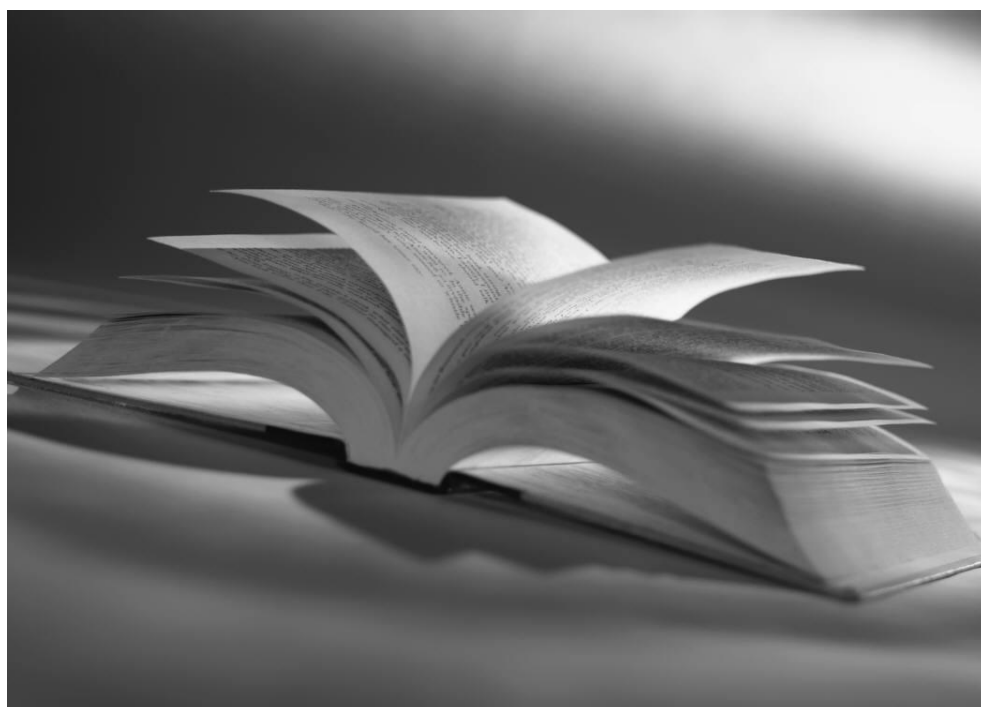


**Manitoba Association for  
Medical Laboratory Science**



**STANDING RULES**

Last Revised: May 2019

## **Preamble:**

***Standing rules are rules or resolutions that are of a continuing (or standing) nature. These rules only deal with specific administrative matters and function under the umbrella of the Association's Bylaws. Standing rules should contain only such rules as may be adopted without previous notice by a simple majority vote at any business meeting of the Board of Directors. Therefore, changes to the Standing Rules do not come to the Annual General Meeting for general members' voting.***

# TABLE of CONTENTS

<b>1. Functions of Board of Directors</b>	<b>4</b>
President	4
Vice President	5
Past President	5
Executive Assistant	6
Treasurer	6
Director of Marketing & Communication	6
Director of Professional Development	7
MLA Representative	7
Academy Representatives	8
<b>2. Functions of Appointed Positions</b>	<b>9</b>
Newsletter Editor	9
Safety Advisor	9
Archivist	9
<b>3. Functions of Committees</b>	<b>10</b>
Finance	10
Nominations	10
Information Technology	10
<b>4. AGM Special Rules</b>	<b>11</b>
Rules	11
Duties for the Executives	12
<b>5. LABCON Expense Guidelines</b>	<b>13</b>
<b>6. Awards</b>	<b>14</b>
Past President Ring	14
Crocus Award	14
ANC Delaat Memorial Award for Professional Distinction	14
Honorary Membership Award	14
Professionalism Award	15
Joseph M Scott Award	15
<b>7. Records Management</b>	<b>16</b>
<b>8. AGM and Special Meetings Timelines</b>	<b>17</b>

