**Officer Nominations Needed!**

The Nominations Chairperson is accepting nominations for: Secretary, Treasurer, Vice President, and President. To be nominated, he/she must be a member of WHS for at least one year and currently in good standing. He/she should have expressed a willingness to serve the society. If you would like to nominate someone, please fill in the nomination form below. Deadline April 1st, 2017

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , nominate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the Wisconsin Histology Society, office of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Nominator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mail Completed nomination form to:

James (Andy) Fortune

3436 Quam Drive

Stoughton, WI 53589

Or via email: [wishisto@gmail.com](mailto:wishisto@gmail.com)

**Histology Elected Board Member Duties**

The officers shall serve concurrently as voting members of the Board and the House.

1. **President:** The President shall be the principle executive officer and shall in general supervise and control all business and affairs of this Society; preside over and prepare agendas for all meetings of the members and the Board; serve as alternate Speaker of the House, be an ex-officio member, without vote, of all committees except Nominations-Election and Judicial. The President shall with Board approval, appoint the chairperson of all committees arising from the Board and Society representatives. The President, together with the Society Secretary, shall, or may designate an appropriate individual to, sign all legal instruments which the Board has authorized to be executed. The President shall submit an annual report to the Board and the House when necessary, call special meeting of these bodies. Notification shall be by registered mail thirty (30) days before the called meeting. The President, upon leaving office, shall serve as Immediate Past President. The president shall, or may designate an appropriate individual to, present all honors and awards. The President shall perform all duties incident to the office and other as may be designated by the Board.
2. **Vice President:** When the President is absent or unable to act, the Vice President shall assume and perform the duties. When so acting, the Vice President shall have all the powers and be subject to all restrictions upon the President. The Vice President shall serve in the capacity of coordinator of Standing Committees of the Board, in order to minimize an overlap of efforts, and in the absence of an appointed Parliamentarian shall act in that capacity. The Vice President shall perform all other duties assigned by the President or the Board.
3. **Secretary:** The Society Secretary shall keep and report the minutes of all meetings of the members and the Board. These minutes shall be distributed within ninety (90) days to the Board. The Society Secretary, together with the President, shall sign all official document; affix the Society Corporate Seal to such documents; be the custodian of the Corporate Seal, all official Society records and documents, keep an accurate inventory of all Society property and shall perform other duties incident to the office as assigned by the President or the Board.
4. **Treasurer:** The Treasurer shall be bonded in an amount determined by the Board. The Treasurer shall maintain an inventory of all fiscal assets; shall perform all bookkeeping duties of the Society; be responsible for all monies, funds, securities and negotiable instruments of the Society, maintaining accurate records which shall be submitted to a Board approved certified public accountant for annual audit. Quarterly financial reports shall be submitted to the Board, National Office, and the Budget and Finance Committee. An annual financial report shall be submitted to the House. The Treasurer shall be authorized to disperse funds of up to twenty-five hundred ($2,500.00) dollars. All disbursements in excess of twenty- five hundred ($2,500.00) dollars shall be co-signed by the President, or other designated officer. The treasurer shall serve as a member of the Budget and Finance Committee, but cannot chair that committee, and shall perform all duties incident to the office and such duties as may be assigned by the President or the Board.
5. **Immediate Past President:** The Immediate Past President shall have a vote on the Board and assume such tasks as the President may require.