

# BYLAWS OF THE MICROANALYSIS SOCIETY

Revised November 2016

## PREAMBLE

Purpose: The purpose of this Society shall be to advance and disseminate knowledge concerning the principles, instrumentation and applications of microanalysis down to the atomic level.

## ARTICLE I

### Offices

The Principal office of the Society shall be located with the accountant for the Society. The Society may also have an office or offices at such other places as the Executive Council may from time to time designate.

## ARTICLE II

### Corporate Seal

The Corporate Seal shall have inscribed thereon the name of the Society, the year of its incorporation, and the words "incorporated in New York".

## ARTICLE III Membership

### *Section 1.*

Eligibility: Any person or corporation interested in advancing the interests and objectives of this Society shall be eligible for membership in this Society.

- a. Regular Members: Regular Members shall consist of individuals.
- b. Student Members: Student Members shall be full time students at an accredited degree granting institution.
- c. Emeritus Members: Emeritus status is reserved for those members who have retired from remunerative professional work. All individuals who have been members in good standing for at least twenty-five (25) years as Regular Members shall be entitled to Emeritus status. In addition, the Executive Council may choose to elect to Emeritus status, members who have retired from remunerative professional work and who are deemed to have provided distinguished service to the Society during their professional careers.
- d. Honorary Members: Honorary Members shall consist of those elected from time to time in recognition of their outstanding contribution to the field of microanalysis. Honorary Members shall have the rights and privileges of regular members.
- e. Sustaining Members: Sustaining Members may be elected by the Executive Council, and shall consist of individuals, companies or corporations wishing to advance the interests and objectives of this Society. Sustaining Members shall designate a maximum of three individuals as Regular Members of the Society.

- f. Corporate Members: Corporate Members may be elected by the Executive Council and shall consist of corporations whose products, services or technologies are enhanced by microanalysis.

#### *Section 2.*

Election to Membership: Applications for membership must be endorsed by one or more members, accompanied by payment of annual dues in U.S. dollars and forwarded to the Society. Nominations to Honorary Membership must be endorsed by at least ten percent of the Regular Membership. A majority vote of approval of members of the Executive Council present and voting at a regular or a special meeting shall constitute election to Honorary Membership.

#### *Section 3.*

Privileges: The right to vote is restricted to and vested in Regular, Student, Honorary, and Emeritus members of the Society. The right to hold elective office is restricted to Regular or Honorary Members or people who have shown active participation in the field through Sustaining Membership. All classes of the membership have the same privileges except as herein otherwise provided.

#### *Section 4.*

Termination of Membership: Membership in the Society may be terminated at any time by a two-thirds majority vote of the Executive Council present and voting. Failure to pay dues for six months will be deemed sufficient cause for termination of membership. Any member may resign membership by informing the Secretary in writing.

#### *Section 5.*

Reinstatement: A former member terminated for failure to pay dues may be reinstated by making application as outlined in Section 2. A former member terminated for cause by the Executive Council may be reinstated by a two-thirds vote of the Executive Council present and voting.

#### *Section 6.*

Dues: The dues of the Society shall be determined by the Executive Council, in accordance with the needs of the Society, and ratified by the membership at the next Annual Business Meeting. The membership dues shall be payable in advance. The annual dues of the Student and Emeritus Members shall be no more than 25% of the dues for Regular Members. Honorary Members shall not be billed for annual dues or other assessments.

#### *Section 7.*

Communication and Voting Methods: The Executive Council and Members of the Society shall communicate by means of electronic mail, teleconference, or conventional paper mail as deemed appropriate by two-thirds vote of Executive Council. An electronic balloting system conducted by a disinterested third-party and chosen by two-thirds vote of Executive Council shall be used to conduct voting by the Membership for all voting outside of regular Society meetings. This electronic balloting system shall ensure the confidentiality of the Voting Member and shall include methods that also ensure the security and verification of the Voting Member's ballot. The third-party shall provide a document confirming the eligibility of the Voting Member, a complete record of votes cast, and a summary of this document shall be made available to the Membership of the Society.

## ARTICLE IV Meetings

#### *Section 1.*

Annual Meeting: The members of the Society shall meet annually at a place, date, and time designated by the Executive Council. An Annual Business Meeting shall be held during the Annual Meeting. The

program of papers to be presented at any meeting shall be determined by the Executive Council or by an officer or committee designated by the Executive Council.

