

OPERATIONS MANUAL

for

THE FEDERATION OF ANALYTICAL CHEMISTRY and SPECTROSCOPY SOCIETIES

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INTRODUCTION

The Federation of Analytical Chemistry and Spectroscopy Societies (FACSS) is made up of a group of seven member organizations. These member organizations are:

- AES Electrophoresis Society
- American Chemical Society Analytical Division (ACS)
- American Society for Mass Spectrometry (ASMS)
- Association of Analytical Chemists (Anachem)
- Coblenz Society
- International Society for Automation (ISA), Analysis Division
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- North American Society for Laser Induced Breakdown Spectroscopy (NASLIBS),
- Royal Society of Chemistry, Analytical Division (RSC)
- Society for Applied Spectroscopy (SAS)
- Spectroscopical Society of Japan (SpSJ)

Mission Statement: Federation of member organizations for the exchange of ideas at the forefront of analytical sciences.

The objective of the Federation is to disseminate technical information dealing with the applied, pure, or natural sciences. The dissemination of this information is done through an organized conference at which papers are presented in the fields of analytical chemistry and spectroscopy. This conference also includes workshops, tutorial sessions, a technical instrumentation exhibit and short courses on topics of current scientific interest.

Five elements to support objectives:

- Education and training
- Advance knowledge
- Advance technology
- Social and professional peer networking
- Promote / Enable interests of member organizations

As stated in the Bylaws, the objective of FACSS is to provide a national forum in which concerned and involved representatives of academic, industrial and government institutions can participate and cooperate in an effort to confront the diversified disciplines and technologies that are required to solve modern-day complex analytical problems. The forum is an annual conference, which is held in the autumn months of the year and designed as a cooperative effort between the nonprofit scientific and educational organizations that make up the Federation.

On occasion it may be desirable for FACSS to hold a joint conference with other well established local, national or international organizations. When joint conferences are held, it is imperative that written agreements and contracts are adhered to and well understood by all organizations participating in the joint venture. Cooperation among all individuals in leadership positions is essential and the integrity of each organization must be upheld. It is very important that areas of responsibility be clearly defined and lines of communication meticulously maintained. To do otherwise can lead to misunderstandings, less than the best efforts on the part of some individuals and, possibly, a conference of limited financial or scientific success.

Organization Bylaws and work agreements are specific in defining the exact duties of each officer and committee. In addition to this, there are many other procedures and "ways of doing things" which have been developed over the years. While these procedures may not be a written part of formal agreements or Bylaws, they are essential for the efficient operation of a large conference. To that end, this manual is designed to provide guidance for all current and future leaders of FACSS in the organization, planning and operation of an annual conference. It is hoped that this manual will prevent the duplication of past errors and help improve on previous successes.

INTERNATIONAL OFFICE

The successful operation of a national scientific conference requires the cooperative efforts of many individuals who may be located in different parts of the country. To help in the coordination of these efforts, FACSS has contracted to have day-to-day management and secretarial services provided at a central location. The International Office provides the expertise needed to take care of the many routine functions that are required to organize a program, deal with service vendors and answer questions dealing with the conference. The primary responsibilities of the International Office as outlined in the Bylaws and working agreement are listed below.

Duties as Stated in the Bylaws

The FACSS Administrator shall manage the daily business of the organization under the direction of the Executive Committee. The FACSS Administrator is an Ex-officio member of the Executive Committee and the Governing Board. The ultimate authority for the resolution of any work related difficulty of the FACSS Administrator rests with the Governing Board Chairman.

The International Office will be responsible for the following:

Administrative Support

1. Maintain an address, FAX, email, coordinate web site maintenance, and telephone for communications regarding FACSS. Prepare and maintain central files, including web site files, on such items as Governing Board meeting minutes, contracts, and other documents.
2. Arrange for a general liability insurance policy to cover FACSS activities.
3. Act as a clearinghouse for information regarding FACSS: answering questions and/or directing inquiries to the appropriate contact in the FACSS organization.
4. Prepare and distribute a directory of the entire FACSS Governing Board, contacts and delegates for each member organization, committee and local chairs, and other pertinent personnel and key vendors.
5. Maintain the FACSS database and records. Use it to generate mail lists as necessary. The mail list may be sold in compliance with FACSS guidelines.
6. Request membership lists from member organizations and use them for mailings and electronic distribution of the Conference Announcement, the Preliminary Program, and other communications.
7. Prepare and distribute planning calendars and notify the responsible individuals of deadline dates related to their duties, including the Executive Committee members, and the Program, Awards, Exhibit and Workshop chairs.
8. Have available the latest revision of the Operations Manual and send to newly elected or appointed board members, along with FACSS Bylaws, contract with the International Office, and any contracts relevant to their specific duties. New board members will be instructed to obtain the various meeting minutes from the FACSS web page.
9. Arrange meeting rooms and set-ups for all FACSS planning and governance meetings during PittCon.
10. Solicit competitive bids for all printing.
11. Prepare the complimentary rooming list for the conference to include for accommodations for the Executive Committee, General Chair, Program Chair, Exhibits Chair, Long Range Planning Chair, and award recipients, and for designated committee chairs.
12. Hardware, software or other durable goods purchased by the office with funds provided by FACSS shall be owned by FACSS. FACSS shall be consulted to approve purchases of any equipment or software costing \$500 in the aggregate. FACSS will pay for supplies as costs are incurred. Reasonable effort to minimize costs shall be exercised. No expenditure in excess of \$400.00 in the aggregate will be made without prior approval of the FACSS Governing Board Chair.
13. A representative(s) of the International Office (approved by the Governing Board Chair) shall attend the annual FACSS meeting and PittCon. The representative(s) will attend the Executive Committee Meeting, the Governing Board Meeting and other meetings at the request of FACSS. Travel arrangements shall be by the least expensive route compatible with reasonable scheduling. All travel must be approved in advance by the Governing Board Chair of FACSS to be eligible for reimbursement. Attendance at local planning meetings is also expected. While direct expenses for travel will be reimbursed, it is understood that the monthly fee for services rendered includes the salary of the FACSS Administrator for the time involved in such meetings.
14. Apply for an exemption from state sales tax from the state in which the Conference is to be held.
15. Assist the appropriate chair with organizing the Employment Bureau, including receiving and collating employment bureau registration forms.
16. Maintain contact with (at least monthly) the Executive Committee, General, Program and other Chairs and assist them with communications as requested.

17. Prepare a questionnaire concerning the conference that will be available at registration and at the FACSS booth. Coordinate with the Governing Board and General Chairs as to what topics should be covered. Collate the results and distribute to the Governing Board.
18. Receive minutes of Governing Board and executive committee meetings from the Secretary and distribute in a timely fashion.
19. Maintain membership in the American Society of Association Executives (ASAE).

Bookkeeping

1. Receive and reconcile bank statements. Process invoices and expense reports for payment.
2. Issue checks in accordance with guidelines set by FACSS and submit these checks to the Treasurer for signature.
3. Provide monthly reports on a year-to-date basis. These reports will be submitted to the Governing Board Chair, Treasurer and General Chair.
4. Mail accumulated accounting records to the Treasurer monthly.
5. Assist the accountant with an annual audit of the organization's books.
6. Participate in the budget planning meeting to provide advice and consultation.
7. Work with individuals as necessary regarding their individual line items and discuss the budget related aspects.
8. Assist the Treasurer upon request with the purchase, sale and/or transfer of money accounts that are in the name of the FACSS organization.

Program Support

1. Coordinate the creation of and maintain a database of conference abstracts which will be submitted electronically by authors. Update the database to reflect the scheduling of papers. To be performed in close coordination with the web page management entity.
2. Generate digital/camera-ready pages of titles and abstracts for the preliminary and final programs.
3. Acknowledge receipt of abstracts to authors.
4. Notify authors of the scheduling of their papers, along with what will be provided for talks or posters and instructions for submitting abstracts. Send reminders to authors who fail to submit.
5. Compile lists of complimentary program registrations and other compensation to speakers.

Conference Promotion

1. Send announcements of the conference dates, location, and contact information to scientific journals for listing in their calendars of events.
2. Prepare digital/camera-ready advertisements for Journal of Applied Spectroscopy and other journals willing to provide complimentary advertising. Must be approved by Executive Committee or designated responsible party.
3. Prepare digital/camera-ready pages for the Conference Announcement and Call for Papers. Must be approved by Executive Committee or designated responsible party.
4. Prepare digital/camera-ready pages of the Preliminary Program.
5. Arrange for a booth at PittCon, FACSS, and other appropriate scientific exhibits as directed; coordinate on-site servicing for the booth, and staffing for the booth.

Awards

1. Order the certificates, awards and plaques as necessary.
2. Coordinate housing arrangements for all award recipients. Award recipients should receive complimentary registration and accommodations as specified by the Governing Board.

Workshops

1. Receive process and acknowledge workshop registrations.
2. Coordinate A/V and meeting room arrangements with the Workshop Chair.
3. Generate a camera ready description of workshops for the Conference Announcement and the Preliminary and Final Programs
4. Generate list of workshop registrants and name badges for registrants.
5. Generate honorarium checks as directed.

Exhibits

1. Maintain a database of exhibitor prospects, updating with prospects from the PittCon exhibitor list and other appropriate data, targeting companies within a range of 200-300 miles of the city in which the FACSS Conference will be held. Send information and follow up with telephone calls.

2. Provide day to day service to exhibitors by responding to requests for information, and tracking their submission of insurance forms, advertising, product descriptions, etc, according to the timetable established in Appendix, page 48 of the Operations Manual
3. Compile information on the conference site and hotels, exhibit floor plan, regulations, and exhibit service providers.
4. Solicit bids for a conference decorator-exhibit service provider for the consideration of the Exhibits Chair.
5. In conjunction with the Exhibits Chair, generate and send the packets for ordering of booth space and advertising in the programs to full prospect list. The packets are to include information on the conference location, accommodations, travel information, and the conference program.
6. Receive, process, and acknowledge payments for booths and advertising. Invoice for outstanding payments.
7. Process and acknowledge the complimentary registrations for each booth.
8. All booth assignments shall be made by the Exhibits Coordinator.
9. Information regarding the status of the Exhibit shall be periodically exchanged between the Exhibits Chair and the FACSS International Office including, but not necessarily limited to, booth assignments, mailing lists, exhibitor account status, and prospects requesting booth information.
10. Arrange to have complete service packets sent to all exhibitors.
11. Prepare the exhibitor lists and product descriptions for the Final Program.
12. On a regular basis, send an updated list of exhibitors to the decorating company. The decorating company is responsible for contacting exhibitors regarding their individual booth needs. Check with the decorator to ensure that such needs can be met.
13. Prepare an addendum sheet for the final program with the latest exhibitor information.
14. During exhibit hours, contact all exhibitors with the Exhibits Chair and distribute information on the next conference
15. Organize an exhibitor's appreciation event to determine exhibitor's interests, problems and other feedback concerning the Conference.
16. Send 'thank you's to each exhibitor along with the computer listing or address labels of the conference attendees.

Conference Arrangements

1. Coordinate use and set-ups of meeting rooms with Experint.
2. Coordinate A/V needs and review contracts provided by Experint.
3. Coordinate social and catered events. Review menus provided by Experint.
4. Review the conference agenda detailing the schedule and room set-ups provided by Experint.
5. Arrange for shuttle buses (if necessary).
6. Arrange for security.
7. Arrange for the rental of on-site computers and other equipment and the installation of registration booths.
8. Generate signs for each session, as well as directional and announcement signs.

Registration

1. Prepare a registration form for the Conference Announcement and the Preliminary Program, to include workshops, guests, the gala, areas of interest.
2. Receive, process, and acknowledge all conference registrations. Record into the database all pertinent information from the registration forms.
3. Reconcile each batch of registrations with bank deposit.
4. Generate periodic reports of registrations and total amounts paid.
5. Retain files of registration forms and backup of payments.
6. Prepare packets and name badges for advance registrants.
7. Arrange the set-up and staffing of an efficient system for on-site registration and the distribution of advance registrant materials.
8. Provide secure management of any funds received.

GOVERNING BOARD OFFICERS

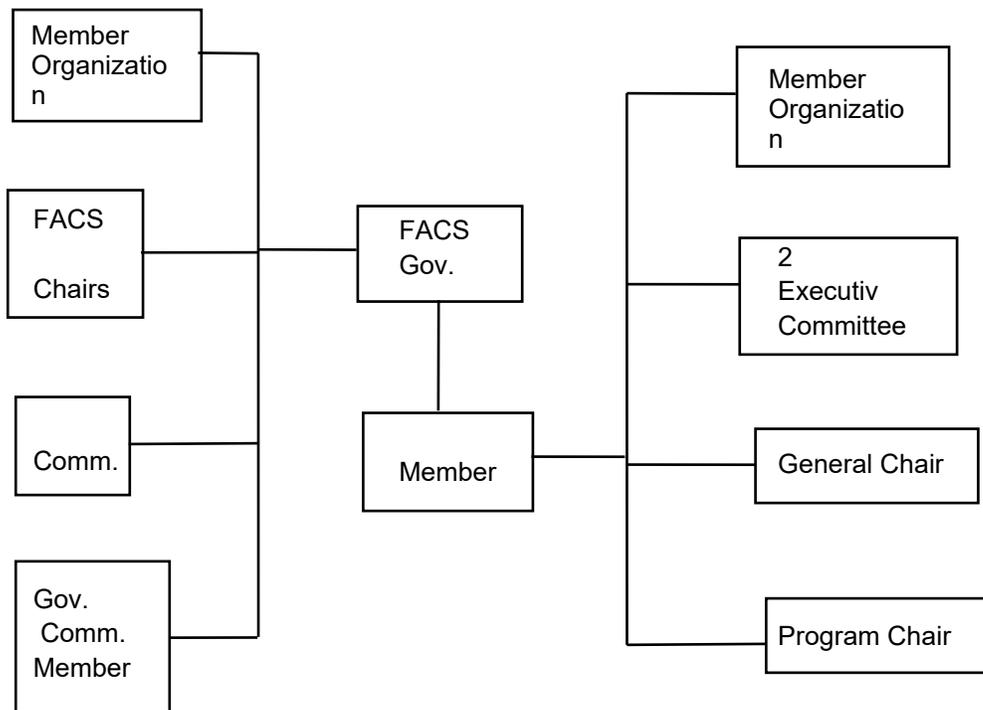
The Governing Board is responsible for the oversight and operation of the FACSS organization. The Governing Board is composed of

- Members of the Executive Committee
 - Governing Board Chair
 - Governing Board Chair-elect
 - Secretary
 - Treasurer
 - Past Governing Board Chair
 - Second Past Governing Board Chair
- Conference General Chairperson, current and next year
- Conference Program Chairperson, current and next year
- Exhibits Chairperson
- Member organization allocations of delegates is as follows (approved March 2003):
 - One (1) delegate for the Analysis Division, Instrument Society of America (ISA)
 - 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 American Society for Mass Spectrometry (ASMS)
 - One (1) delegate for the AES Electrophoresis Society

Pending 503C or similar status:

- 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) non-permanent delegate will be rotated on a yearly basis between ACS, Coblenz and SAS. The rotation order will be ACS, Coblenz and then SAS. If the attendance at the annual conference of any member organization which has one delegate reaches 7% of the conferees for a period of three consecutive years, the organization shall be entitled to one additional permanent delegate.
- Governing Board Committee members
 - Long Range Planning
 - Finance Committee
 - Site Selection Committee
- Voting members of the Governing Board include:
 - Delegates for that year from member organizations
 - Two members from the Executive Committee
 - Conference General Chairperson
 - Conference Program Chairperson.

A Flow chart which outlines the composition of the Governing Board is shown below. The primary responsibility of the Board is to see that the annual conference is held each year.



As stated in the Bylaws, the Governing Board shall have at least four officers. These are the Chairperson, Chairperson-Elect, Secretary and Treasurer. These positions are filled by a vote of the entire Governing Board from names of candidates submitted by the Nominating Committee. The four elected officers along with the Past Chairperson of the Governing Board and the Second Past Chairperson of the Governing Board make up the Executive Committee. The specific duties of the officers of the Governing Board are described on the following pages.

