in laboratory animal science; and/or have shown an interest in participating in AALAS at local, regional, and/or National levels. Note: ALAT certification is not an absolute requirement for this award. The person receives \$100.00 and a certificate to attend the NEBAALAS offered AALAS certification course for free.

The Laboratory Animal Supervisor/Manager Award is for facility supervisors or managers who are certified at the LATG level and have supervisory positions. The person must exhibit an interest in attaining additional education and training to become more proficient in their vocation; show a dedication to furthering laboratory animal science through teaching and training technicians; are respected by colleagues for dedication to common goals in laboratory animal science; contributed to personnel and facility management training of animal care personnel; and/or have shown an interest in participating in AALAS at local, regional, and/or National levels. The person has made outstanding contributions to laboratory animal science and technology, which may include participation in NEBAALAS affairs, publications, work performance, technician training and other notable accomplishments in the field of laboratory animal science. The person receives \$100.00.

The James Kersey Vendor Award is given to a vendor who has made outstanding contributions to laboratory animal science and technology, which may include participation in NEBAALAS affairs, publications, work performance, technician training and other notable accomplishments in the field of laboratory animal science. The person receives \$100.00.

NEBAALAS Provides AALAS Certification Preparation Classes

AALAS offers certification program that sets professional standards for the advancement of laboratory animal sciences. The program was developed to recognize professional knowledge and achievement and provide authoritative endorsement of a technician's level of competency in laboratory animal technology. The Certification and Registry Board (CBR) has responsibility within AALAS for the certifications which are highly recognized within the animal research industry as the responsibility. The program provides a framework for learning, a source of self-confidence, and professional recognition for animal technicians. NEBAALAS offers preparatory courses for the Assistant Laboratory Animal Technician (ALAT), Laboratory Animal Technician (LAT), Laboratory Animal Technologist (LATG) AALAS certifications. Courses are conducted through weekly classroom sessions. Participants will be able to access class resources, including session presentations as well as chapter, unit and final examinations.

The learning objectives for this program include:

- Review the current certification examination qualifications and registration requirements
- Present best practice in test taking strategies to improve exam readiness
- Participate in weekly sessions reviewing knowledge areas for each chapter for the examination from the applicable student manual
- Complete weekly session quizzes to reinforce knowledge areas of the examination
- Complete unit examinations to verify comprehension of the exam knowledge areas outlined by each unit
- Attempt a mock examination to assess readiness to sit for the certification examination

Continuing Education Opportunities (AALAS recognized)

By attending the monthly general meeting, individuals earn 1 continuing education unit (CEU).

NEBAALAS Events

Annual Instillation Banquet & Awards Annually, NEBAALAS hosts an evening out with their members as an opportunity to add a little something extra for the members! Not only is this event to applaud and celebrate the recipients of NEBAALAS Awards, as well as introduce the newly elected Officers, we find this event instrumental for NEBAALAS spirit! It is a night of dinner, socializing, dancing and drinking with the fellow colleagues - a good time had by all NEBAALAS members!

Tech Challenge Every November NEBAALAS holds a Tech Challenge to test the know-how of our NEBAALAS technical members! Typically we have 5 - 10 institutional teams participate in a “Jeopardy-like” game format. A veterinary panel serves as judges when teams answer “Jeopardy” questions related to various categories within the animal field.

Boston Regional Tech Training (BRTT) Every other year NEBAALAS hosts a 1-day conference in which we have experts in the field speak on cutting edge and relevant topics within the industry. The event is grouped in to tracks geared for the ALAT, LAT and LATG level technician. It is an excellent way for the animal technician to be rejuvenated in their career and network with others within the industry.

Workshops and Trainings Periodically throughout the year NEBAALAS hosts a variety of local wet labs and trainings to gain external training by professional specialists within the field. The trainings offer local practical training in various species, techniques and procedures.

District 1 Training Annually, District 1, which include New England, Northern Mountain, Metro New York Branch, Upstate New York Branch (NY), Southern New England Branch, hosts a 2-day technical training workshop in which experts in the field teach various technical procedures within the industry. The training offers socializing and networking with other technical members within our AALAS District while providing practical training in various species, techniques and procedures.

QUAD Symposium Annually, four of the District 1 branches of AALAS, which include New England, Northern Mountain, Upstate New York Branch, Southern New England Branch hosts a 2-day symposium in which experts in the field speak on various “hot topics” within the industry. The

symposium offers socializing and networking with other organizations within our AALAS community while providing education talks.

NEBAALAS Board of Directors

NEBAALAS BOD have two main responsibilities—support and governance—each requiring different skills and expertise. A BOD member is the top governing body of the New England Branch of AALAS (NEBAALAS) and is legally responsible for the oversight of the organization. As a member of a board, an individual has several key duties for which they are responsible.

The BOD is the fiduciaries who steer the NEBAALAS towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as ensuring that NEBAALAS has adequate resources to advance its mission. In doing so, the BODs must exercise proper oversight of the organization's operations and maintain the legal and ethical accountability as volunteers.

LEGAL DUTIES: the BOD is responsible for creating and amending, along with other members of the board, bylaws and policies for the organization. This, of course, requires that certain procedures be followed and that meetings be held. It also requires members to possess detailed knowledge of current bylaws and policies and also a fundamental grasp of rules and procedures. Trustees must also have some sense of direction for the NEBAALAS so that bylaws and policies remain consistent with the overall direction and purpose of the organization.

ETHICAL DUTIES: the BODs are expected to actively participate in organizational planning and decision-making and to make sound and informed judgments. When acting on behalf of the organization, board Trustees must put the interests of the NEBAALAS before any personal or professional concerns and avoid potential conflicts of interest. The BOD must ensure that the organization complies with all applicable federal, state, and local laws and regulations, and that it remains committed to its established mission. Acting in the best interests of the organization is the predominant duty of any member of a board of trustees. Not only is this often considered to be an ethical duty, it is also a legal duty, above all else. The BOD is required to act in a manner that is consistent with the development and well-being of NEBAALAS – without conflict. Thus, when making decisions and carrying out other duties, a trustee must consider whether their act is in the best interest of NEBAALAS.

FIDUCIARY DUTIES: the BOD acts in a fiduciary role by maintaining oversight of the NEBAALAS finances. BODs must evaluate financial policies, approve annual budgets, and review periodic financial reports to ensure that the NEBAALAS has the necessary resources to carry out its mission and remains accountable to its members.

OTHER DUTIES: While the BOD is the primary management group for the organization, smaller tasks -- such as audits, developing management strategies, and ad-hoc tasks -- are usually delegated to committees and sub-committees. BODs may be asked to join these subgroups to develop reports,

strategies, bylaws or recommendations for the board. Trustees must ensure that their information is accurate and well thought out before bringing their findings or conclusions to the board as a whole.

NEBAALAS Standing Committees

The BOD free to establish and appoint its own committees as needs determine. Current standing committees include Program, Education, Nominations/Elections/Awards, Scholarship, Membership, Vendor, Marketing and Media committees. Our Branch also has a Technician Branch Representative (TBR) approved by the CTAD and Assistant Technician Branch Representatives (ATBRs). If the AALAS District 1 Trustee or Alternate Trustee is a member of the NEBAALAS, that individual shall have BOD voting rights for the term of their office as the AALAS District 1 Trustee or Alternate Trustee.

The Chairs of each Standing Committee are 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. Committees and Committee Chairs work closely with each other. For expanded the roles and responsibilities for each Committee see Appendix F.

Program Committee It is 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 NEBAALS Vice-President serves as a member on this committee.

Education Committee It is 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.

Nominations, Elections & Awards Committee The Chair, the Immediate Past-President and at least three (3) additional members constitute this committee. It is 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.

Scholarship Committee It is the responsibility of the Scholarship Committee to promote, solicit, coordinate, and review applications, and select recipients of scholarships. The committee also organizes any fund raising activities that apply to the support of the scholarship fund that are approved by the BOD. The Vice-President Elect serves as a member on this committee.

Membership Committee It is 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. Membership application forms may be obtained by the Membership Committee Chair (www.NEBAALAS.org).