#### *Section 2.*

Conduct of Business: Business of the Society shall be transacted at the Annual Business Meeting. The order of business shall be determined by the Executive Council, and shall be conducted by the President in accordance with Robert's Rules of Order, Newly Revised.

#### *Section 3.*

Quorum: A voting quorum for transaction of business of the Society shall not be less than thirty-five (35) Voting Members of the Society. Should an Annual Business Meeting fail a quorum, items of business may be submitted to the membership for voting as outlined in Article III, Section 7.

#### *Section 4.*

Voting and Representation: Each Voting Member who is present at the Annual Business Meeting shall be entitled to one vote, without privilege of proxy, for each question called for vote. All questions before the Annual Business Meeting of the members, except questions concerning amendment of the bylaws, shall require a simple majority of the Members voting at such a meeting.

### ARTICLE V

#### Executive Council

##### *Section 1.*

Composition: The Executive Council shall be composed of eleven (11) members: six Directors, one Commercial Director, and the following officers, the President, the President-Elect or Past-President, the Secretary, and the Treasurer. Each of these members shall have one vote in Council proceedings.

##### *Section 2.*

Duties: The Executive Council shall manage the Society in the best interest of the Society, and in accordance with its purpose as expressed in its Certificate of Incorporation. It shall meet at least twice a year, formally and in person immediately prior to the Annual Meeting, and either in person, by teleconference, or other electronic means during the first quarter of the calendar year, at the discretion of the President. It shall plan scientific meetings; it shall authorize the expenditure of the Society funds; and it shall obtain an annual audit of the Society finances.

##### *Section 3.*

Quorum: A quorum of the Executive Council shall consist of six (6) Council Members including the President, or either the Past-President or President-Elect acting in his or her stead.

##### *Section 4.*

Vacancy: Any vacancy occurring in the Executive Council may be filled for the period remaining until the next Annual Election by a simple majority of the remaining Council Members present and voting.

##### *Section 5.*

Conduct of Business: The Executive Council shall be responsible for conducting the planning and business of the Society as specified herein. The Members, by a majority vote of those attending the Annual Business Meeting can require the Executive Council to consider a question or proposal at their next scheduled Council Meeting. The Executive Council may also be directed to bring any specific question to a vote of the full Society by a petition signed by 5% of the membership. Such a vote shall be conducted as outlined in Article III, Section 7, and a favorable vote by two-thirds majority of the ballots cast shall be binding upon the Executive Council.

## ARTICLE VI

### Officers and Directors

#### *Section 1.*

Officers and Directors: The minimum qualifications for elective office shall be two years of Regular or Honorary membership or active participation in the field through a Sustaining membership and service in the Society. The qualifications for President-Elect shall be an additional two years of membership and service in the Society.

#### *Section 2.*

Tenure of Office: The President shall serve four years, two as President, and two as either President-Elect or Past-President. The President-Elect shall be elected on alternate years. The Secretary and Treasurer shall each serve two years and be elected on alternate years. Two Directors shall be elected each year for a three-year term. The Commercial Director shall be elected every third year beginning in 2017 for a three-year term. Except for the offices of Secretary and Treasurer, no Executive Council Member may succeed himself/herself in the same office. All officers, except the President, shall take office on the first day of the calendar year following their election, and shall hold office for the specified term, or until a successor has been elected. The President shall take office at the conclusion of the Annual Business Meeting after having served as President-Elect for one full year and a portion of a second year. The Society will then have a Past-President until the new President-Elect takes office. All members of the Society are eligible for appointive office.

#### *Section 3.*

Nominations for Office: Nominations shall be made by a Nominating Committee appointed by the President and approved by the Executive Council. This committee shall consist of the President Elect, the two senior Directors and the Commercial Director, and at least two Regular Members who are not members of the Executive Council. This committee shall present its report to the Executive Council for approval at the Council Meeting held in conjunction with the Annual Meeting. This committee shall present its nominations at the Annual Business Meeting. At least one candidate shall be presented for each office open for election. The Committee shall ascertain that each prospective nominee will serve if elected. Additional nominations for any elected office will be accepted and placed on the ballot from the general membership at the Annual Business Meeting (see Article IV, Section 1.) All nominations from the floor shall require three seconding affirmations.

