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# SOCIETY FOR APPLIED SPECTROSCOPY, INC.

## BYLAWS

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### ARTICLE I. MEMBERS

**SECTION 1.** All members of the Society shall be classified in one of the categories described under Article IV of the Constitution.

**SECTION 2.** MEMBERSHIP is established by application electronically or in writing, accompanied by payment of dues. RESIGNATION of membership is established by submitting a written statement of resignation to the Executive Director or Secretary.

**SECTION 3.** A REGULAR MEMBER may vote, serve on committees and hold office in the Society. Regular Members shall have an annual subscription to *Applied Spectroscopy* by reason of dues paid.

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.

**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*.

**SECTION 5.** An HONORARY MEMBER enjoys all the privileges of a Regular Member for life. Honorary Members shall have a subscription to *Applied Spectroscopy* at no cost and shall not pay any member dues. An Honorary Member of the Society shall also be granted the title of Fellow and be listed as a Fellow upon election as an Honorary Member.

**SECTION 6.** 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.

**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.

**SECTION 8.** An EMERITUS MEMBER shall enjoy all the privileges of a Regular Member for life. Emeritus Members shall be supplied *Applied Spectroscopy* at no cost if the member so desires and shall not pay any member dues.

**SECTION 9.** A RETIRED MEMBER shall enjoy all the privileges of a Regular Member. Retired Members shall have an annual subscription to *Applied Spectroscopy* by reason of dues paid.

**SECTION 10.** A DISTINGUISHED SERVICE AWARDEE shall have all the privileges and rights of a Regular Member. Distinguished Service Awardees shall have a subscription to *Applied Spectroscopy* at no cost and shall not pay any member dues.

**SECTION 11.** A FELLOW is a Society member recognized for outstanding service to the field of spectroscopy. Fellows must continue to be members in good standing of the Society in order to maintain Fellow status. Honorary members as defined in Article I, Section 5 shall receive the title of Fellow but are exempt from dues by virtue of receiving Honorary member status.

**Section 12.** A MEMBER IN GOOD STANDING is defined as a member of the Society whose dues are currently paid or who holds membership in a category exempt from payment of dues. An Honorary Member, or Emeritus Member or Distinguished Service Awardee automatically meets the requirements to be a Member in Good Standing upon election to those membership categories because of the stipulation that they shall not pay member dues.

Section 13. Written communications between the National Office and members includes mail and email.

## **ARTICLE II. QUALIFICATIONS FOR ELECTION/APPOINTMENT**

**SECTION 1.** Only non-student members in good standing of the Society shall serve as elected officers or Governing Board members. Members in good standing of the Society, including student members, may serve as appointed officers.

**SECTION 2.** Elected candidates for Society office shall have served at least one year in one of the following capacities: executive committee elected or appointed member, journal editorial board member, delegate to the Governing Board, Regional or Technical Section officer, or chair of a Society committee. Appointed positions held during a regular member's student involvement with the Society will count toward this requirement. Appointed candidates for Society office must be a Member in Good Standing.

**SECTION 3.** No elected or appointed officer including the Editor-in-Chief of the Journal shall be eligible to serve for more than two (2) consecutive terms in the same office unless, by vote of the Executive Committee and Governing Board, additional terms are approved.

**SECTION 4.** Nominations for the 10 AT-LARGE GOVERNING BOARD MEMBERS may come from the Nominating Committee, any Regional Section, any Technical Section, or in an open nomination call through the Newsletter and/or written communication with the membership. The list of nominees will be submitted through the Nominating Committee.

## **ARTICLE III. DUTIES OF THE OFFICERS AND GOVERNING BOARD MEMBERS**

The duties of the officers are in addition to those stated in the Constitution, Article VIII.

**SECTION 1.** The PRESIDENT shall:

- (a) preside at meetings of the Executive Committee and Governing Board.
- (b) oversee preparation of an agenda for each meeting of the Governing Board and the Executive Committee.
- (c) appoint a Parliamentarian to serve a one-year term, concurrent with his/her year as President. The person appointed Parliamentarian serves at Executive Committee and Governing Board meetings and is expected to be familiar with parliamentary procedure as defined in *Robert's Rules of Order* and with the Charter, Constitution and Bylaws of the Society.
- (d) serve as *ex officio* member on all committees except the Nominating Committee.
- (e) appoint, with the concurrence of the Executive Committee, such other committees, standing or ad-hoc, as the Society shall from time to time deem necessary to carry on the work of the Society.
- (f) submit a written report at each regularly scheduled and physical meeting of the Executive Committee and Governing Board.
- (g) serve as a FACSS Delegate. If unable to participate the President shall propose an alternative for Executive Committee approval. Alternatives must be a member in good standing.
- (h) by virtue of the office, the President shall be prime 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. If either the President or the Executive Director are unavailable, the Secretary can act as signatory in one of their steads.