# SECTION 1: Functions of the Board of Directors

## THE PRESIDENT SHALL:

- 1.1 Preside at all Board of Directors Meetings, the Annual General Meeting (see Section 4), and Editorial Committee and prepare an agenda for each meeting.
- 1.2 Appoint Committee Chairpersons with the approval of the Board as indicated in the Standing Rules.
- 1.3 Appoint a Parliamentarian for the Annual General Meeting.
- 1.4 Attend Academy Annual General Meetings when possible.
- 1.5 Represent MAMLS at LABCON - CSMLS Congress (see Section 5).
- 1.6 Respond to issues and represent the Association as required or directed by the Board of Directors.
- 1.7 Present the President's complementary gift to the Past President at the Annual General Meeting.
- 1.8 Serve as a signing officer of the Association.
- 1.9 Present the MAMLS Achievement Awards at the Manitoba Schools Science Symposium.
- 1.10 Attend MLS student grad event by invitation of RRC Graduation Committee and present the MAMLS graduate pins, Professionalism award, and JM Scott Award.
- 1.11 Ensure that all members of the MAMLS Board of Directors have an up-to-date officers' manual.
- 1.12 Ensure that all members of the MAMLS Board of Directors are members in good standing by January 1.
- 1.13 Be an ex-officio member of all committees.
- 1.14 Request Annual Reports from Directors and Academy Presidents.
- 1.15 Meet with the Minister of Health on an annual basis.
- 1.16 Meet with Registrar of CMLTM twice per year.
- 1.17 Meet with the CSMLS MB/Sask Director once per year.
- 1.18 In conjunction with the Vice President, act as the government liaison representative for the association. In this capacity the following duties will be performed:
  - 1.18.1 Maintain familiarity with the MAMLS Bylaws and Standing Rules, as well as with relevant Government Statutes and Regulations.
  - 1.18.2 Act as a resource person and consultant to the association on government affairs that may impact on the business of the Association.
  - 1.18.3 Liaise on behalf of the Association with 'third parties'.
  - 1.18.4 Make recommendations to the board concerning government affairs that may impact on the Association.

## **THE VICE PRESIDENT SHALL:**

- 2.1 In the absence of the President, chair all necessary meetings, and act on behalf of the Association as required.
- 2.2 Respond to any enquiries regarding membership with MAMLS
- 2.3 Chair the Finance Committee.
- 2.4 Serve as a signing officer of the Association.
- 2.5 Draft a MAMLS budget (upcoming year) for the May/June Board of Directors Meeting.
- 2.6 Present a final budget at the Annual General Meeting for the following year.
- 2.7 Assist the Executive Assistant in making all necessary arrangements for the Annual General Meeting are made (see Section 4).
- 2.8 Attend meetings with the Registrar of CMLTM along with the President.
- 2.9 Attend meetings with the Minister of Health along with the President.
- 2.10 Represent MAMLS at LABCON - CSMLS Congress (see Section 5).
- 2.11 Be a member of the professional development committee.
- 2.12 Attend meetings with CSMLS Mb/Sask Director along with the President.
- 2.13 In conjunction with the President act as the government liaison representative for the association. In this capacity the following duties will be performed:
  - 2.13.1 Maintain familiarity with the MAMLS Bylaws and Standing Rules, as well as with relevant Government Statutes and Regulations
  - 2.13.2 Act as a resource person and consultant to the association on government affairs that may impact on the business of the Association
  - 2.13.3 Liaise on behalf of the Association with 'third parties'
  - 2.13.4 Make recommendations to the Board concerning government affairs that may impact on the Association

## **THE PAST PRESIDENT SHALL:**

- 3.1 Chair the Nominating Committee.
- 3.2 Act in an advisory capacity to the Board of Directors.
- 3.3 Present a current year-to-date Board of Directors Report at the MAMLS Annual General Meeting.
- 3.4 Prepare and circulate the MAMLS Annual Report to the membership prior to the Annual General Meeting.