GOVERNING BOARD CHAIRPERSON

Duties as Stated in the Bylaws

1. Setting the time, date and place of Governing Board meetings and ensuring that due notice of such meetings is given to all members.
2. Chairing the meeting of the Governing Board and of the Executive Committee or appointing an interim Chair from among the members of the Executive Committee for any meeting from which he will be absent.
3. Preparing an agenda for each Board Meeting.
4. Administering the business of FACSS according to the wishes of the Governing Board, or when such requires, the Executive Committee.
5. Appointing committees and committee chairs as required by the Bylaws or the actions of the Board.

Other Duties, Specific Obligations and Responsibilities

As the Executive Officer of the FACSS, serving a two year term, the Chairperson of the Governing Board is to be completely informed regarding all the activities taking place within the FACSS organization. Ultimately, it is the responsibility of the Chairperson to make sure the Conference and the organization runs smoothly, **but the primary duty of the Executive Officer is to insure the long-term health of FACSS and the utility of FACSS to the Member Societies.** Likewise, the International Office will be in a position to receive information regarding activities at the local and national level that may impact on the Federation and the Conference. Therefore, the Chairperson should maintain close contact with the International Office to insure that he/she is fully informed about all aspects of Federation and Conference activities. Likewise, he/she should maintain a good

working relationship with all officers, delegates and chairpersons of FACSS. This is necessary so that a complete picture of the activities of the organization can be maintained and informed recommendations and decisions made.

The Chairperson is responsible for developing a strategy to maintain and build the future of the conference, both by enabling the conference to better meet the needs of existing member societies, and by considering and planning expansion of the conference to include new member societies. In general, the Chair will be actively engaged in meeting the development objectives set forth by the Long Range Planning Committee. The Chairperson looks at the future of the organization for the 3, 5 and 10 year time frame, and passes on programs to their successor. One primary and major duty of the Chairperson is to aggressively seek new subjects/groups for inclusion into FACSS. They should continuously examine the entire meeting looking for opportunities for growth; including the identification of and communication with groups with niche common scientific interests for inclusion in FACSS.

There are numerous functions regarding FACSS activities for which the Chairperson is directly responsible. They are as follows:

1. Maintain a complete and thorough working knowledge of the Bylaws and Operations Manual. This is essential to avoid misunderstandings and problems throughout the year and make sure the goals and objectives of the organization are met;
2. The Chairperson answers to the Governing Board. Any actions that must be taken between meetings are the responsibility of the Chairperson, with consultation and approval of the other members of the Executive Committee;
3. The Chairperson should communicate, in written form, with the Governing Board Delegates between the two scheduled Governing Board meetings. This should be done at least twice during the year to keep them fully informed regarding things that may have occurred since the last Board meeting;
4. Aid Chair-Elect in Selecting and notifying members of the Nominating Committee at the conclusion of the FACSS conference. The Nominating Committee is composed of five members, three of which are mandated by the Bylaws. The Bylaws require the Chairperson-elect, the next Conference General and Program Chairpersons to be members of the committee;
5. Maintain contact with the head of each member organization of FACSS. While it is the ultimate responsibility of the delegates of each organization to maintain lines of communication, it is prudent for the chairperson to also communicate with president of each member organization;
6. Monitor the progress of the Conference preparation by maintaining close contact with the Conference and Program Chairpersons. Be aware of all deadlines regarding the Conference;
7. Be sufficiently familiar with Robert's Rules of Order so that meetings may be carried out with dispatch. Be aware that a parliamentarian can be appointed if desired.
8. Maintain contact with all committee chairs to make sure all committee responsibilities are being met;
9. Maintain knowledge of the objectives and goals of each of the member organizations of FACSS. Familiarity with the member organizations will be helpful in maintaining a smooth working relationship within the Governing Board and the Federation as a whole;
10. As Chief Executive Officer of the organization, have the responsibility of signing official contracts with regard to the Annual Conference;
11. Together with the Treasurer, make sure tax returns are filed in a timely manner;
12. Together with the International Office, order Executive Committee lunch. Order refreshments or dinner for the Governing Board as may be appropriate;
13. Be available to respond to questions and concerns from member organizations, Governing Board Delegates, committee persons and workers at the local level who are preparing for the Conference;
14. Correspond with other professional organizations as may be required. Exchange ideas of mutual interest and discuss concerns common to professional organizations;
15. If at all possible, maintain a visible presence at the Conference and the Pittsburgh Conference. Be available to meet individual members by frequent visits to the FACSS booth and attending conference mixers and receptions.
16. Insure FACSS Operation manual and other pertinent documents are sent in a timely fashion to newly elected officers.
17. Insure that invitations to appropriate FACSS committee meetings are extended to newly elected officers.

GOVERNING BOARD CHAIRPERSON-ELECT

Duties as Stated in the Bylaws

1. Chairing the Nominating Committee.
2. Serving as a member on the Budget and Finance Committees.
3. Attending the meetings of the Governing Board and the Executive Committee.

4. Administering other duties as directed by the Governing Board, the Executive Committee or the Chairman.

Other duties, Specific Obligations and Responsibilities

As outlined in the Bylaws, the term of office for the Chairperson-elect is two years. As is implied in the title, the person in this office will succeed to the office of Chairperson. The terms of office begin January 1. The Governing Board Chairperson-Elect shall use the first year following their election to begin to familiarize themselves with the Bylaws and Ops Manual for the FACSS Conference, shall seek to develop a relationship with the leaders of the Member Societies, shall attend both the FACSS conference and as many of the committee meetings as possible, and shall in general seek to understand the operation of the FACSS Conference. They should also be developing, in cooperation with the Chairman, major thrusts aimed at the growth or health of the FACSS meeting. This includes identifying and pursuing possible new partnerships with appropriate organizations.

There are numerous other functions regarding FACSS activities for which the Chairperson-elect is responsible. They are as follows:

1. Be available to assist the Chairperson;
2. Become familiar with the Bylaws and the Operations Manual of FACSS;
3. Become familiar with the Governing Board, Conference and Program budget and finance procedures;
4. Responsible for the preparation of a governance budget for the following year - the year he/she will serve as chairperson. That this budget is to be presented as a part of the total budget at the spring meeting of the Board;
5. Responsible for reviewing, together with the Program Chairperson and General Chairperson of the following year's Conference, the status of the budget prior to the fall Governing Board meeting and report to the Budget Committee any changes which may be recommended.
6. The offices of Governing Board Chairperson-elect, General Chairperson, Program Chairperson and Exhibits Director are to be elected at the Spring Governing Board meeting. Have nominees for the Governing Board Chairperson-elect for the following year and the General and Program Chairpersons for year n+2 ready for the Spring Governing Board meeting at the Pittsburgh Conference. This requires having the names of nominees six weeks in advance of the meeting and having the secretary mail out the names one month prior to the meeting. Solicit input from the Nominating Committee, delegates and the Executive Committee;
7. The secretary and treasurer are elected on three-year cycles. These elections take place at the fall meeting of the Governing Board. Allow plenty of time for the distribution of names thirty days in advance of the meeting;
8. Maintain contact with the General and Program Chairpersons as well as the Exhibits coordinator for the year when the Chairperson-Elect will be Governing Board Chairperson;
9. If at all possible, try to maintain a visible presence at the FACSS meeting and the Pittsburgh Conference. Be available to meet individual members by frequent visits to the FACSS booth and attending conference sponsored mixers and receptions;

Chairperson-Elect-Elect

C. Chairman-elect-elect - The duties of the Chairman-elect-elect shall include:

1. Participating in the Budget, Conference planning, Long Range Planning, and Finance Committees.
2. Attending the meetings of the Governing Board and the Executive Committee.
3. Administering other duties as directed by the Governing Board, the Executive Committee or the Chairman.
4. Jointly with the second past Governing Board Chair, review the Operation Manual and Bylaws for any updates that may be needed.

PAST CHAIRPERSON

There are no separate sections in the Bylaws describing specific duties for the Past Chairperson. However there are some obligations outlined in other sections of the Bylaws of which the Past Chairperson should be aware:

1. The Past Chairperson continues as a member of the Executive Committee;
2. Serve as the Chairperson of the Budget Committee;
3. Be aware that in the case of a vacancy in the office of Chairperson, it is to be filled by the Past Chairperson;

4. The Past Chairperson should be available to assist the Chairperson, Executive Committee or Governing Board as may be required;

SECOND PAST CHAIRPERSON

There are no separate sections in the Bylaws describing specific duties for the Second Past Chairperson. However there are other obligations outlined in the Bylaws, which the Second Past Chairperson should be aware of.

1. The Second Past Chairperson continues as a member of the Executive Committee;
2. Responsible for reviewing Bylaws and recommending any changes to the Executive Committee at the fall meeting;
3. As stated in the Bylaws, the Second Past Chairperson, along with the Past Program Chairperson and Past General Chairman is responsible for the annual review of the Operations Manual.
4. Be available to assist the Chairperson, Executive Committee or Governing Board as may be required.

SECRETARY

Duties as stated in the Bylaws

1. Recording the minutes of the Governing Board meetings and distributing same to the members.
2. Circulating the agenda and other appropriate materials to the members of the Governing Board in advance of each regularly scheduled meeting.
3. 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.
4. 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.

Other Duties, Specific Obligations and Responsibilities

1. Compile information that the FACSS officers and delegates will need to conduct a Governing Board meeting and send to the FACSS International Office for distribution 45 days prior to the meeting. Information should include the date and location of the meeting and any written proposals that require discussion at the meeting;
2. Make sure the minutes of the Governing Board meetings are distributed as soon after the meetings as possible. They should be sent to all individuals who are on the mailing list;
3. Attend all Executive Committee meetings and as many Planning Committee meetings as possible. Record the minutes of the Executive Committee and distribute them to members of the committee as soon as possible after the meeting;
4. Remain in close contact with the other Executive Committee members and provide help for the annual Conference wherever possible;
5. Contact the presidents or chairpersons of member organizations during the middle of the year and ask them to nominate or elect a FACSS delegate if the delegate's term is expiring at the end of that year;
6. At the end of the year contact the presidents or chairpersons of the member organizations and ask them to nominate one of their two FACSS delegates to the Budget Committee for the new year;
7. Maintain contact with the FACSS attorney.

TREASURER

Duties as Stated in the ByLaws

1. Maintaining the financial accounts and records of FACSS.
2. Preparing reports of:
 - a) the FACSS Conference. This report, which shall summarize all of 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 the Conference summary, a listing of all 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;

3. Distributing Conference and Financial Status Reports to all member organizations, delegates and officers of FACSS at least one month prior to the Spring meeting of the Governing Board.
4. Advising the officers and the committee chairs on financial practices.
5. Reporting regularly to the Budget Committee, the various committees chairs, and the members of the Executive Committee on the status of revenues and expenditures associated with the impending Conference and with governance, and on the balances in the FACSS accounts."

Other Duties, Specific Obligations and Responsibilities

1. Make sure all persons adhere to the financial policies and procedures adopted by the Governing Board;
2. Be Responsible for oversight of monthly financial reports issued from the International Office;
3. Be Responsible for the oversight of the approval system on the issuance of all checks:
 - a. All expense vouchers will be sent to the appropriate chairperson for signature approval;
 - b. A copy of the signed expense voucher and receipts are sent to FACSS International Office.
 - c. The vouchers are screened by the International Office and checks are drafted. The data is entered into the database and envelopes for each check addressed and stamped;
 - d. As necessary, but not less than once a month, all checks and current data are over-night-expressed to the Treasurer. A copy is also kept in the International Office;
 - e. The Treasurer examines each check, scans vouchers, confirms budget category assignment, signs each check, and places them in their prepared envelope to be mailed. In case of changes in budget assignment, these are handled between the Treasurer and the International Office.
 - f. Budget summary report is generated by the International Office for distribution monthly. Copies are sent to the General Chairperson, and Governing Board Chairperson. Detailed expenditure listings will be provided by the Treasurer on demand.
4. Monitor expenditures from budgets of Conference, Program and Exhibits chairpersons and the Governing Board. Make sure all budget guidelines are followed;
5. Chair the Finance Committee;
6. Together with the Governing Board Chairperson, make sure tax returns are filed in a timely manner;
7. Make sure all Internal Revenue Service regulations and tax codes are complied with:
 - a. In cooperation with the Program Chairperson, obtain the Social Security number of all speakers or program participants who will receive money (honorariums/expenses) in the amount of \$600 or more;
 - b. In cooperation with the Executive Administrator, make sure I.R.S. form 1099 is filed for each individual (speaker/participant) who receives money in the amount of \$600 or more;
 - i. Any donation or contribution from a company or individual to help with the expenses of the program of a specific year must be reported as income for the tax year in which it is contributed. As an example, funds pledged or contributed during 1994 to support the 1995 program must be considered income for the tax year 1994;
 - ii. All verbal commitments of pledges/contributions must be confirmed in writing and a letter of confirmation kept on file in the International Office.

COMMITTEES

EXECUTIVE COMMITTEE

Duties as Stated in the Bylaws

- A. This committee shall consist of the immediate Past Chairman, Chairman, the second Past Chairman, and Chairman-elect, Secretary and Treasurer.
- B. The Chairman of the Governing Board shall serve as the Chairman of this committee.
- C. This committee shall advise the Governing Board on Policy, shall study and recommend action on proposals, and shall assume the responsibility for the governance and welfare of FACSS in the interim between Governing Board meetings.
- D. This committee shall review the Bylaws and recommend changes as needed.
- E. This committee shall advise the delegates of substantive actions between meetings in a timely manner."

Other duties Specific Obligations and Responsibilities

1. Provide oversight for the entire FACSS organization;
2. Discuss and review policies of the organization;
3. Recommend specific policies to the Governing Board;
4. Responsible for the governance and welfare of the organization between Governing Board meetings;
5. Keep the Governing Board delegates informed of any substantive actions taken by the committee between meetings;
6. Monitor the progress of and planning for future FACSS conferences;
7. Oversee actions of the International Office;
8. Be prepared, if required, to review contracts as may be required for future FACSS Conferences as stated in the Bylaws.

BUDGET COMMITTEE

Duties as Stated in the Bylaws

- A. This committee shall consist of one Governing Board delegate from each member organization as selected by the head of the member organization, the FACSS treasurer, the Governing Board Chairman-elect, and the Past Governing Board Chairman who will chair the committee. The Budget Committee delegate shall be responsible for keeping his/her organization, including the other delegate(s) aware of all budget committee deliberations.
- B. This Committee shall review the budgets consisting of the program budget, submitted by the program chairman, the remainder of the Conference budget, submitted by the General Chairman, and the governance budget, submitted by the Governing Board Chairman-elect. It shall then recommend the budget to the Governing Board as hereinafter provided.
- C. Prior to the spring Governing Board meeting, the Program Chairman of the following year's Conference shall draft a program budget, the Exhibits Chair shall draft an exhibit budget, the General Chairman of the following year's conference shall draft the remainder of the conference budget, etc.; with the Governing Board Chairman-elect draft the remainder of the budget,. The Chairman of the Budget Committee shall coordinate these proposed budgets and submit to the Budget Committee a draft budget containing all components no later than one month in advance of the Governing Board meeting. The total budget must balance and show income, which is based on reasonable extrapolations of prior years conference performance. The Budget Committee shall meet during the week, prior to the Governing Board meeting to discuss, revise, and approve a recommended budget. The Governing Board will then act on such modification of this draft budget as shall be recommended by the Budget Committee.
- D. One month prior to the fall Governing Board meeting, the Governing Board Chairman-elect shall review the status of the budget, together with the other Chairs of the following year's Conference, and report to the Budget Committee any changes which may be recommended. Similarly, additional adjustments may be made to the budget at the spring Governing Board meeting during the year of the Conference. Reductions in the current program budget after the start of a fiscal year require a two-thirds vote of those voting members present at a Governing Board meeting.
- E. Budgets to allow commencement of planning for meeting up to three years in advance may be tentatively approved at the request of the co-chairs of the affected meetings.

Other Duties, Specific Obligations and Responsibilities

The duties of this committee are somewhat unique in that it is not involved in the direct formation of budgets. Budgets for the operation of the Governing Board, the annual Conference and the Program of the conference are developed by three different individuals as specified in the Bylaws. These three separate budgets are then submitted to the committee for review and approval. The committee then presents and recommends them to the Governing Board for approval. It is very important that this committee be fully informed on all aspects of the financial integrity of the FACSS organization. They should have a clear understanding of both the income and expense sides of the ledger so that informed judgments regarding the budget process can be made.

Budgets developed by the Governing Board Chairperson-Elect, the Conference and Program Chairpersons are based on actual income and expenses of previous conferences. The Bylaws are specific in that they require Governing Board approval of budgets at its spring meeting 18 months prior to the conference. There are numerous considerations with regard to timing and expectations that need to be taken into account when these budgets are developed. These considerations are outlined below and divided into income and expense considerations.