**SECTION 2.** The PRESIDENT-ELECT shall:

- (a) perform all duties that may be delegated to him/her.
- (b) appoint such committee chairs-elect and members as specified by the Bylaws. The President-Elect or his/her designee shall be Chair of the Constitution and Bylaws Committee.
- (c) maintain proper signature authority on Society accounts with such authority being limited to the Treasurer, the Executive Director, and the person chosen to be President-Elect on the same ballot from which the Treasurer is chosen. The said incoming President-elect shall continue to have signature authority during his/her term as President and as Past President, a total of three years.
- (d) serve as a FACSS Delegate. If unable to participate the President-Elect shall propose an alternative for Executive Committee approval. Alternatives must be a member in good standing.
- (e) Organize/Supervise SAS-designated sessions for presentation at Pittcon.

**SECTION 3.** The PAST PRESIDENT shall:

- (a) assist the President, Executive Committee, and/or Governing Board as requested.
- (b) be in charge of the review and update by the Executive Committee of the SAS Handbook for Officers and Committee Members, and serve on the Constitution and Bylaws committee.

(c) serve as a FACSS Delegate. If unable to participate the Past President shall propose an alternative for Executive Committee approval. Alternatives must be a member in good standing.

(d) chair the Long Range Planning committee and the Nominating Committee.

**SECTION 4.** The SECRETARY shall:

(a) be responsible for the minutes of all Governing Board and Executive Committee meetings whether these meetings are in-person or virtual.

(b) call the roll at the Executive Committee and Governing Board meetings and determine the presence of a quorum.

(c) submit a written report for each regularly scheduled meeting of the Governing Board and Executive Committee.

(d) perform all of the duties incident to the office of Secretary and such other duties as requested by the President, the Executive Committee and/or the Governing Board.

(e) In the absence of the Secretary from any meeting of the Governing Board or Executive Committee, a Secretary *pro tempore* may be appointed by the President to record the minutes of the meeting.

(f) If either the President or the Executive Director are unavailable, the Elected Secretary can act as signatory in one of their steads.

**SECTION 5.** The TREASURER shall:

(a) serve as the chief financial officer of the Society.

(b) keep and maintain, or cause to be kept and maintained, full and accurate accounts of the properties and business transactions of the Society including accounts of its assets, liabilities, receipts, and disbursements.

(c) oversee the review and verification of all funds deposited in the name and to the credit of the Society with such federally insured account or other depositories as approved by the Executive Committee.

(d) maintain proper signature authority on Society accounts with such authority being limited to the Treasurer, the Executive Director, and the person chosen to be President-Elect on the same ballot from which the Treasurer is chosen. The said incoming President-elect shall continue to have signature authority during his/her term as President and as Past President, a total of three years.

(e) make reports on the financial status of the Society at least quarterly to the Executive Committee, and shall at the first Governing Board meeting of the fiscal year present an annual report, including a balance sheet, a statement of revenue and expenses, and statements of cash flow and changes in fund balances for the preceding fiscal year.

(f) hold, oversee, report on, or cause to be reported on, special designated funds separate from Society and Journal accounts (such as award-specific funds, FACSS SAS-designated funds, inactive Section funds, etc.). In the event of dissolution of the Society, the special designated funds shall revert back to the co-sponsoring organizations.

(g) make reports of changes to financial practice and policy as necessary to ensure compliance with current laws, accepted accounting practices, and best practices. Recommendations shall be implemented upon approval by Executive Committee or Governing Board vote.

(h) ensure that the tax filing of the Society is conducted annually in a timely fashion and cause to occur financial auditing of the Society's accounts on a schedule communicated to the Executive Committee or Governing Board.

(i) perform all of the duties incident to the office of Treasurer and such other duties as requested by the President, the Executive Committee and/or the Governing Board.