### **THE EXECUTIVE ASSISTANT SHALL:**

- 4.1 In the absence of the Secretary, shall record all minutes for necessary meetings.
- 4.2 Ensure that all necessary arrangements for the Annual General Meeting are made (see Section 4).
- 4.3 Be a member of the Marketing and Communication Committee and IT Committee.
- 4.4 Assist with and update social media accounts and website minimum once per month.
- 4.5 Assist Past President with the preparation and circulation of the MAMLS Annual Report prior to the Annual General Meeting.
- 4.6 Represent MAMLS at LabCon once during two-year term

### **THE TREASURER SHALL:**

- 5.1 Conduct the financial affairs of the Association as directed by the Board of Directors.
- 5.2 Serve as a signing officer of the Association.
- 5.3 Be a member of the Finance Committee.
- 5.4 Assist the Finance Chairperson and make recommendations for any action necessary to assure the short and long term financial stability of the Association.
- 5.5 Ensure that an audited financial report from the previous year is available to the Board of Directors for presentation in May
- 5.6 Present financial statements at each Board Meeting, including
- 5.7 Assist in the preparation of a budget to the President Elect for the March Board of Directors Meeting.
- 5.8 Submit the annual financial statement to the President as soon as possible prior to the end of the fiscal year Board of Directors Meeting.
- 5.9 Monitor the approved budget for Board members.
- 5.10 Issue cheques for approved expenses within 7 days of receiving invoices.

### **THE DIRECTOR OF MARKETING AND COMMUNICATIONS SHALL:**

- 6.1 Chair the Marketing and Communications Committee and the IT committee meetings.
- 6.2 Appoint members to the Marketing and Communications Committee and IT committee as required. Chair the Marketing and Communications Committee and the IT committee meetings.
- 6.3 Attend Board of Directors Meetings as a voting member and report regularly on Marketing and Communications matters.
- 6.4 Submit an annual report for the previous year to the President for the January Board of Directors Meeting.
- 6.5 Submit a budget to the Vice President for the March Board of Directors Meeting.
- 6.6 Promote Medical Laboratory Sciences in Manitoba (Displays, Career Days, etc.)
- 6.7 Communicate via the website and social media accounts regarding Marketing and Communications.

- 6.8 Post CE opportunities presented by the Professional Development committee on the MAMLS website.
- 6.9 Coordinate the Student Profession Night with the Program Coordinator of the RRC Medical Laboratory Sciences Program.
- 6.10 Receive and review the nominations for the service awards and present recommendations to the Board of Directors.

**THE DIRECTOR OF PROFESSIONAL DEVELOPMENT SHALL:**

- 7.1 Chair the Professional Development Committee Meetings and lead the committee with developing and maintaining CE opportunities on the MAMLS website.
- 7.2 Appoint members to the Professional Development Committee as required
- 7.3 Represent MAMLS on the Manitoba Medical Laboratory Science Program Advisory Committee
- 7.4 Attend Board of Directors Meetings as a voting member and report regularly on professional development matters.
- 7.5 Maintain, select, and administer the Hilda Fleming Fund award.
- 7.6 Accept JM Scott submissions and present a recommendation to the Board of Directors for presentation by the President at the RRC student grad event in June.
- 7.7 Maintain contact with and support Academy Professional Development representatives as required.
- 7.8 Identify Professional Development needs and make recommendations to the Board of Directors to meet these needs.
- 7.9 Submit an annual report for the previous year to the President for the January Board of Directors Meeting.
- 7.9 Submit a budget to the Vice President for the March Board of Directors Meeting.
- 7.10 Communicate via the website and social media accounts regarding Professional Development.

**THE MLA REPRESENTATIVE:**

- 8.1 Attend Board of Directors Meetings as a voting member and report regularly on Marketing and Communications matters.
- 8.2 Submit an annual report for the previous year to the President for the January Board of Directors Meeting.
- 8.3 Bring forward any MLA issues to the Board of Directors Meetings
- 8.4 Submit any MLA items or news for publication on the website and social media accounts

**ACADEMY REPRESENTATIVES SHALL:**

- 9.1 Serve as liaison between MAMLS and their Academy.
- 9.2 Attend MAMLS Board of Directors as a voting member and report regularly on Academy issues and events.
- 9.3 Ensure that event notices and updates are posted to the website and social media accounts.
- 9.4 Be a member of the MAMLS Nominating Committee.
- 9.5 Submit an annual report to the President for the January Board of Directors Meeting.
- 9.6 Submit a budget to the Vice President for the March Board of Directors Meeting.
- 9.7 Work as a Scrutineer at the Annual General Meeting.