Vendor Membership Committee It is 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. Vendor membership application forms may be obtained by the Vendor Membership Committee Chair (www.NEBAALAS.org).

Marketing Committee It is 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.

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.

Appendix A: AALAS' Technician Branch Representative (TBR) Guidelines

Laboratory animal technicians are an essential part of the research team and provide compassionate attention to the animals in their care. AALAS is committed to technicians and strives to bring them quality professional growth opportunities and a variety of products and services to help them excel in their jobs. This guide will assist you in your role as Technician Branch Representative (TBR)* within your branch. **Before accepting the position of TBR, speak with your supervisor or facility manager for approval and support.**

Committee on Technician Awareness and Development (CTAD)

The CTAD is a standing committee of AALAS, comprised of a chair, a vice chair, the immediate past chair, and eight (8) members (one from each of AALAS' eight districts), an AALAS Board of Trustee liaison and staff support from the AALAS National office.

The CTAD's function is to determine the needs of the technicians, and to stimulate technician participation in National AALAS. The CTAD works with and through the TBRs to gather and disseminate vital information. Information received from the TBRs assists the CTAD in working with the AALAS staff and Board of Trustees to:

- Establish initiatives at AALAS specifically geared to enhance technicians' roles.
- Recognize technicians as one of the most important assets of the national organization.
- Develop technician programs for the AALAS National Meeting.
- Encourage technicians to take an active role in all AALAS activities, meetings, and publications at the national, district, and branch levels.



TBRs . . . The Heart and Stars of AALAS!

TBRs are appointed/elected by their AALAS branch and serve a very important role. TBRs serve as the voice of the technician community by serving as liaisons between the 50 local AALAS branches and the AALAS national office. TBRs are the "heart" of the AALAS family and the method by which the CTAD is able to assist technicians. The TBRs work closely with the CTAD to keep this two-way exchange of information between the branches and the AALAS national office. TBRs work closely with the CTAD and AALAS staff to:

- Share technicians' activities, ideas, and suggestions with other AALAS branches and the National Office.
- Help technicians promote biomedical research on a local level.
- Provide technicians with professional opportunities and strategies at the local, district, and national levels.
- Maintain regular contact with other TBRs, the CTAD, and the AALAS national office via the Branch Leadership and TechLink electronic listservs.

What does a TBR Do?

The following points address the responsibilities of the TBR with respect to their local AALAS branch, the CTAD, and the National AALAS office.

Communicate within your branch

- Facilitate communication and request assistance from large or distant branches by appointing an Assistant TBR.
- Keep regular contact (monthly if possible) with each Assistant TBR.
- Send AALAS information to each assistant for distribution. Include as much National AALAS information as possible in branch newsletters.
- Become a regular attendant at your branch board of directors meetings. Seek to make the TBR position a board member appointment.
- Volunteer for branch committees.
- Set up a regular technician-oriented educational event at your branch meetings and assist the techs in submitting their CEUs to the AALAS Technician Certification Registry. Inform technicians of the requirements and keep them updated on all changes to the program.
- Write articles and reports for your branch newsletter (and *JAALAS* and *Lab Animal Professional* at the national level) in which you discuss technician concerns, suggestions, and other items of interest. Also, serve as a mentor to assist technicians in writing articles for publication in AALAS or other publications or creating scientific posters for presentation at local or national AALAS meetings.

Communicate with the CTAD and AALAS

- Your CTAD Representative will contact you at least monthly for information exchange. Update him or her on your branch activities. If you do not hear from your CTAD rep, take the initiative and contact him/her.
- Respond, within a reasonable amount of time, to all correspondence from CTAD members, the AALAS national office, and your local branch members.
- Call your CTAD representative if you receive questions or concerns from technicians that you can't handle.

Network

- Encourage your branch to send newsletter copies to other branch TBRs in your District.
- Make contact with TBRs from other branches while attending branch, district and national AALAS meetings.
- Share ideas from your branch with TBRs from other branches.

Stimulate Technician Participation

- Encourage membership and participation in branch and national AALAS.
- Submit technicians' names for branch and national honors and awards. There are now two technician-level National AALAS awards—Technician of the Year and Technician Publication!
- Encourage publication of articles, tips, and other information in your branch newsletter, *JAALAS*, and *Lab Animal Professional*.
- Encourage poster submissions (Five to six poster awards are presented each year at National).

Resources

CTAD: The CTAD is your number one resource. This AALAS committee promotes the AWARENESS of technicians and provides opportunities for technician development. The CTAD members are your connection to the AALAS leadership (AALAS Board of Trustees and committees). Ideas and suggestions that come from you (the TBRs) as representatives of the branches within your districts are used by the CTAD to suggest new technician-oriented programs, services, and products to the AALAS leadership. The more you and your CTAD reps communicate with each other, the better the chance for AALAS to meet your needs.

AALAS website (www.aalas.org): Staying up to date on the current AALAS products and services is another way of conducting your role as TBR. When technicians come to you for advice, you need to be able to tell them about a product, where to go to get information, or how to look for it. Be sure to take some time to familiarize yourself with the AALAS website and each of its sections. The “Technician” link has information specific to technicians, so encourage you branch technicians to periodically check to see what’s new. Located on this link is the new BAIT (Branch Activities, Information, and Tips) page. Utilize it whenever possible and promote it to the technicians in your branch.

Branch Leadership and TechLink listservs: When you become a TBR you will be added to two of AALAS’ electronic email listservs – Branch Leadership and TechLink. You will receive email messages stating you have been added which will include info on how to use the listserv. Print these off and keep them as you might need to refer to them at a later date.

The Branch Leadership listserv is designed to allow TBRs and other branch officers from around the country to keep in touch with each other. Want to know what other branches do at their meetings? Need ideas for a technician-oriented event? Want a copy of another branch’s newsletter? Simply post a message on the Branch Leadership listserv... you’ll have all the answers you need in just a matter of minutes. All of the TBRs, Assistant

TBRs, and the CTAD members are on the listserv as well as the Branch Presidents, President-Elects, Secretary-Treasurers, and Newsletter Editors.

TechLink is a listserv designed especially for laboratory animal technicians. Any technician can join TechLink free of charge as long as they are an AALAS National Member. TBRs are asked to use TechLink as a method of keeping in touch with technicians. By just reading the messages on a regular basis, you can keep abreast of what is going on at AALAS and get feedback from AALAS members across the country.

All TBRs are encouraged to participate in the conversations on both listserv, and if possible, “seed” messages on either to get conversations started. To post and/or reply to messages on either of these listservs, use the email addresses below:

Branch Leadership = branch_leadership@aalas.org

TechLink = techlink@listserv.aalas.org

Imagination

The position of TBR within your branch is unique and calls for the "creative expression" of ideas to be able to entice branch technician participation. There are no concrete methods or SOP to follow. Simply get out there and talk to people. See what they are interested in or what they need. Use this information to develop activities at your branch and/or district meetings. Then, share the details with other TBRs!

Listed below are a few suggested activities to get started in your job as TBR:

- Have your branch president introduce you (and your ATBRs) at branch meetings. Then, make brief announcements about national activities and other important news.
- Prepare a report for your branch newsletter about technician participation at your last branch meeting.
- Order posters and other materials (most are free) from the AALAS national office to display and give out at your branch meetings.
- Make up a contest to encourage branch participation at your branch meetings.
- Make yourself a checklist to keep track of communication between you, your branch, and your CTAD district rep.
- Create a system to distribute CEU certificates for attendees to your branch/regional meetings.
- Remember -- share your ideas, instructions, good parts, and disasters with all of the other TBRs!

TBR Activities at the National AALAS Level

TBRs are encouraged to:

- Assist in staffing the CTAD booth and promoting the CTAD and the annual International Laboratory Animal Technician Week event.
- Actively participate in CTAD-sponsored events such as the Technician Fun Fair, the Technician Lunch & Learn, the Charles Hunter Lecture, and the TBR Meeting.