**SECTION 6.** The EXECUTIVE COMMITTEE shall:

(a) annually conduct a performance review of the Executive Director and the operation of the Society Office.

(b) discuss plans for the following year with the Executive Director and set mutually agreed upon goals for the following year's performance review.

(c) recommend any changes in dues and their allocations to the Governing Board for consideration at the Governing Board Meeting at the Annual Meeting. The new dues will become effective on the first day of the calendar year following the Annual Meeting.

(d) meet at least twice annually, in conjunction with appropriate scientific meetings where at least three of the five Executive Committee elected Officers can physically attend, to review committee reports, review the financial position of the Society, plan for Society activities, and perform other duties incident to the Executive Committee.

(e) meet at regular intervals between physical meetings at a time designated by the President to review committee reports, review the financial position of the Society, plan for Society activities, and perform other duties incident to the Executive Committee. These meetings are anticipated to be via telephone, video conference or other technology that does not require the Executive Committee members to be in the same physical location.

**SECTION 7.** The GOVERNING BOARD members:

(a) shall familiarize themselves with the Charter, Constitution, and By-Laws of the Society.

(b) shall be notified not less than 60 days prior to each regularly scheduled Governing Board Meeting of the day and city location of the Governing Board Meeting.

(c) shall make all reasonable efforts to attend the scheduled Governing Board Meetings that occur during their 2-year term which commences January 1 (as defined in Article IX Government, Section 3 of the Constitution).

(d) shall at Governing Board Meetings discuss, vote, and approve issues brought forth by the Executive Committee, Regional Section, Technical Section, or any member in good standing.

(e) shall act as at-large ambassadors of the Society by virtue of their insight into the operation and activities of the Society in order to promote the aims of, membership in, and current activities of the Society.

(f) shall be listed on the tax filings of the Society as Directors of the Society.

(g) can be reimbursed up to \$200.00 for each meeting for travel expenses. All requests for travel reimbursement must be made within 30 days of the meeting or reimbursement will be forfeited.

(h) may serve on additional Society committees.

## ARTICLE IV. REMOVAL FROM OFFICE

**SECTION 1.** If a member of the Executive Committee has been asked to resign as defined in Article XVII of the Constitution and has declined, the matter can be placed on the agenda of any meeting of the Governing Board by vote of any four (4) voting members of the Executive Committee. The individual whose removal is sought must be notified in writing of this action at least three (3) weeks in advance of the Governing Board meeting. Notice of this action shall be included on the agenda of the Governing Board meeting.

**SECTION 2.** During the proceedings before the Governing Board concerning a removal from office, the presiding officer will be the person elected by a simple majority vote of the Governing Board, except that no person who is a member of the Executive Committee may preside. The individual whose removal is being sought is entitled to the assistance of up to three (3) persons of his/her choice in these proceedings. The proceedings will be governed by *Robert's Rules of Order*.

**SECTION 3.** Removal of a member of the Executive Committee from office requires the approval of three-fourths (3/4) of the Governing Board who are present and voting.

## ARTICLE V. EXECUTIVE DIRECTOR

The Executive Director shall:

- (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, and Technical Sections is supplied to the Regional, Student, or Technical Section at least 30 days prior to the deadline listed in Article IX. Disbursement of Funds, Section 4, 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 Regional, Student, or Technical Sections and a list of the ACTIVE / INACTIVE status of the Regional, Student, or Technical 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.

## **ARTICLE VI. FISCAL YEAR**

The fiscal year of the Society shall begin January 1st and close December 31st of each year.

## **ARTICLE VII. DUES**

**SECTION 1.** The Regular Member, Fellow Member (who have not received the title of Fellow via Honorary membership), Retired Member, Student Member and Interim Member annual dues will be set yearly by the Executive Committee and made available on the Society's web page.

(a) All memberships include a (print/online or online only) subscription to *Applied Spectroscopy*. Members also may choose one (1) Technical OR Regional OR Student Section at no cost. Membership in additional sections is possible for a fee per added section.

(b) Honorary Members are not required to pay dues unless they select a Technical Section run by a Technical Affiliate. In such case the Honorary member will be responsible for the dues premium above and beyond the normal Technical section rate.

(c) Emeritus Members are not required to pay dues unless they select a Technical Section run by a Technical Affiliate. In such case the Emeritus member will be responsible for the dues premium above and beyond the normal Technical section rate.