## Section 2: Functions of Appointed Positions

### **THE NEWSLETTER EDITOR SHALL:** *(This function is pending further discussion)*

- 1.1 Be appointed for a two-year term by the President with the approval of the Board.
- 1.2 Be a non-voting member of the Board of Directors.
- 1.3 Attends the Editorial Committee which is a subcommittee of the MAMLS Marketing and Communications Committee and liaises and reports to the MAMLS Marketing and Communications Director.

### **THE SAFETY ADVISOR SHALL:**

- 2.1 Be appointed for a two-year term by the President with the Approval of the Board.
- 2.2 Be familiar with Safety and Occupational Health Issues and Regulations as they relate to Medical Laboratory Science.
- 2.3 Serve as a Resource Person to the Board and the Membership as required.
- 2.4 Make the Board aware of New Issues and Regulations that may impact MAMLS.
- 2.5 Liaise with third parties on behalf of MAMLS as directed by the Board or the President.

### **THE ARCHIVIST SHALL:**

- 4.1 Be appointed for a two-year term by the President with the Approval of the Board.
- 4.2 Be the custodian of all inactive files of the Association, and of all original records of the Association that are five years old or older.
- 4.3 Safeguard, catalogue, and prepare all relevant records for deposit to the Manitoba Provincial Archives as governed by our Agreement with the Archives.
- 4.4 Report to the Board once a year.
- 4.5 Conduct such other duties that may be identified by the Archivist and directed by the Board.
- 4.6 Consult with the Board of Directors to decide storage, retention or purging of non-archival material.

## **Section 3: Functions of Committees**

### **THE FINANCE COMMITTEE SHALL:**

- 1.1 Be composed of the President (Chair), Vice President, Treasurer and Past President.
- 1.2 The President elect shall prepare and present, in consultation with the Treasurer, the Annual Budget of the Association at the March Board of Directors Meeting.
- 1.3 Circulate the proposed budget to the membership no less than sixty days prior to the Annual General Meeting.
- 1.4 Present the proposed budget at the Annual General Meeting.
- 1.5 Monitor the financial health of the Association and recommend any action deemed necessary to maintain financial stability.
- 1.6 With the approval of the Board of Directors make investments of a safe and guaranteed nature on behalf of the Association.

### **THE NOMINATIONS COMMITTEE SHALL:**

- 2.1 Be chaired by the Past President.
- 2.2 Have the Academy Representatives as members.
- 2.3 Function in accordance with the Bylaws of the Association under section 7.

### **THE INFORMATION TECHNOLOGY COMMITTEE SHALL:**

- 3.1 Be composed of the Marketing and Communication Director, Vice President, and three or more volunteer members as selected by the Marketing and Communication Director and who show an interest in technology.
- 3.2 Maintain the MAMLS website and other social media accounts
- 3.3 Post new CE opportunities as approved by the Marketing and Communication Committee, as well as notification to CMLTM.
- 3.4 Promote the MAMLS through the appropriate use of social media.
- 3.5 Investigate new ways to introduce technology into the operations of the Association.

## Section 4: AGM Special Rules

The purpose of an Annual General Meeting is for the elected Board of Directors to report to the membership on the Association's progress during the past year and to receive feedback from the members. It provides an opportunity for members to debate current issues and policies.

The rules are designed to facilitate the exchange of information and ensure that everyone who attends has the opportunity to be heard.