Following are descriptions of some of the technician-specific activities that the CTAD and TBRs are responsible for overseeing:

International Laboratory Animal Technician Week

This annual celebration recognizes laboratory animal technicians for their essential contributions as members of the research team. The main objectives of the International Laboratory Animal Technician Week are to:

- reinforce how essential laboratory animal technicians are to the biomedical/biological research field
- provide an opportunity for laboratory animal technicians to salute one another for excellence in their work and compassion for the animals in their care
- educate the public about the laboratory animal technician's role as a member of the research team.

Technician Fun Fair

The Technician Fun Fair is an educational, yet fun, event for technicians held each year during

the AALAS National Meeting. This event focuses on a set of questions about AALAS, the AALAS National Meeting, and technical questions from specific exhibiting companies. The Fun Fair is an exciting way for technicians to expand their animal care knowledge and meet techs from other facilities across the country. Prizes for the event are donated by exhibiting companies and AALAS Affiliate organizations.

Charles Hunter Lecture

This special topic lecture held each year at the AALAS National Meeting has laboratory animal technicians as its focus. Dr. Charles Hunter, a past president of AALAS, was a strong supporter of technician education and training. A fund was developed for technician-oriented educational opportunities, and this lecture was created.

The topics and speakers vary each year and may be linked to another round table discussion or seminar. Technicians of all levels are invited and encouraged to attend.

Technician Lunch & Learn

“The event” for technicians at the AALAS National Meeting is the Technician Lunch & Learn. It provides a relaxed and casual environment for technicians to learn new things while enjoying lunch with technicians from other facilities. The "learn" portion of the two-hour session varies from year to year, but technicians can always be assured of useful and worthwhile tech-related topics.

* “TBR” will be used collectively to represent both TBRs and the Assistant TBRs within each branch.

Updated by National AALAS 9/18/06

Appendix B: NEBAALAS Constitution

CONSTITUTION OF THE NEW ENGLAND BRANCH OF THE AMERICAN ASSOCIATION FOR LABORATORY ANIMAL SCIENCE

2013 CONSTITUTION

Article I – Name

- (1) This organization shall be known as the New England Branch of the American Association for Laboratory Animal Science (NEBAALAS).
- (2) The NEBAALAS shall be incorporated under the laws of the Commonwealth of Massachusetts as a nonprofit educational organization.
- (3)

Article II – Objectives

- (1) To sponsor and to provide educational and training programs for members and others who are professionally engaged in the production, care, use, and study of laboratory animals.
- (2) To promote fellowship and co-operation among those interested in the objectives of the NEBAALAS.
- (3) To cooperate with other branches in the exchange of information and in the coordination efforts concerning laboratory animal science.
- (4) To comply with the requirements of the American Association for Laboratory Animal Science (AALAS) when their annual meeting is held within our District (AALAS District 1).
- (5) To carry out the program of AALAS at the local level, whenever possible.
- (6)

Article III – Membership

- (1) Member – A member is considered in good standing when current with their annual dues. Members whose dues are unpaid by March 1 shall be considered not in good standing. Reinstatement may be made only by the procedure for new members. A member will have voting rights in branch elections and in general meetings, access to the Members Only section of the NEBAALAS website, will be listed in the NEBAALAS Membership Database, will receive NEBAALAS publications, will receive event invites and reminders, and will receive discounts (if applicable) on NEBAALAS sponsored meetings and events.
- (2) Honorary Membership – Individuals who have made significant contributions to laboratory animal care and/or to the NEBAALAS shall, upon nomination by a member and affirmative majority vote by the Board of Directors, will become honorary members. Upon filing application to renew their membership, honorary members shall be exempt from paying dues. No more than one honorary member shall be elected within a calendar year.
- (3) Individual Membership – A classification of membership comprised of individuals supporting the human care and use and the science of laboratory animal research. They may be engaged in the management, care, production, sales or study of laboratory animals. An Individual Member in good standing will have access to all the rights of a member. A first time Individual Membership will either need to be sponsored by an active NEBAALAS member or come under review of the Membership Committee to ensure the individual will comply with the objectives of NEBAALAS.
- (4) Institutional Membership – A classification of membership comprised of educational or research facilities/institutions, government or civilian, whose interests can be promoted or aided by the

interaction with NEBAALAS. The annual dues shall include six Individual Memberships, one of whom shall be designated as the institutional representative and free classified advertising on the NEBAALAS website. Institutional Members shall have the right to publish they are members of NEBAALAS in their advertisements.

- (5) Vendor Membership – A classification of membership comprised of entities supporting laboratory animal science that are engaged in the promotion of animal-related research activities or the selling, production, and/or providing of services to the laboratory animal science profession. The annual dues shall include two Individual Memberships, listing of the company on the vendor section of the website and the option to sponsor monthly meetings. Vendor Members shall have the right to publish they are members of NEBAALAS in their advertisements.
- (6) At the recommendation of the Membership Committee and by the majority vote of the Board of Directors, membership may be denied or withdrawn for failure to comply with the objectives of the NEBAALAS or for cause.

Article IV – Officers and Board of Directors

- (1) The Officers of the NEBAALAS shall be composed of a Vice-President Elect, Vice-President, President, Immediate Past-President, Secretary, and Treasurer. Officers must be NEBAALAS members in good standing. The Officers oversee the Board of Directors. Officers are encouraged, but not required to be members of National AALAS.
- (2) The Board of Directors is the governing body of the and shall be composed of the:
 - a. Officers;
 - b. Each standing Committee Chairperson of the Program, Nominations/Elections/Awards, General Membership, Vendor Membership, Scholarship, Marketing, Media, and Education Committees; and
 - c. Four (4) New England Branch (NEB) Trustees. Two (2) of the four (4) NEB Trustees shall be selected by the current President and serve a consecutive two-year term.
- (3) If the AALAS District 1 Trustee or Alternate Trustee is a member of the NEBAALAS, that individual shall have Board of Director voting rights for the term of his/her office as the AALAS District 1 Trustee or Alternate Trustee.
- (4) The Board of Directors are expected to attend a majority of the Board of Directors Meetings, or the President has the right to relinquish their position and appoint a suitable replacement to complete the term.
- (5) The Board of Directors shall have general control over the affairs of the NEBAALAS and shall determine policy, administer finances, and decide the annual dues to be paid by members.
 - a. Financial Responsibility and Accountability – the Board of Directors in their administration of the finances of the NEBAALAS will consider the percentage of costs that the branch will incur for sponsored events in relation to the overall available funds. It is important that the Board of Directors does not overspend and jeopardize the operational budget of the NEBAALAS.

Article V – Voting Rights

- (1) Members and Honorary members shall have voting rights in branch elections and general meetings.

- (2) The Board of Directors will have voting rights at the Board of Director Meetings. Necessary to pass a motion is by majority of those present and voting when a quorum of the Board of Directors are present. Each standing Committee gets one vote by a representative Chairperson.

Article VI – Terms of Office

- (1) The Vice-President Elect is a four (4) year commitment, and shall be elected and serve for a one-year term as the Vice President- Elect, then automatically become Vice-President at the termination of the predecessor's term of office. The term shall encompass the completion of the Annual Awards event to the completion of the Annual Awards event the following year.
- (2) The Vice-President is a three (3) year commitment, and shall serve for a one-year term as Vice-President, then automatically become President at the termination of the predecessor's term of office. The term shall encompass the completion of the Annual Awards event to the completion of the Annual Awards event the following year.
- (3) The President is a two (2) year commitment, and shall serve a one-year term as President, and shall not be eligible for immediate re-election. The term shall encompass the completion of the Annual Awards event to the completion of the Annual Awards event the following year at which time the person becomes the Immediate Past-President.
- (4) The Immediate Past President is a one (1) year commitment and shall serve for one-year term. The term shall encompass the completion of the Annual Awards event to the completion of the Annual Awards event the following year.
- (5) The Secretary and the Treasurer shall be elected and serve a minimum two-year term and shall be eligible for consecutive re-election. The term shall encompass the completion of the Annual Awards event to the completion of the Annual Awards event for two (2) consecutive years.
- (6) NEB Trustees selected by the President shall serve for a two-year term and shall be eligible for reappointment within one year of the completion of their previous term. The term shall encompass the completion of the Annual Awards event and to the completion of the Annual Awards event for two (2) consecutive years.
- (7) If there should be an interim vacancy on the Board of Directors, the President will appoint a suitable replacement to complete the term of that position until the next regular election.
- (8) The role of an Ad Hoc Committee shall be to provide the President and/or the Board of Directors council and/or report on a specific matter pertaining to the branch, including branch activities, polices, procedures and operations. An Ad Hoc Committee is a temporary non-voting support mechanism of the Board of Directors.

