

VII-B-1-Bylaws Committee- SciX 2017

SOCIETY FOR APPLIED SPECTROSCOPY, INC. POLICIES AND PROCEDURES

1/24/2017 (Revision 170124)

Objective

This document is to record policy and procedure determined by the Governing Board or Executive Committee that have not been specifically prescribed in the Society's Bylaw.

Membership

All Members of the Society shall be classified in one of the categories described in the Society's Bylaws

All Regular and Student Members are eligible to receive annual subscription to *Applied Spectroscopy*. The subscription can be either electronic or print/online depending on the dues paid by the Member.

A member may qualify for a one-year free membership due to unemployment. This request must be submitted in writing to the Society Office and may be awarded and/or extended at the discretion of the Executive Director to up to 1% of the total Society membership. A monthly report of the running yearly total of awarded/extended memberships due to unemployment, including only numbers and not member names, will be made to the Executive Committee.

The SPONSORING MEMBER levels and benefits will be published on the SAS website and in the SAS newsletter. The sponsoring member benefits will be reviewed, at a minimum, annually by either/or the EC and GB. The approved benefits will be published within 2 months of approval and remain in effect until the next publication of a change in said benefits.

Written communications between the National Office and members includes mail and email.

Report/Minutes Archival

The Newsletter is the official document where the Governing Board minutes or a summary and/or a link to the complete minutes are published. The Governing Board minutes shall also be available on the website or thru the Society Office.

Dues

PREScribed DUES. The prescribed membership dues for Members of the Society are listed below. With exception of Honorary, Emeritus and Distinguish Service Awardees, the dues included membership, if requested, into one (1) Section of the Society. Membership in additional Sections is possible for a fee per added Section. Honorary, Emeritus and Distinguish Service Awardees may become members of a Section but will be required to pay the fee associated with joining a particular Section.

Type of Member	USA	Canada/Mexico/Mexico	Outside US North America
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Regular Member ‡	\$115.00	\$130.00^	\$155.00^*
Regular Online	\$80.00	\$80.00	\$80.00
Student ‡	\$60.00	\$75.00^	\$100.00^*
Type of Member	USA	Canada/Mexico/Mexico	Outside US North America
Student Online	\$25.00	\$25.00	\$25.00
Interim Student **	\$80.00	\$95.00^	\$120.00^*
Interim Student Online	\$45.00	\$45.00	\$45.00
Retired ‡	\$60.00	\$60.00	\$60.00*

^ Includes extra charge for mailing fees (retired members exempted).

* For Air Mail service Outside North America add \$20.00 USD.

PROMOTIONAL MEMBERSHIP FEES. These fees shall be a special one-time fee, approved and set for each event by the Executive Committee and available to the entire Society membership. Promotional membership applies to new members only. New members are defined as individuals who have not been members of any category of membership in the Society for three (3) years preceding the promotion.

DISCRETIONARY MEMBERSHIP DISCOUNTS. One-time reductions in the membership fees can be extended to members at the discretion of the Executive Director, (e.g. offering a 10% discount to encourage registration at a conference).

ANNUAL DUES. The Annual Dues of all members are due and payable upon expiration of the current membership term. Membership status and renewal dates will be made available via the Society's website. Individual member information can also be obtained by the member by contacting the Society office and requesting said membership status information. A member may contact the Society office by either phone, or fax, or email.

SUSPENSION FOR NON-PAYMENT OF DUES. A member who fails to pay the annual dues on or before his/her expiration date shall automatically be suspended from membership privileges and his/her subscription to *Applied Spectroscopy* canceled.

REINSTATEMENT. A suspended member may be reinstated upon payment of the current year's dues. A reinstated member who desires to receive the issues of *Applied Spectroscopy* which he/she missed must pay postage for the shipment. A suspended member who was a Fellow of the Society prior to suspension must request reappointment as a Fellow in writing. This re-appointment request will be reviewed at the next scheduled meeting of the Executive Committee. Reappointment will be at the discretion of the Executive Committee and will be based on the circumstances leading to the suspension.

