

POLICIES AND PROCEDURES OF THE FEDERATION OF ANALYTICAL CHEMISTRY AND SPECTROSCOPY SOCIETIES

FACSS Policies and Procedures (Created 2022-10-06)

FACSS Member Organizations

- AES Electrophoresis Society
- American Chemical Society (ACS), Division of Analytical Chemistry
- Association of Analytical Chemists, Inc. (ANACHEM)
- Austrian Society of Analytical Chemistry (ASAC)
- Coblenz Society
- Council for Near-Infrared Spectroscopy (CNIRS)
- Infrared and Raman Discussion Group (IRDG)
- International Society for Automation (ISA), Analysis Division
- The International Society for Clinical Spectroscopy (CLIRSPEC)
- North American Society for Laser Induced Breakdown Spectroscopy (NASLIBS)
- Royal Society of Chemistry (RSC), Analytical Division
- Society for Applied Spectroscopy (SAS)
- Society for Archeological Sciences
- Spectroscopical Society of Japan (SpSJ)

Addition of Member Organizations

An authorized representative of an organization wishing to join FACSS should inform the FACSS Governing Board Chair as early in their process of consideration as possible. If the organization is eligible for membership, its leadership should collaborate with the FACSS EC to develop a proposal for addition to FACSS. The proposal must be submitted to the FACSS Governing Board at least 30 calendar days before the Governing Board meeting at which the proposal is to be considered. The Governing Board will discuss and vote on the addition of new member organizations at the first Governing Board Meeting occurring more than 30 days after proposal submission.

Withdrawal of Member Organizations

A member organization that wishes to withdraw as a member organization of FACSS should submit a preliminary request for withdrawal must to the FACSS Executive Committee through the FACSS International Office at least 60 days before the Governing Board meeting at which the request is to be considered. This preliminary request should provide a rationale for withdrawal of the organization from FACSS.

The FACSS Executive Committee will communicate with the member organization concerning the preliminary request to assess if the concerns of the organization can be addressed.

If the member organization still wishes to withdraw from FACSS, a formal request to withdraw from the society must be submitted to the Executive Committee through the FACSS International Office using FORM X at least 30 days before the Fall Governing Board meeting at which the withdrawal is to be reported. The

FACSS Executive Committee will acknowledge withdrawal of the member organization and report the withdrawal at the Fall Governing Board meeting.

The FACSS Treasurer will prepare a report to be presented to Governing Board at the Fall meeting assessing the financial impact of the withdrawn society leaving FACSS. The report will include an accounting of all outstanding financial obligations or assets between FACSS and the withdrawn society. The withdrawn society will not participate in any dispersal of funds from FACSS nor will it be included in the surplus calculation or any subsequent surplus dispersal. Any funds allocated by FACSS for the society's use in the promotion of FACSS and its activities, including SciX, will be returned to the FACSS general operating fund.

The FACSS Marketing team and FACSS International Office will remove all references to the withdrawn society from FACSS and SciX websites and promotional material. The effective date for completion of this action may be no later than January 1 of the year following the fall governing board meeting during which the Governing Board was notified of the withdrawal of the society. The exact dates of completion may be earlier, and the withdrawn society agrees that FACSS will put a timeline in place at FACSS's discretion.

Expulsion of Member Organizations

A written request for expulsion of a member organization of FACSS by delegates from at least two member organizations may be submitted to the Executive Committee through the FACSS International Office no later than 60 calendar days before the Governing Board meeting at which the request is to be considered.

The FACSS Executive Committee will contact the member organization and notify them of the expulsion request and the pending vote at the upcoming Governing Board meeting.

The FACSS Treasurer will prepare a report for the Governing Board assessing the financial impact of the society being expelled by FACSS. The report will include an accounting of all outstanding financial obligations or assets between FACSS and the expelled society. The expelled society will not participate in any dispersal of funds from FACSS nor will it be included in the surplus calculation or any subsequent surplus dispersal. Any funds allocated by FACSS for the society's use in the promotion of FACSS and its activities, including SciX, will be returned to the FACSS general operating fund.

