



SPECTROSCOPY SOCIETY OF PITTSBURGH

BYLAWS

ARTICLE I - Name

Section 1. This organization shall be known as the "Spectroscopy Society of Pittsburgh," referred to as the "Society" in these Bylaws.

Section 2. The Spectroscopy Society of Pittsburgh is organized to promote the increase of knowledge of spectroscopy, to promote the dissemination of such knowledge, and to promote the cooperation of workers in the field of spectroscopy.

Section 3. This organization is incorporated in the State of Pennsylvania exclusively for educational, charitable and scientific purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1954 and any succeeding statute. The assets of this corporation are irrevocably dedicated to these purposes. This corporation is empowered to engage in activities only in furtherance of one or more of these purposes.

No part of the net earnings of the corporation shall inure to the benefit of or be distributed to its members, trustees, officers or any members of their families.

The corporation is authorized and empowered to make payments and distributions in furtherance of the purposes set forth hereof.

No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501 (9c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision to any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding revision of any future United States Internal Revenue Law).

This corporation is hereby specifically prohibited from declaring and paying a dividend of any kind whatsoever, it being the intent hereof that there will never be a distribution for nonexempt purposes.

ARTICLE II - Membership

Section 1. Any person qualified by education and/or occupation to further the purposes of the Society shall be eligible for active membership.

Section 2. There shall be four types of membership: active, emeritus, honorary and associate. Applicants for active membership in the Society must reside in areas that include all counties of Pennsylvania west of and including McKean, Cameron, Clinton, Union, Snyder, Juniata, Perry, Cumberland, and York (except Erie county) and including all counties of West Virginia west of and including Preston, Tucker and Randolph as well as the counties of Mahoning, Columbiana, Jefferson, Harrison, Belmont and Monroe in Ohio. (Please see map on page 8 of this Constitution.) All other applicants for membership in the Society shall be assigned associate membership. Applicants for active and associate membership in the Society must be sponsored by two members of the Society, approved by the Executive Council and shall become active or associate members upon payment of the dues. An emeritus membership shall be conferred upon those active members who have been active in the Society for a minimum of ten years and have formally retired from active employment. It is the member's responsibility to inform the secretary of his retirement from active employment in order to be considered for emeritus membership. Honorary membership may be conferred upon certain individuals deemed worthy of this honor by a special committee selected for this purpose. Such an individual may be suggested by any member of the Society, considered by the special committee and approved by the membership at a regular meeting. Dues are waived for emeritus and honorary members. Active, emeritus and honorary memberships will be voting memberships. It is the responsibility of the secretary to maintain a listing of emeritus and honorary members.

Section 3. Any member may withdraw from membership in the Society by a written request to the Secretary of the Society. Any member whose dues are not paid previously to the May meeting shall automatically be removed from the rolls of the Society.

ARTICLE III - Officers

Section 1. The officers of the Society shall be a Chairman, Chairman-elect, Secretary and Treasurer.

Section 2. The term of all offices shall be one year. No officer shall succeed himself in the same office.

Section 3. The Chairman shall preside at all meetings of the Society and of the Executive Council, and shall have supervision of the affairs of the Society. He shall represent the Society at all meetings of the shareholders of the Pittsburgh Conference on Analytical Chemistry and Applied Spectroscopy, Inc. and shall serve on its Board of Directors.

The Chairman shall prepare and present to the Executive Council, an annual budget covering ordinary operating expenses of the Society. This budget shall be approved in advance, by the Executive Council, presented to the Board of Directors of the Pittsburgh Conference for their acceptance and submitted to the membership for approval at the September meeting.

He shall cause the distribution to the Society Executive Council of a report concerning the financial status of the Pittsburgh Conference as soon as practical after the issuance of the annual report of the Pittsburgh Conference to the Pittsburgh Conference Board of Directors.

Section 4. The Chairman-elect shall perform the duties of the Chairman in the absence of the Chairman. In addition, he shall perform such other duties as may be required by the Chairman. He shall represent the Society at all meetings of the shareholders of the Pittsburgh Conference on Analytical Chemistry and Applied Spectroscopy, Inc. and shall serve on its Board of Directors. The Chairman-elect will automatically assume the office of the Chairman at the end of his term of office without further balloting.

The Chairman-elect shall be Chairman of the Program Committee and arrange the program for each meeting of the Society. He shall present a balanced program reflecting the interest of the members of the Society and shall call on members to aid in selection of speakers and to serve as technical chairmen for the programs.

Section 5. In the event an SSP Chairman or Chairman-elect would also hold another voting office on the Pittsburgh Conference Board of Directors (thus giving him a double vote on the Board), then he shall retain both the Society seat and the seat as a Conference officer but he shall relinquish one vote to the first eligible and available society member appointed by the SSP from the following list: (1) Immediate Former Chairman of the SSP, (2) Secretary of the SSP, (3) Treasurer of the SSP, (4) next most recent Former SSP Chairman, providing that such appointment does not cause a duplication in voting rights on the Pittsburgh Conference Board of Directors. None of the duties of any office shall be changed or abridged.