ADDITIONAL DUES. A Regional, Special Interest or Technical Section may assess additional dues at the discretion of its Executive Board or as specified by the Section's Bylaws.

Allocation of Dues

The dues collected from the Members and promotional memberships shall be allocated as follows:

- (a) Account of the Society, 85%.

- (b) Regional Section, Student Section, Special Interest or Technical Section per member's choice, 15%.
- (c) The Regional Section, Student Section, Special Interest or Technical Section allocation shall be calculated by the Executive Director and forwarded to the Treasurer of the Section with which the member is affiliated within 30 days of receipt of the completed Section annual activity questionnaire provided by the Society Office.
- (d) No dues or Funds shall be allocated to Sections that are designated as Inactive Status by the Executive Committee.
- (e) Funds set aside shall be immediately returned to the Account of the Society for Sections that are designated as Inactive Status by the Executive Committee.
- (f) Any Funds set aside for Sections Chapters that have not been utilized with 5 years of allocation will be returned to the Account of the Society

Awards

Specific details for Awards not described in the Bylaws are:

WILLIAM J. POEHLMAN AWARD. It consists of a certificate and an honorarium whose amount will be determined annually by the Executive Committee.

APPLIED SPECTROSCOPY WILLIAM F. MEGGERS AWARD. The selection committee consists of five (5) members total, the chair, a chair-elect, the Journal Editor-in-Chief, the Journal Editor, and one (1) other member. The chair-elect is appointed for a two (2) year term (as chair-elect and as chair). Each year one other member is appointed for a one (1) year term. There is no past-chair.

- (a) The chair of the committee shall notify in writing the Executive Director of the name(s) of the committee's selection by January 31st of the year following the year in which the paper appeared in *Applied Spectroscopy* for approval by the Executive Committee at the spring Executive Committee meeting.
- (b) This award is given to the author(s) of the outstanding paper appearing in *Applied Spectroscopy*. It is awarded at the Society for Applied Spectroscopy award ceremony held at the Society's National meeting following the calendar year of publication and shall consist of an appropriate commemorative award and an honorarium whose amount will be determined annually by the Executive Committee. The honorarium shall be awarded to the corresponding author to be shared among the co-authors as they choose. Financial assistance to support one of the authors of the publication to allow them to receive the award may be provided by the Society upon approval by the Executive Committee or Governing Board. Arrangements must be coordinated by the Executive Director.

LESTER W. STROCK AWARD. The selection committee shall consist of three (3) members total, a chair, a chair-elect, and the chair-elect of the New England Section or his/her appointee. The chair-elect is appointed for a two (2) year term (as chair-elect and as chair). There is no past-chair. The committee chair shall notify the Executive Director of the committee's selection by January 31st. The award shall be presented at an award ceremony held at the Society's National meeting by the New England Section committee member or his/her representative.

This award has been established by the New England Section and is given annually to an author or authors of an outstanding paper or series of papers which are collectively outstanding. The award shall be a medal. All administration of the award shall be the responsibility of the New England Section. If the selected paper(s) has more than one author, each principal author shall be awarded a medal. A principal author shall be defined as one who has made a major contribution toward the publication of the paper. If difficulty arises in the determination of principal author(s), the selection committee shall decide which authors are to be awarded

medals and their decision will be final. The paper(s) to be considered shall have appeared during the five (5) years preceding the year of the award, and shall have been on analytical spectroscopy. The selection committee shall give particular attention to the scientific interests of Lester W. Strock in the geological and life sciences, as exemplified by his publications. Nomination for the award may be made by any member of the Society.

DISTINGUISHED SERVICE AWARD. This award is established to recognize individual members for their long-time service to the Society. The Award consists of an engraved plaque and a lifetime membership in the Society. This membership shall include all the privileges and rights of a regular member. The award shall be presented at an award ceremony held at the at the Society's National meeting. Nomination for the Distinguished Service Award may be made by any member of the Society. Nominations should be sent to the Society Office to the attention of the Awards Committee

SAS GRADUATE STUDENT AWARD. The award shall consist of a plaque or scroll and an expensepaid trip to accept the award. The Executive Director shall make all arrangements regarding travel, hotel, and registration expenses of the awardee. The Executive Director shall also inform the awardee of any limitations in the amount of money which may be spent for meals and miscellaneous expenses. The SAS Graduate Student Award is also known as the Barbara Stull Graduate Student Award.

