

CONSTITUTION

ARTICLE 1 – NAME

The name of the Association shall be the “BRITISH COLUMBIA ASSOCIATION OF LABORATORY PHYSICIANS”.

ARTICLE 2

The purposes of the Association are

- (a) to maintain high standards of proficiency and advance scientific knowledge in all branches of Laboratory Medicine;
- (b) to elevate the scientific, educational and professional status of specialists in all branches of Laboratory Medicine; and
- (c) to consider business and economic matters related to interests of the Section of Laboratory Medicine of the BC Medical Association, and to make recommendations in these matters to the BCMA Board of Directors or any other Committee of the BC Medical Association.

BYLAWS

ARTICLE 1 – INTERPRETATION

- (a) Throughout this document, if a work implying male sex is used, it is to be understood that the term in question applies equally to females (e.g., “chairman”).

ARTICLE 2 – MEMBERSHIP

- (a) The Association shall consist of the following types of members: Ordinary Members, Ordinary Members Elect, Associate Members, Life Members and Honorary Members.
- (b) **Ordinary Members**
 - i) Shall be graduates in Medicine, registered by and in good standing with the College of Physicians and Surgeons of British Columbia;
 - ii) Shall spend a majority of their time engaged in the practice of Laboratory Medicine; and
 - iii) shall be members in good standing of the British Columbia Medical Association.
- (c) **Ordinary Members Elect**
 - i) shall be graduates in Medicine, registered by and in good standing with the College of Physicians and Surgeons of British Columbia;

- ii) shall be in training for one of the specialties in Laboratory Medicine; and
- iii) shall be eligible for election as Ordinary Members, when they meet the prerequisites in (b) above.

(d) **Associate Members**

- i) shall be university graduates in Medicine or hold a doctorate in a science allied to Medicine; and
- ii) shall be engaged in the practice of Laboratory Medicine.

(e) **Life Members**

On retirement from the active practice of Laboratory Medicine, Ordinary Members shall be eligible for election as Life Members.

(f) **Honorary Members**

Shall be persons who have distinguished themselves in some branch of medicine or allied sciences.

(g) **Privileges of Membership**

- i) All members shall be sent notices of meetings of the Association; they may attend scientific and business meetings.
- ii) Only Ordinary Members
 - Shall hold office,
 - Shall be members of the Executive Council, or
 - Shall vote at meetings.

(h) **Method of Election**

- i) Each candidate for election as Ordinary Member, Ordinary Member Elect or Associate Member shall complete an application form obtainable from the Secretary-Treasurer. the completed application form, endorsed by two Ordinary Members, shall be submitted to the Secretary-Treasurer.
- ii) At a General meeting of the Association, the Secretary-Treasurer shall read out the application form of each candidate with the names of the sponsors. At the ballot three dissenters shall prevent election of the candidate to membership of the Association.
- iii) On retirement from the active practice of Laboratory Medicine, an Ordinary Member may be nominated by the Executive Council for election as a Life Member.
- iv) Nominations for election as Honorary Members shall be made the Executive Council.
- v) Election of Life and Honorary Members shall be by unanimous vote at a General Meeting of the Association.

ARTICLE 3 – LOSS OF MEMBERSHIP

- (a) Ordinary Members, Ordinary Members Elect and Associate Members shall forfeit membership for failure
- i) To pay dues for two years, or
 - ii) to attend a minimum of one General Meeting in a period of three years
- without submitting to the Secretary-Treasurer in writing a reason acceptable to the Executive Council.
- (b) A member shall be expelled from the Association
- for unprofessional conduct, or
 - for unethical conduct as decided by a three-fourths majority of the Ordinary Members of the Association voting in secret ballot.
- (d) All members are members in good standing.