Member Society Delegates on Governing Board

The allocation of member organization delegates to member organizations is as follows:

One (1) delegate for the International Society for Automation (ISA), Analysis Division

Two (2) delegates for the Association of Analytical Chemists, Inc. (ANACHEM)

Two (2) delegates for the Coblenz Society

Two (2) delegates for the Division of Analytical Chemistry, American Chemical Society (ACS)

One (1) delegate for the Royal Society of Chemistry, Analytical Division (RSC)

Three (3) delegates for the Society for Applied Spectroscopy (SAS)

One (1) delegate for the Society for Archeological Sciences

One (1) delegate for the AES Electrophoresis Society

One (1) delegate for the Council for Near-Infrared Spectroscopy (CNIRS)

One (1) delegate for the North American Society for Laser Induced Breakdown Spectroscopy (NASLIBS)

One (1) delegate for the Spectroscopical Society of Japan (SpSJ)

One (1) delegate for the Infrared and Raman Discussion Group (IRDG)

One (1) delegate for the Austrian Society of Analytical Chemistry (ASAC)

One (1) delegate for the International Society for Clinical Spectroscopy (CLIRSPEC)

One (1) non-permanent delegate will be rotated on a yearly basis starting with the fall governing board meeting between ACS, Coblenz, and SAS. The rotation order will be ACS, Coblenz and then SAS. Each society should confirm their delegate at least 30 days prior to a scheduled fall or spring Governing Board meeting.

When new full members are added to the organization as per Article III, they will be allocated one permanent delegate.

If the attendance at the annual conference of any member organization which has one delegate reaches or exceeds 7% of the conferees for a period of three consecutive years, then the organization shall be entitled to one additional permanent delegate.

Governing Board Votes between Meetings

Should the Executive Committee decide to have a vote of the full Governing Board on any issue between meetings, the procedure shall be as follows:

Voting members will be delegates from the last Governing Board meeting (or a designated proxy), two members of the Executive Committee appointed by the Governing Board Chairperson, the current SciX General Chairperson, SciX Program Chairperson, and SciX Exhibits Chairperson.

The Secretary shall send an email notice of the issue to be voted on to each voting individual and shall post a voting deadline no less than seven calendar days after notification. Votes will be collected in writing, by email, or by other secure electronic polling mechanism accessible to all voting individuals at the discretion of the Secretary.

Action may be taken pursuant to the ballot when a majority of ballots sent have been returned with a definitive vote or 24 hours after the deadline for returning ballots has passed. The Secretary shall count the votes and report the result to all voting members.

Duties of FACSS Officers

A. Chairperson. The duties of the Chairperson of the Governing Board shall include:

- i. Setting the time, date and place of Governing Board meetings and ensuring that due notice of such meeting is given to all members.
- ii. Chairing the meetings of the Governing Board and of the Executive Committee or appointing an interim Chair from among members of the Executive Committee for any meeting from which they will be absent.
- iii. Preparing an agenda for each Board meeting.
- iv. Administering the business of FACSS according to the wishes of the Governing Board, or when such requires, the Executive Committee.
- v. Appointing committees and committee chairs as required by the Bylaws or the actions of the board.

B. Chairperson-elect. The duties of the Chairperson-elect shall include:

- i. Chairing the Nominating Committee.
- ii. Serving as a member on the Executive, Budget and Finance Committees.
- iii. Attending the meetings of the Governing Board.
- iv. Administering other duties as directed by the Governing Board, the Executive Committee or the Chairperson.

C. Secretary. The duties of the Secretary shall include:

- i. Recording the minutes of the Governing Board meetings and distributing same to the members.
- ii. Circulating the agenda and other appropriate materials to the members of the Governing Board in advance of each regularly scheduled meeting.
- iii. Maintaining a list of the names, addresses, and phone numbers of:
 - a) All members of the Governing Board.

b) The membership and chairs of all committees of the Governing Board.

c) The heads of all member organizations.

iv. Maintaining a roster of duly appointed delegates from the member organizations, calling the roll of delegates and announcing the voting of those present at the Governing Board meetings.