UNDERGRADUATE AWARD IN APPLIED SPECTROSCOPY. The Society will provide each awardee with a one-year subscription to the Journal and a certificate.

LIPPINCOTT AWARD. This award is given to honor the memory of Ellis R. Lippincott. The medal is sponsored jointly by the Society for Applied Spectroscopy, the Coblenz Society, and the Optical Society of America. The recipient of the award shall have made significant contributions to vibrational spectroscopy. These contributions may be theoretical, experimental, or both, as well as basic or applied. Each society selects two (2) members to serve on the Lippincott Committee. The Society for Applied Spectroscopy members each serve a two (2) year term. The location and presentation of the award and the chairing of the committee rotates among the sponsoring organizations. When the Society for Applied Spectroscopy is the sponsoring organization, the award is presented at the Society's National meeting. Additional details about the Lippincott Award are found in the Operating Agreement among the three sponsoring societies, a copy of which is at the Society Office.

FELLOWS. The award consists of a plaque and recognition at the Society's annual meeting.

BRUCE R. KOWALSKI AWARD IN CHEMOMETRICS. The selection committee shall consist of at least three (3) members, one member designated by the Kowalski Award Committee, and two members invited by this designee, with representative founder-of-chemometrics and family approvals, as specified in the September, 2014 Bruce R. Kowalski Award in Chemometrics Agreement. This committee will also work with the Society's Office and Web Editor to solicit sustaining donations. The award is intended to cover travel and meeting costs for the awardee to present his or her research in either oral or poster format at an appropriate session at SAS's National meeting, the annual SciX Conference, beginning in 2014.

Employees

The Executive Director is an employee of the Society who is responsible for maintaining the Society's National Office and designating as required appoints to Society's committees. The duties of the Executive Director include but are limited to:

- (a) conduct the routine daily business of the Society under the direction of the elected officers and
Governing Board of the Society.
- (b) prepare a budget for the operation of the Society and the Journal, in consultation with the Executive

Committee and based on input from the Committees of the Society.

- (c) maintain the membership and subscription records of the Society and the Journal.
- (d) deposit or cause to be deposited all funds in the name and to the credit of the Society with such federally insured accounts or other depositories as approved by the Executive Committee.
- (e) work with the Journal Editor-in-Chief in coordinating mailings, bill processing, and other journal related activities as requested by the Journal Editor-in-Chief.
- (f) supervise all of the Society staff and conduct annual performance reviews of Society staff for Executive Committee review.
- (g) work with the Treasurer to ensure that financial accounting and tax preparation is prepared, presented, and filed in a timely manner.
- (h) provide membership support to the Society's members as requested when and if appropriate.
- (i) provide support to the Society committees (chair and appointed officers) as required to allow each committee to fulfill that committee's responsibilities.
- (j) provide oversight of any Society-Office-organized member events and activities including venue selection, event suitability, and adequate promotion to allow sufficient opportunities for the benefit for the general membership.
- (k) ensure that the annual activity questionnaire for Regional, Student, Technical, and Special Interest Sections is supplied to the Regional, Student, Technical or Special Interest Section at least 30 days prior to the required deadline, to allow adequate time for completion of said questionnaire by the Regional, Student, or Technical Section.
- (l) maintain a list of the Officers of the Sections and a list of the ACTIVE / INACTIVE status of the Sections.
- (m) secure venues for physical Executive Committee and Government Board meetings, be responsible for publishing agenda for said meetings, and be responsible for collection of reports and supplying agenda report items in a timely manner prior to said meetings.
- (n) review contracts related to the business of the Society and make recommendations for rejection, modification, and approval to the Executive Committee.
- (o) by virtue of this position, the Executive Director shall be counter signatory for the Society on all contracts, legal instruments and policies approved by the Executive Committee or Governing Board. To ensure consistency between officer terms, all contracts, legal instruments, and policies shall be dual signed by the President and the Executive Director.
- (p) perform all of the duties incident to the office of Executive Director as defined by the current Executive Director job description, and such duties as requested by the President, the Executive Committee, and/or the Governing Board.

