

# SOCIETY FOR APPLIED SPECTROSCOPY, INC. POLICIES AND PROCEDURES

## **Notes:**

**Revision history is noted in the Appendix A**

## **Article 1. Objective**

- A This document is to record the policies and procedures of the Society for Applied Spectroscopy, its Governing Board, Executive Committee, and Members.

## **Article 2. Definitions**

### §1 Definitions.

- A Written Communications. Written communications are any written document passed between Members of the Society or the Society's Office including post and email.
- B Newly Joining Members. Newly joining members are individuals who have not been members of the Society for three (3) years preceding the then-current date.

## **Article 3. Membership**

### §1 Policies:

- A All Members of the Society shall be classified in one of the categories described in the Society's Bylaws.
- B Regular Members are eligible to receive annual subscription to *Applied Spectroscopy*.

### §2 Procedures:

- A Requests to Join the Society or to renew membership in the Society shall be made to the Society's Office.
- B. Regular Members shall select their preferred journal format (electronic or a print-and-electronic) for *Applied Spectroscopy* when joining the Society or at the time of membership renewal.

## **Article 4. Sponsors**

### §1 Policies:

- A Sponsor levels and benefits will be published on the SAS website and in the SAS newsletter.

### §2 Procedures:

- A Sponsor benefits will be reviewed annually by the Executive Committee and are available for review by the Governing Board at their discretion. Benefits will be published within 2 months of approval and remain in effect until the next review.

## **Article 5. Dues**

### §1 Policies:

- A Membership dues for the Society are listed in table 1 below.

- 1 Dues include membership into one (1) Section of the Society.
- 2 Members may elect to join additional Sections. If this election is made, the Member shall pay the additional Section Dues.
- 3 Society Sections may assess Section Dues at the discretion of the Section's Governing Board or as specified by the Section's Bylaws or Policies.
- 4 Honorary, Emeritus, Distinguished Service, and Lifetime Members May elect to join Affiliate Sections; if this election is made, the Member shall pay the Affiliate Section dues.
- 5 A member may qualify for a one-year free Regular Membership While unemployed as verified by the Executive Director. The number of unemployed member waivers must not exceed 1% of the membership.

- B Promotional membership discounts.

- 1 One-time discounted membership dues may be approved by the Executive Committee to promote membership at events where the Society is active.

- 2 Discretionary membership discounts may be extended to members by the Executive Director.

Table 1: Member Dues

<b>Type of Member</b>	<b>Dues</b>
Regular w/print	\$160.00
Regular Online	\$85.00
Student w/print	\$80.00
Student Online	\$30.00
Early Career w/print	\$100.00
Early Career Online	\$50.00
Retired w/print	\$80.00
Retired Online	\$30.00
Lifetime Online	\$995.00

§2 Procedures:

- A Annual dues and Section dues shall be paid at the time of joining, or renewing membership in, the Society or Section.
- B Renewing members must pay annual dues prior to, or upon the date of, expiration of the current membership term.
  - 1 Failure to pay the annual dues shall result in suspension of membership up to 30 days and forfeiture of member rights and benefits during the suspension period. After the 30-day suspension, if dues were not paid, the member shall be removed from the membership per the Bylaws.
  - 2 Requests for a waiver of dues due to unemployment shall be communicated in writing to the Executive Director.
- C A suspended member may be reinstated upon payment of the current year's dues.
- D Section Dues shall be collected in accordance with the Section's Bylaws or Policies.

**Article 6. Allocation of Dues**

§1 Policies.

- A Membership dues will not be allocated to non-affiliated sections. Non-affiliated sections will receive funds based on formal written request to the Executive Director.
- B Membership dues shall be allocated to affiliated sections as follows:
  - 1 Primary Section per member's choice, up to \$10. Sections with defined dues over \$10 shall receive those.
  - 2 All other Sections selected by a Member receive up to the additional section fee.
  - 3 All dues not distributed to Affiliate Sections shall be retained in the Society's account.

## §2 Procedures

- A The affiliate section allocations shall be calculated by the Executive Director and forwarded to the Treasurer of the Section within 90 days of receiving the completed Section annual activity questionnaire provided by the Society Office.
- B The completed annual activity questionnaire for Sections must be received by the Society Office on or before December 1 for the dues to be allocated.

## **Article 7. Disbursement of Society Funds**

### §1 Policies.

- A Regular budgeted expenses of the Society shall be paid or authorized by the Treasurer.
- B Non-budgeted payments to private individuals shall be made only upon receipt of a proper voucher processed by the Executive Director and found in compliance with Society's expense guidelines.
- C No Funds shall be allocated to Sections that are designated as Inactive by the Executive Committee.
- D Funds set aside shall be immediately returned to the Account of the Society for Affiliate Sections that are designated as Inactive by the Executive Committee.