Article VII – Election by Ballot

- (1) The election of Officers shall be conducted by ballot no later than three (3) months prior to the Annual Awards event. Ballots must be distributed at least four (4) months prior to the scheduled change of office.
The Nominations/Elections/Awards Committee shall distribute ballots for nomination of the Vice-President Elect annually, and for the Secretary and Treasure biannually. Ballot nominations of members are to be signed by 15 members.
- (2) The Nominations/Election/Awards Committee shall receive and tally all ballots cast.
- (3) The candidate for each Office who receives the greatest number of member votes shall be declared elected. The Officers elected shall take office as stated in Terms of Office.
- (4) In case of a tie, the Officers and NEB Trustees vote to decide the winner of the election.

Article VIII – Quorums

- (1) At any general meeting of the NEBAALAS, 25 members shall constitute a quorum for the consideration of business.
- (2) At any meeting of the Board of Directors, nine members of Board Directors shall constitute a quorum.

Article IX – Bylaws

- (1) The NEBAALAS shall establish Bylaws for the Good of the NEBAALAS as herein provided.

Article X – Amendments

- (1) An Amendment to the Constitution may be proposed by four (4) members of the Board of Directors or by at least 25 members and shall be filed in writing with the Secretary. The proposed Amendment shall be considered at the next scheduled meeting of the Board of Directors. If approved by affirmative majority vote the Secretary shall distribute:
 - a. a summary of the proposed Amendment(s);
 - b. a copy of the revised Constitution document to each member accompanied by a ballot;
 - c. the existing Constitution.

An Amendment shall be considered adopted if it receives an affirmative majority vote by two-thirds of the members voting. An Amendment shall become effective immediately upon its adoption.

Article XI – Overruling Officers, or Board of Directors

- (1) Any action of the Officers or the Board of Directors may be overruled by the members in the following manner:
 - a. Upon receipt of petition by 15 members, the Secretary will arrange for debate of an issue at near future regularly scheduled general meeting of the NEBAALAS. He/she shall also notify the Chairperson of the Program Committee and the member's at large, of the impending topic and period discussion at least one week before the meeting.
 - b. After debate of an issue at a scheduled general meeting, the Secretary shall distribute to members a summary of the debate for approval or disapproval of the action.
- (2) For the transaction of business proposed at a general meeting shall be by ballot.
 - a. The action shall be considered adopted if it receives an affirmative majority vote by two-thirds of the members voting, with a four-week period allowed for return of the ballot.

Article XII – Indemnification

- (1) The NEBAALAS shall hold harmless present and former Officers, and Committee Members against all liabilities and costs, including attorney's fees, reasonably incurred because of any claim or lawsuit to which such person may be made a party by reason of any good faith action taken or omitted to be taken for NEBAALAS in connection with their position. In the event of death, this indemnification shall extend to a covered person's estate. To the extent available, the NEBAALAS shall insure against any potential liability under this Article.

Article XII – Conflict of Interest

- (1) An annual written commitment to abide by the association Conflict of Interest “COI” policy is a condition precedent for an Officer or Committee Member to take or retain his/her office/position. The COI is generated and administered by the Secretary on an annual basis.

Appendix C: NEBAALAS Bylaws

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

2014 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, polices 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.

Appendix D: NEBAALAS Whistleblower Policy

General

The New England Branch of American Association of Laboratory Animal Science (NEBAALAS) requires Officers, Board of Directors (BOD) and members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As members and representatives of NEBAALAS, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all Officers, BOD and members to comply with the NEBAALAS Bylaws and Constitution and to report violations or suspected violations of NEBAALAS' Bylaws and Constitution in accordance with this Whistleblower Policy.

No Retaliation

No Officer, BOD or member who in good faith reports a violation of the NEBAALAS Bylaws and Constitution shall suffer harassment, retaliation or adverse consequence. A member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination from the BOD. This Whistleblower Policy is intended to encourage and enable members and others to raise serious concerns within the NEBAALAS organization prior to seeking resolution outside the NEBAALAS organization.

Reporting Violations

The Bylaws and Constitution address that the NEBAALAS members are able to share their questions, concerns, suggestions or complaints with someone who can address them. In most cases, an Officer is in the best position to address an area of concern. However, if a member is not comfortable speaking with an Officer or the member is not satisfied with the Officers, the member are encouraged to speak with someone on the BOD whom the member is comfortable in approaching. BODs are required to report suspected violations of the NEBAALAS Bylaws and Constitution to the Immediate Past President, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when a member is not satisfied or uncomfortable with following the NEBAALAS policy, individuals should contact NEBAALAS' Immediate Past President directly.

Immediate Past President

The Organization's Immediate Past President is responsible for investigating and resolving all reported complaints and violation allegations concerning NEBAALAS Bylaws and Constitution, and, at their discretion, shall advise the Officer(s). The Immediate Past President has direct access to the Officers of the BOD and is required to report to Officers. The Immediate Past President shall address all reported concerns or complaints regarding NEBAALAS Bylaws and Constitution violations, corporate accounting practices, internal controls or auditing. The Immediate Past President shall immediately notify the Officer(s) of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the NEBAALAS Bylaws and Constitution must be acting in good faith and have reasonable grounds for believing the disclosed information indicates a violation of the NEBAALAS Bylaws and Constitution. All reports shall be considered serious and investigated. Reports are deemed "made in good faith" if the individual(s) had reasonable grounds to believe or suspect misconduct, even if the belief or suspicion later proves to be unsubstantiated. NEBAALAS will not tolerate retaliation toward or harassment of individual(s) who report (alleged) incidents and will undertake diligent efforts to protect the positions and reputations of those persons who make file a report. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Immediate Past President will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Immediate Past President: _____ Date: _____
Print Name: _____

NEBAALAS Officer Member: _____ Date: _____
Print Name: _____

Appendix E: NEBAALAS Conflict of Interest Policy and Form

Name: _____ Year _____ - _____
MM/YYYY MM/YYYY

NEBAALAS Board Position: _____

Type of NEBAALAS Membership: _____

Current Company : _____

Job Title : _____

Full disclosure, in writing, shall be made by the interested parties to the full Board of Directors in all conflicts of interest, including but not limited to the following:

- a. A board member is related to another board member or staff member by blood, marriage or domestic partnership.
- b. A staff member in a supervisory capacity is related to another staff member whom she/he supervises.
- c. A board member or their organization stands to benefit from an transaction or staff member of such organization receives payment from for any subcontract, goods, or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.
- d. A board member's organization receives grant funding from NEBAALAS.
- e. A board member or staff member is a member of the governing body of a contributor to NEBAALAS.
- f. A volunteer working on behalf of who meets any of the situations or criteria listed above.

Full disclosure of a possible conflict of interest or any condition listed above are as follows: _____

The executive Board of Directors shall determine whether a conflict of interest exists and, if so the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protects best interests.

The signature below indicates that “I am aware that if I have any conflict of interests I have fully disclosed them the NEBAALAS”

Signature: _____ Date: _____

Appendix F: Officers, NEBAALAS Trustees and Standing Committees Roles and Responsibilities

New England Branch of the AALAS Officers Role & Responsibilities

President General Summary

The President is a 2-year elected position, in which 1 year is served as President and 1 year is served as Immediate Past President (IPP) (previously 1 year was served as Vice President Elect (VPE), 1 year was served as Vice President (VP)). This position, and considered an Officer of the NEBAALAS Board of Directors (BOD). The President is a voting member of the BOD and expected to be actively lead and conduct the business of the association, be engaged in the organization, attend the majority of the BOD meetings, be a NEBAALAS member and recommended to be a member of National AALAS. It shall be the duty of the President to appoint VP the appropriate leadership in their absence to conduct the business of the association and to preside at general meetings of the NEBAALAS, and at meetings of the BOD. The President is a resource for all of the NEBAALAS and will provide all committees the support required to function optimally and address issues, at all levels of complexity, that relate to the NEBAALAS organization.