When it becomes necessary to fill the position of Executive Director, the President shall appoint an ad-hoc search committee. This search committee shall review applications for the position and forward its recommendations to the Executive Committee or the Governing Board for approval.

The ultimate authority for the resolution of any work-related difficulty of the Executive Director rests with the Society President.

With the approval of the Executive Committee, the Society may employ one or more full or part-time employees to assist the officers and the Executive Director. Responsibility for the hiring or dismissal of other Society employees rests with the Executive Director with the prior approval or direction of the Executive Committee or Governing Board.

In all matters related to individual employees' performance or conduct, the Society should recognize that there are legal and confidentiality responsibilities to be considered. Detailed discussions of an employee's performance or conduct should not be recorded in the Executive Committee or Governing Board minutes (for publication) but actions decided on should be recorded.

Committees

STANDING COMMITTEES. The standing committees of the Society are: Awards, Constitution and Bylaws, Fellows, Sectional Affairs, Certification, Long Range Planning, Membership, Newsletter, Website, Nominating, Publications, Publicity, Tellers, Tour Speakers, *Applied Spectroscopy* William F. Meggers Award, Lester W. Strock Award, and Lippincott Award.

DUTIES OF STANDING COMMITTEES. The duties of each Standing Committee are specified in the Bylaws.

STRUCTURE OF STANDING COMMITTEES. Each Standing Committee shall have a chair, a past-chair, and a chair-elect, unless otherwise specified in the Bylaws. All appointments shall begin January 1, except as stated in the Bylaws. Except where otherwise stated in the Bylaws, the chair-elect shall be selected by the President-Elect and all other committee members shall be selected by the President. In committees where there is a chair-elect, he/she shall automatically succeed the chair at the end of his/her term. If a vacancy occurs in the office of chair or chair-elect, the President will appoint a successor. At the discretion of the President, and with approval of the Executive Committee, any of the standing committees may be increased in number of members. Committee appointments may be terminated at any time by majority vote of the Executive Committee on recommendation of the President.

Specific structures for Standing Committees not described in the Bylaws are:

AWARDS COMMITTEE. This committee shall consist of a total of three (3) members. The chair-elect is appointed for a two (2) year term (as chair-elect and chair). There is no past-chair. The other member of this committee serves for one year. Recommendations for awards shall be included in the report from the Awards Committee for presentation to the Executive Committee at the spring meeting.

SECTIONAL AFFAIRS COMMITTEE. This committee shall consist of a total of three (3) members. The chair is the Regional, Student, and Technical Section Affairs Coordinator as appointed by the Executive Committee for a three-year term. Two other members of the committee are appointed for a one (1) year term.

FELLOWS COMMITTEE. This committee shall consist of three (3) members comprised of two existing Fellows. The chair-elect is appointed for a 2-year term as chair-elect and chair. The chair-elect and chair must be a Fellow. There is no past chair. The other member of the committee serves for one year.

NOMINATING COMMITTEE. The Nominating Committee shall submit, to the Executive Director, the names the nominees for At-Large Governing Board members and nominees for each office to be filled at least 30 days prior to the spring Executive Committee meeting.

PUBLICITY AND MARKETING COMMITTEE. This committee shall consist of a total of six (6) members. The chair-elect is appointed for a three (3) year term (as chair-elect, chair, and pastchair). Each year two other members are appointed for a two (2) year term.

TELLERS COMMITTEE. This committee shall consist of a total of three (3) members. The chair and other two (2) members are appointed for a one (1) year term. There shall be no chair-elect or past-chair.

TOUR SPEAKERS COMMITTEE. This committee shall consist of a total of three (3) members. Each member is appointed for a three (3) year term culminating in his/her year as coordinator. The committee shall submit its selections to the Executive Committee by September 1 for the following year's spring Tour.

