

By-Laws

It is the mission of the National Capital Area Branch of the American Association for Laboratory Animal Science (NCAB-AALAS), to:

1. Sponsor training courses, workshops and seminars.
2. Promote exchange of information between persons working in the field of laboratory animal care.
3. Promote improvements in the humane care and use of laboratory animals.
4. Recognize outstanding persons in the field of laboratory animals
5. Provide current information on laboratory animal science to interested members of the general public, news media, or governmental organizations.
6. Support other nonprofit organizations with similar goals.

In addition, members or attendees of general Branch meetings or Seminar must philosophically agree to the goals and mission of the organization. The Council reserves the right to refuse membership to individuals whose views and ideals are not consistent with those of the organization.

Chapter I: Officers

1. **President:** The term of office shall be for one year. It shall be the duty of the President to preside at general and scientific meetings of the Branch, and at meetings of the Council. The President shall convene the Council at least four times each year and as often as the business of the Branch may require its action. They shall appoint the Chairperson of each standing committee. The President shall be an ex officio member of all committees and shall be the principal Branch officer to which all committees shall be responsible.
2. **Immediate Past President:** The term of office shall be for one year. It shall be the duty of the Immediate Past President to serve as parliamentarian and principal Council Officer responsible for maintaining the file of established Branch policies and precedent-setting actions taken by either the Branch or the Council. In addition, the immediate past President shall oversee the upcoming nomination of elected officers and establish an *ad hoc* committee as deemed necessary.
3. **President-Elect:** The term of office shall be for one year. The President-Elect shall assume the office of the President at the expiration of the latter's term or upon the President's resignation or inability to continue to serve as determined by the Council. It shall be the President-Elect's duty to preside at the general and scientific meetings of the Branch and meetings of the Council in the absence of the President and to appoint the Seminar Chairperson for the Seminar to be held during his/her presidential administration. The President- Elect will review and revise the Constitution and/or By-Laws as necessary.
4. **Secretary:** The term of office shall be for two years and will not coincide with the term of the treasurer. The Secretary shall keep minutes of the meetings of the Branch and Council; and shall lay before the Council all the matters which require the consideration of the Council. The Secretary will

supply a list of the Branch members to the Executive Director of AALAS annually and the names of its officers.

5. Treasurer: The term of office shall be for three years. The Treasurer shall be responsible for all financial matters of the Branch and be bonded during their term of office as deemed necessary by vote of Council. The committee shall verify the inventory of capital equipment or other specific tangible assets as directed by the Council. A licensed accounting firm will manage the receipt of monies and payment of bills as well as perform an annual audit. The Treasurer shall report to the Council at each meeting thereof a statement of the current income, expenses and balance, and during the January meeting report to the Branch the balance sheet of funds and income for the previous year. The Independent Auditor's report will be submitted in writing to the President and Secretary annually. Once approved, it will be published in the following newsletter.

Chapter II: Council

1. Meetings: The Council shall hold at least four meetings each year, whether in person or via video/teleconference, at times it may decide upon, or at the call of the President. If, however, five members of the Council present a written request to the Secretary for a meeting of the entire Council, it shall be the duty of this officer to issue a call for such meetings.

2. Officers: The President, Immediate Past-President, President-Elect, Secretary and Treasurer of the Branch shall hold office of the same designation in the Council.

3. District 3 AALAS Trustee: Will be the liaison between the National AALAS and the NCAB, keeping NCAB-AALAS informed of AALAS activities. When an At-Large Trustee resides in the NCAB-AALAS region, that trustee may be appointed as an additional Council member at the discretion of the President, with agreement from the at-large trustee.

4. Members at Large: There are to be two members-at-large appointed by the President. These members will be given designated duties by the President to aid any officer or committees where needed.

5. Committees: The Standing Committees shall be:

a. Awards Committee: The duties of the committee shall be to 1) inform the Council and general membership of awards activities, 2) solicit applications and determine recipients of the Branch sponsored scholarships and awards, 3) disseminate National AALAS and other laboratory animal science award information, and 4) upon approval of the Council, present special recognition awards, memorials, and scholarships for the Branch.

b. Education Committee: The duties of the committee shall consist of establishing and supervising any training programs offered by the Branch. In addition, the committee shall establish and execute workshop programs upon approval by the President and Council.

