

VII-B-Part 1 Constitution and Bylaws

2015 SciX Report of the SAS Constitution and Bylaws Committee

Members: Mike Carrabba, Ian Lewis, Ellen Miseo

We respectfully submit the following proposed changes, covering a variety of updates, clarifications, and proposed new initiatives. All proposed change reasons are listed in the table, below, with details in Attachments using the same numbering system.

OVERVIEW OF PROPOSED CHANGES

Goal for Society	Reason for Change	Constitution Change?	ByLaws Change?
1) Recognize Change	Firmly define the status of interim member to financially allow new postdoctoral scholars to continue in the society	N	Y
2) Recognize Change	Firmly define a student member as someone enrolled in a degree granting program. This is the same way the ACS defines student members	N	Y
3) Revenue allocation	Define the use of funds from inactive and non-responding sections to allow the society to use and invest the funds for the good of the entire society	N	Y
4) Recognize Change	Formalize the Web Committee functions including duties and responsibilities	N	Y
5) Improve Focus	For monetary awards, remove amount in the by-laws and base the amount on an EC decision to provide appropriate funds to the awardees.	N	Y
6) Change to provide compatibility on copyright language	With the move to Sage as the Journal publisher we need to change the language to both be compatible with current standards and the Sage language	N	Y
7) Editorial changes	Reflect changes in	N	Y

	formatting to provide consistency to document		
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ATTACHMENT 1: Interim Status - Article I

From

SECTION 4. An INTERIM MEMBER may vote and hold office in the Society. Interim Members shall have an annual subscription to *Applied Spectroscopy* by reason of dues paid. A member may qualify for Interim Dues as designated in Article VII, Section 1 of the Bylaws for the first year after s/he no longer qualifies as a student member. Members under the Interim Dues category have all rights of a Regular Member including an annual subscription to *Applied Spectroscopy*.

To

SECTION 4. An INTERIM MEMBER may vote and hold office in the Society. Interim Members shall have an annual subscription to *Applied Spectroscopy* by reason of dues paid. A member may qualify for Interim Dues as designated in Article VII, Section 1 of the Bylaws when **they pursue a postdoctoral position and for not more than three years after** s/he no longer qualifies as a student member. Members under the Interim Dues category have all rights of a Regular Member including an annual subscription to *Applied Spectroscopy*.

Attachment 2 – Student Member – Article I

From

SECTION 7. A STUDENT shall be elected by a majority vote of the Society's Student Members and put forward for appointment by the Governing Board to be the official "STUDENT REPRESENTATIVE" to represent the needs of students in a non-voting capacity on the Executive Committee. Beyond the official STUDENT REPRESENTATIVE, students cannot hold elected National Society office, nor serve as a voting delegate to the National Society Governing Board Meetings except as an official representative of an organized student section, nor vote on any matters pertaining to the Society except as an official representative of an organized student section. Student Members can serve as Student Section, Technical Section, or Regional Section officers and committee members at the regional and international level. The extent of his/her participation in the business of a Student, Regional, or Technical Section is the prerogative of that Section except for the limitations stated in the Constitution and Bylaws of the Society. Student Members shall have an annual subscription to *Applied Spectroscopy* by reason of dues paid.

To

SECTION 7. **The STUDENT member shall be defined as someone enrolled in an undergraduate or graduate degree granting program** . A STUDENT shall be elected by a majority vote of the Society's Student Members and put forward for appointment by the Governing Board to be the official "STUDENT REPRESENTATIVE" to represent the needs of students in a non-voting capacity on the Executive Committee. Beyond the official STUDENT REPRESENTATIVE, students cannot hold elected National Society office, nor serve as a voting delegate to the National Society Governing Board Meetings except as an official representative of an organized

student section, nor vote on any matters pertaining to the Society except as an official representative of an organized student section. Student Members can serve as Student Section, Technical Section, or Regional Section officers and committee members at the regional and international level. The extent of his/her participation in the business of a Student, Regional, or Technical Section is the prerogative of that Section except for the limitations stated in the Constitution and Bylaws of the Society. Student Members shall have an annual subscription to *Applied Spectroscopy* by reason of dues paid.

Attachment 3 – Revenue Allocation – Multiple Articles

Article VIII

From

SECTION 1. The dues collected from the Regular Members, Student Members, Retired Members and promotional memberships shall be allocated as follows:

(a) Account of the Society, 85%.

(b) Regional Section, Student Section, or Technical Section per member's choice, 15%.

(c) The Regional Section, Student Section, or Technical Section allocation shall be calculated by the Executive Director and forwarded to the Treasurer of the Regional, Student, or Technical Section with which the member is affiliated within 30 days of receipt of the completed Regional, Student, or Technical Section annual activity questionnaire provided by the Society Office.

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(c) The Regional Section, Student Section, or Technical Section allocation shall be calculated by the Executive Director and forwarded to the Treasurer of the Regional, Student, or Technical Section with which the member is affiliated within 30 days of receipt of the completed Regional, Student, or Technical Section annual activity questionnaire provided by the Society Office.