WEBSITE COMMITTEE. The committee shall have a chair, two (2) additional members and the Executive Director (or designee) shall serve on that committee as the Primary Editor of the content of the website. The chair of the committee will be the Web Editor.

COMMITTEE REPORTS. Each committee chair shall submit a written report of committee activities and recommendations to the Executive Director at least 30 days prior to each regularly scheduled Executive Committee or Governing Board meeting for distribution in advance of the meeting except as noted below. The chair of the Standing Committee, as noted 2 above, will be responsible for ensuring that the Committee report is provided to the Executive Director and all committee members by the deadline.

Disbursement of Funds

Regular budgeted expenses of the Society shall be paid or authorized by the Treasurer. Non-budgeted payment to private individuals shall be paid only upon receipt of a proper voucher processed by the Executive Director and found in compliance with Society expense guidelines. All expenses must be submitted to the Society office within 30 days of the event or travel dates in order for reimbursement to occur.

No officer, member, or employee of the Society shall incur any non-budgeted financial obligations in the name of the Society without the consent of the Governing Board or, in the interim between meetings, of the Executive Committee.

Expenses of the Society not specified and provided for in the budget must be approved by the Governing Board before payment or, in the interim between meetings, by the Executive Committee.

The completed annual activity questionnaire for Sections must be received by the Society Office on or before December 1st for the dues to be allocated prior to December 31st of that year. The dues not allocated will be retained in the regular Society accounts.

Sections

Persons elected as Section Officer must be a Member of the Society

The Secretary in each Section shall inform the Executive Director of the results of the annual election of officers in his/her Section and shall register the names of delegates and alternate delegates to the Governing Board.

In order to receive a Section dues distribution and in order to maintain the status of an active chapter, Sections are required to annually file a completed I Section Questionnaire provided by the Society Office. Questionnaires must include a list of current officers (a minimum of two officers must be named) of the Section and must be filed by December 1st of each year for the dues to be allocated prior to December 31st of that year.

INACTIVE STATUS. If neither the I Section chair nor secretary responds to two successive yearly requests for completed Section Questionnaires listing new Section Officers and activities of the section, then the Executive Director, or his/her surrogate, shall attempt to make contact with the Section. If contact cannot be made or if after contact is made, it is the Executive Director's opinion that the Section is no longer functioning and will not function within the next year, then the Executive Committee shall be so notified. The Executive Committee may, if they deem it advisable, vote to place the Section on inactive status. This action may be reversed by a simple majority vote at the next Governing Board Meeting.

- (a) **FUNDS.** An inactive Section's funds or assets, after discharging of all just debts, shall be returned to the general fund of the Society. If the section is an Affiliate, the funds or assets are disbursed according to the rules of that Affiliate. No money from an affiliate is returned to the Society unless directed to do so by the Affiliate.

(b) **REMOVAL FROM INACTIVE STATUS.** A petition of ten (10) or more SAS members, upon approval by the Sectional Affairs Committee, needs only a simple majority vote of the Governing Board, or between Governing Board meetings the Executive Committee, to remove the Section from inactive status. The Executive Committee or the Governing Board can at their discretion return on a pro-rata basis any or all of the forfeited funds to the Section upon removal from inactive status. The Society Treasurer, on approval of the Governing Board, or Executive Committee between Governing Board meetings, may grant the Section seven hundred and fifty (750) dollars to provide immediate operating funds.

(c) **MEMBER STATUS.** If a Section becomes inactive, the membership will be given the choice of transferring to the active Regional, Special Interest or Technical Section of the member's choice.

NEW REGIONAL, SPECIAL INTEREST, OR TECHNICAL SECTIONS. An organized group interested in becoming a Regional, Special Interest or Technical Section of the Society may petition the Governing Board of the Society, or the Executive Committee between Governing Board meetings, for Regional Section status.

Within the U.S., Canada and Mexico, the petition should include:

- (a) a proposed name for the Regional Section.
- (b) a list of officers and expiration date of each officer's term. (c) a copy of the local Constitution and Bylaws.
- (d) a list of all the current members with indication of Society for Applied Spectroscopy membership.
- (e) the name of the city where meetings are held and the meetings planned.
- (f) projected membership.
- (g) a request for up to seven hundred and fifty (750) U.S. dollars for start-up funds.