c. Government Relations Committee: The duties of the committee are to inform the Branch and its members of any pending animal welfare or animal rights legislation and promote/assist in letter writing campaigns to support or prevent proposed legislation. This support may be in the form of providing

contact information, detailed facts or figures, or form letters. This may also involve working as a liaison with the Foundation for Biomedical Research or similar organizations in their campaigns.

d. Historian: The Historian will prepare an annual report on the year's activities of the Branch. This shall include the following information and activities:

1. List of all the Council members and committees.
2. Information about monthly meetings (topic, speaker, attendance, location, etc.)
3. Public Relation activities to include type of events, location, NCAB representatives, attendance numbers.
4. Branch events such as picnic and banquets.
5. Annual seminar information to include seminar committee members, theme, location, attendance, banquet information and any other information that may be helpful for future planning.
6. Workshop activities, if any, to include all pertinent information. The historian will maintain the NCAB list of past award winners and update the list annually.

e. Individual Membership Committee: The duties of the committee will be to accept applications for the membership in the Branch, promote NCAB-AALAS membership through the newsletter and general meetings, and to maintain the NCAB-AALAS membership list.

f. Institutional Membership Committee: The duties of the committee will be to accept applications for membership from vendors, non-profit organizations, Institutions, or other AALAS Branches, promote NCAB-AALAS membership through the newsletter and general meeting and maintain the membership list. In addition, members in good standing are allowed to use the website for advertising educational events.

g. Management Information System Committee: The duties of this committee shall include the planning and acquisition of equipment and supplies necessary to maintain Branch records and produce required data and reports. The committee shall develop policies and procedures for the scheduling and the proper use of equipment and formulate or review proposed new Branch information systems. The duties of this committee shall also include maintaining the NCAB website.

h. Program Committee: It shall be the responsibility of the committee to arrange the general meeting programs and other Branch sponsored activities.

i. Public Outreach Committee: The duties of the committee shall be to provide information about NCAB-AALAS and laboratory animal science in general to the membership and/or interested persons and organizations within the public sector. The committee shall also maintain awareness of those activities which might influence NCAB-AALAS goals and objectives and regularly report findings to the membership.

- j. Publicity Committee: The duties of the committee shall be to 1) disseminate information concerning the Branch and AALAS to appropriate individuals and organizations; publish a newsletter which will contain announcements of meetings of the Branch, 2) notify members of election results and committee appointments; and examine and approve any publications of the Branch. If any committee produces information about AALAS, its final product shall pass approval by this committee before being made public or published.
- k. Seminar Committee: The President-Elect will appoint, for each year, that a Seminar is held, a member in good standing to serve as Chairperson of the Seminar for the upcoming year.
- l. Other ad hoc committees as may from time-to-time be authorized by the Council shall be appointed by the President. The term of all ad hoc committees shall expire, unless otherwise specified, upon expiration of the term of the President appointing them.

Chapter III: Meetings

- 1. General Meetings: General meetings are to be called at least four times per year during the period January through December.
- 2. Special Meetings: Special meetings are to be called by the Council with due notice to members.
- 3. Council Meetings: Council meetings to be called at least four times per year.
- 4. The order of business at the meetings of the Branch shall be:
 - a. Call to order.
 - b. Roll Call.
 - c. Approval of the minutes.
 - d. Treasurer's report.
 - e. Report of standing committees.
 - f. Report of special committees.
 - g. Unfinished business from previous meeting.
 - h. New Business.

Chapter IV: Fiscal Policies

- 1. Individual membership shall be on anniversary year. Membership will expire one year from initial membership date. Institutional membership shall be on calendar year, January 1 through December 31.
- 2. Dues for individual and institutional memberships shall be established by a 2/3 vote of the Council.
- 3. The Council shall have a goal of maintaining a reserve, equal to 100% of the annual operating budget, with a minimum of 50% of the operating budget, set aside from Branch assets to cover contingency

expenses. The Treasurer shall monitor and make recommendations on adjusting the amount held in reserve. All fees for NCAB-AALAS activities shall be reviewed by the Treasurer and recommended for approval by Council prior to advertisement to the membership.

4. Corporate sponsorship is prohibited. Corporations can support NCAB-AALAS through the Institutional Membership program in addition to presenting educational and informational opportunities to the General Body.

Chapter V: Changes in By-Laws

No alteration shall be made in these By-Laws unless it shall be submitted in writing at a business meeting of the Branch, been entered on the minutes with names of the members proposing it, and shall be adopted by two-thirds of the members present and voting at a subsequent meeting, or by ballot as specified for Constitutional changes.