- E No Governing Board or Executive Committee Member, 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.
- F 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.

§2 Procedures.

- A All expenses should be submitted to the Society office for reimbursement within 30 days of the event or travel dates using the appropriate Society expense form(s).
- B Expenses submitted for reimbursement shall be reimbursed within 30 days of receipt by the Society office.

**Article 8. Governing Board**

§1 Policies.

- A Governing Board Members must fill out and sign the Society's Conflict of Interest Statement annually prior to taking any action on the Board.
- B Members of the Governing Board may be reimbursed up to \$200.00 for travel expenses to attend Regular Meetings of the Governing Board.
- C Members seeking travel reimbursement to attend the Governing Board meeting must attend the Governing Board meeting to receive reimbursement.

§2 Procedures.

- A Travel reimbursement requests should be submitted to the Society office for reimbursement within 30 days of travel dates.
- B The Society's Conflict of Interest Statement shall be submitted to the Society's Secretary by January 31.
- C The Executive Director shall send Conflict of Interest Policies to Governing Board Members and appointed participants prior to their term on the Board and annually thereafter until the conclusion of their term.

## **Article 9. Executive Committee**

### §1 Policies.

- A Members of the Executive Committee may be reimbursed to a limited extent for travel expenses to attend Regular Meetings. The travel reimbursement limit will be decided by the Treasurer and communicated to the members at least sixty (60) days prior to the Regular Meeting.
- B The Executive Committee shall annually approve the SAS Officer and Committee Handbook.

### §2 Procedures.

- A At Executive Committee meetings, the Board may discuss and vote on issues brought forth by Committees, Sections, or any Member.
- B Travel reimbursement requests should be submitted to the Society office for reimbursement within 30 days of travel dates.

## **Article 10. Parliamentarian**

### §1 Policies.

- A The Society's Parliamentarian shall familiarize themselves with the Society's Bylaws, the Society's Policies and Procedures, the Society's Parliamentary Authority, and the Society's Articles of Incorporation.
- B The Society's Parliamentarian should attend all Governing Board and Executive Committee Meetings.
- C The Society's Parliamentarian may be reimbursed to a limited extent for travel expenses to attend Regular Meetings. The travel reimbursement limit will be decided by the Treasurer and communicated to the members at least sixty (60) days prior to the Regular Meeting.

### §2 Procedures

- A Travel reimbursement requests should be submitted to the Society office for reimbursement within 30 days of the travel dates.
- B The Parliamentarian shall submit the Society's Conflict of Interest Statement to the Society's Secretary by January 31.

## **Article 11. Employees**

### §1 Policies.

A The Society shall employ persons as needed to meet the needs of the Society.

### B Current Employees

- 1 Executive Director. The Executive Director is an employee of the Society whose responsibilities are defined by the Executive Committee, in the Society's "SAS Officer and Committee Handbook" and who is responsible for the day-to-day operations of the Society.

### §2 Procedures.

A When it becomes necessary to fill the position of Executive Director, the President shall appoint an ad-hoc search committee who will review applications for the position and forward recommendations to the Executive Committee, between regular meetings, or the Governing Board, at least thirty (30) days prior to a Regular Meeting, for approval.

B The authority for the resolution of any work-related difficulty of the Executive Director rests in the first instance with the President.

C In any Society meeting, any detailed discussion of an employee's performance or conduct shall be conducted only in Executive Session.

## **Article 12. Standing Committees**

### §1 Policies.

A Standing Committees. The standing committees of the Society are defined in the Bylaws.

B Unless otherwise stated Standing Committees shall serve from February 1 to January 31 of the following year.

C The President shall nominate Standing Committee chairs prior to the beginning of the committee's service.

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

(a) Governing Documents Committee. The President Elect shall serve

as the chair of this committee and the committee shall include the Past-President and Parliamentarian.

- (b) Long Range Planning Committee. The Executive Director Shall act as an ad-hoc member of this committee.
- (c) Publications Committee. The Publications Committee shall include five (5) permanent members: chair-elect, chair, past-chair and two open members. Ad hoc members can be appointed by the committee chair on an as needed basis.
- (d) Publicity and Marketing Committee. The Publicity and Marketing Committee shall consist of a Chair, the Newsletter Sub-Committee Chair, the Website Sub-Committee Chair, and the Membership Sub-Committee Chair.
- (e) Sectional Affairs Committee. The chair of this committee shall serve as the Section Affairs Coordinator. Members of this committee must be Members of a Section of the Society.
- (f) Certification Committee. The Executive Director Shall act as an ad hoc member of this committee.
- (g) Early Career Committee. The chair of this committee shall be an Early Career Member of the Society at the time of appointment.