This petition shall be considered by the Governing Board, or the Executive Committee between Governing Board meetings, in accordance with Article V of the Constitution..

Outside of the U.S., Canada and Mexico, the petition should include:

- (a) a proposed name for the Regional Section.
- (b) a list of officers and expiration date of each officer's term.
- (c) an intent to draft a set of regionally appropriate Constitution and Bylaws within two (2) years to meet regional/cultural circumstances.
- (d) a list of all the current members with indication of Society for Applied Spectroscopy membership.
- (e) projected membership over a five (5) year period.
- (f) an intent to submit an appropriate expense claim for up to seven hundred and fifty (750) U.S. dollars incurred as a consequence of setting up the new Regional Section or holding an inaugural meeting.

This petition shall be considered by the Governing Board, or the Executive Committee between Governing Board meetings, in accordance with Article V of the Constitution.

NEW STUDENT SECTIONS. An organized group interested in becoming a Student Section of the Society may petition the Governing Board of the Society for Student Section status. A minimum of 8 students is required to start a section. The petition should include:

- (a) proposed name of the Student Section.
- (b) a list of officers and expiration date of each officer's term.
- (c) a list of all the current members with indication of Society for Applied Spectroscopy membership.

- (d) a copy of the proposed section constitution and bylaws.
- (e) projected membership.
- (f) a request for up to seven hundred and fifty (750) U.S. dollars for start-up funds.
- (g) a Letter of Intent to form the section.
- (h) proof of a faculty advisor.

This petition shall be considered by the Governing Board, or the Executive Committee between Governing Board meetings, in accordance with Article V of the Constitution.

Non-Student Sections must fall into one of two categories:

1. **AFFILIATE**. The Affiliate Section is a separate entity from the Society. Within the U.S. it has its own 501(c)(3) letter of exemption from the IRS and its own federal identification number. It accounts for and reports its own finances to the IRS and relevant state agencies as necessary. It cannot use the Society's non-profit mailing permit from the post office. A disbursement of dues from the Society to the Affiliate Section is a donation from the Society to the Affiliate Section. Outside of the U.S., the Regional Section must satisfy its national tax laws and requirements.
2. **CHAPTER**. The Chapter Section is not a separate entity but completely part of the Society. All of its activities and finances are ultimately the responsibility of the Society. The Chapter Section's assets, liabilities, income, and expenses belong to the Society and must be reported by the Society to the IRS and the state of Maryland. The Governing Board or Bylaws of the Society can designate portions of the Society's income for use by the Chapter Section, but that designation can be reversed or changed at any time. The Chapter Section does not have any assets that are legally separate from the Society. The annual disbursement of dues "from" the Society "to" the Chapter Section is simply just an internal transfer of funds from one Society account to another. The Chapter Section can use the Society's non-profit mailing permit from the post office. IRS statutes prevent a Section outside of the U.S.A. from becoming a Chapter; they must be an Affiliate.

General Provisions

BONDING. The fiduciary officers and employees of the Society and/or other ventures involving the collection or distribution of money shall be bonded to the extent of not less than twenty (20) percent of the estimated total annual amount of their accounts. The cost of said bonding is paid by the Society

PLACEMENT BUREAU. The Governing Board shall be empowered to establish a Placement Bureau for the purpose of promoting the professional standing of the members and aiding employers in acquiring the services of spectroscopists.

ASSOCIATIONS. The Society may form associations with other appropriate international or national organizations or international conferences following approval of the Executive Committee of Governing Board. Delegates, liaison persons, or other representatives may be named, as appropriate, by the President for specified terms for the purpose of providing input from the Society. The representatives may be instructed by the Governing Board or the Executive Committee regarding specific issues

The Society shall not place its name or approval on any commercial product, enterprise, or work.

The Society shall not be responsible for any views, theories, or statements advanced in papers or discussions at its meetings or set forth in its publication.