Section 6. The Secretary shall be responsible for keeping minutes of all meetings of the Society and of the Executive Committee. His responsibilities will include notifying members in writing of the meetings, of resolutions and Bylaws adopted, and of changes in membership and maintaining a file of records of the Society, such a file to include names of officers and committee members, applications, list of members, minutes, copies of all Bylaws and revisions, financial reports and records, and the additional duties usual to the office of Secretary.

Section 7. The Treasurer is designated as Adjunct Treasurer of the Pittsburgh Conference.

1. The Treasurer shall collect all dues and other fees of the Society, and shall make such disbursements as authorized according the Bylaws. He shall prepare a statement of the funds handled during the year for presentation to the membership at the Annual Meeting. He shall also prepare a current statement for presentation at each monthly meeting.

2. Within the limitation specified in the approved budget, the Treasurer shall pay all obligations of the Society. All warrants up to \$1,000 require the signatures of the originator and the Society Treasurer. All warrants over \$1,000 require the signatures of the originator, the Treasurer and the Society Chairman. All warrants for advances require the signatures of the originator, the Treasurer and the Society Chairman.

3. All expenses of the Society, not specifically defined and provided for in the annual budget shall be approved by a majority vote of the members of the Executive Council before payment.

4. He shall perform the additional duties usual to the office of Treasurer of the Society. He shall also perform the duties of the Adjunct Treasurer as prescribed by the Pittsburgh Conference.

Section 8. The immediate Former Chairman shall be the most recent available past Chairman with active membership status. His duties include serving as a member of the Executive Committee, Executive Council and as Chairman of the Tellers Committee, he is to receive and validate all ballots by comparing the ballot with the voting membership list provided by the Secretary.

ARTICLE IV - Election of Officers

Section 1. The election of officers shall be by letter ballot taking place during the month prior to and up to the opening of the annual meeting of the Society in May.

Section 2. Not later than the January meeting, the Chairman shall appoint a Nominating Committee of three members. The Nominating Committee shall select two members as candidates for each office and shall report their selection to the Society at the February meeting. Additional nominations may be made by petition of three members in writing to the Secretary. Such petitions must indicate that the nominees are willing to serve if elected, and must be received by the Secretary by March 21. The Secretary shall then prepare biographies of the nominees and ballots listing the nominees for each office in order determined by lot. He shall then send with the April meeting notice the biographies, the ballot, a ballot envelope and a mailing envelope to all members in good standing.

Section 3. Each member voting shall mark his ballot by placing an X or a check mark opposite the name of the candidate of his choice and seal it in the envelope marked "BALLOT." This envelope shall be enclosed in the larger mailing envelope, sealed, and forwarded to the Chairman of the Tellers Committee after the voter's signature has been affixed on the outside at a designated place. Otherwise, no markings shall appear on the ballot envelope or the ballot itself except those indicating choice of candidates.

Section 4. At the annual meeting the Chairman shall appoint 2 (two) members who are not candidates for office who shall serve as Tellers with the Chairman of the Tellers Committee. After the chairman of the Tellers Committee has verified that each member voting is in good standing, the ballot envelopes shall be removed from the mailing envelopes. The ballots shall then be tallied by the Tellers Committee and the results reported to the Chairman who shall announce them before the close of the meeting.

Section 5. The candidate receiving a plurality of the votes cast shall be elected. In the event of two or more candidates for any office receiving the same number of votes, all candidates for that office shall be voted on again at the annual meeting until one candidate is elected.

Section 6. Elected candidates shall automatically assume office on July 1.

Section 7. In the event that a vacancy occurs in the office of Chairman, the Chairman-elect shall become Chairman. In the event that a vacancy shall occur in any other office, an election of candidates selected by the Executive Council shall be held by mail ballot to fill the unexpired term of office within one month following the announced vacancy. However, if that vacancy occurs within two months of the end of the year, the Executive Council shall appoint a new officer to serve the unexpired term of the vacant office.

ARTICLE V - Executive Council

Section 1. The Executive Council shall consist of the Chairman, Chairman-elect, Secretary, Treasurer and Immediate Former Chairman. The Chairman of the Society shall also be Chairman of the Executive Council.

Section 2. The Executive Council shall have general charge of the affairs of the Society. Meetings of the Executive Council shall be called by the Chairman as needed.

Section 3. An Executive Committee shall consist of the Executive Council as designated in Section 1, Article V, The Pittsburgh Conference Vice President representing the SSP, and the most recent available SSP Former President of the Pittsburgh Conference. On even-numbered years between January 1 and March 1, this Executive Committee shall select a President-Designate of The Pittsburgh Conference, Inc. for the third (3rd) fiscal year following the selection. No later than February 1 of the following odd-numbered year, the new President-Designate shall submit to the Executive Council of the Society for approval his nomination for Treasurer to serve during his term as President. Each selection shall be announced to the Society Membership as soon as possible after the selection.

ARTICLE VI - Committees

Section 1. There shall be three standing committees: the College Grants Committee, the Aids-to-Education Committee, and the Program Committee.