Major Roles & Responsibilities

1. Governs the BOD and NEBAALAS and provides continuity to the organization over the 4-year term.
 - i. Holds at least 4 meetings annually.
 - ii. Appoints appropriate leadership in their absence to the VP to conduct the business of the association.
 - iii. Mentors and leads not only the incoming VP and members of the BOD but all the members of NEBAALAS and serves as a resource to those members.
 - iv. Operates in a manner reflecting the mission and vision of NEBAALAS.
 - v. Interacts with general membership in order to best ascertain organization's needs.
 - vi. Responds to email in a timely manner pertaining to NEBAALAS leadership decisions/discussions.
2. Appoints the non-elected members of the BOD, which includes the Chair of each Standing Committee and 2 New England Brand Trustees.
 - i. If there should be an interim vacancy on the BOD, the President will appoint a suitable replacement to complete the term of that position until the next regular election/appointment.
3. Knowledgeable of NEBAALAS Bylaws, Constitution, policies and procedures and ensures they are followed.
4. Fosters a collegial exchange of information regarding policies, procedures, relevant issues and the incorporation of new procedures into the operation.
5. Represents the organization in the best interest of the association internally, publically and with the other active branches of the AALAS.

6. Supports and works closely with the NEBAALAS Committees and members to promote an atmosphere of teamwork and enthusiasm, provides leadership in solving problems of all levels of complexity.
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Vice President General Summary

The Vice President (VP) is a 3-year elected position, in which 1 year is served as Vice President (VP), 1 year is served as President (Pres) and 1 year is served as Immediate Past President (IPP) (and 1 year was previously served as VPE). This position, and considered an Officer of the NEBAALAS Board of Directors (BOD). The VP is a voting member of the BOD and expected to be actively engaged in the organization, attend the majority of the BOD meetings, serve on the Program Committee, be a NEBAALAS member and recommended to be a member of National AALAS. 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.

Major Roles & Responsibilities

1. Supports the current President and Officers obligations to govern the BOD and provides continuity to the organization over the 4-year term.
 - i. Provides 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.
 - ii. Mentors and leads not only the incoming VPE and members of the BOD but all the members of NEBAALAS and serves as a resource to those members.
 - iii. Operates in a manner reflecting the mission and vision of NEBAALAS.
 - iv. Interacts with general membership in order to best ascertain organization's needs.
 - v. Responds to email in a timely manner pertaining to NEBAALAS leadership decisions/discussions.
 2. Knowledgeable of NEBAALAS Bylaws, Constitution, policies and procedures and ensures they are followed.
 3. Fosters a collegial exchange of information regarding policies, procedures, relevant issues and the incorporation of new procedures into the operation.
 4. Represents the organization in the best interest of the association internally, publically and with the other active braches of the AALAS.
 5. Supports and works closely with the NEBAALAS Committees and members to promote an atmosphere of teamwork and enthusiasm, provides leadership in solving problems of all levels of complexity.
 - i. Serves on the Program Committee in order to best ascertain organization's needs.
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Vice President Elect General Summary

The Vice President Elect (VPE) is a 4-year elected position, in which 1 year is served as VPE, 1 year served as Vice President (VP), 1 year is served as President (Pres) and 1 year is served as Immediate Past President (IPP). This position, and considered an Officer of the NEBAALAS Board of Directors (BOD). The VPE is a voting member of the BOD and expected to be actively engaged in the organization, attend the majority of the BOD meetings, serve on the Scholarship Committee, be a NEBAALAS member and recommended to be a member of National AALAS. It shall be the duty of the VPE to provide appropriate leadership in the absence of the VP and President and conduct the business of the association and to preside at general meetings of the NEBAALAS, and at meetings of the BOD.

Major Roles & Responsibilities

1. Supports the current President and Officers obligations to govern the BOD and provides continuity to the organization over the 4-year term.
 - i. Provides appropriate leadership in the absence of the VP and President and conduct the business of the association and to preside at general meetings of the NEBAALAS, and at meetings of the BOD.
 - ii. Mentors and leads not only the members of the BOD but all the members of NEBAALAS and serves as a resource to those members.
 - iii. Operates in a manner reflecting the mission and vision of NEBAALAS.
 - iv. Interacts with general membership in order to best ascertain organization's needs.
 - v. Responds to email in a timely manner pertaining to NEBAALAS leadership decisions/discussions.
2. Knowledgeable of NEBAALAS Bylaws, Constitution, policies and procedures and ensures they are followed.
3. Fosters a collegial exchange of information regarding policies, procedures, relevant issues and the incorporation of new procedures into the operation.
4. Represents the organization in the best interest of the association internally, publically and with the other active braches of the AALAS.
5. Supports and works closely with the NEBAALAS Committees and members to promote an atmosphere of teamwork and enthusiasm, provides leadership in solving problems of all levels of complexity.
 - i. Serves on the Scholarship Committee in order to best ascertain organization's needs.

Immediate Past President General Summary

The Immediate Past President (IPP) is a 1-year elected position, in which previously 1 year was served as Vice President Elect (VPE), 1 year was served as Vice President (VP), 1 year was served as President (Pres). This position, is considered an Officer of the NEBAALAS Board of Directors (BOD). The IPP is a voting member of the BOD and expected to be actively engaged in the organization, attend the majority

of the BOD meetings, serve on the Nominations, Elections and Awards Committee, be a NEBAALAS member and recommended to be a member of National AALAS. It shall be the duty of the IPP 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.

Major Roles & Responsibilities

1. Supports the current President and Officers obligations to govern the BOD and provides continuity to the organization over the 4-year term.
 - i. Provides appropriate leadership in the absence of the VPE, VP and President and conduct the business of the association and to preside at general meetings of the NEBAALAS, and at meetings of the BOD.
 - ii. Mentors and leads not only the incoming President and members of the BOD but all the members of NEBAALAS and serves as a resource to those members.
 - iii. Operates in a manner reflecting the mission and vision of NEBAALAS.
 - iv. Interacts with general membership in order to best ascertain organization's needs.
 - v. Responds to email in a timely manner pertaining to NEBAALAS leadership decisions/discussions.
2. Knowledgeable of NEBAALAS Bylaws, Constitution, policies and procedures and ensures they are followed.
3. Investigates any alleged concerns in accordance to the NEBAALAS Whistleblower Policy.
4. Fosters a collegial exchange of information regarding policies, procedures, relevant issues and the incorporation of new procedures into the operation.
5. Represents the organization in the best interest of the association internally, publically and with the other active braches of the AALAS.
6. Supports and works closely with the NEBAALAS Committees and members to promote an atmosphere of teamwork and enthusiasm, provides leadership in solving problems of all levels of complexity.
 - i. Serves on the Nominations, Elections and Awards Committee in order to best ascertain organization's needs.

Treasurer General Summary

The Treasurer is a 2-year elected position, and considered an Officer of the NEBAALAS Board of Directors (BOD). The Treasurer is a voting member of the BOD and expected to be actively engaged in the organization, attend the majority of the BOD meetings, be a NEBAALAS member and recommended to be a member of National AALAS. It shall be the duty of the Treasurer to have charge of all applicable financial records of the NEBAALAS, 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 is a resource for any financial matters for the NEBAALAS and will provide all

committees the support required pertaining to any financial matters that relate to the NEBAALAS organization.

