

**CONSTITUTION
OF THE
CENTRAL OHIO BRANCH
OF THE
AMERICAN ASSOCIATION FOR
LABORATORY ANIMAL SCIENCE**

CONSTITUTION

ARTICLE I

Name

The name of this organization will be the Central Ohio Branch of the American Association for Laboratory Animal Science (COBAALAS).

ARTICLE II

Mission Statement and Objectives

Mission

COBAALAS supports AALAS at the local, regional and national level to advance responsible care and use of laboratory animals to benefit both humans and animals.

Objectives

1. To promote the mission, goals and interests of AALAS.
2. To promote fellowship and cooperation among those in Central Ohio and surrounding areas with an interest in the care and wellbeing of laboratory animals.
3. To cooperate with other branches in the exchange of information and coordination of efforts related to the care and health of laboratory animals and to assist in the solution of concerns related to laboratory animals.
4. To support the annual District 5 and National AALAS meetings and host when appropriate.
5. To sponsor and promote education and training in a variety of areas of interest to its members through regularly scheduled meetings, workshops, and other educational venues.
6. To provide recognition for branch members who have excelled in the laboratory animal field.

ARTICLE III

Membership

- A. The organization will consist of active and honorary members.

1. Active Member: Any person interested in the production, care, wellbeing, and humane use of laboratory animals who has applied for, paid for, and been approved for membership. Applications will be reviewed by the Membership Committee and any objections will be brought before the Executive Committee for appropriate action.
 2. Honorary Member: Any individual who has made significant overall contributions to the Branch's objectives, has been nominated by the Executive Committee, and has received a majority affirmative vote of the voting Executive Committee members will receive a lifetime membership of COBAALAS as an honorary member. Honorary members are exempt from paying dues. Not more than one honorary member shall be selected within a calendar year.
- B. The membership period will be from January 1st to December 31st of each year. Members whose dues are unpaid by March 1st shall not be considered in good standing. Failure to pay dues by June 1st shall result in termination of membership.
- C. The privilege of membership may be withdrawn for cause by majority vote of the Executive Committee followed by a concurring majority vote of the general membership at a business meeting.
- D. Upon successful completion of AALAS certification at the assistant technician, technician, or technologist level, a one-time branch membership will be awarded at no cost.

ARTICLE IV

Voting Privileges

Only active members in good standing may vote. Honorary members shall not have voting privileges.

ARTICLE V

Officers

The officers of the organization are as follows:

1. President
2. President-Elect
3. Immediate Past President
4. Secretary-Treasurer

ARTICLE VI

Executive Committee

- A. The governing body of the Central Ohio Branch of AALAS will be composed of the Officers listed in Article V and 4-6 council members.

- B. The Executive Committee shall have general control over the affairs of the Branch. It will determine policy, administer finances, and decide the annual dues to be paid by members and all other matters as deemed necessary. It will have the power to fill any vacancies that may occur in the offices.

ARTICLE VII

Terms of Office

- A. The President will be elected for a three-year term consisting of President-Elect, President, and Immediate Past President. Upon completion of the three-year term, they are eligible for re-election.
- B. The Secretary-Treasurer will be elected for a three-year term. Upon completion of the three-year term, they are eligible for re-election.
- C. Council Members will be elected for a two-year term. Upon completion of the two-year term, they are eligible for re-election. Council Members will be elected each year to fill vacated positions in the event of term completion, stepping down as Council Member, or being elected to fill another officer position.
- D. Attendance at Executive Committee meetings is required. Advance notice must be given if an Executive Committee member cannot attend a meeting. Repeated absences without notice may result in dismissal from a position, as voted on by the Executive Committee.

ARTICLE VIII

Election by Ballot

- A. The election of officers will be conducted by ballot by the end of October of each year.
- B. The Election Committee will be responsible for soliciting officer nominations and bio-sketches as well as distributing, receiving, and tallying ballots. A three to four week period will be allowed for submission of ballots.
- C. The candidate for each office who receives the greatest number of votes will be declared elected, with the exception of the office of Council Member, where the candidates with the greatest number of votes relative to available positions will be declared elected.
 - a. In the case of a tie vote for any office, a subsequent vote by the Executive Committee will determine which candidate will be declared elected to that office. The officers chosen will assume office on the following January 1st.
 - b. If a Council Member who is not at the end of their term is elected to fill another officer position, the Council Member candidate with the next greatest number of votes will be declared elected to the now vacated position.

ARTICLE IX

Quorums

- A. A simple majority of the active members in good standing attending a meeting shall constitute a quorum for the consideration of business at any meeting of the Branch.
- B. A simple majority of the Executive Committee members shall constitute a quorum for the business of the Executive Committee.