(d) Distinguished Service Awardee Members are not required to pay dues unless they select a Technical Section run by a Technical Affiliate or if they wish to add an additional section beyond their primary choice. In such case the Distinguished Service Awardee member will be responsible for the dues premium above and beyond the normal Technical section rate.

**SECTION 2. 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.

**SECTION 3. 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).

**SECTION 4.** 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.

**SECTION 5. 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.

**SECTION 6. 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.

**SECTION 7. ADDITIONAL DUES.** A Regional or Technical Section may assess additional dues at the discretion of its Executive Board or as specified by the Section's Bylaws.

**SECTION 8. SETTING OF DUES.** Future dues will be recommended at the Executive Committee Meeting prior to the Annual Meeting, approved by the Governing Board, and will become effective on the first day of the fiscal year following the Annual Meeting.

## **ARTICLE VIII. ALLOCATION OF DUES**

**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.

(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 IX. DISBURSEMENT OF FUNDS**

**SECTION 1.** 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.

**SECTION 2.** 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.

**SECTION 3.** 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.

**SECTION 4.** The completed annual activity questionnaire for Regional, Student and Technical Sections must be received by the Society Office on or before December 1<sup>st</sup> for the dues to be allocated prior to December 31<sup>st</sup> of that year. The dues not allocated will be retained in the regular Society accounts.

## **ARTICLE X. PUBLICATIONS**

**SECTION 1. NEWSLETTER.** The NEWSLETTER EDITOR is an appointed position serving a three (3) year term. The Newsletter Editor shall:

- (a) be responsible for the regular publication of the Newsletter.
- (b) provide written reports of Newsletter activity at the physical meetings of the Executive Committee.
- (c) provide a financial update on the Newsletter budget and expenses in the prior mentioned written report.
- (d) make recommendations in the prior mentioned written report to the Executive Committee for improvement to the Newsletter format, technology platforms, and Newsletter operation.
- (e) The Newsletter Editor's duties shall include, but not be limited to, chairing the Newsletter committee, the publication of the Society news, items of interest to the membership, personal notes concerning members, and Governing Board business. The Newsletter is the official document where the Governing Board minutes are published.
- (f) The Newsletter Editor may recommend appointment of a paid editorial staff to assist him/her. Appointment request will be reviewed and if acceptable approved by the Executive Committee.
- (g) The Newsletter Editor may appoint a volunteer (unpaid) editorial staff to assist him/her. Appointment shall require a letter signed by the volunteer and the Newsletter Editor including the length of appointment and acknowledging the unpaid nature of the appointment. The appointment will come into effect only after the letter has been received at the Society Office by the Executive Director or Executive Director's representative.

**SECTION 2. JOURNALS.** The Editor-in-Chief of any Society-owned Journal is an appointed position serving a three (3) year term. The Editor-in-Chief of *Applied Spectroscopy* shall:

- (a) be responsible for the regular publication of the Journal of the Society.
- (b) have the prerogative of appointing an editorial advisory board to assist him/her.
- (c) have the prerogative of hiring editorial secretarial help, with the approval of the Executive Committee.
- (d) receive scientific papers, consider with the assistance of appropriate reviewers their suitability for publication, and prepare those acceptable for publication with a minimum of delay.
- (e) promote the publication of announcements of meetings of the Society and related organizations, abstracts of papers, book reviews, personal notes concerning members, et cetera.
- (f) approve the publication of Society News which the Editor deems is suitable for inclusion in the Journal. News which the Editor considers unsuitable for the Journal shall be referred to the Newsletter Editor for consideration in the Newsletter and the Publicity Committee for consideration for publication in the Society's social media outlets.
- (g) continually strive to improve the professional reputation of the Journal within the limits of the annual budget of the Journal.
- (h) establish all subscription rates to the Journal, other than those through membership, with approval of the Executive Committee.

**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 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..

**SECTION 4. The Journal *Applied Spectroscopy*** shall be published no less than twelve (12) times per year.

**SECTION 5.** Members outside the United States may be assessed an additional charge to cover delivery costs of print copies of *Applied Spectroscopy*. The delivery charge shall be set by the Executive Committee on the basis of recommendations by the Editor-in-Chief.

