

BY-LAWS

NORTH CAROLINA MEDICAL GENETICS ASSOCIATION

Article I

Organization

- Section 1: The name of this organization shall be the North Carolina Medical Genetics Association
- Section 2: This association aims 1) to promote the provision of quality and comprehensive genetic services to the citizens of North Carolina, 2) to promote the sharing of information with our membership, and 3) to advocate for genetic education

Article II

Membership and Dues

- Section 1. There will be a voting membership
- Section 2. Voting privileges will be shared by those individuals that are recognized by the American Board of Medical Genetics and/or the American Board of Genetic Counseling as Active candidate status or Board certified and/or who are involved with the delivery of clinical genetics services to the citizens of North Carolina, involved in the training of the providers of genetic services, and/or provide service through clinically oriented research.
- Section 3. Each member shall pay annual dues as determined by the voting membership. Annual dues payment is a requirement for voting priveledges. Upon retirement and/or age 65 years, no annual dues are required for membership (*member emeritus status*). Graduate students in a genetics related field are considered honorary members who are not required to pay dues and are not considered voting members.

Article III

Meetings

- Section 1. The Association will meet regularly (at least semiannually), rotating among the genetic centers in the state. The host center is responsible for meeting arrangements.
- Section 2. The fall meeting of the Association will include a business meeting.
- Section 3. Business conducted during the meeting shall be approved by a simple majority of the voting membership present at the meeting. With the exception of voting for the election of officers, members may vote on issues in absentia by requesting a ballot from the secretary no later than one week after the business meeting.
- Section 4. Special meetings may be called by the officers, with notice of meetings sent two weeks in advance

Article IV

Officers

- Section 1. The Executive Committee shall consist of the officers and committee chairpersons.
- Section 2. Officers include a President, Vice-President, Secretary-Treasurer, and Immediate Past President.
- Section 3. The officers shall be elected by the voting members for a one-year term (Fall meeting-Fall meeting).
- Section 4. The President shall preside at the meetings and interact with the committee chairs. The Vice-President shall function in such a manner as to become prepared to assume the role as President. The Secretary/Treasurer's duties include recording and distributing minutes of business meetings, distributing business and committee meeting minutes, acting as a conduit for voting and keeping financial records. The immediate past President shall serve on the Executive committee for one year post-tenure.

Article V.

Committees

Section 1. **Five committees shall function as an integral part of the Association.**

Biochemical and Genetic Screening Committee. Committee membership includes all individuals interested in biochemical genetic disorders- both laboratory (including newborn screening) and clinical. Duties/mission: 1) To enhance the diagnosis, management and monitoring of biochemical genetic disorders. 2) To facilitate the communication between Genetics Centers.

Cytogenetics Committee. Committee membership includes all individuals interested in cytogenetic disorders -both laboratory and clinical. Duties/mission: 1) To share information about cytogenetic disorders and techniques 2) To facilitate the communication between Genetics Centers.

Molecular Genetics Committee Committee membership includes all individuals interested in disorders diagnosed through molecular techniques. Duties/mission: 1) To share information about molecular disorders and diagnostic techniques 2) To facilitate the communication between Genetics Centers.

Clinical Genetics Committee: Members include: Individuals who provide diagnosis and management of individuals with genetic conditions. Mission/Duties include: 1) sharing information about access to clinical genetics services in North Carolina, 2) educating each other about clinical genetics issues, particularly the care of patients in the North Carolina Medical Genetics centers.

Genetic Counseling Committee: Members includes: Individuals who provide genetic counseling services in North Carolina. Mission/Duties: The genetic counseling committee is dedicated to the education, support and promotion of genetic counselors and genetic counseling services in the state of North Carolina. The committee meets regularly at each assemblage of the North Carolina Medical Genetics Association (NCMGA). Agenda items include discussion of difficult genetic counseling scenarios, current and on-going research, local resources and other pertinent issues as well as the formulation of action plans in accordance with our mission.

Section 2. Committee chairs shall be elected for two-year terms by the voting membership. Elections shall be held in the Fall of each year.

Section 3. Each committee chair shall keep minutes of their meetings and distribute these to the membership through the Secretary/Treasurer.

Article VI

Audit

The books and accounts of the Association will be reviewed annually by the officers

Article VII

Amendments

Amendments shall be approved by a simple majority of the voting membership. Thirty days notice of such a vote is required. The voting may be done by mail or through an anonymous online voting program through the Secretary/Treasurer.

Approved: 1983

Revised: March 12, 1990.

REVISED: March 2003

Revised: January 2006

Revised and approved by vote: November 5, 2007