Income

1. Booth Sales - There are several times or dates that are important:
 - a. Any Budget must be approved by the Governing Board 18 months before the Conference. Since the Budget Committee must act on any budget one month before a Governing Board meeting, this means any decisions based on the number of booth spaces sold must be made 19 months before the Conference.

- b. Any change in the price per booth space must be approved by the Governing Board 18 months before the Conference. Any changes in pricing made in this time frame allows for the preparation of brochures incorporating the new prices. These brochures are usually mailed to potential exhibitors 16 months before the Conference;

Other considerations with regard to booth sales to keep in mind are:

- a. The income from booth sales is based on the number of booth spaces sold and the price per space;
 - b. Planning for the amount of income from booth sales is based on input from the Exhibits Chairperson and the General Chairperson;
2. Registrations - The amount charged for all registrations require Governing Board approval. Any changes in existing registration fees must be approved by the Governing Board 18 months before the Conference. Income budgeted from registrations is based on the number of each type of registration. Cost of registration will vary based on the types available. The normal types of registration available are as follows:
 - a. Pre-registration - this is a registration for the full conference that is mailed in at some time prior to the conference. The cost of the pre-registration fee is lower than the on site registration fee. The deadline for the pre-registration fee qualification is determined by the General Marketing Chairperson.
 - b. On-Site Registration - this is a registration for the full conference received at the conference. It may also include registrations received after the deadline for pre-registration.
 - c. One-Day Registration - this is a registration either mailed in advance or received at the conference for attendance only on one day. The one-day registration badge should clearly indicate the specific day.
 - d. Student Registration - This is a reduced rate registration either mailed in or received at the conference for students. Graduate and undergraduate students are included in this group and some proof of student status must be required.
 - e. Exhibit Only Registration - This is an on-site registration that allows admittance to the exhibit only. The amount charged for this registration is a reduced rate.
 - f. Free Registrations - This is a budgeting item and there are registrations that the Governing Board, Program or General Chairperson may give to certain individuals. The final responsibility for the oversight and coordination of free registrations rests with the Governing Board Chairperson. For budgeting purposes, the amount of the pre-registration is used for this item. These registrations show up as both income and expense items, so they cancel each other. However they must be included to give a complete picture of income and expenses related to the conference.
 3. Workshops - this is budgeted as the total income expected from the workshops. Any changes in fees for the workshops require Governing Board approval 18 months before the conference;
 4. Donations - this is a budgeted item that includes income from various sources such as donations and grants
 5. Wednesday Evening Affair - This is a budgeted item, the income of which, is based on the number of tickets sold at an established price per ticket. Traditionally, it is a social event that has been known by several names such as VIP Dinner, Wednesday Evening Banquet, etc. It is an event where awards are presented and individual leaders may be recognized;
 6. Resume Booklets - The resume booklet is an item that is assembled by the FACSS Employment Bureau and made available to potential employers and other interested parties who are willing to pay for them. For budget purposes, estimated income from this item should be made only after review of past year's income from the sale of the booklets;
 7. Program Advertisements - this is an item that includes income from advertisements placed in the preliminary and final programs booklets. Income is based on the total number of ads sold at a given price per ad. Income from each ad will be determined after the cost of inserting the ad is taken into account. The cost of advertising space is determined by the Governing Board. Any changes in this cost must be approved by the Board 18 months before the conference. This allows such information to be placed in the brochure mailed to exhibitors;
 8. Miscellaneous - . This category is used for any income that does not easily fit other categories of the budgets.

Expenditures

1. International Office - a major cost of the organization is that associated with running the International Office. As of January 1991 these services are contracted for on a yearly basis effective September 1 and run for a period of 14 months. Therefore, costs associated with the contract must be budgeted and approved by the Governing Board at its fall meeting one year before the contract is to take effect.
2. Exhibit - costs associated with this item are estimated based on input from the Exhibit Chairperson. It is part of the budget that must be approved by the Governing Board 18 months before the conference.
 - a. Brochure - This is the sales brochure used to attract potential exhibitors for the conference. The brochure is usually prepared and mailed to potential exhibitors 16 months before the conference. Therefore, any major changes in this budget category must be approved by the Governing Board 18 months before the conference.
 - b. Committee Expenses - this category includes all travel expenses of the Exhibit Chairperson and members of his/her committee. Other items in this category include mailing expenses as well as expenses of the committee in

promoting the FACSS Conference. Examples of promotional expenses would include attendance at other professional meetings to solicit companies to exhibit at FACSS.

- c. Decorations - this category includes all decorations in the exhibit area such as skirts on tables, rugs on the exhibit floor, etc. In some cases, it may also include skirts on tables in the program meeting rooms.
 - d. Security Services and EMT - this category includes the employment of guard services to maintain security of the exhibit area. Typically some security services will be required at the beginning of the conference through the end of the conference; In some cases, the cost of the Security Services may be included in the facility rental agreement
 - e. Telephone Services - telephone services are necessary for the exhibit area. In some cases, the cost of telephone services may be included in the facility rental agreement.
3. Facility Rental - this category that includes all facility rentals for the conference. This includes the exhibit area, committee meeting rooms, rooms for workshops and rooms for the employment bureau. The cost of this item may be established when the decision is made on which city the conference will be held in. However, since Conference site locations are usually established five years ahead of time, the cost of the facility rental may not be established until 24 to 12 months before the conference. As a general rule, when convention center type facilities are used, a firm price for the use of the facilities is established at the time the contract is signed. When a hotel is used for the conference, the hotel will not set a firm price until 24 to 12 months out. Also, as a general rule, when convention type facilities are used, the price for the use of the space will include exhibit space and program rooms. It is also noted here that the Program Committee has a line item in their budget for facility rental. Depending on the details of a specific contract as outlined above, the program budget for facility rental could be zero if the contract specifies a flat rate for exhibit and program room space.
4. Printing and Mailing - there are three items, which account for expenditures in this category. These include the preparation and mailing of the Call for Papers, the preparation and mailing of the Preliminary Program and the preparation of the final program. Some of the costs associated with the preparation of these items may be offset by paid advertising placed in the preliminary and final programs.
5. Audio Visual - the cost of projection equipment is included in this category. At some locations, because of union requirements, it may be necessary to use union members to operate the equipment.
6. FACSS Booth - This category that includes maintaining the FACSS booth at the FACSS Conference and other meetings that are deemed necessary such as the Pittsburgh Conference. Costs associated with this category include the rental of table(s), chairs, carpet and draping of the table(s). In some locations, it may include setting up of the booth, packing and shipping of the sign and materials for the booth. In most cases, FACSS is not required to pay for the rental of the booth space. If it is necessary for a particular meeting, that expense would fall under this category;
7. Workshops - costs associated with this category may include room rental, rental of audio-visual equipment computer rental and honorariums for workshop leaders;
8. Wednesday Evening Affair - the costs associated with this category include the expense of tickets provided for selected individuals, certain "VIPs" who have been responsible for various aspects of the conference, distinguished guests and awardees (note that fees should cover the entire cost of this event; a net zero budget impact);
9. Program - this is a category of items that are the direct responsibility of the Program Chairperson. The program budget must be approved by the Governing Board 18 months prior to the conference;
- a. Facility Rental - the cost of the rental for meeting rooms is usually included as a part of the contract for the overall expenses associated with the use of the of the facilities where the conference is held. Expenses for the use of program meeting rooms should be included as a part of the program budget. For example, while a convention center will include the cost of meeting rooms with the price for exhibit space, about 50% (or other portion as can be verified) of total expense of the convention center should be assigned to the program budget. If additional meeting rooms are required at another location away from the main conference site, some additional rental costs may be incurred;
 - b. Speakers - this is an item used mainly for travel expenses of some speakers. Whether or not travel expenses are provided for some speakers is a judgment made by the Program Chairperson or his/her committee and may be based on need.
- c. Included in this item is the free registration of some speakers. It is budgeted as equal to the free registration item under the income category of the budget. If grant monies are raised then they may be used to defray travel expenses of speaker.
- d. A/V; this item covers the program portion of the cost of 35 mm slide projectors, overhead projectors, screens, microphones, pointers, timers, etc.
 - e. Plenaries: From time to time, plenary speaker will be selected by the program committee. Any expenses associated with this speaker will be covered in this category.
 - f. Awards: All expenses associated with the FACSS Student Award are to be placed in this category.
 - g. Poster Boards: All expense with the poster sessions.

NOMINATING COMMITTEE

Duties as Stated in the Bylaws

The FACSS Governing Board Chair-elect, with the aid of the Governing Board Chair, shall appoint a Nominating Committee of at least five members at the conclusion of the FACSS Conference, including the Chairman-elect who shall serve as Chairman of this committee, and also including the next Conference General and Program Chairs. This committee shall solicit nominations from the Governing Board and will submit to the Governing Board one month before election, a slate of officers for all elected positions specified in these Bylaws and any other positions that the Governing Board may specify. Normally, these will include the offices of General Chairman, Program Chairman and Exhibits Chairperson to be elected at the Spring Governing Board Meeting for the FACSS conference of the second year following; the position of Chairperson-elect to be elected at the Spring Governing Board Meeting will take office on January 1 of the following year; and in appropriate years, Secretary or Treasurer, to be elected at the fall meeting of the Governing Board to take office on January 1 of the following year.

Other Duties, Specific Obligations and Responsibilities

It is important that members of this committee have a fairly good working knowledge of the FACSS organization. They should also be reasonably familiar with individuals who have been active in the organization so that reasoned judgments can be made when nominating persons for positions of leadership. Persons who are nominated and elected to positions of leadership should not only be willing to accept these positions, but have demonstrated qualities of leadership that will be of benefit to the successful operation of the organization. It is important a wide range of individuals be consulted to make sure the best possible candidates are recommended.

1. There can be only one Program Chairperson, one General Chairperson and one Exhibits Chairperson for any given year. The Program and Marketing Chairs may appoint a vice-chair with the following caveats:
2. a. The General Chairman will be responsible for all communication with the International office, members of the Governing Board and FACSS officers.
b. The vice-chair will be a non-voting member of the Governing Board. Vice-chair may vote in lieu of the chair if written notification of proxy by chair is received and approved by the Governing Board Chair.

LONG RANGE PLANNING COMMITTEE

The Long Range Planning (LRP) Committee is the “Brain Trust” of FACSS, charged with planning and initiatives for the future of the conference and federation that include but not be limited to:

- 1) Conference Structure and Content,
- 2) Organizational Structure and Composition,
- 3) Promotion of the Conference and Federation in support of the current Governing Board Chair and the Marketing Chair,
- 4) Membership,
- 5) Staff and Contract Recommendations,
- 6) Determination and Assessment of the needs of Members and Conference attendees,
- 7) Recognition,
- 8) Responsibility for the cumulative statistics of the conference and federation,
- 9) Orientation of Chairpersons,
- 10) Recommend Changes to Bylaws or Operations Manual,
- 11) Long term visionary planning for new conceptual ideas of the structure and operation of FACSS.

Committee Membership:

Membership is composed of one former Governing Board Chairperson, ideally one former Program Chair and if not practical a suitable former FACSS officer, and three members among the younger FACSS attendees who will be appointed by the Governing Board Chair in consultation with the GB Chair Elect. Also serving on the committee will be the current GB Chair, GB Chair Elect and GB Chair Elect Elect. For the above persons not already receiving FACSS support, will be offered FACSS support for two nights hotel accommodations at each meeting. In addition, each affiliate society can provide one representative to serve on the committee. Ideally, this committee will provide both institutional memory and new fresh and visionary ideas. Each member's term is two years. The former Governing Board Chairperson will serve as the Committee Chairperson. The current Governing Board Chairperson is an ex-officio member of this committee with voice and vote for their term of office.

Meetings:

In addition to stated meetings at the FACSS Conference and the Pittcon Conference, the committee should meet as it determines, by whatever means that will provide opportunity for contribution and response by all members.

Reporting Responsibilities:

The Committee Reports to and can be charged by the Governing Board, Executive Committee or Governing Board Chairperson. In addition, it can generate its own initiatives.

A formal report from the committee to the Governing Board is expected at the FACSS Conference, as a minimum.

Evolution of FACSS:

A primary responsibility of the committee is the future of the conference and federation. In examining the need for change, key aspects should be considered.

Serve the Analytical Chemistry Community.

Serve the member organizations and their charters.

Contribute to the growth of member organizations.

Contribute to the financial status of member organizations.

Preserve and grow the conference and federation.

Often moving forward in any of these areas involves the risk of upsetting the balance in other areas. The leadership of this committee is best suited to assess the risks and benefits and cast a vision that will move the federation toward a better future.

Building upon strengths is also means to progress. Identifying and nurturing the strengths is also an important responsibility of the LRP Committee. Strengths include;

Technical Quality of the Program.

Intimacy of the Conference.

Gathering place for the leaders of the Analytical Science community.

Orientation of Chairpersons:

Continuity continues to be a key to the success of the conference and federation. While the FACSS office is a fundamental component, the nature of this largely volunteer organization demands that the continuity does not end there. An additional resource for those entering leadership roles within FACSS must exist in the Long Range Committee.

In addition to the documents (Operations Manual, Bylaws, copies of contracts, calendars, directory of FACSS contacts, etc.) that have been received by chairpersons the LRP Committee should offer perspective and insight. This can be communicated in a variety of ways, including presence at planning meetings. Ideally the LRP Committee should be seen as a cheering team for the leadership of FACSS. The boost to volunteerism in this regard could be immeasurable.

SITE SELECTION COMMITTEE

Responsible for site investigation, visits and recommendations.

Committee Membership:

This committee will consist of four members: the Exhibits Chair and three members appointed for staggered terms of six years each. The Governing Board Chairman at the beginning of odd-numbered years will, in consultation with the immediate Past Chairman, appoint a new member for this committee, whose term will begin immediately and will extend for six years. The Chairman of the committee will be the member who is in the final two years of his/her appointed term.

Whenever possible, the committee should seek the advice and coordination capabilities of meeting planning organizations. Where this involves contractual obligations, this should be approved by the Governing Board (or Executive Committee, when the Governing Board can not be consulted), in advance.

In advance of discussions with site planners or destination vendors, detailed data on the needs of the conference and what the conference has and can bring to the table, should be prepared. This data should include;

- Desired site characteristics
 - Affordability
 - FACSS
 - Conferees
 - Exhibitors
 - Proximity of hotel(s), meeting rooms and exhibit area.
 - Distribution and size of meeting rooms.
 - Dates.
 - Local Support
 - In the past FACSS would only consider a site when a local Analytical Science group made a formal invitation.
 - In the past ~ 50% of conference & exhibitor attendance came from the local area.
 - Industrial Support.
 - Academic support.
 - Destination attractiveness.
 - Weather.
 - Travel accessibility.
 - Geographic relationship to recent and future FACSS and other conferences.
- Meeting room needs
- Exhibit space needs
- AV needs
- Room nights
 - History and Anticipated
 - By day
- Catering needs
- Potential ancillary business
 - Events & catering by others in connection with the conference
 - AV
 - Office services

Site visits should include a minimum of two members of the Site Selection Committee.

Financial Support:

Support of committee members that is not covered by other office duties should be provided as needed consistent with the current guidelines for the amount of time needed for Site Selection work. This support should be budgeted under a Site Selection Committee line in the FACSS Budget under Governance.