1. Voting members are issued with a voting card at the credentials desk. These voting cards are held up by members to register a vote.
2. Any member may ask questions and participate in discussion.
3. To obtain the floor, a member must await recognition from the Presiding Officer, then state their name and place of residence.
4. The Presiding Officer will recognize members in the order in which they are recognized.
5. Motions must be in writing and signed by the mover and seconder, who must be voting members.
6. A member may speak only twice to a motion for a maximum of two (2) minutes. An exception may be made for the mover, who may be asked by the Presiding Officer to respond to points of clarification.
7. A motion may normally be debated for no more than 15 minutes. Additional time may be allocated for debate on a motion by a 2/3 vote of the assembly.
8. Only motions that have been submitted and placed on the printed agenda that is sent to every member may come to a binding vote.
9. Under the item of Further Business, the rules of debate are relaxed to allow for free discussion and questions, without need for a formal motion. Any motion brought under this item will be taken as a recommendation to the Board of Directors.

## **DUTIES FOR THE EXECUTIVE:**

### **EXECUTIVE ASSISTANT:**

1. Arrange the time and place of the Annual General Meeting in consultation with the congress chair.
2. The Annual General Meeting should be held in a room large enough to hold 50-100 people. Ensure that an adequate sound system (microphone) is available.
3. Help with the organization of the AGM registration desk. The duties may include circulation of annual reports and voting cards, and ensuring the roster is available.

### **VICE PRESIDENT:**

1. Advertise the Annual General Meeting to all members of the MAMLS.
2. Arrange to receive a current membership list from MAMLS. Membership lists used shall be the most current available.
3. Establish a credential committee to determine if all those attending the Annual General Meeting are members in good standing of MAMLS.
4. Prepare voting cards with rules of the Annual General Meeting.
5. Work the registration desk to issue voting cards to verified MAMLS members.

### **PRESIDENT:**

1. Ensure that all information has been sent to the membership in accordance with Standing Rule section 8.0
2. Chair the AGM.
3. Arrange for a complementary gift for the Past President as well as plaques for the service awards will be ready for presentation.

### **PAST PRESIDENT:**

1. Present the Board Report for the current year-to-date.
2. Present the Nominating Committee Report.
3. Present the Bylaw changes report.

## **Section 5: LABCON Guidelines**

### **TRANSPORTATION (RECEIPTS REQUIRED)**

1. Air fare (air-economy class or equivalent).
2. Transportation to and from air terminals.
3. In the event of an emergency such that the representative has to return home before the scheduled return date, reimbursement of any additional costs of the rescheduled flight home.

### **HOTEL EXPENSES (RECEIPTS REQUIRED)**

1. Hotel accommodations for the duration of Congress at the Convention hotel.

### **MEALS (NO RECEIPTS REQUIRED)**

1. A daily allowance of up to \$40.00 may be claimed for meals and meal gratuities.
2. The day of arrival and the day of departure are combined as one day's meal allowance.
3. On any day when a meal is provided as part of the function, the allowance is reduced to \$30.00 when lunch is provided and to \$20.00 when dinner is provided.

### **REGISTRATION (RECEIPTS REQUIRED)**

1. Basic Congress registration fees.
2. Cost of a ticket for each social event.

### **ENTERTAINMENT EXPENSE (NO RECEIPTS REQUIRED)**

1. A maximum allowance of \$50.00 per day to a total limit of \$200 per Congress. This expense is designed to be used at the discretion of the President to promote "Good Will" among those attending the Congress.

### **MISCELLANEOUS EXPENSES (RECEIPTS REQUIRED IF POSSIBLE)**

1. This is a provision for expenses to be paid in the event that schedules cannot be met as planned. Examples of approved expenses would be additional hotel and meal costs due to weather and/or travel disruptions, not covered by the travel company. Any and all legitimate expenses not foreseen and directly attributed to the event will be reimbursed.

## **Section 6: Awards**

### **PAST PRESIDENT GIFT**

A complementary gift will be presented at the Annual General Meeting to the outgoing Past President.

### **CROCUS AWARD**

The Crocus Award is given to a **certified active member** in recognition of the member's outstanding contributions to MAMLS.

A certificate and memento to commemorate the award are presented at the Association's Annual General Meeting and the expenses are paid to receive the award in person.

Nominations may be submitted by members at large by the May BoD meeting each year and each nomination must be accompanied by a citation outlining the nominee's contributions to the profession in Manitoba.