(d) No dues or Funds shall be allocated to Regional, Student or Technical 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 Regional, Student or Technical Sections that are designated as Inactive Status by the Executive Committee.

(f) Any Funds set aside for Regional Section Chapters, Student or Technical Sections Chapters that have not been utilized with 5 years of allocation will be returned to the Account of the Society

Article XII

From

SECTION 6. INACTIVE STATUS. If neither the Regional Section chair nor secretary responds to two successive yearly requests for completed Regional Section Questionnaires listing new Regional 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 held by the Society Treasurer for five (5) years if the section is a Chapter. At the end of the five (5) year period the assets are to be disposed of as outlined by the inactive Section's Constitution and Bylaws, or in the event that no disposition of funds is specified, or the inactive Section's Constitution and Bylaws are not in the possession of the Society, the assets will revert 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 Regional, Student, and Technical Section 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. **If this takes place within five (5) years after being voted into inactive status, all of the Section's assets are to be returned. If a longer period of time has transpired,** the The Society Treasurer, on approval of the Governing Board, or Executive Committee between Governing Board meetings, may grant the Regional Section seven hundred and fifty (750) dollars to provide immediate operating funds.

To

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Article XII

From

SECTION 5. INACTIVE STATUS. If neither the Technical Section chair nor secretary responds to two successive yearly requests for completed Technical Section Questionnaires listing new Technical 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 **held by the Society Treasurer for five (5) years. At the end of the five (5) year period the assets are to be** returned to the Society's general fund.

(b) REMOVAL FROM INACTIVE STATUS. A petition of ten (10) or more Society members, upon approval by the Regional, Student and Technical Section 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. **If this takes place within five (5) years after being voted into inactive status, all of the Section's assets are to be returned. If a longer period of time has transpired,** The Society Treasurer, on approval of the Governing Board or Executive Committee between Governing Board meetings, may grant the Technical Section seven hundred and fifty (750) dollars to provide immediate operating funds.

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Attachment 4 – Recognize Web committee – Article X

From

SECTION 6. WEBSITE. The Web Editor is an appointed position serving a 3-year term. The Web Editor shall:

(a) The Web Editor is an appointed position serving a 3-year term. The Web Editor shall:

- (i) be responsible for the content in the member-visible sections of the Web site.
- (ii) provide written reports of member Web site activity including Analytics of the website at the physical meetings of the Executive Committee.
- (iii) make recommendations in the prior-mentioned written report to the Executive Committee for improvement to the Web site format and technology platforms, specific to member website use.
- (iv) liaison with other committees to provide support on committee projects that require a Web presence or Web survey
- (v) The Web Editor may recommend appointment of a paid editorial staff to assist him/her. Appointment requests will be reviewed and if acceptable approved by the Executive Committee.
- (vi) The Web Editor may appoint a volunteer (unpaid) editorial staff to assist him/her. Appointment will require a letter signed by the volunteer and the Web Editor including the length of appointment, acknowledging the unpaid nature of the appointment, and will come into effect only after the letter has been received at the Society Office by the Executive Director or Executive Director's representative.
- (vii) The Web Editor may request that the Society Office staff provide regular updates to certain sections of the Web site. The Web Editor may wish to review pages and conduct testing prior to their being made live. The Web Editor should communicate to the Society Office staff if review and/or testing is required or not on a project-by-project basis. In cases where the Society Office staff are required to provide Web site work, a timeframe for the work should be constructed and communicated which takes into account staff availability

and project criticality. Assignment of staff will be made and communicated by the Executive Director.

(b) The Executive Director shall be responsible for the business-end of the website, and will:

(i) provide a financial update on the Web site budget and expenses to the Treasurer for inclusion in the Treasurer's reports.

(ii) make recommendations in a written report to the Executive Committee for improvement to the Web site format and technology platforms, specific to Web site business operation.

(ii) Work with the Web Editor to determine the structure and content of the overall Web site, in order to meet both the member and business needs of the website. The Executive Director will review and approve contractors for presentation for final approval by the Executive Committee or Governing Board.

To

SECTION 6. WEBSITE. The Web Committee shall control the content for both the website and social media channels. The committee shall have a chair, a past-chair, and a chair-elect, and the Executive Director (or designee) shall serve on that committee as the Primary Editor of the content of the website. The Web Committee shall have the following duties:

(a) The Web Committee shall:

(i) be responsible for the content in the member-visible sections of the Web site.

(ii) provide written reports of member Web site activity including Analytics of the website at the physical meetings of the Executive Committee

(iii) make recommendations in the prior-mentioned written report to the Executive Committee for improvement to the Web site format and technology platforms, specific to member website use.

(iv) liaison with other committees to provide support on committee projects that require a Web presence or Web survey

(v) The Web Committee may recommend appointment of a paid editorial staff to assist him/her. Appointment requests will be reviewed and if acceptable approved by the Executive Committee.