FINANCE COMMITTEE

Duties as Stated in the Bylaws

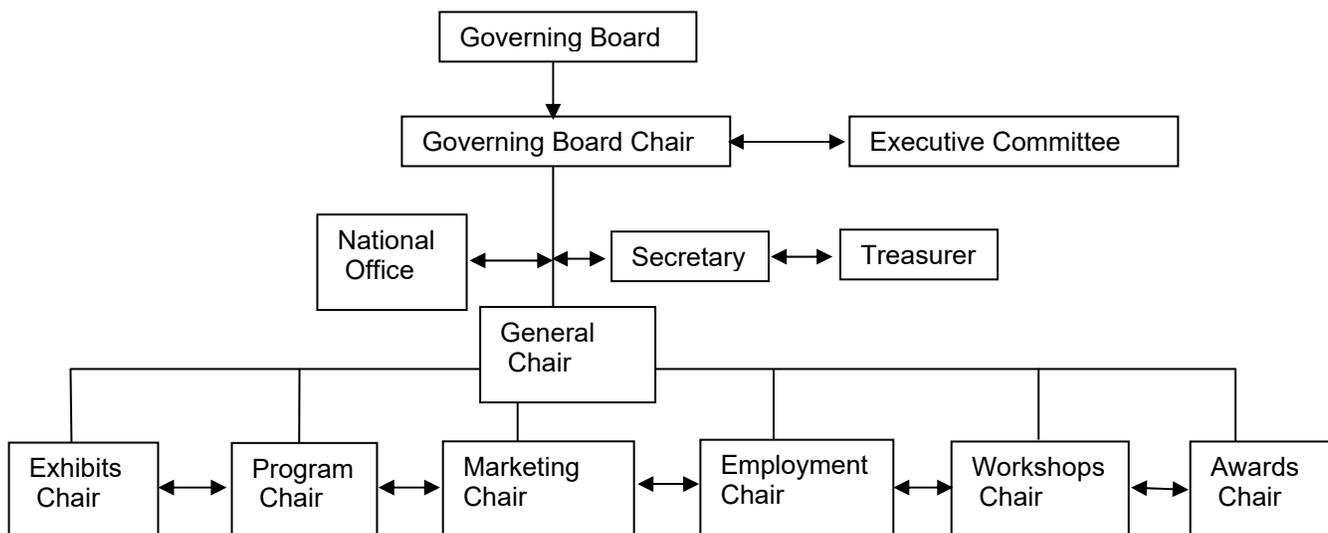
This committee shall consist of the Treasurer, who is the Chairman of the committee, the Chairman-elect and a delegate, who is not a member of the Executive Committee, appointed by the Chairman. This committee shall review FACSS investments and establish and review fiduciary policies and procedures."

Other Duties, Specific Obligations and Responsibilities

1. Review budget policies of the organization and recommend any changes that it deems necessary.
2. Review areas of expenditures and income revenue and make recommendations regarding the handling of these items so the fiscal integrity of the organization is maintained.
3. Review and recommend policies regarding reimbursement of expenses for FACSS personnel.
4. Undertake studies or review areas of concern as may be assigned by the Governing Board or its chairperson.

CONFERENCE COMMITTEES AND OFFICERS

Schematic of Management Structure



CONFERENCE GENERAL CHAIRPERSON

The General Chairperson is elected at the spring Governing Board meeting one and three fourths years before he/she is scheduled to take office. The primary responsibility of the person in this position is the coordination of preparation of their specific FACSS Conference. This involves the distribution of duties across the numerous committees required to run a successful conference. Once these committees are in place, it is the responsibility of the General Chairperson to oversee, encourage and assist them, while avoiding overlap of effort, as organize the FACSS Conference for which he/she is responsible. The General Chairperson is a member of the Governing Board and, as such, has specific responsibilities related to that body.

Duties as Stated in the Bylaws

1. The General Chairperson of the Conference is a voting member of the Governing Board for the duration of their term.
2. Prior to the spring Governing Board meeting, the General Chairman of the following year's Conference shall draw up a budget for that year's Conference, and submit it to the Budget Committee one month in advance of the Governing Board meeting.
3. The General Chairperson is a member of the Nominating Committee.

Other Duties Specific Obligations and Responsibilities

The General Chairperson of the conference is responsible for all items associated with the operation of the FACSS Conference. The Program Chairperson has certain autonomy with regard to the program and its organization. However he/she should work closely with the General Chairperson to make sure they are fully informed regarding all aspects of the program. A primary function of the General Chairperson is to delegate responsibility to the Conference committees and to make certain that all of the assigned functions are proceeding on schedule. All of the Conference committees report to the General Chairperson who, in turn, reports to the Governing Board Chairperson and the Governing Board.

The General Chairperson has the responsibility of appointing individuals to the various Conference committees, with a goal of optimizing the benefits and opportunities that FACSS can obtain from the General Chairperson's specific conference. He/she is responsible for designating individuals to serve as chairpersons of the various committees (e.g. Employment, Local and/or Local Marketing, and Workshops Chair). When assigning individuals to these various committees, it is helpful to involve persons who have experience on a specific committee from the previous year. While the General Chairperson will want to appoint persons to chair Conference committees that he/she will be comfortable in working with, the experience of individuals who have been through the process before is most helpful in providing continuity from year to year. It also helps to prevent mistakes committees have experienced in previous years. In assigning new individuals to committees, it is suggested that consideration be given to at least one person who would be willing and/or able to attend the Conference a year ahead of time to observe and possibly gain some experience in the area they will be working the following year. There are, however, some functions, such as Special Events, which may be best handled with considerable input and assistance from the FACSS office based on budgets from past conferences. Again, if possible, it would be helpful if these individuals were able to attend the previous year's Conference.

An important aspect of the General Chairperson position is to build rapport with local support groups such as the local Convention Bureaus, local Housing Bureaus and local sections of the FACSS organization such as SAS, ACS, ANACHEM, etc. The ability to rely on local support groups for volunteer help and professional assistance is vital for a successful conference. Outreach to local colleges and universities is also important for both volunteer support and to encourage active participation in the conference itself. A Local Chair and/or Marketing Chair are instrumental in aiding the General Chair for establishing these local ties.

It is essential that the General Chairperson, Exhibit Chairperson, Program Chairperson, and Marketing Chair (#1 only) have excellent cooperation and open lines of communication between them. There are several areas related to the Conference where this is especially important and the General Chairperson needs to be involved in any final decisions that are made.

1. Publicity and Marketing - information to go into the Call for Papers, Preliminary, Final Programs, and other electronic and print media outreach;
2. Local Arrangements - coordination of rooms for Program sessions, the Exhibit, and other events;
3. Workshops - coordination of subject matter for Program, Exhibit, and Workshops;
4. Complimentary Considerations - possible free registrations and complimentary housing for specific individuals as well as complimentary tickets for the Wednesday evening gala;
 - a. A list of complimentary considerations for those reporting to the General Chair must be submitted to the International Office for compilation with other complimentary considerations and submitted to the Governing Board Chair for approval .

COORDINATION OF SPECIAL EVENTS AND SERVICES AT THE CONFERENCE

Special events include coffee breaks, Exhibit Opening reception, receptions and networking events other than the Wednesday Gala, Lunches, Afternoon Snacks,, Etc. The expenses involved in hosting such events are an important factor and the experience of previous General Chairs and the FACSS office is very helpful in planning for them. The General Chair in consultation with the Governing Board Chair has the responsibility of sound fiscal planning. In addition to including these activities within the appropriate budgets, they may obtain specific funding to help underwrite the cost of the coffee breaks, networking events, etc. An example of this might be to offer an incentive to an exhibitor to have a bar located next to their booth. Any fund solicitation should be coordinated with the Governing Board Chair, the General Chair, and the Marketing Chair. When underwriting is obtained for these events it is important that signage is available giving credit to the company who has made it possible.

The following events are the direct responsibility of the General Chair:

1. Exhibit Opening Reception - This is a traditional event that takes place on Monday evening of the Conference in the time frame of 5:30 p.m. to 7:30 p.m. The event is held in the exhibit hall and is used to open the exhibits. Experience from previous years is very helpful in determining how many people to plan and budget for. Traditionally, wine, beer

and soft drinks are available along with cheese, fruit, chips, nuts and vegetables with dip. It has been found helpful that if space is available, to have two lounge areas where refreshments are served. It is also important to have food dispensed at specific times during the reception and not all at once. Significant input and coordination of this event with the Exhibits Chair is essential.

2. Coffee Breaks - Traditionally, coffee breaks are held during the morning and afternoon sessions. The idea of the coffee breaks is to draw attendees to the exhibit area and allow for scientific exchange. Therefore, the breaks are usually held in the exhibit area when the exhibits are open. Obviously, an alternate site near the meeting rooms is needed when the exhibits are closed (i.e. Monday am & pm, Thursday pm). The usual practice is to serve coffee at the morning break and have snacks (ice cream, cookies, etc.) and beverages (iced tea, soda) available for the afternoon break.
3. Wednesday Evening Gala - Traditionally this has been a banquet/dinner event that includes a dinner, and some type of entertainment. In recent years this event has been held at the conference hotel with themes such as Octoberfest in Milwaukee, Western (country band, line dancing) in Reno, Great Gadsby (dancers, mock gambling) in Providence, and Great Outdoors (camping, fishing, outdoor games) in Minneapolis. Food is often coordinated to the theme.
Attendance at the Wednesday Gala is included with conference registrations.
4. Other Events - These may include programs for guests/spouses, a hospitality suite for guests/spouses and local activities which may include plays, ballets, orchestral concerts, professional sports, etc. In terms of a guest/spouse program, the General Chair may want to consider planning one event per day. The Marketing Chair or Local Chair should serve as a resource for planning these activities.
 - a. Tours to specific areas of interest add another dimension to the conference and can also be popular with guests and spouses. Obviously the type of tours will be dictated by location of the city. Sites such as local labs, instrument manufacturers, etc. or other areas that would be of scientific interest are encouraged. A reasonable charge for the cost of transportation and any entrance fees connected with tours could be charged.
 - b. FACSS has sponsored a hospitality suite at the headquarters hotel with coffee/tea available in the morning. If finances permit, consideration could be given to having doughnuts and pastries available also. It would also be a good idea to have pamphlets/brochures describing local attractions available in the hospitality suite as well as at the Special Events Desk in the registration area.
5. Receptions and Networking Events other than the Wednesday Gala – this could include the Society for Applied Spectroscopy Members Only Reception, the Raman Reception, Coblenz sponsored events, etc. Planning of these events is not the responsibility of the General Chair, but coordination of their location and scheduled times is essential to a successful conference. Consultation with the Program Chair is also required to ensure conflicts in the conference schedule are minimized.
5. Staffing the FACSS Registration booth - The FACSS Registration booth has served as an information desk as well as handling tickets for the various social events. Staff from the host city's Visitors Bureau and the conference hotel will usually be available to assist in making restaurant and hotel reservations, giving directions to restaurants, hotels and points of interest. Finally, an important responsibility and tradition of the General Chair (together with the Program Chair and Governing Board Chair) is to help man the FACSS booth at the FACSS Conference the year before "their" conference and at the Pittsburgh Conference the year of the Conference. This is important in that it allows committee members to observe the actual workings of the committee and gain some limited experience of how things work.

Day care services can be offered at the conference. This service is provided through a local child care agency who handles all liability, contracts, payments, and scheduling. The General Chair researches available agencies in the geographic area, makes the final selection, and establishes deadlines as needed. Notification of this service to conferees is coordinated through the FACSS office and the Marketing Chair.

General Chair Time Line:

1. May: first site visit, start planning rooms for plenary, Wed gala, registration, etc.; visit local sites; check out restaurants close to conference hotel
2. June/July: coordinate with FACSS office choice and purchase of promotional giveaways for SciX
3. Sept/Oct: volunteer at FACSS booth at SciX to promote next year's conference, bring theme items to display
4. Sept/Oct: attend SciX, attend GB meeting and other relevant FACSS committee meetings
5. Jan: second site visit, finalize room assignments; check out restaurant close to hotel; get entertainment recommendations from conference hotel (DJ, party planners, etc)
6. Jan: coordinate with FACSS office choice and purchase of promotional giveaways for Pittcon
7. Jan: screen and select day care service
8. Jan: contact entertainment suggestions (DJ, party planners) to get ideas and finalize a theme
9. Jan: establish target Wednesday Gala food and entertainment budget with Governing Board Chair
10. Feb: start working on Wednesday Gala menu with hotel, should be coordinated with party planner
11. Early March (prior to Pittcon): choose theme for Wednesday Gala; bring theme items to display at Pittcon booth

12. March: attend Pittcon to promote conference and attend GB meeting
13. March: start planning Wednesday Gala; coordinate entertainment through FACSS office
14. March: post information regarding day care services on website including forms and deadlines
15. July: Finalize Wednesday Gala menu and entertainment

Items not specified on this timeline but instead occur as needed throughout the planning process:

- Writing and/or review of marketing and media short articles for magazines, email blasts, etc.
- Review and approval of signage

Communications (email, conference calls) with the Program Chair, Governing Board Chair, FACSS office, etc.

FACSS STUDENT AWARD AND STUDENT AWARD COMMITTEE

(Also consult the FACSS Awards_Chair_Guide_07v1.3 document (or newest version) held on the intranet section of www.FACSS.org) The FACSS organization annually presents two student awards. They are the FACSS Student Award and the FACSS Tomas A. Hirschfeld Scholar Award. The award in each instance consists of a plaque and/or a letter of commendation and partial support to attend the meeting to help defray the cost of attending the meeting.

The selection committee will comprise the Governing Board Chair, the Awards Chair (Program chair-elect), and the immediate past Program chair. The Awards chair will act as chairperson of this committee. Merit, as supported by the required documents listed in the following paragraphs, and intent to present the work at FACSS shall be the sole basis for judging who should receive the award. Each committee member is to rank the candidates in order and supply their ranking to the Awards chair. The Awards chair will schedule, if necessary, a teleconference to discuss the rankings and name the awardees.

The Award chair should a) assist the FACSS International Office with the preparation of the Call for Papers, b) work with the General Chair and the FACSS International Office to publicize the award and eventual awardees and c) be aware of budget considerations for the upcoming conference. With the assistance of the FACSS International Office, he/she should obtain the name/address of a contact person at each member organization by late August of the year prior to the upcoming conference.

The awards are described in greater detail below.

1. FACSS Student Award - this award involves soliciting nominations from the seven member organizations, the analytical chemistry community, and then selecting the best one for the award.
 - a. In order to be considered for designation as a FACSS Student Award, the student must submit a presentation for the FACSS Conference, just as any other technical presentation is submitted, and subject to the same deadlines. That is, the submission must be a bona fide paper to be presented at FACSS. For consideration for this award the student must complete the submission form on the FACSS website and in addition submit
 - a) a 250 word abstract of the work to be reported.
 - b) two letters of nomination, one by the student's mentor.
 - c) a copy of the candidate's resumé.
 - d) a copy of the candidate's graduate transcript.
 - e) copies of reprints and/or preprints of research accomplished.
 - b. The awardees will be recognized with appropriate publicity in the final program, and given a plaque.
2. Tomas A. Hirschfeld Scholar Award - on March 11, 1987, the FACSS Governing Board established the Tomas A. Hirschfeld Scholar Award. The purpose of this award is to memorialize Tomas Hirschfeld, who contributed so much to FACSS during its first 13 years. Tomas' interest in the development of young scientists and his incredible inventiveness has inspired this award. The purpose of the award is to draw attention to outstanding young scientists, not to their mentors.

Up to three graduate students will be designated as Tomas A. Hirschfeld Scholars, with preference for diverse research specialties among the students. However, budget limitations may restrict the number of awards that may be granted in any particular year. If the committee recommends more than one candidate for the award, the Program Chair with assistance from the Awards Chair will make the final decision on how many awards are presented based on any budget limitations that may be present.

The following criteria apply to this award:

- a. In order to be considered for designation as a Tomas A. Hirschfeld Scholar, the student must submit a presentation for the FACSS Conference, just as any other technical presentation is submitted, and subject to the same deadlines. That is, the submission must be a bona fide paper to be presented at FACSS. For consideration for this award the student must complete the submission form on the FACSS website and in addition submit
 - a) a 250 word abstract of the work to be reported.
 - b) two letters of nomination, one by the student's mentor. An

- explanation of the inventive contributions by the student to the work should be given. Creativity was a primary characteristic of Tomas's work, and thus should be a characteristic of the awardee. c) a copy of the candidate's resumé. d) a copy of the candidate's graduate transcript. e) copies of reprints and/or preprints of research accomplished.
- b. The awardees will be recognized with appropriate publicity in the final program, and given a plaque and/or letter of commendation indicating the background of the award (thus memorializing Tomas).

