

THE ARIZONA BRANCH
OF THE
AMERICAN ASSOCIATION FOR LABORATORY ANIMAL SCIENCE

CONSTITUTION

Article I -- Name

Section 1. The name of this organization shall be the Arizona Branch of the American Association for Laboratory Animal Science.

Article II -- Affiliation

Section 1. The Branch is affiliated with the American Association for Laboratory Animal Science, herein referred to as AALAS, a national nonprofit educational association, 501(c)(3), of the persons and institutions professionally concerned with the production, care and study of laboratory animals used in research. Supervision is through the Executive Secretary of the AALAS. The Branch reserves the rights and privileges granted by the AALAS to its branches.

Section 2. In the event of the dissolution of the Branch, all funds and any properties of the Branch shall revert to the AALAS which is the tax-exempt organization incorporated under the laws of the State of Illinois as a nonprofit educational organization.

Article III -- Objectives

Section 1. To promote the purposes of the AALAS at the Branch level.

Section 2. To promote fellowship and cooperation among members interested in the objectives of the Branch.

Section 3. To cooperate with the other branches for the exchange of information and to coordinate efforts in the field of laboratory animal care.

Section 4. To hold at least one meeting annually to conduct business and the exchange of scientific information on all the phases of laboratory animal science.

Section 5. To make local arrangements for the annual meeting of the AALAS, when held in this geographical area.

Section 6. To sponsor and promote educational and training programs for it's members and others who are professionally engaged in the care and handling of laboratory animals.

Section 7. To disseminate information by the appropriate means to it's members, other branches, the AALAS, and others as necessary.

Article IV --Membership

Section 1. Membership in the Branch shall be open to persons, institutions and commercial organizations concerned with the production, care and use of laboratory animals.

Article V -- Officers

Section 1. There shall be a President, President-Elect, Immediate Past President, Secretary and Treasurer.

Article VI --Board of Directors

- Section 1. The Board of Directors, composed of the Officers, an elected Technician Branch Representative, and three additional elected members, and shall be the legislative and administrative body of the Branch. Each of the three additional members shall be elected from the association's membership in the northern, central and southern regions to ensure equal representation. Ad hoc members shall be appointed by the board as vendor liaison and newsletter editor to promote the branch and its activities.
- Section 2. The Board of Directors shall have the charge of the property and financial affairs of the Branch and perform all the duties as described in the Bylaws.

Article VII -- Amendments

- Section 1. An amendment to this Constitution may be proposed by three (3) members of the Board of Directors or by five (5) or more active members of the Branch and shall be filed in writing with the Secretary. The proposed amendment shall be considered at the next scheduled meeting of the Board. Any proposed amendment approved by the Board shall be distributed to each active member with a ballot. The amendment shall be adopted if it receives an affirmative vote by a majority of the active members voting.

BYLAWS

Article I -- Membership

- Section 1. Application for membership shall be made upon the official form prescribed by the Branch.
- Section 2. A member in good standing shall enjoy all the rights and privileges of the Branch including participation in meetings, voting, and holding office as provided in the Constitution and Bylaws.
- Section 3. Termination of Membership
- a. Any member may withdraw his/her membership by notifying the Secretary in writing
 - b. Any membership may be terminated for actions considered contrary to the objectives of the Branch. These charges of adverse actions must be submitted in writing to the Board of Directors. A member so charged shall be given a hearing before the Board or be given the opportunity to file written opposition to the charges. The matter shall be considered at the next Board meeting and the membership shall be terminated if the majority of the Board members present vote affirmatively. The member shall be given written notice of the Board's decision.
 - c. A member shall be expelled for the improper use of membership in the Branch to promote commercial products or services.
 - d. Any member whose dues and/or assessments are unpaid by April 1st* of each year shall not be entitled to vote, hold office, be a member of a committee, or enjoy other privileges and powers of membership. Any member who fails to pay his/her annual dues for six months shall be dropped from the roll 30 days after notification by the Secretary and/or Membership Chairman.
 - e. Good standing may be obtained upon payment of dues for the current year.

*Three (3) months after beginning of fiscal year.

Article II -- Annual Dues

- Section 1. Annual dues shall cover the period of January 1 to December 31 of each year.