Major Roles & Responsibilities

1. Presents to the BOD at each meeting a written statement of the current income and expense.
 - i. At the last meeting of the fiscal year they shall report to the NEBAALAS the written balance sheet of the funds and income account for the year.
2. Provides the Officers with proper documentation before filing the annual tax record, or as applicable.
3. Maintains at least one separate balance sheet for the Operating Expenses Account, and balance sheet(s) for all additional accounts.
4. Supports the current President and Officers obligations to govern the BOD and provides continuity to the organization.
 - i. Mentors and leads not only the members on the BOD but all the members of NEBAALAS and serves as a resource to those members.
 - ii. Operates in a manner reflecting the mission and vision of NEBAALAS.
 - iii. Interacts with general membership in order to best ascertain organization's needs.
5. Knowledgeable of NEBAALAS Bylaws, Constitution, policies and procedures and ensures they are followed.
6. Fosters a collegial exchange of information regarding policies, procedures, relevant issues and the incorporation of new procedures into the operation.
7. Represents the organization in the best interest of the association internally, publically and with other active branches of the AALAS.
8. Supports and works closely with the NEBAALAS Committees and members to promote an atmosphere of teamwork and enthusiasm, provides leadership in solving problems of all levels of complexity.

Secretary General Summary

The Secretary is a 2-year elected position, and considered an Officer of the NEBAALAS Board of Directors (BOD). The Secretary is a voting member of the BOD and expected to be actively engaged in the organization, attend the majority of the BOD meetings, be a NEBAALAS member and recommended to be a member of National AALAS. It shall be the duty of the Secretary to keep the minutes of the meetings of the NEBAALAS and BOD and they shall have oversight and maintenance of applicable records, other than financial and membership records of the NEBAALAS. 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.

Major Roles & Responsibilities

1. Notifies the BOD of the meetings thereof and shall lay before the BOD at all meetings all matters that have come to their attention and which require consideration of the BOD.

- i. Prepares BOD meeting agenda and associated handouts for BOD members in a timely manner prior to BOD meetings.
 - ii. Generates and accurately records the BOD meeting minutes, to include but are not limited to, attendees of BOD meetings, regrets of BOD members, approval or amendments to last meeting minutes, reports from each Chair or related business, recording decisions and any action to be taken by the board, record decisions and any action to be taken and by whom, as well as follow-up action items, as appropriate.
 - iii. Notifies members of the BOD of all NEBAALAS related appointments.
 - iv. Maintains the BOD and Committee Members rosters and distributes to the National Branch and others as needed.
2. Maintains and oversight of all written policies and procedures for the organization as established by the BOD in an organized, well indexed manner. Documents include but are not limited to, the organization's Bylaws and Constitution, Whistleblower Policy and Conflict of Interest forms.
 - i. Ensures review of NEBAALAS Bylaws and Constitution every third year.
 - ii. Knowledgeable of NEBAALAS policies and procedures and ensures they are followed.
 - iii. Fosters a collegial exchange of information regarding policies, procedures, relevant issues and the incorporation of new procedures into the operation.
3. Supports the current President and Officers obligations to govern the BOD.
 - i. Mentors and leads not only the members of the BOD but all the members of NEBAALAS and serves as a resource to those members.
 - ii. Operates in a manner reflecting the mission and vision of NEBAALAS.
 - iii. Interacts with general membership in order to best ascertain organization's needs.
4. Represents the organization in the best interest of the association internally, publically and wit other active braches of the AALAS.
5. Supports and works closely with the NEBAALAS Committees and members to promote an atmosphere of teamwork and enthusiasm, provides leadership in solving problems of all levels of complexity.
 - i. 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.

New England Branch of the AALAS Trustees and Technician Branch Representative Role & Responsibilities

NEBAALAS Trustee General Summary

Two (2) NEBAALAS Trustees are appointed annually by the President and serve on the BOD for 2 consecutive years. Trustees are voting members of the BOD and expected to be actively engaged in the organization, attend the majority of the BOD meetings, be a NEBAALAS member and recommended to

be a member of National AALAS. It shall be the duty of the Trustee to be a resource of support and governance for the BOD and all committees pertaining NEBAALAS organization business.

Major Roles & Responsibilities

1. Provides support and governance for the BOD and all committees pertaining NEBAALAS organization business.
 - i. Typically each Trustee offers different skills and expertise for the organizations benefit.
 2. Supports the current President and Officers obligations to govern the BOD.
 - i. Mentors and leads not only the members of the BOD but all the members of NEBAALAS and serves as a resource to those members.
 - ii. Operates in a manner reflecting the mission and vision of NEBAALAS.
 - iii. Interacts with general membership in order to best ascertain organization's needs.
 3. Represents the organization in the best interest of the association internally, publically and with other active braches of the AALAS.
 4. Supports and works closely with the NEBAALAS Committees and members to promote an atmosphere of teamwork and enthusiasm, provides leadership in solving problems of all levels of complexity.
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Technician Branch Representative (TBR) General Summary

The Technician Branch Representative (TBR) and assistant TBR (aTBR) are 1 year appointed positions and representatives serve on the NEBAALAS Board of Directors (BOD). The TBR/aTBR is a non-voting member of the BOD and is expected to be active within the organization, attend the majority of BOD meetings and general meetings, be NEBAALAS members for at least 2 years prior to appointment and are recommended to be National AALAS members. The TBR/aTBR serves as a spokesperson for technicians by serving as a liaison between the branch and national AALAS, and between the NEBAALAS Education and Program Committees, and promotes educational opportunities on the local and national level for technicians.

Major Roles and Responsibilities

1. Act as a liaison between national AALAS and the branch, providing information and District and National updates to the BOD.
 - a. Share technicians' activities, ideas, and suggestions.
 - b. Maintain regular contact with other TBRs, the Committee on Technician Awareness and Development through Branch Leadership and Techlink electronic listservs.
2. Take an active role in the planning of and attendance to the District 1 training seminar.
 - a. Coordinate with the District 1 TBRs to fulfill the responsibilities outlined in the District 1 Training Seminar SOP.
3. Support NEBAALAS Education and Program Committee efforts to provide continuing education and professional development to NEBAALAS members.

- a. Work with both committees to provide support at general meetings, wet labs, classes, and trainings.
 - b. Encourage technicians to participate in AALAS certification.
 - c. Encourage the submission of articles by NEBAALAS members in the NEBAALAS newsletter and AALAS publications (Laboratory Animal Science Professional, JAALAS, and Comparative Medicine).
 - d. Promote awareness and participation in International Laboratory Animal Technician Week.
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New England Branch of the AALAS Standing Committee Role & Responsibilities

Program Committee General Summary

The Program committee is responsible for the organization and coordination of general membership meeting arrangements including: selection of presentation topic(s), speakers, locations, and food and beverage provision. A Program Committee Chair is appointed annually by the President with approval of the officers. Program Chair is a voting member of the board and is expected to be actively involved with the organization for two or more years to provide organizational continuity, attend the majority of board meetings, and be a NEBAALAS member in good standing.

The Chair is responsible for appointing Program Committee members to assist with roles, responsibilities and operations. All Program Committee members must be members in good standing with the intention of serving for at least two years to provide organizational continuity. The Vice President will also serve as a Program Committee member. The Program Committee will work closely with other committees relating to the coordination of local events as appropriate.

Role of the Program Committee

Supports the current President and Officers obligations to govern the BOD and provides continuity to the organization.

- Actively participates in NEBAALAS BOD meetings.
- Operates in a manner reflecting the mission and vision of NEBAALAS.
- Interacts with general membership in order to best ascertain organization's needs.
- Responds to email in a timely manner pertaining to Program decisions/discussions.

Responsibilities of the Program Committee

1. Receives approval from the BOD for general meetings dates and times.
 - i. Monthly General Member meetings are held on the 3rd Thursday in the month during the "academic" school year starting in September.
2. Solicits speakers and topic recommendations from the BOD and NEBAALAS membership.
3. Coordinates with hosting sites/meeting location
 - i. Make speaker arrangements

4. Coordinate with other NEBAALAS Committees as applicable
 5. Represent the organization in the best interest of the association internally, publically and with the other active branches of the AALAS.
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Education Committee General Summary

The Education Committee is responsible 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 educational events. The Education Committee Chair is appointed annually by the President with approval of the officers.