B Sub-Committees. The Society shall have the following Sub-Committees:

(a) Newsletter Sub-Committee.

- 1 The Newsletter shall have an Editor that is selected by the Publicity & Marketing committee chairperson with the approval of the Executive Committee or the President.
- 2 The Editor will report to the Chair of Publicity & Marketing committee. The term of chair is nominally three years.
- 3 The committee shall have two other members appointed by the Newsletter Editor pending review by the President.
- 4 The Newsletter Editor may, during their term, appoint a volunteer (unpaid) editorial staff to assist them.
- 5 All appointees must acknowledge the unpaid nature of the appointment to the Society's National Office.

(b) Membership Sub-Committee.



- Publicity
- 1 This committee shall consist of a total of four (4) Members.
  - 2 The committee shall have a chair that is selected by the & Marketing committee chairperson with the approval of the President.
  - 3 The term of chair is nominally three years.
  - 4 The chair will report to the Chair of Publicity & Marketing committee.
  - 5 The committee shall have two other members appointed by the Membership Chair pending review by the President.

(c) Website Sub-Committee.

- 1 The Website Committee shall have a chair that is selected by the Publicity & Marketing committee chairperson with the approval of the Executive Committee or the President.
- 2 The term of chair is nominally three years.
- 3 The committee shall have two (2) other members appointed by the Website Chair pending review by the President.
- 4 The committee will also have a representative of the Society's National Office who shall have the day-to-day responsibilities, such as updating content, for the content of the website.

(d) The Certification Sub-Committee.

- 1 The Certification Sub-Committee chair shall be appointed by the President-Elect.
- 2 The committee shall have two (2) members one (1) appointed by the President and one (1) appointed by the President-Elect.

§2 Procedures.

- A Standing Committees shall file an annual report to the Governing Board. The report is due to the Executive Director thirty (30) days prior to the Annual Meeting of the Governing Board.
- B Specific duties. The specific duties of the Society's Committees, Committee Chairs, and Committee Members are defined in the Society's "SAS Officer and Committee Handbook." Additional duties for specific committees are outlined below.
- C Publications Committee. The publication committee will provide a strategic advisory role to the SAS executive committee, journals and the journal editorial members. The PC will also provide a high-level strategic overview for both the newsletter and website content. The PC will work closely with the marketing committee to optimize and align the content

of the journals and the website/newsletter for the best use of content for SAS. The specific duties of the Publications Committee are:

- 1 Review and recommend new Editor-in-Chief for journals to the Executive Committee.
  - 2 To arranged the renewal of contracts for Editor-in-Chief of the Society's journals.
  - 3 Review and recommend contracts associated with journals to Executive Committee.
  - 4 Facilitate communication between Executive Committee, Editor-in-Chief, newsletter, website, advertising and marketing.
  - 5 Support the journal editorial members to reach agreed strategic goals for journal content and direction.
  - 6 Provide the Executive Committee with a yearly summary of progress of publication committee toward EC goals.
  - 7 Meet with the following Society Members throughout the year. This should include a discussion of present and future strategy.
    - (a) Journal EIC
    - (b) Marketing committee
    - (c) Journal publisher
- D Standing Committee appointments may be terminated at any time on recommendation of the President and vote of the Executive Committee.

### **Article 13. Archival of Minutes and Reports**

#### §1 Policies.

- A Governing Board and Executive Committee minutes and Reports of Committees shall be archived at the Society's Office.
- B Minutes of Section Meetings shall be archived according to the Section Bylaws.

#### §2 Procedures.

- A A link to the minutes of Governing Board meetings shall be published in the Society Newsletter and the full minutes and reports excluding executive sessions will be made available on the Society's website.

## **Article 14. Sections**

### §1 Policies.

- A 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 taxpayer identification number. Affiliate Sections account for and report their 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 Affiliate 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 where the Society is incorporated. The Executive Committee or this Policies and Procedures document 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. Sections outside the US must be Affiliates. Any revenue generated by a Chapter shall be deposited in the Society's account.
- B Section Officers must be members of the Society
- C To remain active, Chapter and Affiliate Sections are required to annually file a completed Section Questionnaire provided by the Society Office.
- D Completed questionnaires must be filed by December 1 of each year for the dues to be allocated.