D. Treasurer. The duties of the treasurer shall include:

i. Maintaining the financial accounts and records of FACSS (and its associated activities including the SciX conference).

ii. Preparing reports of:

a) The SciX Conference. This report summarizing the expenses and revenues associated with the Conference shall be completed following the Conference but no later than January 20 of the following year.

b) The financial status of FACSS. This report which shall summarize the financial position of FACSS will include a Conference summary, a listing of all of the assets of FACSS (Capital Items, Bank Accounts, Special Accounts, Investments, and Accounts Receivable), a listing of liabilities (Accounts Payable and other Debts), and the income and expenses associated with the governance of FACSS. This report shall be completed by January 20 of the following year.

iii. Prepare conference and Financial Status Reports to all member organizations, delegates, and officers of FACSS at least one month prior to the Governing Board meetings (for distribution by the International Office).

iv. Reporting regularly to the Budget Committee, the various committee chairs, and the members of the Executive Committee on the status of revenues and expenditures associated with impending Conference and with governance, and on the balances in the FACSS accounts.

v. Advising the officers and the committee chairs on financial practices.

vi. Implementing advice, requirements, and procedures in financial practice as recommended by a FACSS retained tax- or legal-professional as required to maintain compliance with current government financial practice requirements.

Budgeting and Budget Committee Procedures

A preliminary budget for the following fiscal year should be drafted by the Budget Committee and submitted to the Executive Committee prior to the Spring Governing Board meeting, ideally 40 calendar days prior to the meeting (to allow a preliminary budget to be sent to the Governing Board delegates with other information). However, the Budget Committee chairperson may choose to develop a budget, or revise the preliminary budget, at a face-to-face or virtual meeting prior to the Spring Governing Board meeting. In this latter case, the time and place of the Budget Committee meeting will be published at minimum 30 calendar days prior to the meeting to allow attendance by Governing Board delegates.

The total budget must balance and show income which is based on reasonable extrapolations of prior years' conference performance, unless prior approval from the Executive Committee has been obtained for a deficit budget.

The Executive Committee must approve the budget by majority vote, and must present the budget to the Governing Board for review.

Thirty calendar days prior to a regularly scheduled Governing Board meeting, the Governing Board Chairperson shall review the status of any approved budgets for upcoming conferences, together with the Program Chairperson and General Chairperson for those conferences, and report to the Budget Committee any changes which may be recommended. Reductions in the current program budget or changes in the approved budget of more than 10% require approval by the Executive Committee and must be reported to the Governing Board for review.

Nominations of Officers

Nominations for officers are typically presented at the Spring Governing Board meeting as follows:

- i. SciX General Chairperson for the 2nd year following
- ii. SciX Program Chairperson for the 2nd year following
- iii. In appropriate years, SciX Exhibits Chairperson to take office on January 1st of the following year.
- iv. Governing Board Chairperson-elect to take office on January 1st of the appropriate year.
- v. In appropriate years, Secretary or Treasurer to take office on January 1st of the following year.

Site Selection Committee

As defined in the bylaws, this committee should consist of four members appointed for staggered terms of six years each. The Governing Board Chairperson, in consultation with the immediate Past Chairperson, appoints a new member for this committee, whose term will begin immediately and will extend for six years. The Chairperson of the committee will be designated by the Governing Board Chair. Initiating contractual obligations should be approved in advance by the Governing Board, or Executive Committee, when the Governing Board cannot be consulted. It is recommended that the current Exhibits Chair be included as a member of the committee or consulted in an advisory role as necessary.

Long Range Planning

The Long Range Planning Committee should meet at least twice yearly, and at other times at the discretion of the Committee Chair. The committee is the "brain trust" of FACSS, charged with planning and initiatives for the future of the conference and Federation that include but are not limited to 1) conference structure and content, 2) organizational structure and composition, 3) promotion of the conference and federation in support of the Governing Board Chairperson and Marketing Chairperson, 4) membership, 5) staff and contract recommendations, 6) assessment of the needs of members and conference attendees, 7) recognition, 8) collection and review of statistics of the conference and Federation, 9) orientation of chairpersons, 10) recommendation of changes to Bylaws, Policies and Procedures, or Operations Manual, 11) long term visionary planning for new conceptual ideas of the structure and operation of FACSS.