### **ANC DELAAT MEMORIAL AWARD FOR PROFESSIONAL DISTINCTION**

The ANC Delaat Memorial Award is given to a member (active or retired) in recognition of that member's outstanding contributions to the field of medical laboratory science.

A certificate and memento to commemorate the award are presented at the Association's Annual General Meeting and the expenses are paid to receive the award in person.

Nominations may be submitted by members at large by the May BoD meeting each year and each nomination must be accompanied by a citation outlining the nominee's contributions to the profession in Manitoba.

### **HONOURARY MEMBERSHIP AWARD**

Honourary membership is awarded in recognition of a member's outstanding life-time contributions to the MAMLS's. The award is given to a certified member (active, inactive, or retired). The recipient will receive all the privileges and services of membership without payment of membership fees.

A certificate and memento to commemorate the award are presented at the Association's Annual General Meeting and the expenses are paid to receive the award in person.

Nominations may be submitted by members at large by the May BoD meeting each year and each nomination must be accompanied by a citation outlining the nominee's contributions to the

profession in Manitoba.

### **PROFESSIONALISM AWARD**

A \$250 award is available annually to a student completing their second year of the Medical Laboratory Sciences Program. Criteria for this award includes demonstration of professional behavior throughout the program, volunteering for activities associated with advocating on behalf of medical laboratory sciences, and contributing to the positive collaboration and cooperation among members of the health care team. No application is necessary as the recipient of this award is selected by representatives from the first and second year of the program.

### **JOSEPH M SCOTT AWARD**

A \$500 award is available annually to a student in their graduating year in the field of medical laboratory sciences. A completed application form is submitted to the Director of Professional Development. This person will make a selection and send the recommendation to the Board for approval based on the student's community activities, leadership potential, etc.

## Section 7: Records Management

1. The Central Files of MAMLS shall be kept at the Head Office of Haworth & Company in Winnipeg.
2. The Central Files of MAMLS shall contain subject files in alphabetical order, copies of minutes of the AGM and Board Meetings and such other records as may be designated by the Board.
3. An index of the subject file shall be prepared by Haworth & Company, updated annually and a copy of the index presented to the Board in January of each year.
4. Subject files may only be removed from Central File by elected officials of the Society and for periods not exceeding 30 days. Record removal must be recorded by signing a ledger or forwarding a written request to be kept by the MAMLS secretarial services.
5. Subject files may only be purged by any two of the signing officers of the Society.
6. Items purged from Central Files will be referred to the Archivist who will select items suitable for Archives.
7. The Minutes of the AGM and Board Meetings are recorded by the Secretary of the Board.
8. Copies of the Minutes of the AGM and Board Meetings will be placed in Central Files by the Secretary.
9. The original minutes of the AGM and Board Meetings, as well as, Annual Reports, Auditor's Reports and Special Reports that are more than ten years old shall be transferred to the Archivist by the Past President in January.
10. Financial Records of the Society are kept by the Treasurer. Audited ledgers and statements must be kept in Central File for ten years.
11. Copies of the Newsletters (4) and of Special Reports, Manuals, By-laws, Standing Rules, etc. must be placed in Central File by respective authors.
12. Any discrepancies in, losses of or damages to the Records or Files of the Society must be brought to the attention of the President who will take appropriate action to ensure all Records are maintained in good order.



## **Section 8: AGM and Special Meetings Timelines**

### **120 DAYS**

Notice of the time and place of the election of officers and the positions open for election, shall be sent to each member at least 120 days prior to holding the election.

### **90 DAYS**

Nominations for elections of MAMLS officers must be submitted to the chairman of the nominating committee at least 90 days prior to the election

### **60 DAYS**

The Past President shall prepare an e-mail ballot and slate of nominations at least 60 days prior to the date of the Annual General Meeting.

### **30 DAYS**

Notice of the Annual General Meeting, together with the Agenda and reports, shall be sent to the members at least 30 days prior to the meeting.

Proposed revisions of the Bylaws must be circulated to the membership at least 30 days prior to the Annual General Meeting or special meeting.

Ballots shall be completed by the voting members and returned to the Nominating Committee Chairperson within 30 days from the mailing of the ballot.