Awards Timetable

A suggested timetable to follow for these awards is listed below:

- a. August – the FACSS International office places a call for nominations for the following year's FACSS meeting in the current year's FACSS final program on the same page as the Student / Hirschfeld award winners.
- b. September – the FACSS International office sends a call for nominations to each member organization along with other information for the Governing Board Meeting to be held at FACSS. The deadline for nomination is the end of April to allow the award recipient to be placed into an appropriate oral session. In addition this timeframe allows the organization to publicize the award;
- c. November – Awards Chair to request that the FACSS General Chairperson, in their capacity as advertising coordinator, contact journals such as Applied Spectroscopy, Analytical Chemistry, etc. regarding publicity on awards;
- d. February - the FACSS International office sends a second call for nominations to member organizations along with other information for the Governing Board Meeting to be held at Pittcon; this communication list March 31st as the firm deadline.
- e. April 1 - if less than 10 responses have been received, the FACSS International office send a "final call" with an extended deadline of April 30th. As a courtesy, acknowledge the receipt of all nomination materials.
- f. May 15 - this is a general deadline when files are reviewed.
- g. June 1 - final decision communicated to the Program Chair and the Young Investigators Section Chair by the Awards Chair.
- h. Early June – The Governing Board Chair (or designate), in the capacity as senior FACSS representative, is to notify the awardee and solicit a biographical narrative and a photograph. At this point, the terms of the award should be communicated to the awardee.
- i. The FACSS International Office posts the submitted biographical narrative and photograph of the awardee on the FACSS website. In addition a press release will be sent to the member organizations requesting inclusion in their member communications.
- j. The FACSS International Office prepares a plaque for presentation.
- k. The FACSS International Office will be involved in the communication link with the student, and involve the treasurer as appropriate. Approval of travel, lodging and per diem expenses are appropriate at this point. The total financial value of support shall not exceed \$1200 per awardee. The previously mentioned support may only be used to offset the costs associated with attending the FACSS meeting for the purpose of presenting the submitted paper. The support is provided in the form of post-meeting reimbursement. A list of the FACSS travel regulations will be provided by the FACSS International Office to the student in July and again in the middle of September prior to the meeting. The support will be used to firstly cover student registration, secondly hotel accommodation (Sunday arrival through Friday departure), thirdly per-diem, and then other expenses for example airfare. The hotel room will be reserved by the FACSS International Office and FACSS will contact the awardee prior to the meeting with information regarding accommodation. Students will be subject to the same guidelines regarding expenditure of funds for travel, meals and miscellaneous expenses and are required to submit the appropriate request for travel funds. The approved request form will be supplied by the FACSS International Office. The students are required to complete a FACSS expenses form and send receipts after the meeting to the FACSS International Office for reimbursement. The approved expense form will be supplied by the FACSS International Office. If the student incurs costs greater that \$1200 FACSS's total liability is limited to a max of \$1200 (for ALL travel inclusive of the cost of registration, hotel, hotel taxes etc).
- l. The Governing Board Chair (or designate) presents the formal award (plaque) to the awardees at the session or sessions where the awardees are scheduled to speak or at the Conference reception at the discretion of the Program Chairperson.

Specifics for the Student Awards in 2007.

- a. The Awards Chair solicits financial sponsorship for the Student Awards (FACSS & Hirschfeld Scholar) and Student poster awards.

- b. The Awards Chair notifies the Program Chair and Young Investigators Section Chair of the awards selection.
- c. The Awards Chair solicits a photograph and a biography from each of the award winners.
- d. The Awards Chair provides contact information to the Young Investigators Section Chair.
- e. The Young Investigators Section chair will contact the award winners and organize the ½-day award session.
- f. Authors should submit their paper and abstract using the FACSS website paper submission process and entering the Symposium code provided by the Young Investigators Section Chair.
- g. The ½ day session where the FACSS student awards and the SAS Student Award presentations are given will be tentatively scheduled for Monday PM (but this is subject to change).

FACSS Student Poster Awards

The FACSS organization annually presents student poster awards for outstanding student-presented posters. Student posters are presented throughout the Monday through Thursday poster sessions.

For 2007 one of the submission options on the FACSS website will be for FACSS Student Posters. Authors who elect this category are compiled, by the FACSS International office, and this list is submitted to the selection committee members with assigned poster numbers at the start of the meeting.

The selection committee will comprise the current General Chair, the Awards Chair (Program chair-elect), and the past General Chair. The Awards chair will act as chairperson of this committee.

The committee will review all of the appropriate posters for the day during the morning session, and then attend the first half of the afternoon session in order to meet with the PM student presenters. Each committee member makes a recommendation for the top 5 posters and ranks them 1-5 before providing the information to the Awards Chair. The Awards Chair will schedule a brief meeting to discuss the rankings and select the daily 3 awardees. It is important to select a GOLD, SILVER and BRONZE awardee. The Awards Chair will then interface with a FACSS International office representative to print the commemorative award certificates (on-site at the meeting). The Awards Chair will then make an announcement mid-way through the PM poster session of the daily winners. The three winners will each receive a tangible prize (as yet undetermined and of differing value depending on GOLD, SILVER, BRONZE status) and an appropriate commemorative certificate.

Prior to the start of the meeting the Program Chair and the Awards Chair will select the type of tangible prizes that will be offered.

MARKETING CHAIR

Prior to the spring Governing Board meeting, the Marketing Chairman of the each year's Conference shall consult the General Chair to discuss budgeting, typically focused under the category noted as 'advertising expense'. The Marketing Chair is elected to a three year term by the Governing Board at its spring meeting eighteen months prior to taking office. That person would be able to serve successive terms.

The Marketing Chairperson is responsible for all publicity, helping with special events, and appropriate local fund raising. This person should work closely with the General Chair and the other Chairs to make sure they are fully informed regarding all aspects of the FACSS meeting.

Similar to--and in complete cooperation with--the General Chair, the Marketing Chairperson needs (and others in the leadership) to build rapport with local support groups such as the local Convention Bureaus, local Housing Bureaus and local sections of the FACSS organization such as SAS, ACS, ANACHEM, Coblenz, ASMS, etc.

Local Associate Marketing Chair

There are several activities that can be best handled by an individual or individuals who lives and works near the conference site. At the option of the Marketing Chair, in consultation with the General Chair, a local Associate Marketing Chair and/or a Publicity Committee can be appointed for an individual conference. They should be individuals who can work well with the FACSS Organization and the General Chair, and who will be comfortable working at publicizing the Conference at the local level. It is important that information regarding the Conference is placed in local publications such as newspapers and news letters of local scientific organizations. Science and chemistry departments of local colleges and universities should receive information regarding the Conference, and its possible benefits for students. Local scientific organizations, businesses and laboratories should also receive information about the Conference and the short courses that are available.

In direct support of the Marketing and General Chairs, the Local Associate Chair or the Publicity Committee has the responsibility of making sure the local scientific organizations, companies, universities and colleges know when and where the Conference is being held. This can be done in several ways:

1. If possible, obtain the mailing lists of area Analytical and Spectroscopy Societies.
2. If possible, obtain the mailing lists of attendees at recent Pittsburgh Conferences, International ACS meetings, etc. who live in a specific radius of the Conference city.
3. Develop a mailing list of local area laboratories.
4. Prepare flyers, local Convention and Visitors Bureau brochures with FACSS information, etc. This material should then be distributed within the local area via the mailing lists named above.
5. Make sure the Science and Chemistry Departments of the area Colleges and Universities as well as area scientific companies know about the various short courses and workshops that are being offered.
6. Establish press kits.
7. Generate news releases for local papers and journals.
8. If possible, stimulate the interest of local television news programs and arrange for interviews with key FACSS officials and keynote speakers.
9. Be available to provide registration forms, housing information, information about the program and information regarding social events, etc.
10. Be available during the week of the Conference to assist the press and others in getting information out to the public.

WORKSHOPS CHAIR

There are numerous roles and responsibilities required to have a successful workshop program. These are described below along with a detailed description of the activities required to organize the workshops.

1. Workshop Chairperson - The chairperson is responsible for obtaining a full schedule of workshop presiders for relevant topics in analytical chemistry, spectroscopy and other relevant areas. This includes four full-day and eight half-day workshops to occur Monday through Thursday the week of the FACSS conference. A preliminary schedule of the workshops which lists the workshop title and the presider must be completed one year before the conference. This information is required so that it can be included in the preliminary program that is mailed in the spring of the year prior to the conference.

The workshop chairperson coordinates the schedule with the program chairperson, since presiders may also be presenting talks in the program sessions. The schedule is then submitted electronically to FACSS International Office along with abstracts and biographies. (A copy of all correspondence should be submitted to FACSS International Office for auditing purposes.) Equipment needs are forwarded to the International Office. The presiders are informed of the schedule by mid-April. The chairperson coordinates any special needs or room requirements that the speakers have with the International Office.

The workshop chairperson has a pool of approximately one complimentary registration per ½ day workshop. For example, eight days of workshops could be sixteen half-day workshops, four full day and 8 half day workshops and a number of other permutations. Regardless, they would all take place within the four days available and would translate to 16 complimentary registrations available. This workshop chairperson is responsible for not exceeding that number of complimentary registrations in cases where workshops are co-taught, or when presiders have assistants.

2. FACSS International Office - FACSS International Office is responsible for publishing the final copy of the schedule and the abstracts. They are responsible for making copies of the speaker's material at the speaker's request, if it is submitted by the deadline. The submitted material can be the form of either hard copy or electronic media. If it is an electronic media, it must be in a format readable by the International Office. FACSS International Office is responsible for making the honorarium checks and ensuring that the complimentary registration to conference is provided for the workshop presiders.

3. Workshop Presiders - The workshop presider is responsible for submitting an abstract in a timely manner, as well as a biography and the audiovisual checklist. The workshop presiders are responsible for presenting the lecture material, distributing any handouts, checking enrollment and having the evaluation forms filled out. During the workshop, they may give the students a break whenever they see fit. However, they should try to coordinate their breaks with the scheduled FACSS breaks. The presiders should submit the lecture materials to the FACSS International Office by the deadline. The International Office will make the appropriate number of copies. Otherwise, the cost associated with copying the lecture material is the presider's responsibility.

The presiders are responsible for making their own travel arrangements and paying the associated costs. The honorarium is intended to assist in covering these costs. They will receive, in addition to their honorarium, a complimentary registration to the FACSS conference. Other information needed from the workshop presiders includes their Social Security Number (U.S. residents only) and the completed audiovisual checklist.

4. Program Chairperson - The program chairperson is responsible for coordinating the workshop schedule with the workshop chairperson.

5. FACSS Governing Board - The governing board approves any extra expenditure of money. They approve any deviations in format or procedure, (e.g., whether a book is a required cost of a workshop, reducing the cost of a special workshop, etc.).

6. Audiovisual - Audio/visual needs must be conveyed to the International Office

7. Selecting Workshop Topics - It has been found that keeping a list of the short-courses, workshops and session topics from other conferences can be useful in selecting new topics. Also networking with other scientists, in a variety of fields, to discuss topics that are of interest to them has been found to be helpful. A review of workshops that have been popular and well attended at previous FACSS Conferences could be used as a starting point to determine which topics to include in the workshop program. Contact with previous workshop chairpersons will also be helpful in determining which topics to cover.

8. Obtaining Presiders - The speakers should be arranged as soon as possible, but definitely need to be selected by the end of February. Special needs and requirements will be brought before the FACSS planning committee and governing board at PITTCON.

- a. Contact professors or industrial scientists who are recognized in their field. (Many of them are already presenting workshops.) Obtain a verbal agreement as to their participation in the workshop. State the amount of the honorarium (\$800 for full-day or \$450 for half-day). Clearly state that the honorarium is intended to assist in covering all travel costs. No further reimbursement from FACSS will be received. They are responsible for making their own travel arrangements. Inform them that FACSS headquarters can make copies of the handouts if they are received by the deadline; otherwise, they will incur the cost. They will receive complimentary registration to the conference itself. Obtain the following information: time preference; special equipment needs; their address; telephone number; FAX number; Internet address; their social security number (SSN). The SSN is needed for U.S. residents only.

- b. FACSS Policy on Workshops Based on Commercial Instructions and Software:

Generally FACSS would prefer that education workshops at the FACSS Conference offer its workshop participants a broad perspective on topics of interest to FACSS and its attendees that includes the use of available analytical tools from multiple companies. However, FACSS recognized that this goal is not always possible or desirable to meet in every case. If the *title* of a workshop at the FACSS Conference includes a reference to a specific company or product, the following guidelines apply:

1. The company must also be a paid exhibitor at FACSS.
2. The workshop instructor will not receive an honorarium and a complementary registration for the FACSS conference in addition to those provided as an exhibitor.
3. Any profit from the workshop will be retained by FACSS.

The main goal of FACSS workshops is to provide a useful service to FACSS attendees. The purpose of these guidelines is to minimize potential conflicts between the goals and needs of the FACSS Workshops and FACSS Exhibits. The Workshop Chair, Exhibits Chair, and Program Chair should work together to make sure these guidelines are satisfied.

- c. A confirmation letter should be sent as soon as the presider has agreed verbally to present the workshop. An example of a confirmation letter can be found in the Appendix, page 88. The letter should be on FACSS letterhead paper. Key items to be mentioned in the letter are the dates of FACSS, the city, the honorarium amount, and request for abstracts, biographies and the audiovisual checklist (Appendix, page 90) which are all due back to the workshop chairperson by mid-March. Include the information that FACSS headquarters will make copies of the handouts if they are received by the deadline. The submitted material can be either hard copy or electronic diskettes. If it is an electronic diskette, it should be a 3.5" diskette formatted to be MS-DOS[®] compatible. The material to be copied needs to be saved either in WordPerfect[®] or ASCII text format (Should this be updated. Material can be sent via email or CD). It is imperative to mention that the honorarium is intended to assist in covering the travel and copying costs. No further reimbursement will be received from FACSS. Request their social security number as well. Tell them there will be packets to pick up at the registration booth that will contain their honorarium checks (We mail the honorarium checks to them after the conference), instructions, room number, evaluation forms, and certificates for the students. Send copies of these items to FACSS headquarters (they need it for auditing purposes).
- d. Keeping a journal or checklist of all communications with the various speakers and FACSS personnel can be extremely helpful and allows problems to be traced. The checklist should contain the following: (Can you put in somewhere that the list of workshop presenters, title, length of workshop, such as AM, PM, two day, etc, A/V requirement, honorarium amount and anything else you think of should be forwarded to the FACSS Office by mid April)
 - I. Date and time of workshop
 - II. Title of workshop
 - III. Presider
 - IV. Amount of honorarium
 - V. Social security number
 - VI. Abstract received?
 - VII. Bio received?
 - VIII. Confirmation letter sent?
 - IX. Schedule of presider received?
 - X. Equipment needed, i.e., slide projector, easel, pointer, etc.
9. Special Needs - The best resources for special needs will be the FACSS International Office. It is imperative to have the speakers arranged before PITTCON so that any special needs or deviations in format may be brought before the planning committee or governing board, respectively. Deviations in format that require governing board approval include: whether the cost of a book will be included in the workshop price, discounts in workshop fees for courses targeted at students (i.e., Professional Analytical Chemists in Industry: A short course for Undergraduate Students), etc.
11. Abstracts, Biographies and audiovisual checklists - The abstract title should be less than 80 characters including spaces. However, there is enough room for a small deviation. The abstracts themselves need to be 150 words or less. The abstract needs to be returned to the workshop chairperson by mid-March along with a biography, the audiovisual checklist and their SSN. There is no limit on the length of the biographies. (The biographies are submitted to FACSS headquarters so that they can give a more detailed description of the speakers to prospective students.)
Submit typed copies of the abstract and an electronic media copy to FACSS headquarters by the first of April. Copies of the biographies should be submitted as well at this time. The audiovisual checklist should be submitted to the audiovisual coordinator. Submit hard copies of the abstracts and audiovisual checklists to the International Office
12. The Schedule - Coordinate the schedule with the program chairperson, since many presidors will be presenting talks at FACSS as well. Usually a good time to talk about this is at the FACSS planning meeting at PITTCON. Have a tentative schedule ready then. It is important to indicate who requested a specified time slot. The program chairperson may need a couple of weeks to confirm the schedule.
Once the schedule has been confirmed with the program chairperson, send letters to all of the presidors. Use FACSS letterhead paper. An example is shown in the Appendix, page 91. State the day and date of the workshop as well as the name of the convention center, its telephone number and city. Mention that the presider will be contacted in mid-September with preliminary enrollment figures. Enclose a finalized version of the schedule. An example of a

- final version of a workshop program is shown on page 92-93 in the appendix which contains a copy of the Workshop Program for the 1994 Conference. Send copies of these letters as well as the finalized schedule to FACSS headquarters by the first of April. A copy of the finalized schedule should be sent to the program chairperson as well.
13. August Summary - A summary of the workshop plans, requirements, budget, etc. will be due sometime in mid to late August. In the summary, describe the program, what still needs to be done and by whom (including yourself), a list of the presiders and their assistants, amounts for the honorarium and each individual's SSN. Submit this summary to the governing board chairperson.
 14. Fall Enrollment - Call the presiders two to three weeks in advance with the preliminary enrollment figures. FACSS headquarters should provide you with these numbers. Final enrollment may increase with on-site registration. Make a follow-up call the week before the conference. Give the presiders updated enrollment figures, and ask about their readiness for the workshop. Some last minute problems can be solved before arriving at the conference.
 15. At the Conference (in close coordination with the International Office) -
 - a. Packets - Label packets with the names of the speakers. In each packet include a thank-you letter for each participant, teacher instructions, teacher evaluations) and student evaluations (Samples of these documents can be found in the Appendix). All these letters and forms should be completed on FACSS letterhead paper. Get the room numbers of each workshop and write it on the outside of the instructor's packet. FACSS headquarters should have certificates for each of the pre-registered students. Have the instructors sign these forms (those students who register at the conference will receive their certificates in the mail.). Get a list of the pre-registered students from FACSS headquarters. Each morning, obtain an updated list of the students, and bring that to the instructors. Have the instructors take attendance and send any student who has not enrolled to registration over the break. The instructor should obtain the address of any conference registration student.
 - b. Room Arrangements - Make sure that the room number of the workshop is listed on the outside of the packet. Confirm with the audiovisual coordinator all of the details for the workshops. (What equipment is needed in what room, and when?) It is a good idea to check the rooms 15 to 20 minutes ahead of the scheduled workshop to make sure that everything is properly in place. Place the appropriate title in the sign marked WORKSHOP. Make sure that spare lights for projectors are available or A/V company personnel are easily accessible. Greet the presiders and help them setup and take care of any last minute details. Periodically check the workshops to ensure they are running smoothly. Also, drop by at the end to get feedback from the presiders.
 - c. Expense Reimbursement - Save all receipts for expenses that are incurred for stamps, envelopes, overnight mailings, etc. The treasure will reimburse you for these expenses at FACSS.
 - d. Miscellaneous - Problems will arise at the conference. The best resource will be the International Office and the Governing Board Chair.

