

Minnesota Association of Blood Banks

Constitution

Adopted 1977	Amended 1984	Amended 1988
Amended 2007	Amended 2013	Amended 2025

PREAMBLE

In order that we may encourage, promote, and render a high standard of service to our communities, hospitals and those persons who need or may need blood or its components and to foster cooperation between agencies and individuals interested in blood banking, we have formed this association and adopted this constitution for the uses and purposes herein set forth.

Article I. NAME

The name of this organization shall be “Minnesota Association of Blood Banks” or MnABB.

Article II. ORGANIZATION

The Minnesota Association of Blood Banks shall be organized and incorporated under the laws of the State of Minnesota and shall operate only as a non-profit Association.

Article III. MEMBERSHIP

Membership of this association shall be designated as individual, institutional.

- Individual membership shall be open to any person interested in blood banking.

Termination of membership shall be for sufficient cause including:

- Conduct of an individual considered by a majority of the Board to be unethical or contrary to the purposes of the Association.

Article IV. Mission

The mission of the Minnesota Association of Blood Banks shall be:

- To provide educational opportunities and to support the education of those practicing Blood Banking and Transfusion Medicine in order to encourage high standards of service in blood product collection, testing, and administration throughout the state of Minnesota.
- To foster, promote, aid, and encourage additional activities that may extend the best possible blood banking service throughout the state of Minnesota.
- To encourage communication and networking between Blood Banking and Transfusion Medicine professionals.
- To increase the visibility of Blood Banking and Transfusion Medicine and those working in this field.

Article V. VOTING RIGHTS

All individual members in good standing shall be entitled to one vote at regular and special meetings of the Association. Not more than one vote shall be cast by any one person.

Article VI. OFFICERS

The officers of the Association shall consist of a President, Vice-President, Past President, Secretary, and Treasurer. The officers shall be elected as necessary by the term of office expiration and serve until their successors are elected and qualified. Officers must be members of the Association.

Article VII. BOARD OF DIRECTORS

The Board of Directors shall be composed of the five officers enumerated in Article VI, the Physician Liaison, the Newsletter Editor, the Education Coordinator, the Webmaster and three elected Members-at-Large. The Board of Directors shall fill all vacancies on the board occurring between annual meetings of the Association. The Vice-President shall assume the office of the President at the conclusion of the final business session of each regular annual meeting. The Board shall submit financial and other reports of its trusteeship to the membership at the regular annual meeting.

Article VIII. MEETINGS

The Association shall hold a regular annual meeting at a time and place designated by the Board of Directors. Special meetings may also be called by the Board of Directors with

authority in the Board to designate time and place. At least thirty (30) days notice shall be given members of any regular or special meeting.

The President shall serve as chairperson of the business sessions. Forty (40) percent of the members registered at the meeting shall constitute a quorum for the transaction of business. Minutes of the regular annual meeting shall be published on the website.

The Board of Directors meetings shall be held at the discretion of the Board or upon the call of the President. Due notice shall be given all Board members of such meetings.

Article IX. INCORPORATION

The Board of Directors is hereby designated the agent of the Association with direction to prepare, file, and publish Articles of Incorporation in the State of Minnesota, under the name as designated in Article I, and to take such other action and incur such expenses as shall be necessary to perfect incorporation of this Association.

Article X. FEES

Membership fees shall be set by the Board of Directors and voted on by the membership if additional fees are determined to be collected. **The annual meeting fees ensure current MnABB membership.**

Article XI. RULES OF ORDER

In all cases not specifically provided for in either the Constitution or the Bylaws, Robert's Rules of Order shall prevail.

Article XII. ORDER OF BUSINESS

For both the meetings of the entire Association and meetings of the Board of Directors, the order of business shall be; Approval of the minutes of the previous meetings, reports of standing committees, reports of officers, old business, new business, adjournment.

Article XIII. AMENDMENTS

This constitution and the by-laws may be amended at any regular annual meeting. The proposed amendment must be emailed to each voting member at least thirty (30) days before the date of the meeting and posted to the Organization's website. A three-fourths majority of those present and voting shall be required for adoption.

By-Laws

Section I. DUTIES OF OFFICES

The President shall preside at the regular annual and special meetings. He/she shall be chairperson of the Board of Directors and responsible for the program planning for the annual fall conference. The President, upon being succeeded by the duly installed Vice-President, shall become the immediate Past President. No President may serve more than one (1) year and no more than one term in any five (5) year period, unless special circumstances occur. The President will delegate representation from the organization to outside meetings/conferences, i.e. Clinical Laboratory Collaborative when requested by those organizations for participation.

The immediate Past President shall serve a term of one (1) year as a member of the Board of Directors and provide mentorship to the acting President.

The Vice-President, elected at the regular annual meeting, shall serve on the Board of Directors and will assume the duties of President in the absence of the President. He/she takes office as the President immediately following the next annual meeting. Any one person may serve a term of one (1) year **and no more than one term in any (5) year period.** It is strongly encouraged that potential candidates to this position have prior experience as an MnABB officer or Board Member.

The Secretary, elected at the regular annual meeting, shall serve on the Board of Directors. The Secretary shall serve a term of three (3) consecutive years no more than two (2) consecutive terms. The Secretary shall record the minutes of all business meetings and distribute to the Board Members within two weeks of meeting adjournment. He/she shall attend to the correspondence of the Association and keep a record of all Association activities.

The Treasurer, elected at the regular annual meeting, shall serve on the Board of Directors. The treasurer shall serve a term of two (2) consecutive years and no more than two (2) consecutive terms. He/she shall be responsible for receiving and disbursing the funds of the Association. He/she shall be authorized to sign all checks for the disbursement of the Association dues. The Treasurer shall receive dues from the membership if fees are charged. He/she will prepare financial reports for all business meetings and will distribute to the Board and membership.

Members-at-Large. No person shall serve more than two (2) consecutive years **and no more than two (2) consecutive terms.**

The Webmaster, elected at the regular annual meeting, shall serve on the Board of Directors. The Webmaster shall serve a term of office for three (3) consecutive years. A vote for the position will be held after every three (3) year term. There will be no term limit maximum. He/she shall be responsible for maintaining the organization web site and associated database, coordinating maintenance of the member list with the Newsletter Editor and collecting and reporting statistical data on membership to the Board.

The Physician Liaison, elected at the annual meeting, shall serve on the Board of Directors. The Physician Liaison shall serve a term of office for three (3) consecutive years and no more than two (2) consecutive terms.

The Newsletter Editor, elected at the annual meeting, shall serve on the Board of Directors. The Newsletter Editor shall serve a term of office for three (3) consecutive years. A vote for the position will be held after every three (3) year term. There will be no term limit maximum. The Newsletter Editor coordinates publication of the Association newsletter, initiates annual membership renewal, and maintains the membership and mailing list.

The Education Coordinator, elected at the annual meeting, shall serve on the Board of Directors. The Education Coordinator shall serve a term of office for three (3) consecutive years. A vote for the position will be held after every three (3) year term. There will be no term limit maximum. The Education Coordinator assesses the educational needs of the Association membership and plans ways to meet those needs.

Section II. REGISTRATION FEES FOR MEETINGS AND WORKSHOPS

All registration fees to be charged for conferences and workshops sponsored by MnABB shall be established by the Board of Directors. The program chairperson (President) should provide input to the Board regarding estimated costs for the planning of the fall conference involving outside speakers, room rental, food costs, printed materials, etc.