#### *Section 4.*

Election for Office: An official ballot shall be prepared by the Secretary containing the selections for each office, and including write-in space for each office. A copy shall be made available electronically or by mail to each Voting Member of the Society not later than November first of each year. The voting shall be conducted as outlined in Article III, Section 7, and shall be performed by the Voting Member no later than 5 pm PST on December first. The President shall appoint two Members to confirm the validity of the ballots, at least one of which is not an officer of the Society. The candidate receiving the largest number of votes is elected.

#### *Section 5.*

Appointed Officers: The President, with the approval of the Executive Council by plurality (i.e., greatest number) vote from the members present at any Regular Council Meeting, can appoint additional officers to transact the Society's business. Appointed officers serve a three-year term subject to a yearly review by the President. Appointed officers may serve more than one term in a particular office subject to the President's request, approval by vote (plurality) of the Executive Council, and consent of the individuals. Appointed officers hold budgeted positions and can be salaried.

#### *Section 6.*

Indemnification: All Officers and Directors as defined in Article V, Appointed Officers as defined in Article VI, Chairmen of duly appointed Committees under Article VII or employees of the Society shall be indemnified by the Society against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon him or her in connection with any proceeding to which he or she may be made a part, or in which he or she may be involved, by reason of his or her being or having been a member of the Executive Council, officer or employee of the Society, or any settlement thereof, whether or not he or she is a member of the Executive Council, or employee at the time such expenses are incurred, except in such cases wherein the member of the Executive Council, officer, or employee is adjudged guilty of willful misfeasance or malfeasance in the performance of his or her duties. The foregoing right of indemnification shall be in addition to and not exclusive of all other to which such member of the Executive Council, officer, or employee may be entitled.

### ARTICLE VII Committees

#### *Section 1.*

Composition: The Executive Council shall appoint from its own members or the general membership of the Society such Committees as it considers necessary or helpful in managing the affairs of the Society, and may authorize and empower such Committees to discharge the function or functions assigned to it by the Executive Council. The Executive Council may also invite individuals not currently members of the Society to serve on committees charged with determining the scientific programs of the Annual or other Meetings of the Society. The number of such individuals shall not exceed one-third of the total membership of the Committee, nor shall any of these individuals serve as Chairman of the Committee.

#### *Section 2.*

Term of Appointment: Each Committee authorized by the Executive Council shall be composed of individuals who shall be given a specific term of office not to exceed three years. Individuals may be reappointed to the same position at the expiration of their term of office. Subsequent modification of a term of office by the Executive Council will require a two-thirds majority of the members present and voting.

### ARTICLE VIII

#### Affiliation

Subject to the ratification by the membership at the Annual Business Meeting, the Executive Council shall have the power to establish or disestablish affiliations with various groups sharing common interests with the Society. It may, if required, also appoint at appropriate times representatives to these groups. Their terms of office shall be designated by the Executive Council within guidelines set by individual organizations.

### ARTICLE IX Amendments

The Bylaws of the Society may be suspended or amended as follows:

- (a) An amendment may be recommended by a two-thirds vote of the Executive Council present and voting. The proposed amendment must be presented at the Business meeting for discussion, and later presented to the Voting Members of the Society for approval by voting as outlined in Article III, Section 7. Passage requires a simple majority of the ballots cast.
- (b) A petition for amendments signed by 5% of the Voting Membership that receives recommendation by a simple majority of the Executive Council present and voting is treated as outlined in Article IX, Part (a). A petition for amendments signed by 5% of the Voting Membership that fails to receive recommendation by a simple majority of the Executive Council present and

voting must be discussed at the next Annual Business Meeting and then presented to the Voting Membership for vote as outlined in Article III, Section 7. The sponsor of the petition shall have the privilege of preparing a statement for the ballot, and the Executive Council shall prepare a rebuttal. A two-thirds majority of the Members voting is required for passage.

(c) A suspension recommended by a two-thirds vote of the Executive Council present and voting requires for passage a simple majority of the Members voting at any Annual Business Meeting or as outlined in Article III, Section 7.

## ARTICLE X

### Dissolution of the Society

In the event of either voluntary or involuntary dissolution of the Society, the funds or assets of the Society remaining after discharging all just debts of its officers in the name of the Society shall be distributed without encumbrance to a nonprofit group, organization, or institution of learning within the contemplation of the current legal revision of the Internal Revenue Code. The selection of the recipient or recipients shall be made by the Executive Council in office at the time of dissolution, but in no event shall the assets be distributed to any Member or employee of the Society.