The Chair is a voting member of the board and is expected to be actively involved with the organization for two or more years to provide organizational continuity, attend the majority of board meetings, and be a NEBAALAS member in good standing. The Chair is responsible for appointing Education Committee members to assist with roles, responsibilities and operations. All Education Committee members must be members in good standing with the intention of serving for at least two years to provide organizational continuity.

Role of the Education Committee

Supports the current President and Officers obligations to govern the BOD and provides continuity to the organization.

- Actively participates in NEBAALAS BOD meetings.
- Operates in a manner reflecting the mission and vision of NEBAALAS.
- Interacts with general membership in order to best ascertain organization's needs.
- Responds to email in a timely manner pertaining to Education decisions/discussions.

Responsibilities of the Education Committee

1. Ensures AALAS certification courses are offered to the NEBAALAS annually.
 - i. Coordinates location and instructors
2. Solicits member topic recommendations from the BOD and NEBAALAS membership.
3. Manages, coordinates, and delivers hosted education events with site/meeting location, soliciting speakers/instructors (as applicable), meeting themes (as applicable) and other NEBAALAS Committees as applicable.
 - i. Events can range from didactic through wet labs
 - ii. Provide Continuing Education Units (CEUs) to event attendees when applicable.
4. Provide supplemental educational material, activities and information of newsletter (e.g. articles, trivia/fun facts, crossword puzzles, word searches)
5. Collaborate and communicate with Program, Media, and Marketing on event communications
6. Works closely with General Membership, Media and Treasurer on invoicing and checks.
7. Represent the organization in the best interest of the association internally, publically and with the other active branches of the AALAS.

Nominations-Elections-Awards Committee General Summary

The Nominations, Elections and Awards Committee is responsible to research and propose prospective members to the full board yearly and when there is a vacancy on the BOD. No prospective Officer of NEBAALAS shall be proposed unless approved by the Committee and BOD. 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, selects award recipients, and the prepares award presentations and all other duties related to nominations, elections and awards and manages all voting activities for the organization. The Nomination/Election/Awards Committee Chair will collaborate and communicate closely with other committees relating to nominations/elections/awards, as appropriate.

The General Membership Committee Chair is appointed annually by the President with approval of the officers. The Chair is a voting member of the board and is expected to be actively involved with the organization for two or more years to provide organizational continuity, attend the majority of board meetings, and be a NEBAALAS member in good standing. The Chair is responsible for appointing General Membership Committee members including the Immediate Past-President and at least three (3) additional members shall constitute the committee to assist with roles, responsibilities and operations. All Nominations, Elections and Awards Committee members must be members in good standing with the intention of serving for at least two years to provide organizational continuity.

Role of the General Membership Committee

Supports the current President and Officers obligations to govern the BOD and provides continuity to the organization.

- Actively participates in NEBAALAS BOD meetings.
- Operates in a manner reflecting the mission and vision of NEBAALAS.
- Interacts with general membership in order to best ascertain organization's needs.
- Responds to email in a timely manner pertaining to Nominations, Elections and Awards decisions/discussions.

Nominations/Elections/Awards Requirements

Nominees for all elected BOD Officers and all awards must be members of NEBAALAS. Each of the awards and nominations requires that the entire nomination/awards package be completed and provided to the Committee to be considered. Incomplete information may result in disqualification of the nominee.

Goals:

1. Coordinate the distribution of information, solicitation of nominations, selection of award recipients, and the awards presentations of all NEBAALAS awards.
2. Ensure that committee appointments reflect the institutional diversity of NEBAALAS.

3. Review annually the awards selection process and make modifications as appropriate.
4. Conduct the awards presentations at the annual banquet.

AWARD Process:

Award nomination packets are submitted to the Chair. Copies of the candidate nomination packets are distributed to the committee members for review. Award packets receive a score based on the established criteria for the award, in which questions are based on a scoring system to ensure a fair and consistent process. Committee members are responsible for evaluating the individuals who have been nominated and to ensure they meet the criteria of the award. Committee member scores identify the single highest scoring nominee. **The outcome of this vote is then reported to the NEBAALAS BOD.**

NOMINATION Process:

The Committee solicits new candidate board Officers and manages the leadership succession process on behalf of the board. Duties of the nominating committees are:

- Work with the BOD to identify the optimal BOD matrix based on the strengths and needs of the board.
- Identify qualified candidates to serve as Officers and members of the BOD
- Screen candidates' eligibility and assess qualifications
- Prepare a nomination slate and distribute to members for vote
- Define leadership development strategies **reviewed and approved with the BOD**
- Oversee and monitor leadership development activities with **Program and Education committees.**
- Maintain a data base of candidates and elected Officers

The Committee solicits candidates for consideration for NEBAALAS Officer positions. The committee shall present a slate of candidates to the membership in **accordance with the procedures specified in the Constitution and Bylaws.** The Committee shall present a slate that, if elected, would maintain a balance on the Officers and provide outstanding leadership to NEBAALAS. Prior to the presentation of the slate, the Committee shall determine if the nominees are willing and able to stand for election.

ELECTION Process:

The Committee is to solicit and compile a list of nominees for Officer elections annually, have nominees provide n = 15 NEBAALAS member signatures for nomination, tally ballots received for annual elections, report the results to the BOD, coordinate the distribution of information, and prepare letters for the elected Officers of the BOD.

Scholarship Committee General Summary

The Scholarship Committee is responsible to maintain the list of active scholarships and recipient award for each scholarship, set award submission/completion timelines,, accept and review scholarship applications, and provide award recipient recommendations to the NEBAALAS Board. Additional responsibilities for the Scholarship Committee include fundraising and maintaining records of monies received and spent, and ensure that funds received are used for the purpose for which they were raised.

The Scholarship Committee Chair is appointed annually by the President with approval of the officers. The Chair is a voting member of the board and is expected to be actively involved with the organization for two or more years to provide organizational continuity, attend the majority of board meetings, and be a NEBAALAS member in good standing. The Chair is responsible appointing Committee members to assist with roles, responsibilities and operations. All Committee members must be members in good standing with the intention of serving for at least two years to provide organizational continuity. The Vice-President Elect will serve as a member on this committee. The Scholarship Committee will work closely with other committees relating to the publication of scholarship availability and coordination of fund raising events, as appropriate.

Role of the Scholarship Committee

Supports the current President and Officers obligations to govern the BOD and provides continuity to the organization.

- Actively participate in NEBAALAS BOD meetings.
- Operate in a manner reflecting the mission and vision of NEBAALAS.
- Develop, organize, implement and maintain records of fundraising events to generate scholarship funds.
- Communicate with other committees to ensure NEBAALAS members are provided information pertaining to scholarship availability.
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- Provide board with fiscal overview regarding incoming and outgoing scholarship funds.
- Develops strategic financial plans to maintain and present new Scholarship opportunities for board approval.

Responsibilities of the Scholarship Committee

1. Scholarship committee meets a minimum of two times per year; additional meetings may be scheduled at the discretion of the Committee.
2. Review all scholarship applications (annually or biennially) and votes on recipients.
 - a. Notifies scholarship recipients within a reasonable time frame.
3. Scholarship Chair works closely with Treasurer to maintain transparency of all accounting related to the Scholarship account.
4. Ensures that all funds raised for the Scholarship fund are used only for the purpose of awarding scholarships:

- a. Continuation with award recipients to coordinate articles or presentations as applicable
 - b. Monetarily assist members with continuing education events; or
 - c. Recipients obtain their certification for which they applying.
5. Plans coordinates, and organizes of annual NEBAALAS Scholarship Raffle, including to seek donations from Vendor members, obtaining donations, ticket printing and proceeds.
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General Membership Committee General Summary

The General Membership Committee is responsible 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 collaborate and communicate with other committees as relating to general membership, as appropriate.

The General Membership Committee Chair is appointed annually by the President with approval of the officers. The Chair is a voting member of the board and is expected to be actively involved with the organization for two or more years to provide organizational continuity, attend the majority of board meetings, and be a NEBAALAS member in good standing. The Chair is responsible for appointing General Membership Committee members to assist with roles, responsibilities and operations. All General Membership Committee members must be members in good standing with the intention of serving for at least two years to provide organizational continuity.