**SECTION 6.** The following provisions apply to *Applied Spectroscopy*:

- (a) Approval of all manuscripts for publication in *Applied Spectroscopy* may be made only by the Editor-in-Chief, following recommendations from external reviewers.
- (b) All manuscripts submitted for publication in *Applied Spectroscopy* shall not have been published elsewhere except in the form of company or government reports.
- (c) Publication in *Applied Spectroscopy* is not a requirement for papers presented at meetings or symposia sponsored by the Society or Regional Sections.
- (d) Groups of papers on closely related topics, proceedings of meetings, or symposia may be published as separate volumes.
- (e) Special invited papers and critical reviews may be published.

(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..

**SECTION 6. WEBSITE.** The Web Committee shall control the content for the website. 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.

**SECTION 7. CHARTER, CONSTITUTION, AND BYLAWS.** The Charter, Constitution, and Bylaws shall be published on the Society Web site.

## **ARTICLE XI. ELECTIONS**

**SECTION 1.** The election of officers and Governing Board Members of the Society shall be conducted in the manner prescribed in these Bylaws and completed by September 1. A lapse of not less than twenty-one (21) days shall be permitted between notification of ballots (by mail or electronically) and the closure of the election.

**SECTION 2.** The Nominating Committee shall provide a slate listing candidates for preparation of a ballot for Governing Board Members and the respective offices who have been nominated according to procedures defined in Article XV, Section 11. The ballot shall give such information about each candidate as is necessary to identify him/her clearly. The ballot shall have a provision for write-in for each office. The Executive Director shall cause to be communicated a notification of the election to each voting member of the Society.

**SECTION 3.** At the termination of the election the Executive Director shall make a report of the ballots and if physical ballots were issued give the ballots to the Tellers for counting. The Tellers shall give the President a signed statement of the count. The ballots shall be held at the Society Office until the end of the current fiscal year.

**SECTION 4.** The letter balloting for Amendments to the Constitution shall proceed in the same manner as under Sections 1 and 2 of this Article, except that the ballot shall show a printed statement of the proposed amendment instead of the names of candidates and may occur at any time during the year.

## **ARTICLE XII. REGIONAL SECTIONS**

**SECTION 1.** Persons elected as REGIONAL SECTION OFFICERS must be members in good standing of the Society for Applied Spectroscopy.

**SECTION 2.** The Secretary in each Regional 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.

**SECTION 3.** Regional Sections shall be encouraged to promote such scientific meetings as may conform to the objectives of the Society as stated in Article II of the Constitution.

**SECTION 4.** In order to receive a regional section dues distribution and in order to maintain the status of an active chapter, Regional Sections are required to annually file a completed Regional 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 1<sup>st</sup> of each year for the dues to be allocated prior to December 31<sup>st</sup> of that year.

**SECTION 5. NEW REGIONAL SECTIONS.** An organized group interested in becoming a Regional Section of the Society for Applied Spectroscopy may petition the Governing Board of the Society, or the Executive Committee between Governing Board meetings, for Regional Section status.

**Section 5.1.** 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.

**Section 5.2.** 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.

**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 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 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. 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 Regional 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 Regional 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 Section or Technical Section of the member's choice.

**SECTION 7.** SAS regional sections must fall into one of two categories:

(a) **REGIONAL SECTION AFFILIATE.** The Regional 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 Regional Section is a donation from the Society to the Regional Section. Outside of the U.S., the Regional Section must satisfy its national tax laws and requirements.

(b) **REGIONAL SECTION CHAPTER.** The Regional 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 Regional 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 Regional Section, but that designation can be reversed or changed at any time. The Regional Section does not have any assets that are legally separate from the Society. The annual disbursement of dues "from" the Society "to" the Regional section is simply just an internal transfer of funds from one Society account to another. The Regional Section can use the Society's non-profit mailing permit from the post office. IRS statutes prevent a Regional Section outside of the U.S.A. from becoming a Chapter; they must be an Affiliate.

## **ARTICLE XIII. TECHNICAL SECTIONS**

**SECTION 1.** Persons elected as **TECHNICAL SECTION OFFICERS** must be members in good standing of the Society. Regular Members of a technical section do not need to be members of the Society, but will only be considered members of the section upon payment of the non-member technical section dues as outlined in Article VII, Section 1 of the bylaws.

**SECTION 2.** Technical Sections shall be encouraged to promote such scientific meetings as may conform to the objectives of the Society as stated in Article II of the Constitution.