ARTICLE X

By-Laws

The Branch shall establish by-laws and may amend them as herein provided.

ARTICLE XI

Amendments

An amendment to the constitution may be proposed by the Executive Committee, by a majority vote of a quorum of the Executive Committee, or by a petition signed by at least ten active members of the Branch. If the proposed amendment is approved by a majority of the Executive Committee members present and voting at an Executive Committee meeting, a copy shall be sent to each member of the Branch together with a ballot and an abstract of the discussion. An amendment will be considered adopted if it receives an affirmative vote of a simple majority of the members voting. An amendment will become effective immediately upon adoption.

BY-LAWS

Chapter I

Officers and Duties

A. President:

Central Ohio Branch Duties:

- Adhere to the COBAALAS constitution
- Preside at all Branch meetings
- Notify Executive Committee of meetings
- Preside at all Executive Committee meetings. If unavailable, President-Elect may preside
- Convene the Executive Committee at least once each quarter or as often as the business of the Branch may require
- Appoint the chairs of all committees
- Coordinate correspondence to the Branch via the website or email
- Call special meetings as needed
- Maintain close communication with the president-elect to provide for a smooth transition of office
- Distribute copies of the Constitution and By-Laws to new officers each year
- Hold an officer transition meeting after elections of new officers
- Share responsibilities of the website oversight with the Publicity Committee
- Appoint a council member as the Branch Historian to maintain photo albums and retain records
- Appoint a branch member to chair the Awards Committee.

District 5 Duties:

- Attend, or appoint a designee branch officer or member to attend, the officer meeting at the District 5 annual meeting

National AALAS Duties:

- Coordinate submission of an annual raffle item to National AALAS for the AALAS Foundation silent auction at the national meeting if the Executive Committee votes to participate
- Distribute, or coordinate distribution of, National AALAS information to the Branch
- Attend, or appoint a designee or designees branch officer or member(s) to attend, the National AALAS Officer Meeting and any CE or professional development offerings such as the Ben Cohen Management Summit or the Emerging Leadership Forum offered by National AALAS.

B. President-Elect:

Central Ohio Branch Duties:

- Act as the presiding officer and perform related duties as assigned in the absence of the president
- Maintain close communication with the president to prepare for the presidential position
- Act as chair of the Election Committee
- Compile ballots for elections
- Contact vendors for membership in coordination with the Secretary-Treasurer
- Coordinate with a COB member to perform the annual treasury audit. The report to be completed by the end of January for the past year of term and distributed to Executive Committee in February.

District 5 Duties:

- Attend, or appoint a designee branch officer or member to attend (if the President is not attending), the officer meeting at the District 5 annual meeting

National AALAS Duties:

- Attend, or appoint a designee branch officer or member to attend (if the President is not attending), the National AALAS annual meeting (officer meetings)

C. Immediate Past-President:

Central Ohio Branch Duties:

- Serve as a liaison and interact with allied trades representatives and ATA (Allied Trade Association) members as needed
- Attend Executive Committee meetings
- Assist with presidential transition
- Plan Awards Banquet in conjunction with their immediate past-presidential year
- Post all meeting details to the website or forward details to the publicity committee to get information on the website
- Organize the Annual Technical Information Exchange Meeting

D. Secretary-Treasurer:

Central Ohio Branch Duties:

- Record the minutes of the meetings of the Branch and Executive Committee
- Send members announcements of Branch meetings
- Have charge of all records of the Branch
- Provide certificates of attendance to Branch members for CE credit
- Notify elected officers of their appointment and active members of committee appointments
- Send thank-you notes and other Branch correspondence to speakers and groups that donate to the Branch

- Distribute a current officer list (names, phone numbers, e-mail) to all officers after officer elections are completed
- Maintain attendance records for the Branch meetings
- Share responsibilities of website oversight with Publicity Committee
- Maintain a current Branch membership and officer list and ensure the submission of both to National AALAS annually
- Receive the membership dues, all interest accruing and paid on investments or other funds of the Branch
- Pay all bills incurred by the Branch
- Report to the Executive Committee at each meeting a statement of the current income and expenses
- Keep and maintain organized Branch financial records
- Review membership applications
- Update names on checking account when a new Secretary-Treasurer is elected
- Act as Membership Committee chair
- Contact vendors for membership in coordination with the President-Elect
- Maintain an electronic Branch membership distribution list
- Provide to the President-Elect and COB member the needed information to conduct the annual treasury audit. The report compiled from this audit will be submitted to the Executive Committee for review.