(vi) The Web Committee may appoint a volunteer (unpaid) editorial staff to assist him/her. Appointment will require a letter signed by the volunteer and the Web Editor including the length of appointment, acknowledging the unpaid nature of the appointment, and will come into effect only after the letter has been received at the Society Office by the Executive Director or Executive Director's representative

(vii) The Web Editor may request that the Society Office staff provide regular updates to certain sections of the Web site. The Web Editor may wish to review pages and conduct testing prior to their being made live. The Web Editor should communicate to the Society

Office staff if review and/or testing is required or not on a project-by-project basis. In cases where the Society Office staff are required to provide Web site work, a timeframe for the work should be constructed and communicated which takes into account staff availability and project criticality. Assignment of staff will be made and communicated by the Executive Director

(b) The Executive Director as the Primary Editor of the website shall be responsible for the business-end of the website, and will:

(i) be responsible for all content updates to the website as directed by the Web Committee or the Executive Committee.

(ii) provide a financial update on the Web site budget and expenses to the Treasurer for inclusion in the Treasurer's reports.

(iii) make recommendations in a written report to the Executive Committee for improvement to the Web site format and technology platforms, specific to Web site business operation.

(iv) Work with the Web Committee to determine the structure and content of the overall Web site, in order to meet both the member and business needs of the website. The Executive Director will review and approve contractors for presentation for final approval by the Executive Committee or Governing Board.

From

SECTION 18. WEB SITE COMMITTEE. This committee shall be chaired by the Web editor, who is appointed as given in Article X, Section 6 of the Bylaws. The committee has two (2) members who are appointed for two-year terms in alternating years and the final member is the Executive Director. This committee shall:

(a) oversee changes to the Society's Web site.

(b) recommend updates on the layout, content, tools, and reporting of the Society's Web site / Web sites to the Executive Director for discussion with the Executive Committee.

(c) obtain quotes and proposals for Web site work for submission to the Executive Director for discussion with the Executive Committee.

To

SECTION 18. WEB SITE COMMITTEE. The committee shall have a chair, a past-chair, and a chair-elect, and the Executive Director (or designee) shall serve on that committee as the Primary Editor of the content of the website. This committee shall:

(a) oversee changes to the Society's Web site.

(b) recommend updates on the layout, content, tools, and reporting of the Society's Web site / Web sites to the Executive Director for discussion with the Executive Committee.

Attachment 5 – Monetary Awards – Article XVI

From

SECTION 2. 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 of \$500.00. This award is sponsored by the Society. The recipient shall be selected by the Regional Section Affairs Committee as described in Article XIV, Section 8 of the Bylaws.

To

SECTION 2. 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 selected by the Regional Section Affairs Committee as described in Article XIV, Section 8 of the Bylaws.

From

SECTION 3. 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 of \$500.00. The honorarium shall be shared equally in the case where the paper has more than one author. 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.

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Attachment 6 – Copyright Language Article X

From

SECTION 3. The following applies to any Journal of the Society: The Society for Applied Spectroscopy shall own the copyright for the original and any renewal term thereof of any manuscript of an author which is published by the Society. The author of any such manuscript shall have the right to make a nonprofit or noncommercial use of the work provided that he/she affixes to each copy the copyright notice used by the Society when the manuscript was first published. The author shall have the right to make or authorize any for-profit or commercial use of any such writing only after first obtaining the written consent of the Executive Director.

To

SECTION 3. The following applies to any Journal of the Society: The author(s) of the article shall retain copyright on the original work. Our publishing partner and the Society for Applied Spectroscopy shall maintain an exclusive license on the work. The author of any such manuscript shall have the right to make a nonprofit or noncommercial use of the work in manuscript form. Requests to use portions of articles published in any Journal of the Society must be cleared through our current publishing partner..

From

(f) Only the Society may copyright material in the name of the Society for Applied Spectroscopy. If a volume is to be copyrighted by a Regional Section, the suggested form is "Copyright, 20xx, Northwestern Section, Society for Applied Spectroscopy."

(g) The Society for Applied Spectroscopy shall own the copyright for the original and any renewal term thereof of any manuscript of an author which is published by the Society. The author of any such manuscript shall have the right to make a nonprofit or noncommercial use of the work provided that he/she affixes to each copy the copyright notice used by the Society when the manuscript was first published. The author shall have the right to make or authorize any for-profit or commercial use of any such writing only after first obtaining the written consent of the Executive Director.

To

(f) Only the Society may copyright material in the name of the Society for Applied Spectroscopy. If a volume is to be copyrighted by a Regional Section, the suggested form is "Copyright, 20xx, Northwestern Section, Society for Applied Spectroscopy."

(g) The our publishing partner and Society for Applied Spectroscopy shall maintain the exclusive right to license any material published in the Society Journals. The author of any such manuscript shall have the right to make a nonprofit or noncommercial use of the work in manuscript form. Requests to use portions of articles published in any Journal of the Society must be cleared through our current publishing partner

From

To