**SECTION 3.** In order to receive a Technical Section dues distribution and in order to maintain the status of an active chapter, Technical Sections are required to annually file a completed Regional and Technical 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 1<sup>st</sup> of each year for the dues to be allocated prior to December 31<sup>st</sup> of that year.

**SECTION 4. NEW TECHNICAL SECTIONS.** An organized group interested in becoming a Technical Section of the Society may petition the Governing Board, or between Governing Board meetings the Executive Committee, for Technical Section status. The petition should include:

(a) proposed name of the Technical 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.

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.

**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 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. 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 Technical 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 Technical 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 Section or Technical Section of the member's choice.

**SECTION 6.** Technical sections must fall into one of two categories:

(a) **TECHNICAL SECTION AFFILIATE.** A Technical Section Affiliate is a separate entity from the Society. 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 Technical Section Affiliate is a donation from the Society to the Technical Section Affiliate.

(b) **TECHNICAL SECTION CHAPTER.** A Technical Section Chapter 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 technical 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 income for use by the technical section, but that designation can be reversed or changed at any time. The Technical Section Chapter does not have any assets that are legally separate from the Society. The annual disbursement of dues "from" the Society "to" the Technical Section Chapter is simply an internal transfer of funds from one Society bookkeeping item to another. The Technical Section Chapter can use the Society's non-profit mailing permit from the post office.

## **ARTICLE XIV. STUDENT SECTIONS**

**SECTION 1.** Persons elected as STUDENT SECTION OFFICERS must be members in good standing of the Society.

**SECTION 2.** Student Sections shall be encouraged to promote such scientific meetings as may conform to the objectives of the Society as stated in Article II of the Constitution.

**SECTION 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 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.

**SECTION 4. INACTIVE STATUS.** If neither the 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 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. 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 Student 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 an active Regional Section or Technical Section of the member's choice.

## ARTICLE XV. COMMITTEES

**SECTION 1. STANDING COMMITTEES.** The standing committees of the Society are: Awards, Constitution and Bylaws, Fellows, Regional, Student and Technical Section Affairs, 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.

**SECTION 2. 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 March 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.

**SECTION 3. 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 in Section 2 above, will be responsible for ensuring that the Committee report is provided to the Executive Director and all committee members by the deadline.

**SECTION 4. AD-HOC COMMITTEES.** All ad-hoc committees and their chairs shall be appointed by the President. Appointments to ad-hoc committees or boards external to the Society may be made for terms of more than one year with the concurrence of the Executive Committee.

**SECTION 5. FACSS DELEGATES.** In addition to the standing committees of the Society, the Society sends three (3) delegates to the Federation of Analytical Chemistry and Spectroscopy Societies (FACSS). The President, Past-President and President-Elect, who serve on the Executive Committee or their designees / alternates, will automatically serve as delegates. Every third year, the Society receives a rotating fourth vote on the FACSS Governing Board. The extra voting delegate will be appointed by the President from Executive Committee members (selected from the remaining elected or appointed committee members). The Past-President shall submit a written report to the Executive Director for distribution thirty (30) days prior to each regularly scheduled Executive Committee or Governing Board meeting. This report summarizes the previous FACSS Governing Board meeting and if necessary interim business.

**SECTION 6. 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. This committee shall:

(a) evaluate persons for HONORARY MEMBERSHIP who have made exceptional contributions to spectroscopy and recommend them first to the Executive Committee and then to the Governing Board in accordance with Article IV, Section 2 of the Constitution.

(b) evaluate persons for the DISTINGUISHED SERVICE AWARD who have made exceptional contributions to the Society for Applied Spectroscopy and recommend them first to the Executive Committee and then to the Governing Board in accordance with Article XVI, Section 5 of the Bylaws.

(c) administer the GRADUATE STUDENT AWARDS, in accordance with Article XVII, Section 6 of the Bylaws, and select the awardees from candidates recommended by the Regional Sections, Technical Sections, or members at large of the Society.

(d) administer the UNDERGRADUATE AWARD IN APPLIED SPECTROSCOPY in accordance with Article XVI, Section 7 of the Bylaws. The undergraduate awardees are selected by the Regional Sections.

(e) administer other awards as requested by the Executive Committee.

Recommendations for these awards shall be included in the report from the Awards Committee for presentation to the Executive Committee at the spring meeting.