Section 2. The Committee Chairmen and members shall be appointed by the Chairman of the Society within one month after the annual meeting and shall hold office for the same term as elected officers. Committee Chairmen and members may be reappointed for successive terms not to exceed four in number. No member shall be a chairman of more than one committee.

Section 3. Chairmen-elect of all committees of the Society shall be selected by the Chairman-elect of the Society and automatically assume the office of Chairmen of the committees during their selector's term of office as Society Chairman.

Section 4. The College Grants Committee shall perform all duties associated with disbursement of funds for College Grants.

Section 5. The Aids-To-Education Committee shall perform all duties associated with disbursements of funds and preparation of programs for the educational purposes of the Society.

Section 6. The Program Committee shall be chaired by the Society Chairman-elect and shall be responsible for the technical program of the Society.

Section 7. The Membership Committee shall receive all applications for membership, and the dues. He shall submit the applications to the Executive Council for approval, and the dues to the Treasurer. Prior to the annual meeting, the Membership Chairman shall inform

members in arrears that they will be automatically dropped from the rolls if dues are not paid by the annual meeting.

Section 8. Other committees shall be appointed by the Chairman as directed by the Executive Council or as the need arises. Such committees shall serve until dismissed by the Chairman, or until the close of the next annual meeting of the Society.

Section 9. At the annual meeting, Committee Chairmen shall present oral reports. They shall submit written reports for the Chairman of the Society by June 15.

ARTICLE VII - Meetings

Section 1. There shall be an annual meeting of the Society to be held in the month of May on a date to be set by the Executive Council. Written notice of the annual meeting shall be given to the membership of the Society at least two weeks before the date of the meeting.

Section 2. There shall be as many additional meetings each year as may be considered advisable by the Executive Council. These meetings shall be held with the object of conducting business and satisfying the purposes of the Society.

ARTICLE VIII - Dues

Section 1. Society dues for each fiscal year, beginning July 1, 1991 shall be five dollars (\$5.00) for active and associate members.

Section 2. Persons joining the Society after the annual meeting shall be assessed dues beginning in the next fiscal year.

Section 3. At the discretion of the Executive Committee, additional fees may be charged for specific meetings, but these fees shall not be classed as dues.

ARTICLE IX - Amendments

Section 1. Any proposed amendment to this constitution may be presented in writing at any regular meeting of the Society. The Chairman shall appoint a committee to consider the desirability of the proposed amendment, and the committee shall report to the membership at the next regular meeting of the Society. The proposed amendment shall be announced to the members present and shall be included as a part of the notice for the following meeting of the Society, at which time a vote will be taken. A two-thirds vote of the membership present shall be required in favor of the proposed amendment.

ARTICLE X

Meetings and proceedings not otherwise specified herein shall be conducted according to rules contained in Robert's "Rules of Order."

ARTICLE XI

Section 1. The Spectroscopy Society of Pittsburgh may affiliate with any other society or societies when such affiliation assists in carrying out the purpose of the Society as expressed in Article I, Section 2.

Section 2. A proposal for such affiliation may be presented in writing at any regular meeting. Further action shall follow the procedure prescribed for constitutional amendments. (See ARTICLE IX.)

Section 3. Members delegated to represent the SSP at executive sessions of such affiliations shall be appointed by the Chairman of the SSP with the approval of a majority of the Executive Council. Delegates shall not commit the Spectroscopy Society of Pittsburgh to actions or expenses contrary to its constitution, to previous agreements yet in force, or to the action of the Executive Council.

Section 4. Withdrawal from affiliations shall follow the same procedure required for the affiliation.

ARTICLE XII

In the event of dissolution of the Society, the net assets of the Society shall be distributed according to recommendations made by the Aids-to-Education Committee, after approval of the membership has been obtained, to educational or scientific organizations to be used in such manner as in the judgment of the Committee will best accomplish the purpose for which the Society was organized, but in no event shall the assets be distributed to any member or members of the Society.

SSP Geographical Boundaries Map

(Pennsylvania)

- | | | | |
|-----------|------------|------------|--------------|
| Adams | Clarion | Greene | Snyder |
| Allegheny | Clearfield | Huntingdon | Somerset |
| Armstrong | Clinton | Indiana | Union |
| Beaver | Crawford | Jefferson | Venango |
| Bedford | Cumberland | Juniata | Warren |
| Blair | Elk | Lawrence | Washington |
| Butler | Fayette | McKean | Westmoreland |
| Cambria | Forest | Mercer | York |
| Cameron | Franklin | Mifflin | |
| Centre | Fulton | Perry | |

(Ohio)

- Belmont
- Columbiana
- Harrison
- Jefferson
- Mahoning
- Monroe

(West Virginia)

- | | | | |
|-----------|------------|-----------|---------|
| Barbour | Hancock | Ohio | Tyler |
| Braxton | Harrison | Pleasants | Upshur |
| Brooke | Lewis | Preston | Webster |
| Calhoun | Marion | Randolph | Wetzel |
| Doddridge | Marshall | Ritchie | Wirt |
| Gilmer | Monongalia | Tucker | Wood |