Role of the General Membership Committee

Supports the current President and Officers obligations to govern the BOD and provides continuity to the organization.

- Actively participates in NEBAALAS BOD meetings.
- Operates in a manner reflecting the mission and vision of NEBAALAS.
- Interacts with general membership in order to best ascertain organization's needs.
- Responds to email in a timely manner pertaining to General Membership decisions/discussions.

Responsibilities of the General Membership Committee

1. Accountable for the receipt of NEBAALAS general memberships, recruitment and follow-up with prospective members.
2. Responsible to ensure the membership application and associated fees received are accurate, and rectified, as appropriate.
 - i. Works closely with Treasurer on invoicing and checks
3. Accountable to enter all relevant member information into electronic database.
 - i. Ensures general membership information is accurate and current.
 - ii. Annually ensures BOD members are in good standing and have met the membership duration requirements.

- iii. Ensures membership validation (in good standing) for NEBAALAS member's only events.
 4. Responsible to address any member questions or concerns regarding their membership and/or directing the to the proper member service, as appropriate.
 5. Report a statement of membership numbers at the BOD meetings.
 - i. Annually report membership numbers to National AALAS by May 1 of the fiscal year.
 6. Represent the organization in the best interest of the association internally, publically and with the other active branches of the AALAS.
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Vendor Membership Committee General Summary

The Vendor Membership Committee is responsible to review and accept NEBAALAS vendor membership applications , solicit sponsorships, manage application process for joining vendors, maintain current list of all vendor members and perform all other duties involved in the organizing the vendor sponsorships. The Vendor Membership Chair will collaborate and communicate with other committees as relating to general vendor membership, as appropriate.

The Vendor Membership Committee Chair is appointed annually by the President with approval of the officers. The Chair is a voting member of the board and is expected to be actively involved with the organization for two or more years to provide organizational continuity, attend the majority of board meetings, and be a NEBAALAS member in good standing. The Chair is responsible for appointing Vendor Membership Committee members to assist with roles, responsibilities and operations. All Vendor Committee members must be members in good standing with the intention of serving for at least two years to provide organizational continuity.

Role of the Vendor Membership Committee

Supports the current President and Officers obligations to govern the BOD and provides continuity to the organization.

- Actively participates in NEBAALAS BOD meetings.
- Operates in a manner reflecting the mission and vision of NEBAALAS.
- Interacts with general membership in order to best ascertain organization's needs.
- Responds to email in a timely manner pertaining to Vendor Membership decisions/discussions.

Responsibilities of the Vendor Membership Committee

1. Accountable for the receipt of NEBAALAS vendor memberships, recruitment and follow-up with prospective vendor members.
2. Responsible to ensure the vendor membership application and associated fees received are accurate, and rectified, as appropriate.
 - i. Works closely with Treasurer on invoicing and checks.
3. Accountable to enter all relevant vendor member information into electronic database.
 - i. Ensures vendor membership information is accurate and current.

- ii. Ensures vendor membership validation (in good standing) for NEBAALAS members only events.
 4. Accountable to solicit sponsorship for NEBAALAS events.
 5. Responsible to address any vendor member questions or concerns regarding their membership and/or directing the to the proper member service, as appropriate.
 6. Report a statement of vendor membership numbers at the BOD meetings.
 7. Provides selected nominee(s) for annual vendor s award.
 8. Responsible to act as an agent in the vendor’s member’s behalf for requests to the BOD.
 9. Represent the organization in the best interest of the association internally, publically and with the other active branches of the AALAS.
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Marketing Committee General Summary

The Marketing committee is responsible to maintain and develop NEBAALAS marketing strategy and materials that promote the fellowship, cooperation and the objectives of NEBAALAS. The Marketing Chair will collaborate and communicate with other committees as relating to promoting the organization, as appropriate. The Marketing Committee Chair is appointed annually by the President with approval of the Officers. Marketing Chair is a voting member of the board and is expected to be actively involved with the organization for two or more years to provide organizational continuity, attend the majority of board meetings, and be a NEBAALAS member in good standing. The Chair is responsible for appointing Marketing Committee members to assist with roles, responsibilities and operations. All Marketing Committee members must be members in good standing with the intention of serving for at least two years to provide organizational continuity.

Role of the Marketing Committee

Supports the current President and Officers obligations to govern the BOD and provides continuity to the organization.

- Actively participates in NEBAALAS BOD meetings.
- Operates in a manner reflecting the mission and vision of NEBAALAS.
- Interacts with general membership in order to best ascertain organization’s needs.
- Responds to email in a timely manner pertaining to Marketing decisions/discussions.

Responsibilities of the Marketing Committee

1. Responsible to participate in events to provide NEBAALAS marketing materials of NEBAALAS offerings and events to all members, scientific community and public.
 - i. Assist and attend NEBAALAS and/or related events to promote NEBAALAS.
 - ii. Responsible for and maintains associated files for NEBAALAS logo.
 - iii. Assist organization and other committees in attracting new members by endorsing branch programs and events, as appropriate.
 - iv. Work closely with other committees to assemble pertinent marketing information for offerings, meetings, events, conferences to be disseminated in a timely manner.

- v. Maintains NEBAALAS events on National AALAS calendar. Communicates AALAS events and/or conflicts to the BOD.
 2. Manages/creates and provides event materials (e.g. NEBAALAS paraphernalia, PowerPoint presentations, event gifts, etc.).
 - i. Requests BODs approval for funds to generate marketing materials to be distributed to (potential) members.
 3. Works closely with Media committee to manage social medial sites, including and full understanding of BOD approved rules concerning use and activity.
 - i. Ensures disseminated information is accurate and current.
 4. Prepares at least quarterly NEBAALAS newsletter publication, which may include but not limited to President Reports, list of BODs names and position, educational articles, award/scholarship information, branch event announcements, listing of general meeting dates and speakers, National AALAS news, vendor spotlights and advertising.
 - i. Works closely with Vendor Committee and Treasurer on invoicing and checks associated with advertisements.
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Media Committee General Summary

The Media Committee is responsible to maintain and develop the NEBAALAS website, and all electronic media concerning the NEBAALAS to appropriate individuals and organizations. The Media Committee Chair will collaborate and communicate with other committees as relating to media, as appropriate.

The Media Committee Chair is appointed annually by the President with approval of the Officers. The Chair is a voting member of the board and is expected to be actively involved with the organization for two or more years to provide organizational continuity, attend the majority of board meetings, and be a NEBAALAS member in good standing. The Chair is responsible for appointing Media Committee members to assist with roles, responsibilities and operations. All Media Committee members must be members in good standing with the intention of serving for at least two years to provide organizational continuity.

Role of the Media Committee

Supports the current President and Officers obligations to govern the BOD and provides continuity to the organization.

- Actively participates in NEBAALAS BOD meetings.
- Operates in a manner reflecting the mission and vision of NEBAALAS.
- Interacts with general membership in order to best ascertain organization's needs.
- Responds to email in a timely manner pertaining to Media decisions/discussions.

Responsibilities of the Media Committee

1. Accountable to disseminate (e.g. email blast, website) member information related to NEBAALAS offerings and events in a timely manner.
 - i. Responsible to ensure the information is relied accurately to members, scientific community and public, and in accordance to National AALAS standards.
 - ii. Ensures current NEBAALAS news, offerings and events are posted on website.

- iii. Work closely with other committees to assemble pertinent media information for offerings, meetings, events, conferences to be disseminated in a timely manner.
2. Manages and evaluates related services to maintain current website technologies and services.
 - i. Requests BODs approval for funds to maintain website and associated contracted services.
3. Works closely with Marketing committee to manage social medial sites, including and full understanding of BOD approved rules concerning use and activity.
 - i. Ensures disseminated information is accurate and current.
4. Works closely with General Membership and Vendor Committees and Treasurer on invoicing and checks, including associated contracts.