**SECTION 7. CONSTITUTION AND BYLAWS COMMITTEE.** This committee shall consist of a total of three (3) members. The President-elect, or his/her designee, shall serve as the chair of the committee for his/her term as President-elect. There shall be no chair-elect. The Past-President is also a member of this committee. The other member of this committee serves for one year and is appointed by the President. This other member, if agreeable, may be re-appointed by the incoming next president but may not serve more than two (2) consecutive terms on this committee. This committee shall:

(a) consider and report, at least annually, on all matters relating to the Constitution and Bylaws of the Society.

(b) approve the Constitution and Bylaws of Local Sections after review to insure that they are consistent and in harmony with the Society Constitution and Bylaws.

(c) recommend to the Executive Committee or to the Governing Board any amendments to the Constitution or the Bylaws of the Society that seem advisable.

**SECTION 8. REGIONAL, STUDENT, AND TECHNICAL SECTION 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. This committee shall:

(a) study and make recommendations concerning problems affecting Regional, Technical, and Student Section activities.

(b) receive and review petitions for new Regional, Student, and Technical Sections and shall submit its findings and recommendations first to the Executive Committee and then to the Governing Board for action.

(c) select the Regional Section that has contributed the most toward accomplishing the objectives of the Society during the preceding year of the Society in accordance with Article XV, Section 2 of the Bylaws. The winning section shall receive the Poehlman Award.

**SECTION 9. LONG RANGE PLANNING COMMITTEE.** This committee shall consist of a total of five (5) members plus the Executive Director. The chair shall be the immediate Past-President. This committee shall meet to strategize for the long term health and wellbeing of the Society. Three of the committee members will be appointed. One will be appointed by the president-elect, one by the current president, and one by the Journal Editor-in-Chief. The final committee member will be the second Past-president. Committee appointments for this committee will be on a calendar year basis.

**SECTION 10. 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 Fellows in good standing. There is no past chair. The other member of the committee serves for one year. This committee shall evaluate persons for the award of Fellow in

accordance with the rules outlined in Article XVI, Section 9 and shall submit its findings and recommendations to the Executive Committee for approval.

**SECTION 11. MEMBERSHIP COMMITTEE.** This committee shall consist of a total of three (3) members. The chair is appointed for a 3-year term and serves on the Executive Committee. The other members are appointed for a one (1) year term. One is appointed by the president-elect and the other by the current president. This committee shall promote the enlistment of new Regular Members, Sponsoring Members, and Student Members.

**SECTION 12. NOMINATING COMMITTEE.** This committee shall consist of a total of five (5) members. The chair of the committee shall be the Past President of the Society. The President and President-Elect shall each select two (2) members to this committee to each serve one-year terms. The term of office of the Nominating Committee begins on March 1. The Nominating Committee shall submit, to the Executive Director, the names of at least seven (7) nominees for At-Large Governing Board members and at least two (2) nominees for each office to be filled at least 30 days prior to the spring Executive Committee meeting.

**SECTION 13. PUBLICATIONS COMMITTEE.** This committee shall consist of a total of at least five (5) members. The chair-elect is appointed for a three (3) year term (as chair-elect for one year, chair for one year, and past-chair for one year). Membership of the committee shall include the Editor-in-Chief and Editor of each journal. Every other year one other member is appointed for a two (2) year term. This committee shall:

(a) serve in an advisory capacity to the Editor-in-Chief of the Journal(s), the Newsletter Editor(s), and the Executive Director regarding the Journal(s), the Newsletter(s), and other publications undertaken by the Society.

(b) review applications for the position of Editor-in-Chief of the Journal(s) and Newsletter Editor(s), when these positions need to be filled, and forward recommendations first to the Executive Committee and then to the Governing Board for approval.

**SECTION 14. PUBLICITY COMMITTEE.** This committee shall consist of a total of five (5) members. The chair-elect is appointed for a three (3) year term (as chair-elect, chair, and past-chair). Each year one other member is appointed for a two (2) year term. This committee shall assist the Web Editor, the Newsletter Editor, the Membership committee chair, and Executive Director in making known the activities and objectives of the Society through the appropriate channels, including social media sites, and assisting Regional, Student, and Technical Sections in these matters as requested.

**SECTION 15. 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. The members should live in close proximity to facilitate counting. This committee shall:

(a) tally the votes cast in the election of Officers, At-Large Governing Board members, and on any proposed amendment to the Constitution, or any resolution voted upon by the eligible members.

(b) submit a written report of the results to the Executive Director and President of the Society. This written report is then presented to the Executive Committee.