### §2 Procedures.

- A Each Section shall inform the Executive Director of the results of the annual election of Section Officers, shall submit the Sections Questionnaire.
- B Chapters incurring expenses for Society-related events or activities may submit the "SAS Chapter Check Request Form," to the Societies office to seek reimbursement or advanced funds. Funds distributions must be approved by the Executive Director.
- C An inactive Section may apply to become active again.
- D If a Section becomes inactive, the members will be given the choice of transferring to an active Section of the member's choice.
- E New Sections. An organized group interested in becoming a Section of the Society may petition the Sectional Affairs Committee for consideration. The committee shall evaluate the petition and make a recommendation to the Governing Board who will vote on approval.
  - 1 Within the U.S., Canada and Mexico, the petition for a Non-Student Section should include:
    - (a) a proposed name for the 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 membership,
    - (e) the name of the city where meetings are held and the meetings planned, and
    - (f) projected membership over a five (5) year period,
  - 2 Outside of the U.S., Canada and Mexico, the petition for a Non-Student Section should include:
    - (a) a proposed name for the Section,
    - (b) a list of officers and expiration date of each officer's term,

- (c) an intent to draft a set of geographically 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 membership, and
  - (e) projected membership over a five (5) year period.
- 3 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 membership,
  - (d) a copy of the proposed section Constitution and Bylaws,
  - (e) projected membership over a five (5) year period,
  - (f) a Letter of Intent to form the section, and
  - (g) proof of a faculty advisor.

## **Article 15. Awards and Associated Selection Committees**

### §1 Policies.

- A The Society may administer awards recognizing accomplishments in the field of spectroscopy or related to promoting the objectives of the Society. These awards may be sponsored by the Society or other corporations. The criteria, selection process, and privileges associated with an individual award shall be determined by the Executive Committee or the Governing Board, except as otherwise set out in this Article.

### §1 Procedures.

- A The following are established awards of the Society and a brief description to guide the nominating committees:

- 1 William J. Poehlman Award – This award is granted to the Regional Section of the Society which has contributed the most towards accomplishing the goals and ideals of the Society during the preceding year. It consists of a certificate and an honorarium whose amount will be determined annually by the Executive Committee. This award is sponsored by the Society. The recipient shall be nominated by the Regional Section Affairs Committee for approval by the Executive Committee. Submission deadline is March 1.
  
- 2 Applied Spectroscopy William F. Meggers Award – This award is given to the author(s) of the outstanding paper appearing in Applied Spectroscopy during the previous calendar year. It is awarded at the Society's award ceremony the 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. The chair of the committee shall notify the Executive Director in writing of the name(s) of the committee's selection by January 31.
  - (a) 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 (1) other member is appointed for a one (1) year term. There is no past-chair.
  
  - (b) If a member of the selection committee has a conflict of interest with the selection, they should either withdraw themselves from the committee or the selection under consideration should be withdrawn. It is advised that the selection procedure, including points scoring systems, are agreed in advance and, barring any issues be consistent with previous years procedures. If a member of the selection committee has a conflict of interest with the selection, they should either withdraw themselves from the committee or the selection under consideration should be withdrawn. It is advised that the selection procedure, including points scoring systems, are agreed in advance and, barring any issues be consistent with previous years procedures.
  
- 3 Lester W. Strock Award – 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 criteria, selection process, and administration of the award shall be the responsibility of the New England Section. The committee chair shall notify the Executive Director of the committee's selection by January 31.

- (a) 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 award shall be presented at an award ceremony held at the Society's Award Ceremony by the New England Section committee member or his/her representative.
  - (b) If the selected paper(s) has more than one author, each principal author shall be awarded a medal.
  - (c) 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.
  - (d) 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.
- 4 Lippincott Award – This award is given to honor the memory of Ellis R. Lippincott. The medal is sponsored jointly by the Society, 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 award ceremony. 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. Submission deadline is October 1.

- 5 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 award will be presented at the Society’s award ceremony. Submission deadline is March 1.
  
- 6 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 the Society’s award ceremony. Nomination for the Distinguished Service Award may be made by Regional, Technical and or Student Sections, individual members, the Awards Committee or the Executive Committee. Nomination material should include a letter of recommendation with supporting documentation regarding the nominee’s contributions to the Society and spectroscopy, a current CV, and short bio. Submission deadline is December 1.
  
- 7 Honorary Membership Award – This award is established to recognize individuals for their exceptional contributions to the field of spectroscopy and is the highest award given by 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 the Society’s award ceremony. Regional, Technical and or Student Sections, individual members, the Awards Committee, or the Executive Committee may make nomination for the Honorary Membership Award. Nomination material should include a letter of recommendation with supporting documentation regarding the nominee’s contributions to the field of spectroscopy, a current CV, and short bio. All Honorary Members of the Society shall be granted Fellowship automatically. Submission deadline is December 1.
  