ARTICLE 4 – OFFICERS AND EXECUTIVE COUNCIL

- (a) **The Officers** of the Association shall consist of President, Vice-President and Secretary-Treasurer.
- (b) **The Executive Council** of the Association shall consist of the officers, four members-at-large, the Immediate Past President and the Chair of the Tariff Committee. They shall serve a term of two years unless otherwise specified hereafter.
- (c) **Nomination and Election of Officers and Executive Council**
- i) At the Annual General Meeting, the Nominating Committee shall recommend a slate of officers including officers of the Association and elected members of the Executive Council. Nominations shall also be called for from the floor.
 - ii) Election shall be by majority vote of the Ordinary Members attending the meeting.
 - iii) The new Officers shall be installed in office before the adjournment of the Meeting at which they were elected and shall serve until their successors have been elected and installed.
- (d) **Nomination of President**
- i) To be eligible for election as President, the Ordinary Member nominated must have served as a member of the Executive Council or as Chair of a Science Section.

- ii) The President shall be eligible for re-election only for a second term and shall not be eligible for further re-election as President before the Annual General Meeting following his retirement as Immediate Past President.

(e) Nomination of Secretary-Treasurer

- i) To ensure continuity, it is desirable that the Secretary-Treasurer hold office for a period of two or three years.
- ii) The Secretary-Treasurer shall be eligible for re-election for a second and third term.

(f) Duties of the President

The President –

- i) shall ordinarily preside at meetings of the Association;
- ii) shall be Chair of the Executive Council;
- iii) shall uphold the Constitution and promote the objects of the Association; and
- iv) shall represent the Association to the Canadian Association of Pathologists.

(g) Duties of the Vice-President

The Vice-President –

- i) shall assist the President in the performance of his duties; and
- ii) in the absence of the President or at his request, shall preside at meetings of the Association and act as Chair of the Executive Council; and
- iii) shall be responsible for the educational programmes of the BCALP, including the scientific programme at the Annual General Meeting.

(h) Duties of the Secretary-Treasurer

The Secretary-Treasurer –

- i) shall handle all correspondence as directed by the Executive Council;
- ii) shall maintain the membership roster of the Association, screen all applications for membership and bill each Ordinary Member, Ordinary Member Elect and Associate Member for annual dues, where appropriate;
- iii) shall, as occasion demands, prepare and circulate newsletters;
- iv) shall receive all monies due and pay all accounts approved by the Executive Council;

- v) shall arrange to defray the cost of clerical expenses approved by the Executive Council;
 - vi) shall transmit to Executive Council reports from Chairs of Standing and Ad Hoc Committees;
 - vii) shall give to all members at least two weeks' notice of each General Meeting and at least two weeks' notice of each Special General Meeting;
 - viii) shall transmit to all members at least one week before each General Meeting the agenda and, where applicable, the scientific programme;
 - ix) shall transmit to Ordinary Members any motion to amend the Constitution of the Association thirty days before the date of the General Meeting;
 - x) shall present at the Annual General Meeting an accurate account of all receipts and expenditures, audited by two Ordinary Members nominated by the Executive Council;
 - xi) shall, after adequate notice, read out at the Annual General Meeting the names of Ordinary Members, Ordinary Members Elect and Associate Members whose annual dues are more than one year in arrears;
 - xii) shall make recommendations at the Annual General Meeting concerning the Annual Dues for the ensuing year;
 - xiii) as soon as possible after the Annual General Meeting, shall send to the Executive Secretary, British Columbia Medical Association, a list of the Officers of the Association (and Section of Laboratory Medicine);
 - xiv) shall record and preserve the minutes of the General Meetings of the Association and transmit a copy to all members;
 - xv) if requested, shall make a financial statement at other General Meetings; and
 - xvi) shall be responsible for filing documents with the provincial and/or federal government to ensure the continued good standing of the Association.
- (i) Duties of the Immediate Past President**
- i) shall be a member of the Executive Council;
 - ii) shall present to the Annual General Meetings a slate of nominees for the Executive Council for the following term; and
 - iii) shall be responsible for the maintenance of the organization's archives.
- (j) – no item
- (k) Any Officer or Member-at-Large of the Executive Council shall be removed by a majority vote of Ordinary Members of the Association attending a General or

Extraordinary General Meeting. A motion for such removal must be moved and seconded, debated and voted upon as per regular parliamentary procedure.