**SECTION 16. 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. This committee shall:

(a) select speakers for the Tour Speakers Program.

(b) submit its selections to the Executive Director by September 1 for the following year's spring Tour Program and may advise and assist him/her in coordinating the tour.

(c) as appropriate, assist other individuals (or committees) to run an annual Tour Speaker Program outside of North America.

**SECTION 17. NEWSLETTER COMMITTEE.** This committee shall be chaired by the Newsletter editor, who is appointed as given in Article X, Section 1 of the Bylaws. The committee has two additional members who are appointed for two year terms in alternating years. This committee shall:

(a) compose a Society newsletter on a regular basis with items of interest to Society members.

(b) provide content for layout by the Society Office.

(c) recommend updates on the layout and distribution mechanism for the Newsletter to the Executive Director for discussion with the Executive Committee.

**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.

## **ARTICLE XVI. AWARDS**

**SECTION 1.** 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 preparation of the certificates and program arrangements for presentation of the awards shall be the responsibility of the Executive Director.

**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.

**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 31<sup>st</sup> 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 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.

**SECTION 4. 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 31<sup>st</sup>. 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.

**SECTION 5. 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. The recipient shall be selected by the Awards Committee as described in Article XV, Section 6 of the Bylaws.

**SECTION 6. SAS GRADUATE STUDENT AWARD.** These awards are 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 shall be selected by the Awards Committee as described in Article XIV, Section 6 of the Bylaws. The award shall consist of a plaque or scroll and an expense-paid 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.

**SECTION 7. UNDERGRADUATE AWARD IN APPLIED SPECTROSCOPY.** These awards are given to up to 5 junior or senior undergraduate students in recognition of outstanding research in the area of spectroscopy. Any full-time undergraduate student doing research in the field of spectroscopy shall be eligible for the award. The student's research advisor must be an SAS member in good standing. The recipient shall be selected by the Awards Committee as described in Article XV, Section 6 of the Bylaws. The Society will provide each awardee with a one-year subscription to the Journal and a certificate.

**SECTION 8. 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.

**SECTION 9. FELLOWS.** This award is established to recognize individual members for their outstanding achievements in and contributions to the science, the profession, and the Society for Applied Spectroscopy. The award consists of a plaque and recognition at the SAS annual meeting. Up to 12 Fellows per year may be selected. Nomination for the award of Fellow must be made by current SAS 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 SAS Executive Committee for final approval. Fellows must continue to be members in good standing of the Society in order to maintain Fellow status. All Honorary Members of the Society shall be granted Fellowship automatically.

**SECTION 10. BRUCE R. KOWALSKI AWARD IN CHEMOMETRICS** administered by the Society for Applied Spectroscopy. This award, given to honor the legacy of Bruce R. Kowalski, is funded via member donations. 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 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.

## **ARTICLE XVII. EMPLOYEES OF THE SOCIETY**

**SECTION 1.** Responsibility for the hiring or dismissal of the Executive Director rests with the Executive Committee.

**SECTION 2.** 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.

**SECTION 3.** The ultimate authority for the resolution of any work-related difficulty of the Executive Director rests with the Society President.

**SECTION 4.** 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.

**SECTION 5.** 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.

## **ARTICLE XVIII. GENERAL PROVISIONS**

**SECTION 1. AUDITS.** The financial accounts and records of the Society shall be subjected to audits by a Certified Public Accountant approved by the Executive Committee at the intervals required by the State in which the Office operates. The audit schedule will be consistent with requirements to maintain the Society's non-profit status.

**SECTION 2. 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.

**SECTION 3. 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.

**SECTION 4. 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.

## **ARTICLE XIX. AMENDMENTS**

**SECTION 1.** Amendments to the Bylaws shall be studied by the Constitution and Bylaws Committee, except in cases pertaining to dues and their allocation where the Executive Committee shall study and recommend changes.

**SECTION 2.** Amendments to the Bylaws shall be placed on the agenda of a Governing Board Meeting or an Executive Committee Meeting, and shall be sent to the delegates at least thirty (30) days before the Governing Board or Executive Committee Meeting at which the amendments shall be considered. Amendments shall be adopted by a two-thirds (2/3) majority of the votes cast by the Governing Board unless there is no Governing Board meeting scheduled for at least 6 months in which case the Executive Committee may approve the amendments by majority vote.