EXHIBITS CHAIR

Background

The Bylaws state that the Conference will have "an exhibition of technical instrumentation." Such an exhibition is a very important aspect of the Conference in that it provides an opportunity for scientists and Conference attendees to view the very latest in the field of spectroscopy and analytical chemistry. Additionally, the exhibit allows scientific an opportunity to interact with potential customers and users of their offerings.

As outlined in the Bylaws, the FACSS Exhibit is coordinated and run by the Exhibits Chair, International Office and Professional Conference Management (Experient at this writing) in close coordination with the Program Chair and the Marketing Chair and other Chairs, as appropriate. In many locations and situations, it may be advisable to have a Local Exhibits Person (the Marketing Chair can also assist in this role) to assist with particular arrangements at the local level and work with and encourage local vendors as they prepare to exhibit at the Conference. The Exhibits Chair, with advice from the Governing Board Chair has the responsibility for all aspects of the Exhibit from the initial contact and solicitation of vendors to the set up, running and tear down of the show. Additionally, the Exhibits Chair may want to ask other persons to assist the Local Exhibits Person to help administrate the many details at the local level that need attention during the months leading up to the event. The responsibilities of the Exhibits Chair and the Local Exhibits Person would be that of oversight of the set up, running and tear down of the exhibit. The International Office, in coordination with the Marketing Chair, the Program Chair and others, would be responsible for everything that leads up to the exhibit, i.e., exhibitor solicitation, printing of promotional literature, mailing of brochures and contracts, receipt of signed contracts and payment for same, receive and answer all inquires regarding the exhibit, all record keeping, interaction with convention hall personnel, etc.

The Exhibits Chair and the Professional Conference Management Organization have unique and specific responsibilities regarding the Conference Exhibition and are required to work in close cooperation during the year prior to the Conference. It is

absolutely essential that they have a cordial and cooperative working relationship. It is the responsibility of the Nominating Committee to keep this in mind when selecting candidates for the position of Exhibits Chairperson.

Election and Duties

The Exhibits Chair is elected to a three year term by the Governing Board at its spring meeting eighteen months prior to taking office. The Bylaws state that a person would be able to serve successive terms. The responsibilities of the Exhibits Chair are as follows:

1. As may be appropriate, in coordination with other Chairs, appoint a Local Exhibits Person as outlined in the Bylaws. This person should be someone local to the area or city where the Conference is to be held and would be responsible for working with the convention facility or hotel on details that need attention prior to the Conference.
2. As may be required, appoint additional persons to assist with specific arrangements at the local level.
3. In cooperation with the Budget Committee, recommend appropriate booth rental fees for consideration by the Governing Board. All such fees must be approved by the full Governing Board one and one half years prior to the conference.
4. If requested by the International Office, assist in the selection of a decorator for the Conference.
5. In cooperation with the Decorating Company and the Program Chairperson order poster boards to be used in the Poster Sessions
6. Develop the best possible floor plan for the exhibit. An 8X10 or 10X10 format may be used as the standard size depending on the size and extent of the exhibit facility. Be sure to include at least one lounge area in the plan.
7. Responsibility for security arrangements. Some hotels or convention facilities may require the use of their own security personnel in which case competitive bids would not be possible. Otherwise, written competitive bids from at least two companies should be obtained to provide security.
8. As may be required, assist the International Office with plans to exhibit at the Pittsburgh Conference and other appropriate meetings beginning one year prior to the FACSS Conference. Brochures and application forms may be distributed at these conferences.
9. Keep a loose-leaf notebook of copies of completed application forms supplied by the International Office. Keep running tallies of companies requesting exhibit space. Assign space on a first come-first served basis. Be sure to address specific needs of exhibitors who may have special requirements for water and electrical hook ups, etc. Try not to assign identical vendors adjacent to each other unless, of course, they sign up to late to accommodate them properly.
10. In cooperation with the International Office, keep the Local Exhibits Person informed regarding progress on the companies who have agreed to exhibit so that additional appropriate contacts can be made.
11. Plan to arrive at the FACSS Conference on Saturday prior to the beginning of the Sunday set up time. Check with the decorator to be sure that they have the latest information about the exhibit. Check on the move in and make sure that security is properly informed regarding appropriate badges to admit persons to the exhibit area. Make sure that all activity on the exhibit floor is under control. Previous experience has indicated problems with theft and spying by competitors.
12. In cooperation with the International Office, oversee the registration of the exhibitors. Supervise the check off list of those who have received complimentary registrations and those who are pre-registered. Each vendor is allowed a specified number of complimentary registrations. Those who do not have complimentary registrations or are not pre-registered, must register on site and pay the appropriate registration fee (full or one day, etc.).
13. On Monday of the week of the Conference, check to make sure all exhibitors has arrived at their booth space. Call those who have not arrived.
14. Get all exhibitors off the floor by 2:00 p.m. so that final cleaning can be achieved. Be prepared to deal with any last minute problems exhibitors may have with the decorator, the facility or movers.
15. In cooperation with the Special Events Committee and International Office, open the show promptly at the agreed time on Monday evening for the wine and cheese reception. Arrange with the appropriate people at the facility to signal the approach of closing by dimming and/or blinking the lights or intercom announcement to signify to the conferees it is time to leave the floor. Be firm with both conferees and exhibitors.
16. Attend the exhibitors' meeting/luncheon to determine interests and any problems that may have been encountered at the Conference.
17. Oversee the tear down. Make sure people do not begin this process before the time specified in the contract. Be prepared to deal with any problems as they come up.
18. Make sure the exhibit floor is cleared by the time specified in the contract.

ROLE OF INTERNATIONAL OFFICE IN EXHIBITS

(Also noted in International Office Responsibilities section) The International Office is responsible for everything that leads up to the exhibit, i.e., exhibitor solicitation, printing of promotional literature, mailing of brochures and contracts, receipt of signed contracts and payment for same, receive and answer all inquires regarding the exhibit, all record keeping, interaction with convention hall personnel, etc. As stated earlier, a cordial and cooperative working relationship with the Exhibits Chairperson is essential. The specific responsibilities are as follows:

1. Maintain a database of exhibitor prospects, updating with prospects from the PittCon exhibitor list and other appropriate data, targeting companies within a range of 200-300 miles of the city in which the FACSS Conference will be held. Send information and follow up with telephone calls.
2. Provide day to day service to exhibitors by responding to requests for information, and tracking their submission of insurance forms, advertising, product descriptions, etc, according to the timetable established in Appendix, page 48 of the Operations Manual
3. Compile information on the conference site and hotels, exhibit floor plan, regulations, and exhibit service providers.
4. Solicit bids for a conference decorator-exhibit service provider for the consideration of the Exhibits Chair.
5. In conjunction with the Exhibits Chair, generate and send the packets for ordering of booth space and advertising in the programs to full prospect list. The packets are to include information on the conference location, accommodations, travel information, and the conference program.
6. Receive, process, and acknowledge payments for booths and advertising. Invoice for outstanding payments.
7. Process and acknowledge the complimentary registrations for each booth.
8. All booth assignments shall be made by the Exhibits Coordinator.
9. Information regarding the status of the Exhibit shall be periodically exchanged between the Exhibits Chair and the FACSS International Office including, but not necessarily limited to, booth assignments, mailing lists, exhibitor account status, and prospects requesting booth information.
10. Arrange to have complete service packets sent to all exhibitors.
11. Prepare the exhibitor lists and product descriptions for the Final Program.
12. On a regular basis, send an updated list of exhibitors to the decorating company. The decorating company is responsible for contacting exhibitors regarding their individual booth needs. Check with the decorator to ensure that such needs can be met.
13. Prepare an addendum sheet for the final program with the latest exhibitor information.
14. During exhibit hours, contact all exhibitors with the Exhibits Chair and distribute information on the next conference
15. Organize an exhibitor's appreciation event to determine exhibitor's interests, problems and other feedback concerning the Conference.
16. Send thank yous to each exhibitor along with the computer listing or address labels of the conference attendees.

PROGRAM CHAIR AND COMMITTEE

The Program Committee consists of the Program Chairperson, Program Chairperson Elect, section chairpersons and symposia organizers. The Program Chairperson Elect is the individual who is elected as the Program Chairperson of the Conference for the following year. The number of people who serve on this committee will vary, depending on the number of topical areas and arranged symposia included in the program.

The section chairpersons are selected and appointed by the Program Chairperson. Each section chairperson is responsible for arranging sessions in a topical area of the program. Each symposium organizer is responsible for arranging one or more symposia and may be appointed by the Program Chairperson or a section chairperson. In some cases individuals may volunteer to organize symposia. Symposia organizers report to section chairpersons who, in turn, report to the Program Chairperson. Section chairpersons should be appointed and in place by the spring Governing Board meeting one and one half years prior to the actual Conference. A flow chart, which outlines, in graphic form, the program organization is found on page 35. Additionally, flow charts, which outline and describe the program database organization and program paper flow are found on pages 36 and 37.

Traditionally the conference has included various topical areas such as: atomic spectroscopy, vibrational spectroscopy, chromatography, NMR, mass spectrometry, laser spectroscopy, computer applications, electrochemistry, sensors and process analytical and general analytical. Topical areas may be added to or deleted from the program as deemed necessary by the Program Chairperson and/or committee. Each topical area has a key assistant or session organizer responsible for its development. Also, topical areas may include arranged symposia. Each symposium would have a symposium organizer responsible for arranging that one symposium.

By tradition, the Program Chairperson Elect coordinates awards symposia and other program events which will be technical sessions. The awards symposia are in a variety of topical areas that allows the assistant Program Chairperson to gain experience of involvement with sessions outside his/her own technical expertise.

PROGRAM CONTINUITY COMMITTEE

Program continuity is ensured by the attendance and oversight of the Past Program Chair as chair of the two scheduled Program committee meetings (at Pittcon and FACSS). Further continuity is provided via insight of the LRP. Additional Program continuity is provided via informal contact between the Program Chair, Program Chair-Elect, and Past Program Chair.

When a new area is being brought into FACSS or focused on in one year it is important that the Program Chair communicates this to the Chair-Elect and gets some buy for the next year. One year is not enough time to establish a new section or section focus. For example Doug Gilman focuses on Young Investigators in 2006 that was communicated and continued in 2007. Ian Lewis brought a focus to Process analysis (which enhanced ISA involvement and the SAS Process technical section).

WEB SITE COMMITTEE

[need text: only available at this time: Chaired by the past Program Chair. Basically Newfangle do major changes, Cindi does textural changes, and changes are made based on the input of the FACSS officers.]

PROGRAM CHAIRPERSON

[A separation extensive 'living' document is provided for new chairs which describes in detail the most recent several program chairs activities. Most recent (August 2007) document titles are: "FACSS Awards_Chair_Guide_07v1.3" and "FACSS Section_Chair_Guide_07v1.3". These should be available through the extranet or from the current Program Chair.]The Program Chairperson is elected at the spring Governing Board meeting 30 months before he/she is scheduled to take office. The main responsibility of the person in this position is the preparation of the technical program (including poster sessions) for the FACSS Conference. Additionally, the Program Chairperson is a member of the Governing Board and, as such, has specific responsibilities related to that body and is described in the following paragraphs.

Duties as Stated in the Bylaws

1. The Program Chairperson is a voting member of the Governing Board for the year he/she is responsible for the technical program;
2. Prior to the spring Governing Board meeting, the Program Chairman of the following year's Conference shall draw up a budget for the Program part of the following year's Conference, and submit it to the Budget Committee one month in advance of the Governing Board meeting.
3. The Program Chairperson is a member of the Nominating Committee for the year he/she is responsible for the technical program.

Other duties, Specific Obligations and responsibilities

It is the Program Chairperson's responsibility to appoint persons to serve on the Program Committee. He/she is also responsible for the development and organization of the technical program of the FACSS Conference. To insure a well-organized and smooth running conference, good communication and cooperation between the Program Chairperson and the various other Chairpersons is essential. Additionally, the Governing Board Chairperson must be kept informed regarding all areas relative to the Conference, progress on the technical program along with any problems that may arise during the planning and preparation stages.

A successful conference can take place only when the program is well planned and organized. For this to happen, the Program Chairperson must work closely with his/her committee, the Executive Committee and the Governing Board. The Program Chairperson should consult with previous Program Chairpersons for input on what does and does not work in developing a successful program (Program Continuity Committee also aids in this endeavor). Because of the importance of the position, there is a schedule of items for which he/she is responsible that should be followed beginning with his/her election. A detailed schedule of these items follows.

Spring Two and One Half Years (30 months) Before the Conference

1. As soon as the Program Chairperson Elect is selected at the spring Governing Board meeting, the current year's program chairperson should plan on getting the newly elected person involved in the process of helping with the program (they should be immediately provided the 'living guide').
2. He/she should obtain a copy of the FACSS Bylaws and the Operations Manual, a list of members of the Executive Committee and the Governing Board Delegates from the FACSS International Office. This will assist the individual in becoming familiar with the leaders of the organization.
3. Be aware that he/she immediately becomes the assistant to the Program Chairperson in charge of the awards symposia for the Conference prior to the one for which he/she is responsible.

Fall Two Years (24 months) Before the Conference

1. Budget - this is the time for the newly elected Program Chairperson Elect to begin learning how the budget process works. During the August-September time period, two years before the Conference for which he/she will be responsible, the Program Chairperson elect should begin working with the Program and Marketing Chairpersons of the Conference. He/she should obtain copies of the Program budget for the following year's Conference, the budget for the current year's Conference as well as the budget for the previous year's Conference. These may be used as a minimum basis for preparing the Program budget for the year he/she will be responsible for the Program. Preparation of this budget is required for the next spring Governing Board meeting 18 months before the Conference;
2. Topics - during this time, the Chairperson elect should begin to identify topical areas or themes that will be emphasized at the Conference for which he/she will be responsible;
3. Section Chairpersons - this is the time when the Chairperson elect should begin to identify individuals he/she would like to work on the major topical areas of the program.