- (l) Officers of the Executive Council shall be compensated for pursuing Executive Council business in accordance with the following:
 - i) all Officers shall be reimbursed for expenses incurred; and
 - ii) the Association President and the Chair of the Tariff Committee shall also be remunerated in an amount to be determined by the Executive Council from time to time.

ARTICLE 5– EXECUTIVE COUNCIL, COMMITTEES AND SCIENCE SECTIONS

(a) Executive Council

Constituted as in Article 5 (b), the Executive Council

- i) shall be the interim governing body of the Association;
- ii) shall report its activities at each General Meeting;
- iii) shall appoint Standing Committees and notify membership of these appointments;

(b) Standing Committees

- i) Each Standing Committee shall consist of a Chair and at least two other members.
- ii) Standing Committees shall report their activities to the Executive Council and shall render a report for presentation at General Meetings.
- iii) The Tariff Committee shall relate the practice of Laboratory Medicine to the British Columbia Medical Association Schedule of Minimum Fees for Laboratory Procedures and pursue related monetary issues.

(c) Science Sections

- i) Terms of Reference
 - 1) The purpose of a Science Section is to provide a forum for discussion and resolution of professional, scientific and financial matters related to the practice of a subspecialty of Laboratory Medicine.
 - 2) A Science Section is responsible for evaluating standards and protocols of practice, for preparing potential fee items for submission to the Tariff

Committee, and for such other duties as may be assigned to it by the Executive Council.

- 3) A Science Section reports, and is responsible, through its Chair and Executive Council. When monetary matters are under consideration, however, the Chair of the Science Section reports to the Tariff Committee.
 - 4) Each subspecialty of Laboratory Medicine that is recognized by certification by the Royal College of Physicians and Surgeons of Canada shall have a Science Section unless the Executive Council deems such a section unnecessary. Furthermore, the Executive Council may direct the formation of new Science Sections in disciplines not yet recognized by the Royal College of Physicians and Surgeons of Canada if the Executive Council judge there to be a need for such a forum.
- ii) Membership
- 1) The members of a Science Section shall be those Ordinary, Ordinary-Elect and Associate members of the Association whose professional practice is predominantly or substantially devoted to the discipline of that Section. The membership may also include nonmembers of the Association who are experts practising in that discipline and represent useful resources to the workings of the Science Section.
 - 2) Each Science Section shall have a Chair and Vice-Chair, who shall be elected by a majority of the members of the Science Section. The term of the Chair and Vice Chair of each Science Section shall be two years, unless otherwise determined by the Executive Council.

ARTICLE 6 - DUES

- (a) Where appropriate, annual dues shall be payable in advance for the Association year January 1st to December 31st. Alternatively, annual dues may be collected from the member and forwarded to the Association by the British Columbia Medical Association.
- (b) The annual dues shall be determined by the Executive Council and approved by the Association at the Annual General Meeting.
- (c) No dues shall be collected from Life Members or Honorary Members.

ARTICLE 7 – GENERAL MEETING

- (a) General Meetings
 - i) The Association shall meet not less than twice each year at times and in places selected by the Executive Council.
 - ii) The Annual General Meeting shall be held in the spring.

- iii) General Meetings may comprise scientific and business sessions.
 - iv) For Business Meetings, a quorum shall be one-fourth of the Ordinary Members of the Association, but never fewer than 10 members.
- (b) Special General Meetings may be held after at least 14 days' written notice, at the call of the President or at the request of 10% or more of Ordinary Members.

ARTICLE 8 – AMENDMENTS TO THE CONSTITUTION

- (a) The Executive Council shall review the Constitution of the Association at intervals of no more than five years.
- (b) Any motion to amend the Constitution shall be submitted in writing to the Secretary-Treasurer of the Association at least 60 days before the date of the General Meeting.
- (c) Each motion to amend the Constitution shall be forwarded by the Secretary-Treasurer to Ordinary Members of the Association at least 30 days before the date of the General Meeting.
- (d) Any motion to amend the Constitution shall be approved by a majority of vote of those present and entitled to vote at the General Meeting.

ARTICLE 9 – BORROWING POWERS

The Association shall not have any borrowing powers.