

SPECTROSCOPY SOCIETY
OF PITTSBURGH
BYLAWS
AMENDED SEPTEMBER 12, 2018

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 as an independent local section of the Society of Applied Spectroscopy in the Commonwealth 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.

NOTE: The original wording is still applicable; the “organization” (under another name) is incorporated and active.

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).

The 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 non-exempt 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 and including all counties of West Virginia west of and including Preston, Tucker and Randolph as well as the counties of Trumbull, Mahoning, Columbiana, Jefferson, Harrison, Belmont and Monroe in Ohio. 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 Chair, Chair-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 Chair shall preside at all meetings of the Society and of the Executive Council, shall have supervision of the affairs of the Society, 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 Chair 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.

The Chair shall distribute to the Society Executive Council 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 Chair-elect shall perform the duties of the Chair in the absence of the Chair and shall perform such other duties as may be required by the Chair. The Board of Directors of the Pittsburgh Conference on Analytical Chemistry and Applied Spectroscopy, Inc. shall be requested to invite the Chair-elect to attend all Board meetings as a non-voting observer. The Chair-elect will automatically assume the office of the Chair at the end of his term of office without further balloting.

The Chair-elect shall be Chair of the Program Committee and arrange a balanced program for each meeting of the Society that reflects the interests of its members, and shall call on members to aid in the selection of speakers and to serve as technical chairs for the programs.

Section 5. In the event an SSP Chair or Chair-elect would also hold another voting office on the Pittsburgh Conference Board of Directors (thus giving him a double vote on the Board), then this person shall retain both the Society seat and the seat as a Conference officer but shall relinquish one vote to the first eligible and available society member appointed by the SSP Chair from the following list: (1) Immediate Former Chair of the SSP, (2) Secretary of the SSP, (3) Treasurer of the SSP, (4) next most recent Former SSP Chair, 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 and shall notify members in writing of the meetings, of resolutions and Bylaws adopted, and of changes in membership. The Secretary shall maintain 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 shall perform the additional duties usual to the office of Treasurer of the Society and shall also perform the duties of the Adjunct Treasurer of the Pittsburgh Conference and as such, shall follow the guidelines and procedures as prescribed by the treasurer of the Pittsburgh Conference.

1. The Treasurer shall collect all dues and other fees of the Society, shall make such disbursements as authorized according to the Bylaws, shall prepare a statement of the funds handled during the year for presentation to the membership at the Annual Meeting, and 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 and including \$2,500 require the signatures of the originator and the Society Treasurer. All warrants over \$2,500 require the signatures of the originator, the Society Treasurer and the Society Chair. All warrants for advances require the signatures of the originator, the Society Treasurer and the Society Chair.
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.

Section 8 The Immediate Former Chair shall be the most recent available past Chair with active membership status.

1. The Immediate Former Chair 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 as a voting member.
2. The duties of the Immediate Former Chair include serving as a member of the Executive Committee, Executive Council and as Chair of the Tellers Committee and 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 Chair shall appoint a Nominating Committee of at least 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. Each nominee for office shall then prepare a biography of him/herself. For the two candidates for each office chosen by the Nominating Committee, fifty percent of the ballots shall list one of the candidates in the first position while the other fifty percent of the ballots shall list the other candidate in the first position. Any additional candidates for each office shall be listed by lot starting with the third position. The two sets of ballots shall be identified by a large letter "A" and "B", respectively. The Secretary or a person instructed by the secretary shall then send with the April meeting notice the biographies, the ballot, a ballot envelope and a mailing envelope which shall be randomly distributed 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 Chair of the Tellers Committee after the voter's printed name and 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. During the time period between the April meeting and 10 days prior to the annual meeting the Chair shall appoint at least 3 (three) members who are not candidates for office who shall serve as Tellers with the Chair of the Tellers Committee. After the Chair 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 Chair 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, the election for that office shall be decided by lot.

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

Section 7. In the event that a vacancy occurs in the office of Chair, the Chair-elect shall become Chair. 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 Chair, Chair-elect, Secretary, Treasurer, and Immediate Former Chair. The Chair of the Society shall also be Chair 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 Chair 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 Chairs and members shall be appointed by the Chair of the Society within one month after the annual meeting and shall hold office for the same term as elected officers. Committee Chairs and members may be reappointed for successive terms but, the Chair should use these appointments to broaden the participation by all of the members. No member shall be a chair of more than one standing committee.

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

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 Chair-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. The applications will be submitted to the Executive Council for approval, and the dues to the Treasurer. Prior to the annual meeting, the Membership Chair 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 Chair as directed by the Executive Council or as the need arises. Such committees shall serve until dismissed by the Chair, or until the close of the next annual meeting of the Society.

Section 9. At the annual meeting, Committee Chairs shall present oral reports and by June 15 shall submit written reports for the Chair of the Society.

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.

Section 3. Meetings and proceedings not otherwise specified herein shall be conducted according to rules contained in "ROBERT'S RULES OF ORDER NEWLY REVISED."

ARTICLE VIII - Dues

Section 1. Society dues for each fiscal year shall be ten dollars (\$10.00) 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.

Section 4. Members may become Lifetime Members by paying lifetime dues; two hundred (\$200). Lifetime members will remain SSP members during their lifetime, provided that they confirm their mailing address each year.

ARTICLE IX - Amendments

Section 1. Any proposed amendment to this constitution may be presented in writing at any regular meeting of the Society. The Chair 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.

Section 2. A two-thirds vote of the membership present and voting shall be required in favor of the proposed amendment for adoption.

ARTICLE X - Affiliation

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 Chair 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 XI –Dissolution of the Society

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

Pennsylvania

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

Ohio

Belmont
Columbiana
Harrison
Jefferson
Mahoning
Monroe
Trumbull

West Virginia

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