Assignment of Surplus Funds

- A. Twenty (20%), of the surplus amount shall be divided equally among member organizations of FACSS, either for their direct use, or for their use in promoting FACSS.
- B. Thirty (30%), surplus amount shall be divided among the member organizations in the proportions in which they are represented by attendance at the FACSS/SciX conference.
 - a) Following the fall Governing Board meeting, each Society will be provided a FACSS/SciX conference attendance list by the FACSS International Office.
 - b) The Societies will have until Jan 28th prior to the spring Governing Board meeting to provide a total of their members who attended the year pertaining to the list to the FACSS International Office. Records received after Jan 28th will be deemed ineligible.
 - c) Attendees who are members of more than one society will be counted as full attendees of each Society. Thus total attendance by summing the submissions of all member Societies may exceed the total number of paid attendees.
 - d) Societies providing a membership attendee total may be subject to a membership audit by the FACSS auditor or IRS. In such a case and in order to maintain member privacy requirements only the membership total for a Society will be provided to the FACSS Governing Board and the other Societies. Personal information on individual members will not be provided to the FACSS Governing Board or the other member Societies.
 - e) A Society that does not return a record (as noted in 2) or who are unwilling to submit to a membership audit (as noted in 4) will forfeit a claim to this portion of the surplus.
- C. Fifty percent (50%) of the surplus amount shall be divided among the member organizations in the proportions of dollars they either paid directly for, provided to FACSS to spend on a defined event, or documented a society-sponsored effort which raised funds to sponsor Symposia, Awards Sessions, or Student Sessions at the FACSS/SciX Conference earning the surplus. In order to track contributions (direct or raised) Form Q shall be completed by the individual Societies and provided to the FACSS International Office prior to the fall Governing Board Meeting. Investment of prior surplus dollars will be deemed unallowable as part of this share calculation.
- D. Societies will be notified at the fall Governing Board meeting of the likelihood that a surplus situation is to be reported at the spring Governing Board meeting. Within one month of the fall Governing Board meeting, FACSS will contact the delegates of the member Societies to request that they verify that the documented dollars paid directly for, or documented via a society sponsored effort are accurate – Form Q. If Form Q is not accurate then the Societies will have until Jan 28th prior to the spring Governing Board meeting to provide updated records. Records received after Jan 28th will be deemed ineligible.
- E. The proposed surplus plus the breakdown to the member Societies, based on the records noted in A-D will be presented to the Governing Board at the spring Governing Board meeting for acceptance, modification (error by FACSS), and vote (Section B).

Expenditure of Assigned Surplus Funds

The surplus assigned to the individual Societies' accounts held within the FACSS treasury shall be used for the sole purpose of furthering the advancement of analytical chemistry and spectroscopy at a "presented by FACSS" activity and shall not be distributed or redistributed in such a manner so as to inure to the benefit of any private shareholder or individual within the meaning of the IRC 501C3.

The surplus assigned to the individual Societies' accounts held within the FACSS treasury shall be assigned for expenditure based on the use of Form P.

The surplus assigned to the individual Societies' accounts held within the FACSS treasury shall be assigned for expenditure based on the current guidelines outlined, in accordance with IRS public charity requirements, and if non-guidance available after approval by the FACSS Governing Board Chairperson.



Federation of Analytical Chemistry & Spectroscopy Societies

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FORM X - Society Withdraw from FACSS

This document constitutes a notice of separation between the Federation of Analytical Chemistry and Spectroscopy Societies (FACSS) and the member society:

WITHDRAWING MEMBER SOCIETY: _____

By signing this document, the above mentioned withdrawing FACSS member organization acknowledges the following:

- 1) The withdrawing society forfeits all governing authority and responsibility within FACSS.
- 2) The withdrawing society forfeits all remaining funds FACSS holds on its behalf.
- 3) The withdrawing society forfeits the right to use FACSS infrastructure, name, marketing, or advertising materials, and will immediately cease to refer to itself as a FACSS member organization.

The undersigned officers hereby acknowledge the above conditions. The undersigned officers attest that they are currently officers in good standing with the withdrawing society. The undersigned officers attest that they have been empowered and authorized by the governing body of the withdrawing society to affect this change, and that signature undertaken without proper authorization from their member society will make this action void.

OFFICER #1 date

OFFICER #2 date

OFFICER #3 date