

## ALPHA MU TAU FRATERNITY BY-LAWS

(Revised 1968, 1992, 2009; Amended 1970, 71, 75, 78, 80, 81, 82, 87, 2012, 2014, 2016, 2017)

### ARTICLE I - NAME

The name of this organization shall be the Alpha Mu Tau Fraternity.

### ARTICLE II - PURPOSE

The mission of Alpha Mu Tau is to recognize persons who have made outstanding professional contributions to the field of clinical laboratory science and to enhance the profession by providing scholarships to support educational endeavors.

### ARTICLE III - MEMBERSHIP

#### Section 1:

Any laboratory professional who has been a member of ASCLS for no less than five (5) years, is a current ASCLS member and has made outstanding professional contributions worthy of national recognition may be considered for membership.

#### Section 2:

There shall be three (3) membership categories: Active, Emeritus and Honorary

- a. Active membership shall include charter members and those subsequently selected to active membership.
- b. Emeritus membership shall include those active members who, upon retirement from active practice in this field, are granted emeritus membership.
- c. Honorary Membership: Any person deemed, by the Board, to be worthy of the honor.

#### Section 3:

##### a. Active Membership:

1. The Membership Committee shall evaluate all active membership applications and recommend candidates for membership to the Board of Directors.
2. The Board of Directors shall act to approve new members from candidates recommended by the Membership Committee.
3. At its annual meeting the Board of Directors shall determine the maximum number of new members to be elected for the ensuing year. Members may nominate no more than two (2) applicants per year.
4. Total active membership shall not exceed 300.

##### b. Emeritus Membership:

1. Any active member meeting the requirement for, and desiring emeritus membership, may apply to the Executive Secretary for approval of change of status.
2. The Executive Secretary shall assure that the applicant for Emeritus Membership is in good standing, approve the change of status and notify the Treasurer of the change.

##### c. Honorary Membership:

1. Any active or emeritus member may submit, in writing, a recommendation for Honorary status for an individual.
2. Any person deemed worthy by the Board shall be accepted.

##### d. Reinstatement:

1. Active members whose dues are one (1) year in arrears forfeit membership.
2. Six (6) months prior to forfeiture of membership, the Treasurer must send the member a dues notice by certified mail with a return receipt requested.
3. One (1) or more years after forfeiture of membership, a person desiring reinstatement

may be renominated and the usual acceptance procedure followed.

Section 4:

Every active and emeritus member in good standing shall have the right to vote at any annual or special meeting.

**ARTICLE IV - OFFICERS AND DIRECTORS**

Section 1:

The officers of the organization shall be a President, President-Elect, Secretary and Treasurer.

Section 2:

The Board of Directors, hereinafter referred to as "the Board", shall consist of the elected officers, elected directors (Senior and Junior Board Members), and the immediate past president. Terms of office and general duties for each office are listed in the AMTF Handbook.

Section 3:

The President:

a. Shall preside at all meetings of the Fraternity and perform all duties pertaining to such office.

Section 4:

The President-Elect:

a. Shall preside at meetings, in the absence of the President, and perform such other duties as are incumbent upon the President when called upon to do so.

b. Shall be Chair of the Membership Committee.

Section 5:

The Secretary:

a. Shall keep a true and accurate report of all the proceedings of the Fraternity in a secure record, which shall be the property of the Fraternity.

Section 6:

The Treasurer:

a. Shall distribute all funds of the Fraternity under supervision of the Board.

b. Shall have custody of the corporate funds and securities and shall keep full and accurate accounts of receipts and disbursements.

Section 7:

The Board of Directors:

a. Shall have the authority to conduct the business of the Fraternity in the following manner:

1. Provide for regular and special meetings of the Board for the purpose of handling pertinent business and protecting the interests of the Fraternity.

2. Any elected officer or board member or appointed committee who, in the unanimous opinion of the board, has taken or not taken any action which could be considered detrimental to the Fraternity, may be asked to show cause why (s)he should not be expelled from the Fraternity. Expulsion may occur at the discretion of the board for cause.

3. Shall remove by resolution, officers, board members and members of any committee who are derelict in their duties, and fill the vacancies.

b. The Board shall meet before and after the Annual Meeting of the Fraternity for the purpose of handling pertinent business.

c. The presence of at least four (4) members of the Board shall constitute a quorum for the transaction of business by the Board.

d. Vacancies on the Board may be filled by appointment until the next Annual Meeting. Such appointments may be confirmed by a vote of the remaining Board members.

## **ARTICLE V - EXECUTIVE SECRETARY**

The Executive Secretary:

- a. Shall be selected by the Board and shall serve until replaced by the Board. The executive secretary shall be an active, emeritus, or honorary member in good standing in the Fraternity.
- b. Shall serve as a permanent contact for the Fraternity under appointment and direction of the Board.
- c. Shall attend all meetings of the Board.

## **ARTICLE VI - RESIDENT AGENT& NEWSLETTER EDITOR**

Section 1:

The Resident Agent:

- a. Shall be a member in good standing who is a resident of the State of Illinois.
- b. Shall be appointed by the President and shall serve until replaced.
- c. Shall prepare the Fraternity's annual report for maintenance of the "Corporation Not for Profit" status and file the report in the state of Illinois.

Section 2:

The Newsletter Editor:

- a. Shall be a member in good standing..
- b. Shall be appointed by the President and shall serve until replaced.
- c. Duties are listed in the AMTF Handbook.