Spring 20 to 19 Months Prior to the Conference

1. Budget - the Program budget for the Conference must go to the Budget Committee one month before the spring Governing Board meeting. Details regarding this part of the budget process are outlined in the section on the Budget Committee of this document;

Spring One and One Half Years (18 months) Prior to the Conference

1. Budget - the Governing Board must approve the budget for the conference at which he/she will serve as the Program Chairperson;
2. Section Chairpersons - the section chairpersons who will coordinate programs in the various topical areas should now be in place. If a particular topical area is too large for one individual handle, the Program Chairperson should appoint another section chairperson. The newly elected Chairperson elect should be aware that he/she will coordinate the awards symposia;
 - a. It is important to maintain communication with the program committee and session organizers at all times. This usually continuous email contact and a few phone calls during the active period between November through February.
3. Symposia Organizers - the section chairpersons should make an initial list of the proposed symposia they would like to have in their topical areas. The Program Chairperson and the section chairpersons should now select the symposia organizers. The people who volunteered to organize symposia will have already been identified and their names passed on to the respective key assistants. These volunteers must be made aware that they are to report to the section chairperson. At this time the Program Chairperson must let each of the assistants know what funds are available from FACSS for the topical area. Key assistants should also be informed regarding the number of complimentary registrations available and (if deemed necessary by the Program Chairperson) the number of half day organized sessions.
4. Topics - information regarding the arranged symposia along with the topical areas that will make up the program of the Conference should now be assembled so that a Call for Papers can be inserted into the Preliminary Program of the current year's Conference. The Program Chairperson, in consultation with his/her assistants, assembles this information. The deadline for this information is dependent on the printing schedule for the current year's Conference.
5. Foreign Speakers - if the section chairpersons or symposia organizers plan to invite foreign speakers, the Program Chairperson needs to be informed of the amount of money each speaker will require. After the Program

Chairperson authorizes the funds, the foreign speakers may be invited. All foreign speakers should be invited one year in advance of the Conference. Any foreign speakers from eastern European countries along with others who require a long lead time to make arrangements should be invited approximately 18 months prior to the Conference.

Spring 16 Months Prior to the Conference

1. Database - The section chairpersons should supply the Program Chairperson with the list of symposia along with the names, addresses and telephone numbers of the symposia organizers. With this information, the Program Chairperson, along with the International Office, may begin to assemble a data-base that will be used through out the planning of the Conference;
2. Funding - the Program Chairperson and all members of the Program Committee should begin to actively look for outside funding for the Program. Funding should be solicited from the American Chemical Society (Petroleum Research Fund) for foreign speakers, NSF, and various government agencies who might be interested in supporting a particular symposium or section. A list of agencies and companies from previous year should be consulted for other possible sources. The funding that is typically requested is on the order of \$500 to \$1000 for each half-day symposium. This money is in addition to funds that have been approved in the Program budget. The Program Chairperson must be kept informed regarding any external funding that is being sought. Any chairpersons or symposia organizers who prepare proposals for funding must send the final version to the Program Chairperson for his/her final approval. The International Office must receive all information regarding funding proposals, funding dates and the amount of money committed so that appropriate administration of the funds and funding dates can be coordinated. The Governing Board Chairperson must also be kept informed regarding funding proposals.

Summer 14 Months Prior to the Conference

1. Funding - all proposals for external funding should now be in the hands of the funding agency. The Program Chairperson should have copies of all proposals and the expected funding dates as provided by the International Office. The money should be committed at least ten months before the Conference if possible. While this timetable may be ideal, be aware that additional funds could be committed after this deadline. All funds should be submitted to the Program Chairperson with checks made payable to FACSS;
2. Report to the Governing Board - the Program Chairperson needs to prepare a report for the fall Governing Board meeting that will include the following information:
 - a. The total number of organized symposia;
 - b. An estimate of the length of each symposium in half days;
 - c. A list of Assistant Program Chairpersons and their topic areas;
 - d. The budget for each symposium;
 - e. Information regarding funding applications;
3. Budget - The Program Chairperson should work closely with the Governing Board Chairperson and Treasurer to review the total Conference budget. Recognizing that a program budget has been approved by the Governing Board six months earlier, it is possible to propose an increase in funds for the Program if circumstances seem to warrant it.
4. Publicity - coordinate activities with the Marketing Chairperson to make sure that publicity goes out to as many appropriate places as possible, including organizations and publications local to the meeting along with the usual journals and publications read by scientists and spectroscopists who would attend the Conference.

Fall 13 Months Prior to the Conference

1. Budget - The total Conference budget must be submitted to the Budget Committee for approval at this time.

Fall One Year (12 Months) Prior to the Conference

1. Budget: if changed - the total Conference budget must be approved at the fall Governing Board meeting one year before the Conference. Even though the program budget has already been approved, it may be increased, if necessary. To do so, however, requires much justification. Reductions require a two thirds vote of the governing Board members present at the Governing Board meeting.
2. Funding - be aware that companies may be willing to help sponsor symposia and efforts to obtain additional funding may be continued during this time. This is generally done by key assistants and symposia organizers.
3. Symposia - information regarding arranged symposia along with the individuals who will be working on them should now be in place.

- a. The three month time period (Nov. to Jan.) following the end of the Conference is the approximate time frame for symposia organizers to begin contacting prospective speakers – emails, phone calls and/or letters.

Fall 11 Months Prior to the Conference

1. Call for Papers - the Call for Papers should be mailed by January 1. Therefore, material for the Call for Papers must be sent to the printer about November 15. The final date when material must be sent to the printer is determined after consultation with the Printing Chairperson. While this is a standard form that is prepared by the Printing Chairperson, the Program Chairperson must make sure the following information is included in the Call for Papers:
 - a. Solicitation for the Tomas Hirschfeld Scholar nominations;
 - b. The names of persons on the Program Committee;
2. Publicity - continue to follow up with the FACSS Marketing Chairperson and the person in charge of the local publicity to make sure that publicity is placed in all of the appropriate places and publications. This is the time to begin emphasizing publicity with local organizations and publications by using target mailings.

Winter 10 Months Prior to the Conference

1. Funding - the commitment for the money from external sources should, ideally, be received in this time period. This funding along with the funds already committed from the FACSS budget will allow the section chairpersons and symposia organizers to finalize plans with the invited speakers. It is important to realize, however, that some donors may be unable to commit funds until later. Additional funding, no matter when it is received, can always be used. Should it appear that, due to unusual donations, excess funds might be available, key assistants and symposia organizers should be encouraged to be prudent in the commitment of these funds. Do not commit funds for speaker support where they may not be needed (do not spend for the sake of spending). Any excess funds will be placed in a special reserve fund for support of the technical program of future meetings.

Winter 9 Months Prior to the Conference

1. Database - in anticipation of receiving titles, begin working closely with the International Office to set up communication procedures, and the database, so that titles will be transmitted to the International Office in a timely manner. Most titles will be received in the time frame of late February through the middle of April. Experience has shown that most titles will be submitted within three weeks prior to the deadline and up to two weeks after any established deadline.
 - a. While the International Office is responsible for sending the confirmation of receipt of titles to the authors, it is the Program Chairperson's responsibility to make sure this is done.
2. Workshops - Contact the Workshop chairperson and mesh the planned program with the Workshops program. This should be done concurrent with the organization of the program. When appropriate, accommodate the Workshop chairperson. This coordination is necessary because of possible time conflicts for workshop presenters who also are speakers in the technical program.

Spring 8 Months Prior to the Conference

1. Symposia Organizers - arrangements for the various symposia should be completed by this time. Section chairpersons in charge of the various topical areas should have received specific information about each symposium from the individual organizers. This information should include, 1) a completed Call for Paper Form for each speaker along with the assigned symposium number and 2) a special form listing speaking order and specification of who should receive funds and/or complimentary registration. At this point, the symposia organizer's job is 99% completed.
2. Report to the Governing Board - In preparation for a report to the Governing Board, the Program Chairperson should receive the following information from his/her section chairpersons:
 - a. Detailed arrangement of all symposia, including the titles, authors, addresses and telephone numbers of authors;
 - b. The final budget for each symposium, including the number of free registrations, the amount of FACSS Program money committed;
 - c. The amount of external funding obtained.
3. All of the above information allows the Program Chairperson and the International Office to update the database on symposia which, in turn, allows the preparation of a report for the Governing Board meeting of FACSS.

Spring, March 15, prior to the Conference

1. Receipt of Titles - the heavy work load for the Program Chairperson and the International Office begins about March 15. The deadline, for receipt of titles should be two weeks following the end of the Pittsburgh Conference, about March 15.
2. Database - the database is largely defined by the web site archiving system. The International Office, the previous Program Chair and (currently) 'New Fangled'—the company hosting the web site, can be consulted to understand the operation of this resource.
3. Program arrangement - appropriate sections of the database can be sent to each section chairperson if the Program Chairperson wants them to arrange the submitted papers into half day sessions. Realizing that the Program Chairperson makes the final decision regarding the arrangement of sessions, the section chairpersons may offer suggestions for the order of presentation in each of these sessions as well as the order of the half days in the context of the organized symposia in the same topical area. This information should be returned to the Program Chairperson as soon as possible, certainly no later than one week before the Preliminary Program has to be put together.
4. Abstract Forms - once a paper has been accepted, the International Office sends the abstract form to the main author. May 1 is the latest date when abstract forms should be mailed. This form should contain the submission number or other identifying code, which was assigned to the title. History has shown that in many cases, titles and authorship will change. Without the submission number or identifying code on the abstract it will be difficult to identify the abstract with the title that was received earlier. This mailing should also inform the author of the day, time of the presentation, and whether it is an oral or poster presentation. Abstracts should be due June 1.
 - a. To provide a more personal touch, the Program Chairperson may want to send a postcard to each author acknowledging the acceptance of the paper as a part of the program.

Spring, April 1 to April 12, Prior to the Conference

1. International Office - All information related to the program processed by the Program Chairperson (in person or through the web site) is submitted to the International Office.
 - a. The International Office makes sure all organized symposium information is in.
 - b. The International Office prints labels and prepares cards to be sent to symposium participants.

Spring, April 1 to May 15, Prior to the Conference

1. Session presiders - about this time, the Program Chairperson should begin identifying session presiders. It is best to wait until most of the talks are scheduled. It is also necessary to make sure that there are no scheduling conflicts with papers or workshops that session presiders may be giving.

Spring, April 15, Prior to the Conference

1. Program Preparation - this is the approximate date by which the entire program should be organized into sessions. The Program Chairperson must make sure:
 - a. individuals only have to be one place at a time and at least twenty minutes between talks if they must change rooms. This should include all authors, not only presenters. When checking for conflicts, include workshop presenters and presiders in the procedure;
 - b. Award symposia are scheduled at appropriate times and days. Several awards have traditional days for presentation. Currently, 2005-2007, the awards are part of plenary sessions early in the mornings each day of the conference.
 - c. workshop speakers and participants are able to attend sessions or talks on the same subject. When possible, try to schedule sessions dealing with a particular subject immediately following a workshop on the same subject. As an example, if there is a half day workshop on FT-IR, schedule sessions dealing with the same topic either on the afternoon of the same day or the morning of the next day, if possible. In general, for time slot purposes, workshops should be treated like a symposium;
 - d. honor individual scheduling requests where possible;
 - e. coffee breaks are long enough to allow participants to wander through the exhibit (40 minutes is recommended);
2. Final Preparation - this is the time the Program Chairperson should have the information regarding organized symposia and suggestions for the remainder of the sessions from the key assistants. If key assistants have not supplied the required information, the remainder of the sessions must be arranged by the Program Chairperson in the most appropriate manner.

- a. International Office sends the Program Chairperson room information, database, and Call for Papers forms (the Call for Papers forms submitted papers received after the deadline should be in a separate file).

Spring, May 1, Prior to the Conference

1. Final Preparation - this is the time when the Program and Marketing Chairpersons, the Program Chairpersons for the following two year's conferences along with other key individuals confer/meet to finish arranging the Preliminary Program. This date may change, depending on printing and mailing schedules or mandates from the Governing Board.
 - a. Once the final preparation is completed, each author should be notified as to the time and location of the presentation. This could be in the form of a postcard from the Program Chairperson.
2. Abstract Forms - the abstract forms should be mailed out no later than this date.

Spring, May 15, Prior to the Conference

1. Program Deadline - this is the approximate date for the absolute deadline of the technical program part of the Preliminary Program. It should be submitted as camera ready copy to the person in charge of assembling the final copy. In previous years, this date has ranged from May 1 to May 31.

Spring, June 1, Prior to the Conference

1. Abstract Deadline - Abstracts are due at this time.

Summer, July 1, Prior to the Conference

1. Time Conflicts - A final check should be made on conflicts of authors giving multiple papers. A "paper number" is then assigned to each talk or poster. The International Office will then prepare two cross reference lists relating submission and abstract numbers (and vice versa).
2. Abstracts - the International Office should have the abstracts arranged and in order as soon as possible to have them ready to send to the Printing Chairperson.
3. The Program Chairperson must send list giving submission number with the now assigned abstract number to the Printing Committee.

Summer, July 15, Prior to the Conference

1. Printing Deadline - for an early October Conference, all of the material for the Final Program should be sent to the Printers by this date.

Additional Details and Responsibilities

While the preceding schedule is comprehensive and detailed, there are several other details regarding the Conference, which the Program Chairperson needs to be aware of and involved with. They are as follows:

1. Expenses - maintain accounts that track expenses of producing the program, paying honoraria and free registrations (program only).
 - a. In cooperation with session and symposia organizers, identify all speakers who will be receiving honoraria or expense reimbursement of \$600 or more. Make sure the social security numbers of these individuals are obtained and filed with the executive administrator so that the appropriate I.R.S. form 1099 can be filed with the Internal Revenue Service.
2. Information Signage - work with the Marketing Chairperson and the International Office to make sure that signs are made with program information for outside each meeting room.
3. Hirschfeld Scholar Award - be aware that the Program Chairperson is responsible for collecting names of the nominees for the Hirschfeld Scholar Award. Since the nominees are required to submit a title and abstract for a paper, they will come to the Program Chairperson first. Copies should be forwarded to the Student Awards Committee chairperson.
4. Poster Sessions - The program may require that papers be shifted to poster sessions to make more areas of analytical chemistry readily available to interested persons without having to miss talks or presentations because of an overlap in specific topics.

5. Poster Boards - make sure that someone has been appointed to look after the poster sessions at the Conference. Check with the Exhibits Coordinator to make sure the poster boards are ordered. The exact number needed will be known after the program has been organized.
6. Wednesday Evening Social Affair - in past years, members of the Program Committee, session organizers and session presiders were invited to this event; presently the cost of the tickets must come from the Program Committee budget.
8. Free Registrations - free registrations should be provided only when there is economic need (unfunded assistant professors) or programmatic cause (famous person who won't speak for free). Because the budget is limited, it is difficult to be generous.
9. Program Chairperson Elect - it is important to include the Program Chairperson elect in all aspects of planning for the program. If this is not done, the program assembly for the next year will be more difficult. This is best accomplished by planned meeting with this person during scheduled site visits and normal meetings, e.g. Pittcon and FACSS.
10. Database - while the International Office has the responsibility of maintaining the database related to the Program, previous experience has shown that the following items should be included:
 - a. The database should contain fields for last name, first name of and affiliation for each of 6 authors. There should also be a field for listing additional authors; experience indicates that some papers will have as many as ten authors.
 - b. Enough space for street address, city, state, country, postal code and telephone number; a telephone number is absolutely essential. Also, a FAX number is very useful.
 - c. Lines for symposium code (invited vs. submitted, topical area), submission number or identification code, final paper number, date of entry into the database and title.
 - d. Need space to include financial commitment data, paper presentation time and room.
 - e. Some persons may want to maintain a separate database with session arranger names, telephone numbers and affiliations, session chairperson names and affiliations, room, time and date.
 - f. As data comes in, information about specific sessions can be printed out in a convenient form, which should then be sent to the individual responsible for the session. This individual should then check the information for accuracy and return any corrections for inclusion in the database.
 - g. Proof read the database. Then proof read it again, and again.
 - h. Above all else, there is only one thing more critical to the database than proof reading. **BACK IT UP REPEATEDLY AND REDUNDANTLY!**
11. FACSS Invited Symposia - this is one of the more important aspects of the work of the Program Chairperson. The section chairperson and his/her subsection chairperson may take two possible approaches. The first is to solicit papers, by letter or telephone calls, and reserve the amount of money allotted for a particular symposium for particular invited speakers, usually foreign speakers. It is possible that none of the allotted funds will have to be used. A second approach is to divide the allotted funds into token amounts and spread it out among the invited speakers. If external funding is available, there will be more freedom as the extra money allows the possibility of offering more money to people who might not otherwise come to a meeting.
 - a. The number of Complimentary/free registrations is very limited. These should be allocated to those people who will benefit most from a free registration. Remember, they don't need to be used if people do not need them. There are three types of people to be considered:
 1. Academics - these usually need, at least, a contribution to their expenses. Some can go to some meetings without financial support. Some can find registration money and don't need free registration, others do.
 2. Industrialists - these can often (not always) find financial support and would not benefit from a free registration. However, a letter of invitation can, by itself, be very useful for them to persuade their bosses to let them come to the meeting.
 3. Government Lab People - these usually don't need financial support. Again, however, a letter of invitation is very useful to enable them to come to the meeting and a free registration is not necessarily useful.
 - b. Length of Talks - Talks at FACSS are all 20 minutes each. Exceptions are made to this in the case of special speakers or symposia, which may be allotted 40 minutes. The Symposium Organizer decides when to make exceptions in these cases. Typically, there are eight or nine 20-minute talks per half-day session. Depending on the number of submitted papers, nine and ten talks can be worked into a half-day session. While this may require some sessions to run a little longer, it may be unavoidable in some situations.
 - c. It has been the practice to have a common break of approximately 40 minutes in the middle of each half-day session. Also, in most symposia, it is common to have the key speaker give a 40 minute talk first, followed by six or seven other 20 minute talks. Any sessions that are short a few talks can easily be filled with contributed papers.
12. Speakers - Differentiate between invited speakers (some deferral of expenses), solicited speakers (those encouraged to submit titles, but for whom no funds are proffered), and submitted speakers (papers submitted with no

solicitation other than the Call for Papers and for who no funds are available). Keep an accurate database on all commitments.