Article III -- Officers, Election of

- Section 1. The Secretary and Treasurer of the Branch shall be elected for one year. The President-Elect will serve three years assuming the office of President during his/her second year and as immediate past president in their third year. The Technician Branch Representative will be elected to a three-year term. The officers must be members of the branch in good standing. The President and Technician Branch Representative must be members of the national organization.
- Section 2. Only the Secretary and Treasurer may be re-elected to the same office the following year.
- Section 3. Members may again be elected to the same office after a period of not less than one year.
- Section 4. Each year one regional member shall be elected to serve on the Board of Directors for a term of three years. Every third year the branch shall elect a member in good standing to serve as the Technician Branch Representative (TBR) for a term of three years.
- Section 5. The term of all those elected shall begin January 1 following the election. Terms of office shall end December 31 following the elections.
- Section 6. In case the President is unable to perform the duties of his/her office, the duties shall devolve upon the President-Elect.
- Section 7. If any member of the Board, other than the President, is unable to perform the duties of his/her office or submits a written resignation to the President, a member in good standing shall be elected to serve the unexpired term by a majority vote of the Board present at a special meeting called for that purpose.

Article IV -- Officers, Duties of

- Section 1. President. It shall be the duty of the President to preside at all the meetings of the Branch and the Board of Directors. The President shall convene the Board at least once a year and as often thereafter as the business of the Branch may require. There shall be an annual meeting which shall be held at a time and place selected by the Program Committee and approved by the Board. There shall be other meetings as deemed appropriate and/or necessary by the President. The President shall act as the chairman of the Legislative committee which shall function by direction of the Board of Directors on local, state, and federal policies and program as well as all branch constitutional issues, and submit these to the Board.
- Section 2. President-Elect. In the absence of the President, the President-Elect shall perform the duties of the President. The President-Elect shall serve as chair of the Program Committee whose responsibility shall be the procurement and/or selection of presentations at Branch meetings and publicity for these meetings in collaboration with the Branch Secretary.
- Section 3. Immediate Past-President. The Immediate Past-President shall be a member of the Board of Directors. The Past President will act as Chair of the Awards Committee which will elicit nominations from the branch members in good standing for the Technician and Member of the Year awards and submit the winner of the prior years Technician for the National award of the same name at least thirty days prior to May 1.
- Section 4. Secretary. The Secretary shall keep the minutes of the meetings of the Branch and the Board of Directors. He/she shall have charge of all records, keep a corrected list of the members, send meeting announcements to the membership, notify members of their election and/or appointments, notify members of the Board meeting thereof, and present to the Board all matters requiring their action. The Secretary shall act as Chair of the Membership Committee which will carry out all activities pertaining to membership such as soliciting membership, notifying delinquent dues members, and preparing reports of membership for the Board of Directors. The Secretary shall assist the other committees by providing information, materials and service to achieve their goals.

- Section 5. Treasurer. The Treasurer shall receive membership dues and assessments and all other monies of the Branch. He/she shall pay all obligations of the Branch authorized by the Board of Directors, shall present the Board at each meeting thereof a statement of the current income and expenses, and annually shall submit a complete financial report to the Board showing income and expenses for the calendar year. The Treasurer shall act as Chair of the Nominations Committee which will elicit nominations from the branch members for candidates for each elective office at least thirty days prior to November 1 of each year. This committee shall insure all nominees are members in good standing, prepare a ballot, and tally all votes.
- Section 6. Technician Branch Representative. The Technician Branch Representative shall serve as a liaison between the branch members and the Board of Directors and also between the members and the National office of the American Association for Laboratory Animal Science. He/she shall assist branch members in obtaining information/applications for AALAS certification testing. The TBR shall act as Chair of the Education Committee which make recommendations on educational policies and programs and submit these to the President and Board of Directors.
- Section 7. Vendor Liaison. The Vendor Liaison shall act as contact with commercial member colleagues in the research field to promote the branch and its activities.
- Section 8. News Editor. The News Editor shall serve to inform the membership of actions of the board and to promote the activities and events of the branch.