## **ARTICLE VII - ELECTIONS**

Section 1:

The annual election of officers and directors of the Board shall be held at the time and place of the annual meeting as is stated in the Articles of Incorporation.

Section 2:

Any active or emeritus member in good standing may be a candidate for any position on the Board.

Section 3:

All Board Members shall be elected at the Annual Meeting or by mail ballot and all tie elections shall be settled by the presiding officer at the Annual Meeting.

Section 4:

No member elected at the Annual Meeting shall be eligible to hold the same office for more than two consecutive terms, nor to serve on the Board for more than four consecutive terms.

Section 5:

The Treasurer and Secretary and the two non-officer Board Members shall serve two year terms. The Treasurer and Secretary shall be elected in alternate years. One non-officer Board Member shall be elected annually.

## **ARTICLE VIII - MEETINGS**

Section 1:

The Board may fix the date, place and time of all meetings of the Fraternity.

Section 2:

Written notice of the Annual Meeting place, date and time, shall be sent to all members 60-90 days prior to the date of the meeting.

Section 3:

A Special Membership Meeting may be called by the President upon the written request of at least one tenth (1/10) of the members, to be held 60 - 90 days after the written request has been received. Notice will be sent to all members at least 30 days prior to the meeting and shall include the place, date, time and the purpose for which the meeting was called.

Section 4:

Fifteen percent (15%) of the membership shall constitute a quorum for the transaction of business at the general membership meetings of the Fraternity.

## **ARTICLE IX - COMMITTEES**

Section 1:

The Membership Committee:

- a. Shall consist of five (5) active or emeritus members including the President-Elect as Chair.
- b. Shall carry out duties for selection of active members.

Section 2:

The Program Committee:

- a. Shall consist of a Chair and two (2) or more active or emeritus members.
- b. Shall be responsible for arranging and providing social programs for the Annual Meeting.

Section 3:

The Nominations Committee:

- a. Shall consist of three (3) active or emeritus members elected at the Annual Meeting. Nominations shall be made from the floor. The three receiving the highest number of votes shall be elected. The President shall appoint one of the elected individuals to be the Chair.

Section 4:

The Public Relations Committee:

- a. Shall consist of a Chair (Senior Board Member) and the Junior Board Member.
- b. Shall be responsible for furnishing information and/or articles which advance the interests of the Fraternity to the media.

Section 5:

The Bylaws Committee:

- a. Shall consist of five (5) active or emeritus members with the immediate Past President as Chair.
- b. Shall receive and prepare proposed amendments to the Bylaws of the Fraternity as directed in Article XIV of these Bylaws, eliminating any conflicts with the laws and codes of the State of Illinois, and giving the Fraternity the broadest scope of operation legally possible.

Section 6:

The Scholarship Committee:

- a. Shall consist of a Chair and four (4) active or emeritus members.
- b. Shall review all applications for aid under the Scholarship provisions, and award scholarships. The total annual amount to be awarded for scholarships shall be set by the Board.

Section 7:

The Finance Committee:

- a. Shall consist of a Chair, the Treasurer and three (3) active or emeritus members.
- b. Shall prepare a budget of the regular expenses of the Fraternity, based on anticipated income, for approval by the Board, and suggest ways and means of accumulating both scholarship monies and a general fund.

Section 8:

The Audit Committee:

- a. Shall consist of a Chair and two (2) active or emeritus members.
- b. Shall examine the financial records of the Fraternity and assure their accuracy.

Section 9:

No committee shall have the authority to commit the Fraternity on matters of policy and/or to create financial obligations in excess of \$50.00 without approval of the Board.

**ARTICLE X - DUES**

Section 1:

Active members' annual dues shall be payable in the amount and date specified on the renewal form.

Section 2:

Emeritus members shall not be required to pay annual dues, but will be sent dues and scholarship contribution notices.

Section 3:

Automatic forfeiture of membership in the Fraternity shall occur when a member's dues are one (1) year in arrears. Reinstatement of membership shall be according to Article III, Section 3d.

Section 4:

The fiscal year shall begin January 1, and end December 31.

**ARTICLE XI - THE SEAL**

The Seal shall be two (2) concentric circles between which shall be the name Alpha Mu Tau Fraternity, with the words "Corporate Seal" appearing in the center. This seal, as required by the Laws of Incorporation, shall be affixed to all documents and official communications. The Seal shall be kept by the Executive Secretary.

**ARTICLE XII - PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, current edition, shall be the parliamentary authority of this Fraternity in all matters not covered by the Articles of Incorporation or the Bylaws. A parliamentarian shall be appointed by the President for Board and Annual Meetings.

**ARTICLE XIII - AMENDMENTS**

Section 1:

- a. The Bylaws of this Fraternity may be amended as follows:
  1. Proposed amendments to these Bylaws may be submitted by an active or emeritus member of the Fraternity or by the Board of Directors in writing to the Chair of the Bylaws Committee, and the Chair shall mail notice of the amendment to the entire active membership at least fifteen (15) days prior to the Annual Meeting of the Fraternity.
  2. Proposed amendments shall be acted upon at the Annual Meeting or by ballots mailed to the entire membership.
- b. Adoption of amendments to the By-Laws shall require a two-thirds (2/3) majority vote of the members voting either during the Annual Meeting or when distributed to the entire membership

**ARTICLE XIV - DISPOSITION OF PROPERTIES:**

In the event of dissolution of the Fraternity, all of its assets shall be allocated to a charitable, scientific or educational non-profit corporation of similar nature and with comparable purposes.