

**BY-LAWS**  
**The Maryland Society of Histotechnologists**

**ARTICLE I**

Name

This organization shall be known as The Maryland Society of Histotechnologists, and shall be called the Society in the following articles.

**ARTICLE II**

Purposes

Section 1. The purposes of the Society shall be:

- A. To provide educational programs for professional growth and enrichment.
- B. To promote an interchange of ideas and methods.
- C. To provide an organized group to unite Histotechnologists / Histology Technicians in the State of Maryland.
- D. To enhance the status of Histotechnologists / Histology Technicians by elevating their knowledge, performance and standards.

**ARTICLE III**

Definition

Section 1. The Society shall be an independent, non-profit organization.

**ARTICLE IV**

Membership

Section 1. Classification

- A. Charter
- B. Active
- C. Associate
- D. Honorary

Section 2. Requirements for Classification

A. Charter member

Shall be those persons who have taken an active part in forming of the Society before September 15, 1972 and whom the pro tem Board of Directors shall deem eligible for said membership.

B. Active member

Active members shall consist of all Histotechnologists / Histology Technicians who have at least one year experience, or persons working in related, or affiliate fields with equivalent experience.

C. Associate member

Associate members shall consist of all Histotechnologists / Histology Technicians who have less than one year experience and are working in any field related to Histotechnology. Associate

members shall have all the privileges of the Society, with the exception of holding an elected office and/or voting.

D. Honorary member

Honorary members shall be deemed to deserve the honor by the Directors of the Society. Honorary members shall have all the privileges of the Society with the exceptions of holding an elected office and/or voting.

Section 3. Membership application

Application for membership shall be on a dated form prescribed by the Society, and is subject to approval by a majority vote of the Board of Directors.

Section 4. Membership Dues

A. Charter and active membership dues shall be \$20.00 per year.

B. Associate membership dues shall be \$15.00 per year.

C. Honorary members shall not be required to pay dues.

D. Annual dues are payable to the Treasurer on April 30 of each calendar year.

Any member whose dues are not paid by the date shall be deemed delinquent and shall not be entitled to any of the privileges of the Society, hold an elected office and/or vote until such dues are paid in full. Upon receipt of dues, the secretary shall mail or properly assign a membership card for the current year.

E. The proceeds from membership dues and all other funds raised shall be used primarily to defray expenses for holding workshops, for office supplies and postage, for forms of Continuing education and for such other purposes as the Board of Directors may direct.

**ARTICLE V**

Officers, their election and duties

All officers must be an active member in good standing for at least two years to be eligible for election.

Section 1. Officers

The officers of this Society shall be President, Vice President, Recording Secretary and Treasurer.

Section 2. Election

A. The Officers shall be elected by closed ballot. Officers shall serve a term of two (2) years beginning their term thirty (30) days after the election in May. Only two (2) employees of an institution may hold an elective officer per term.

If there is no opposition candidate for the office that is currently held, that officer may continue to serve until the next election.

- B. Nominations for all officers shall be made by a nominating committee consisting of at least four (4) members appointed by the President. The consent of each candidate shall be obtained before their name is placed in nomination either by the nomination committee or from the floor.
  - 1. A list of all members in good standing will be mailed to the membership prior to the election.
  - 2. Members shall nominate candidates from the current membership list .
  - 3. When the candidate list is returned to the BOD, the candidates will be verified for their eligibility.
  - 4. Eligible candidates will be contacted to obtain their consent to run for office.
  - 5. Finalized ballots will be mailed to membership in good standing.
- C. A vacancy occurring in an office shall be filled by appointment by the Board of Directors and serve the remainder of that term.

### Section 3. Duties of the Officers

The powers and duties of the officers shall be in accordance with their respective positions as specified in Roberts Rules of Order-Revised.

### Section 4. Board of Directors

- A. The Board of Directors shall consist of eleven (11) elected members, President, Vice-President, Recording Secretary, Treasurer and seven (7) elected board members.
- B. Five members of the Board of Directors shall constitute a Quorum.
- C. Meetings of the Board of Directors shall be open to members in good standing of the Society. Such members are not entitled to vote on matters before the board.
- D. Election of the Board of Directors is as set forth in Article V, Section 2.
- E. The duties of the Board of Directors shall be to transact business of the Society during the interval between regular meetings, approve work of standing committees, keeping membership current, looking for ways to increase membership and looking to see what continuing education we can bring to our membership.
- F. The term of office for members elected to the Board of Directors shall be four (4) years, with the exception of the first election whereas three (3) of the elected officers shall serve a term of two (2) years.
- G. A vacancy occurring in the Board of Directors shall be filled by appointment by the Board of Directors and serve the remainder of that term.
- H. A Board member must not be absent more than two (2) consecutive board meetings.

## **ARTICLE VI**

### Committees and Duties

#### Section 1. Standing Committees

The following shall be known as standing committees, the members of which shall be appointed by the President.

**Membership Committee**  
**Scientific Committee / Education**  
**Publicity Committee**

- A. **Membership Committee:** shall endeavor to find qualified persons and encourage them to become members.
- B. **Scientific / Education Committee:** shall consist of a Chairman appointed by the President and supervised by the Vice-President and such other members as the Chairman and / or President deems necessary. The committee shall be responsible for planning and conducting scientific programs at regular meetings and special meetings of the Society by providing speakers, demonstrations and seminars. The Committee shall provide continuing education and self improvement of the membership.
- C. **Publicity Committee:** shall consist of a Chairman and such other members as the President may appoint; shall be under the direction and supervision of the Vice-President, shall keep the Society before the public by adequate news coverage (Website) of all society meetings, elections, speakers, and functions.

#### Section 2. Pro Tem Committee

Auditing Committee: shall consist of three (3) Members appointed by the Board of Directors to audit the books of the Treasurer each year and to make recommendations in the best interest of the Society.

## **ARTICLE VII**

### Meetings

#### Section 1.

There shall be at least four (4) meetings of the Society per year. Notice for general meetings must be given thirty (30) days in advance.

- A. Special meetings may be called by the President provided all members are notified at least one week in advance of the meeting date.
- B. Meetings in various localities of the State of Maryland may be held as frequently as the involved members in the area deemed expedient.

#### Section 2.

- A. There shall be at least three (3) meetings of the Board of Directors called by the President in each calendar year for the purpose of planning and transacting business of the Society.

Other meetings of the Board Of Directors may be called by the President when proper notice is given.

There shall be at least one meeting called by the President which must be a state of the Society Message.

- B. The Purpose of Board of Director meetings shall be to acquire, share, and advance scientific knowledge and to conduct business of the Society.

**ARTICLE VIII**

Amendments

These by-laws may be amended only by a vote of two-thirds of the member present in good standing as provided in Article IV, Section 4D, at any state meeting, provided all members are notified by the Secretary of proposed amendments two (2) weeks prior to meeting.

**ARTICLE IX**

Dissolution of the Society

In case of the dissolution of the Maryland Society of Histotechnologists, after three years, all assets will be transferred to:

**THE NATIONAL SOCIETY FOR HISTOTECHNOLOGY  
SUITE 804, 10320 LITTLE PATUXENT PARKWAY  
COLUMBIA, MARYLAND 21044  
Phone: 443 535-4060 Fax: 443 535-4055  
e-mail: [www.nsh.org](http://www.nsh.org)**

Revised: 10/12/2002  
Revised: 12/8/2003  
Revised: 3/13/2009