- 8 SAS Graduate Student Award – This award, also known as the Barbara Stull Graduate Student Award, is given to up to 2 graduate students in recognition of outstanding research in the area of spectroscopy. Any full-time student doing research in the field of spectroscopy shall be eligible for the award. The recipient(s) shall be



selected by the Awards Committee for approval by the Executive Committee. The award shall consist of a plaque or scroll and an expense paid trip to accept the award. The award will be presented at the Society's award ceremony. Submission deadline is March 1.

- 9 Undergraduate Award in Applied Spectroscopy – This award is given to up to 5 junior or senior undergraduate students in recognition of outstanding research in the area of spectroscopy. To be eligible for the award, the nominee must be a full-time undergraduate student doing research in the field of spectroscopy and the student's research advisor must also be a member of the Society. The recipient(s) shall be selected by the Awards Committee for approval by the Executive Committee. The Society will provide each awardee with a one-year subscription to the Journal and a certificate. The award will be presented at the Society's student poster session. Submission deadline is March 1.
- 10 Emeritus Membership Award – This award recognizes members who have contributed to spectroscopy and have been members of the Society for 15 years, and have retired from active scientific endeavor. 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 the Society's award ceremony. Nomination for the Emeritus Membership Award may be made by Regional, Technical and or Student Sections, individual members, the Awards Committee or the Executive Committee. Nomination material should include a letter of recommendation with supporting documentation regarding the nominee's contributions to the Society and spectroscopy, a current CV, and short bio. Submission deadline is December 1.
- 11 Fellows – This award is established to recognize individual members for their outstanding achievements in and contributions to the science, the profession and the Society. The award consists of a plaque and recognition at the Society's award ceremony. Up to 12 Fellows per year may be selected. Nomination for the award of Fellow must be made by current Society Fellows, the Executive Committee, the Governing Board or the Fellows Committee. The Fellows Committee shall review all nominations and shall forward the award slate to the Society's Executive Committee for final approval. Fellows must continue to be members in good standing of the Society in order to maintain Fellow status. The award consists of a plaque and recognition at the Society's award ceremony. Submission deadline is December 1.

- 12 SAS/NASLIBS Award – This award is given to the author(s) of the outstanding LIBS paper appearing in the Journal. It is awarded at the Society’s award ceremony following the calendar year of publication and shall consist of a plaque. This award is selected by a committee and no outside nominations are accepted. The committee chair shall notify the Executive Director of the committee’s selection by January 31.
- 13 SAS Atomic Technical Section Student Award – This award will be given to up to 4 students (undergraduate or graduate) who are Society members and who have excelled in the area of Atomic Spectroscopy. Students selected for this award will be required to present their work as an oral presentation at the Society’s National Meeting. The award will come with travel assistance (> \$500) and a 2-year Society membership after graduation. To apply or recommend a student, the following materials are required: 1) Letter of recommendation from the student’s advisor, 2) one-page letter from the student highlighting the student’s accomplishments/credentials and how the student’s research impacts the field of atomic spectroscopy, and 3) scientific abstract for work the student would present if chosen. The award will be presented at the Society’s award ceremony. Submission deadline is March 1.
- 14 Presidents Award - This award is established to recognize individual members for extraordinary contribution(s) in service within the preceding 24 months to the Society or for noteworthy achievement in the science of applied spectroscopy. The award will be presented at the Society’s award ceremony. The president shall notify the EC of their selection by July 1.

## **Article 16. General Provisions**

### §1 Policies.

- A Bonding. The officers and employees of the Society involved in 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.
- B Insurance. The following insurance policies shall be carried by The Society:
  - 1 Property and General Liability Insurance: Coverage for Society owned property and general liability to cover numerous business situations, and which must include data breach coverage.

- 2 Directors and Officers Liability Insurance: Coverage provided for all Society Employees, Officers, and Directors to include the SAS Executive Committee, Governing Board, Parliamentarian, Journal Editor-in-Chief, and Marketing Chair
  - 3 Media Liability Insurance: Coverage for Society published journals and website for errors and omissions
  - 4 Workers Compensation Insurance: Coverage to provide wage replacement and medical benefits to employees injured in the course of employment.
- C 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
- D The Society shall not place its name or approval on any commercial product, enterprise or work.
- E 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.

## **Appendix A – Revision History**

Revision 1 - adopted by the Society for Applied Spectroscopy Executive Committee on April 6, 2022