Article V -- Board of Directors, Duties of

- Section 1. All the members of the Board of Directors shall be entitled to vote. A quorum shall be a simple majority of the Board.
- Section 2. The functions of the Board of Directors shall include, but not be limited to:
- a. Establishing policies appropriate to the Branch objectives stated in the Constitution.
 - b. Plan methods for the procurement of funds including annual dues, special assessments, and advertising rates.
 - c. Determining the allocation of Branch monies in the budget.
 - d. Proposing and recommending amendments to the Constitution and Bylaws as provided therein.
 - e. Certifying candidates submitted by the Nominations Committee for elective offices of the Branch.
 - f. Instructing the Chairman of the Elections committee to prepare and mail a ballot to all members listing the nominations for elective offices of the Branch.
 - g. Reviewing the annual audit as described in Article VII.
 - h. Maintaining good public relations and disseminating information concerning the Branch and its activities to appropriate individuals, organizations and news media.

Article VI -- Committees

- Section 1. There shall be the following standing committees of the Branch:
- a. Membership
 - b. Nomination
 - c. Program
 - d. Awards
 - e. Education
 - f. Legislative
 - g. Publication
- Section 2. Responsibilities
- a. The Membership Committee shall consist of the Branch Secretary and as many members as necessary to carry out all activities pertaining to membership as directed by the President, such as soliciting membership, notifying delinquent dues members, and preparing reports of membership for the Board of Directors.

- b. The Nominations Committee shall consist of the Branch Treasurer and as many members as necessary to elicit nominations from the branch members for candidates for each elective office at least thirty days prior to November 1 of each year. This committee shall insure all nominees are members in good standing, prepare a ballot, and tally all votes.
- c. The Program Committee shall consist of the President-Elect and several members as necessary, whose responsibility shall be the procurement and/or selection of presentations at Branch meetings and publicity for these meetings in collaboration with the Branch Secretary.
- d. The Awards Committee shall consist the Immediate Past President and as many member as necessary to elicit nominations from the branch members in good standing as candidates for Member and Technician of the Year awards and submit the winner of the prior years Technician for the National award of the same name at least thirty days prior to May 1.
- e. The Educational Committee shall consist of the Technician Branch Representative and as many members as necessary to make recommendations on educational policies and programs and submit these to the President and Board of Directors.
- f. The Legislative Committee shall consist of the President and as many members as necessary, whose responsibility shall be to function by direction of the Board of Directors on local, state, and federal policies and program, and all branch constitutional issues and submit these to the President and Board.
- g. The Publications Committee shall consist of the Northern, Central and Southern Board Members and News Editor who shall be responsible for the publication of the Branch Newsletter, Annual Membership Directory, and other publications that the President or Board of Directors may authorize.

Article VII -- Finances

- Section 1. All remittances shall be deposited by the Treasurer into an account in the name of the Branch.
- Section 2. The books of the Branch shall be audited annually by an audit committee to be appointed from the Board of Directors by the President.
- Section 3. The audit report shall be presented for approval by the Board of Directors prior to the Annual Meeting and to the membership at the Annual Meeting.

Article VIII – Awards

- Section 1. One Member and one Technician of the Year Award will be given to a member in good standing per year.
- Section 2. Member of the Year criteria includes: Encourages active participation within the branch; Works diligently to meet deadlines, regardless of other daily obligations; Volunteers to assist fellow members and provide support when needed; Promotes education through meeting attendance along with active membership in the branch.
- Section 3. Technician of the Year criteria includes: Demonstrates a positive attitude and dedicated approach to the betterment of animal care through technical performance and education; Participates in the AALAS Certification process; Assists in training of fellow technicians; Promotes and participates in continuing animal care related education; Suggests ideas to alleviate animal distress, enhance facility management, and decrease animal numbers.
- Section 4. Each winner shall choose one of the following award items: 1. Primary registration (at the national member rate) and transportation to the next AALAS meeting held within District 8 within the following calendar year; 2. Gold National AALAS membership; or, 3. A \$75 cash award.

Section 5. A member in good standing who receives a national AALAS award may request partial monetary support from the branch to attend the meeting and receive their award. Each case will be considered on an individual basis by the board.

Article IX -- Amendments

Section 1. An amendment to these Bylaws may be proposed by three members of the Board of Directors or by five or more members of the Branch by filing in writing with the Secretary. The proposed amendment shall be considered at the next meeting of the Board. The proposed amendment shall be adopted if it receives a majority vote of the Board. Notification of Bylaw changes shall be present to members at the next meeting.

Revised September 2005