E. Council Members:

Central Ohio Branch Duties:

- Attend Executive Committee meetings
- Discuss and vote on Branch issues and aid in determining Branch policy
- Approve of financial transactions
- Fill interim vacancies in offices
- Work on branch committees and with officers as needed
- Fill Branch Historian role as appointed by the President

Chapter II

Executive Committee

- A. Meetings: The Executive Committee will hold at least one meeting each quarter as decided upon, or at the call of the President. If, however, three members of the Executive Committee present a written request to the Secretary-Treasurer for a meeting of the entire Executive Committee, it will be the duty of the Secretary-Treasurer to issue a call for such meeting.
- B. Officers: Consist of the President, President-Elect, Past President, and Secretary-Treasurer.
- C. Committees: Committee members shall be current COBAALAS members. The standing committees include:

1. *Executive Committee*: Consisting of the President, President-Elect, Past President, Secretary-Treasurer and Council Members. The duties of the Executive Committee shall be to make decisions relevant to the financial affairs and day-to-day business of the Branch. This committee will also establish dates/locations and arrange for educational presentations and refreshments at branch meetings, plan the annual awards party, and provide meeting details for the website.
2. *Elections Committee*: The President-Elect will chair the committee. This committee shall consist of at least two to three members. Members will be selected at the chair's discretion. This committee will be responsible for soliciting officer nominations and bio-sketches. The committee will submit to the Executive Committee and the Publicity Committee Chair a list of nominees for offices, which are to be filled by elections in October. This committee will tally all election ballots and report the results to the Executive Committee.
3. *Membership Committee*: The Secretary-Treasurer will chair the committee. The committee will solicit new members and review all applications for membership in the Branch. Recommendations against membership will be brought before the Executive Committee for action.
4. *Publicity Committee*: The website administrator, appointed by the President, if a member of the Branch, will chair the committee and will share website access with the President and the Secretary-Treasurer. The committee will maintain the Branch website. The committee will assure the website provides current, timely information concerning the Branch and post vendor ads on the website. The website administrator is not required to be a member of the Branch. In the event that a non-member is used as the website administrator, the President will appoint a Branch member to chair this committee.
5. *Awards Committee*: The chair will be appointed by the president. The committee will follow established criteria for all Branch awards, solicit and receive nominations and make awards selections. This committee will also compile and submit District 5 award nominations packets as appropriate. The awards committee should have a representative from each institution for the award selection process.
6. The President will have authority to appoint special committees when necessary. These committees will act and report on matters designated by the President.

Chapter III

Meetings

- A. General meetings: Meeting times will be decided by the President. Meeting details will be announced by the Secretary-Treasurer. The President will attempt to rotate the meeting sites or coordinate a tele/video conference
- B. Special Meetings: Called by the President or Council with at least one week's notice to members stating reasons for the meeting.
- C. The usual order of business at meetings of the organization will be:

1. Call to order
2. Reading the minutes of the previous meetings and their approval
3. Reading of the Treasurer's report
4. Committee reports as appropriate
5. Old Business
6. New Business
7. Announcements
8. Presentations
9. Adjournment

Chapter IV

Changes in By-Laws

- A. The council may amend these By-Laws by a two-thirds vote of Council at any meeting at which a quorum is present.

Chapter V

Revision History

2001 – TBR becomes a voting member of the council as required by National AALAS.

2003 – Entire document updated with current practices and addition of TBR to the officer's sections and other places as necessary.

2005 - Entire document updated to include job descriptions and duties of each office, removal of the Assistant TBR position and inclusion of the Newsletter Editor functions. Mission Statement added.

2006 - Move election committee chair and duties from past president to president elect position. An event chair position and committee were added. Moved event duties from president elect position to past president. Duties of historian were added to secretary responsibilities. Website oversight added to secretary, newsletter editor and Publicity Committee responsibilities. All changes in duties are to take affect January 1, 2007.

2010 – Document updated to show transition from use of a newsletter to the use of a website/blog. Attendance requirements for council outlined in *Terms of Office*. Adjusted notification of council meetings to the president's responsibilities. Adjusted the organization of the technical information exchange to the immediate past president's responsibilities. Adjusted the submission of the membership and officers list to the secretary's responsibilities. Adjusted the member announcements of meetings to the treasurer's responsibilities. Adjusted the events committee responsibilities to the executive committee and added the president's authority to appoint ad hoc committees as needed.

2018 – Entire document updated to reflect discontinuation of TBR position as per national AALAS requirements. Adjusted to reflect increase in council positions from four to six.

2020 – Document updated to reflect the combination of the Secretary-Treasurer position, to remove references to the blog, add references to the website, and minor clarification to officer positions and committees.