- a. Beware of submissions from Egypt and India. Experience has shown there is a tendency to submit a paper with no financial backing followed by a plea for funds to deliver the accepted paper. These people can be given time slots at the end of a session if there is suspicion that they may cancel.
- b. In general, most papers which are submitted are accepted. However, it is important to deal with:
 1. Duplicate submissions. Deletion of duplicates is needed.
 2. Blatant advertisements. These may be difficult to discern from the title and brief.
 3. Topics utterly divorced from analytical chemistry and applied spectroscopy. These will often find no commonality in any of the oral session and can be best handled as a poster.

STANDARD FACSS POLICIES AND PROCEDURES

Procedures used for handling checks, vouchers, preparation of reports, etc.

1. Expense vouchers will be sent to the appropriate "higher authority" for signature approval.
2. The "authority" also indicates the appropriate budget category. That "authority" then mails the signed voucher, receipts, etc. directly to the FACSS International Office.
3. The vouchers will be screened by the Executive Administrator, checks drafted by the bookkeeper, tentative data assigned to the database and envelopes for each check addressed and postage added.
4. Once each week (or more, in emergency situations) all checks, a current data disk, and all receipts/vouchers, are over-night-expressed to the FACSS Treasurer. (A copy is kept in the International Office).
5. The FACSS Treasurer examines each check, scans vouchers, confirms budget category assignment, signs each check and places them in their prepared envelope to be mailed. Any changes in budget assignments are handled between the Treasurer and the Executive Administrator (FAX, Confer or telephone).
6. A Bi-weekly "budget summary report" is generated by the FACSS Treasurer for immediate distribution. A copy is Faxed to the local treasurer for distribution to the Marketing Chairperson.
7. Checks for deposit will be transmitted by the appropriate Chairperson (e.g. Program, Marketing, Exhibits) to the International Office for deposit.

FACSS Travel Authorization and Requirements

General Reimbursement Policies

1. FACSS will not accept responsibility for the reimbursement of travel related expenses for Delegates, Committee members or Organizing Committee members for the sole purpose of attending a Governing Board Meeting. The Executive Committee, voting General and Program Chairs, General Chair-elect and Program Chair-elect, whose attendance is required at these meetings, are not included in this policy.

Before Trip - Travel Requirements

1. All travel must be pre-approved before funds are committed. Request and approval must be submitted (Approximately four to six weeks in advance, if possible) in written form to the chairperson responsible for major budget segment. Approving chairperson will notify traveler if approval has been granted.
2. Pre-travel authorization forms must be submitted to the treasurer, by approving chairperson, within two weeks of approval.

Allowable Travel Expenses

1. Airfare. All travel should be at lowest available fare (ex. 21 advance airfare). FACSS may reimburse only up to this lowest fare amount. Any other points of destination on the ticket must be paid by the traveler. FACSS portion of travel will be reimbursed at the prevailing discount rate. FACSS will only reimburse travel to and from the destination city.
2. Mileage. When travel is authorized by personal automobile, an allowance of \$.27 per mile or the prevailing government rate is made. Reimbursement for transportation by this means shall not exceed the otherwise allowable comparative costs of travel by common carrier.
3. Lodging. Lodging and meals will be reimbursed in direct ratio to the number of days of FACSS REQUIRED attendance. If your spouse and/or guest will be sharing your room, the cost of the room will be divided by two.

4. Meal Allowance. Meal allowance will be a maximum of \$35.00. Since some days the meal cost may be higher, it will be calculated on the entire trip, i.e., 7 days x \$35.00 per day = \$245.00 maximum amount paid for meals.
5. Baggage Handling. Actual and reasonable baggage handling expenses are reimbursable. (Guideline as per magazine "Meetings and Conventions" - \$1.00 per bag and/or article box)
6. Car Rental. The actual and reasonable cost at the commercial rate as evidenced by the original receipt for approved and necessary automobile rental is allowable.
7. Telephone/Communications. A personal "safe-arrival" FAX or three-minute long distance call as well as "change of plans or departure" are allowable. All Federal Express and/or UPS charges must be pre-approved with copies of documentation for reimbursement.
8. Miscellaneous Expenditures. All miscellaneous expenditures, such as rental of computer equipment, typewriters, etc. must be pre-approved and documented.
9. Registration for Attendance to Meetings. No registration fees to attend meetings will be paid by FACSS unless pre-approved. If a registration is required, please notify the Governing Board Chairperson, since complimentary registrations may be available. Registration costs will be borne by the person attending the meeting.

After Trip Travel Requirements

1. Expense reports must be received for approval within 90 days of expenditures. Failure to do this will result in release of FACSS from reimbursement responsibility.

FACSS Conflict of Interest Policy

Conflict of interest arises whenever the personal or professional interest of a Governing Board Member is potentially at odds with the best interests of the FEDERATION OF ANALYTICAL CHEMISTRY AND SPECTROSCOPY SOCIETIES (FACSS). Although the legal standards for avoiding conflict of interest for nonprofit organizations are fairly limited, FACSS will avoid where possible even the appearance of impropriety.

Individuals and businesses qualified to provide goods and services in the scientific society area are limited, and therefore situations may arise where Governing Board Members are commercially engaged by FACSS, or hired by FACSS. Because these situations all involve potential conflict of interest, the following procedures apply.

If an issue is to be decided by the Governing Board or its Executive Committee that involves potential conflict of interest for a Board Member, it is the responsibility of the Board Member to:

1. Identify the potential conflict of interest.
2. Not participate in discussion of the program or motion being considered.
3. Not vote on the issue.

It is the responsibility of the Governing Board and its Executive Committee to:

1. Only decide to hire or contract with the Board member if they are the best qualified individuals available, and willing to provide the goods or services needed at the best price.
2. Record in the minutes of the meeting the potential conflict of interest, and the use of the procedures and criteria of this policy.

Although it is not a conflict of interest to reimburse Governing Board Members for expenses incurred (such as the purchase of supplies), Governing Board Members are prohibited by law from being paid for serving on the Governing Board. Generally, Governing Board Members will not receive pass-through dollars for individual projects.

Documentation Retention and Destruction Policy

Document Retention: The FEDERATION OF ANALYTICAL CHEMISTRY AND SPECTROSCOPY SOCIETY (FACSS) shall follow the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule, will be retained for the appropriate length of time. "Document" includes any record within the following categories in whatever form it is stored: hard copy or digitally. Records shall be placed in the custody of specific employees, Executive Committee, or Governing Board members according to

their job descriptions and administrative needs of the organization. All storage methodologies shall be tamper-proof and searchable and shall be available in a central location. The following table provides minimum requirements. To the extent applicable laws or regulations are changed to require a different retention period, such law or regulations shall take precedence.

Corporate Records

Articles of Incorporation and Bylaws	Permanent
IRS Application for Tax-Exempt Status (Form 1023)	Permanent
IRS Determination Letter	Permanent
Board Meeting and Board Committee Minutes	Permanent
Board Policies/Resolutions	Permanent
Other Corporate & Operational Policies	Permanent

Accounting and Corporate Tax Records

Annual Audits and Financial Statements	Permanent
Fixed Assets and Asset Depreciation Schedules	Permanent
IRS Form 990 Tax Returns	Permanent
Business Expense Records and Expense Reports	7 years
Investment records	7 years
IRS Forms 1099	7 years
General Ledgers and Journal Entries	7 years
Invoices	7 years
Sales Records (service fees, receipts, gift shop)	5 years
Petty Cash Vouchers, Cash Receipts, Credit Card Receipts	3 years

Bank Records

Checks for important payments and purchases	Permanent
Check Registers	7 years
Bank Deposit Slips	7 years
Bank Statements and Reconciliation	7 years
Electronic Fund Transfer Documents	7 years

Payroll and Employment Tax Records

Payroll Registers	Permanent
State Unemployment Tax Records	Permanent
Earnings Records	7 years
Garnishment Records	7 years
Payroll Tax Returns	7 years
W-2 Statements	7 years

Employee Records

Employment Offer and Termination Agreements	Permanent
Retirement and Pension Plan Documents	Permanent
Employee handbooks and training manuals	Permanent
Records Relating to Promotion, Demotion, or Discharge	7 years after termination
Accident Reports and Worker's Compensation Records	5 years after settlement
Salary Schedules	5 years
Employment Applications, resumes	3 years
I-9 Forms	3 years after termination
Time Cards	2 years
Job postings	1 year

Legal, Insurance, and Safety Records

Legal Correspondence	Permanent
Insurance Policies	Permanent
Leases	7 years after expiration
General Contracts	7 years after expiration
OSHA Documents	5 years

Electronic Documents and Records: Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder. Backup and recovery methods will be tested on a regular basis.

Documents Containing Protected Health Information: Protected Health Information (“PHI”) is any information that is created or received by this organization, a health care provider, public health authority, insurer, or school that relates to any past, present or future physical or mental health or condition of an individual, the provision of health care to an individual, or the payment for the provision of health care to the individual. Any documents containing PHI that are scheduled to be destroyed must be shredded. If the document can still be read after shredding, it must be re-shredded crosswise. If a document with PHI cannot be immediately destroyed or made unreadable with permanent ink, it must be placed in a secure container that is not accessible to patients, visitors or other persons not on the treatment team and does not permission to see the document. Documents with PHI should never be torn by hand because this is not an effective destruction tool to make PHI unreadable.

Emergency Planning: Records must be stored in a safe, secure, and accessible manner. Documents and financial files essential to keeping this organization operating in an emergency must be duplicated or backed up at least every week and maintained off-site.

Document Destruction: Each person whose job description includes the custody and/or maintenance of the above documents is responsible for the ongoing process of identifying records which have met the required retention period and overseeing their destruction. Destruction of financial, personnel-related and information with patient or employee health information will be accomplished only by document shredding.

Document destruction will be suspended immediately upon issuance of a notice, known as a “legal hold” by the Board President, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. During a legal hold, no specified records may be destroyed until the legal hold is withdrawn by the Board President. Destruction will be reinstated upon conclusion of the investigation.

Compliance: Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against FACSS and its employees and possible disciplinary action against responsible individuals. The Governing Board Chairman and Treasurer will periodically review these procedures with FACSS’s certified public accountant to ensure that they are in compliance with new or revised regulations.

Employee and Contract Labor Compensation Policy

The FEDERATION OF ANALAYTICAL CHEMISTRY AND SPECTROSCOPIC SOCIETIES (FACSS) determines the appropriate compensation for employees and contract labor by assessing compensation for similar jobs or deliverables in the Santa Fe/Albuquerque, New Mexico area.

Public Documents Policy and Procedures

Policy:

The records of THE FEDERATION OF ANALYTICAL CHEMISTRY AND SPECCTROSCOPY SOCIETIES (FACSS) are generally open to public inspection due to IRS rules, open records laws and the spirit of public service. However, certain information is not open to public examination and may only be released with the permission of the Governing Board Chairman. Questions in this area are to be resolved by the Governing Board Chairman. If the answer to a request is unclear the Governing Board Chairman may contact FACSS's attorney for a consultation.

Procedures:

All requests for Public Documents should be sent to the FACSS National Office. The National Office will distribute or refer to appropriate person as outlined below:

IRS Forms

Payroll tax forms are not public information and will not be released.

The application for exempt status, Form 1023, the IRS determination letter and the three most recent annual returns, Form 990, are available to anyone upon request for a free review in our office (or stipulate a reasonable copying fee). Names and addresses of contributors will not be released.

Personnel Records

All requests for personnel records, job references and credit inquiries will be referred to the Governing Board Chairman.

Financial Information

Financial statements and other financial information are regularly distributed to FACSS employees and the Governing Board. This information is not to be made available to persons who are not regularly authorized to receive that particular report. Any such requests for information must be approved by the Governing Board Chairman.

Employee Protection (Whistleblower) Policy

If any employee reasonably believes that some policy, practice, or activity of FEDERATION OF ANALYTICAL CHEMISTRY AND SPECTROSCOPY SOCIETY (FACSS) is in violation of law, a written complaint must be filed by that employee with the Governing Board Chairman.

It is the intent of FACSS to adhere to all laws and regulations that apply to the Organization and the underlying purpose of this policy are to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of FACSS and provides the FACSS with a reasonable opportunity to investigate and correct the alleged unlawful activity.

The protection described below is only available to employees that comply with this requirement.

FACSS will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of FACSS, or of another individual or entity with whom FACSS has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

FACSS will not retaliate against employees who disclose or threaten to disclose to a Supervisor or a public body, any activity, policy, or practice of FACSS that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning the health, safety, welfare, or protection of the environment.

APPENDIX

EXPERIENT SUPPORT ACTIVITIES

Experient can provide several levels of support for FACSS. These include: site-selection and negotiation, pre-meeting planning support, and on-site support. Charges to FACSS for these services are as follow: FACSS pays travel expenses to the location and on-site expenses of the Experient representative; there is no charge for the services listed in Sections 1 & 2 (site-selection, negotiations and pre-meeting planning). Experient is paid by the hotels, much as a travel agent is paid by the airlines; As long as there is an average of 250 room nights per day, each day that an Experient representative is on site, there is no charge for the services listed in Section 3 (on-site support).

1. Site-selection and negotiation
 - a. Provides information from convention centers and hotels to LRP for site
 - b. Negotiate contracts with the cities selected by LRP.
 - c. Negotiates the final contract with the city selected by the Governing Board.
2. Pre-Meeting Planning
 - a. Provide all communication with the hotel and convention center from the time of contract through the actual conference.
 - b. Develops an estimated cost summary for a particular site. This summary can be prepared far enough in advance of the conference that it will be useful for budgetary purposes.
 - c. Obtains bids from local A/V companies for selection for the conference.
 - d. Assists the Arrangements Chairperson in planning food functions and makes all of the arrangements with caterers regarding these functions.
 - e. Obtains bids from bus and other transportation companies for selection for Special Events.
 - f. Provides the local committee with potential Wednesday night Gala activities, if desired.
3. On-Site Support
 - a. Assist the Arrangements Chairperson in all of the meeting rooms setup.
 - b. Assist the A/V Chairperson in the A/V logistics for the conference.
 - c. Assists the Arrangements Chairperson in all of the food functions.
 - d. Assist in the billing review of all food functions, all hotel charges and hotel room-night numbers.
4. Other Services
 - a. Experient has additional services, such as registration and housing services, available that FACSS may want to consider at some future time. The level and detail of assistance provided is negotiable depending on particular needs.

INFORMATION ON ORGANIZED SYMPOSIA

Please return to _____ by _____

Major area: _____

Symposium Title: _____

Organizer: _____

Presider: _____

Sponsor: _____

Time? 20 or 40 min	Name of presenter of talk	Comp Reg?	FACSS \$ How Many?	Sponsor\$ How Many?	Unambiguous abbreviated title of talk

Symposium Title: _____

Please indicate which day of the conference you wish this symposium to appear:

If a half day symposium, please indicate preference for am or pm: _____

If there are any other symposia that you know about at the conference with which you wish to coordinate this symposium, please provide the relevant information below. This information should include the title of the other symposium, whether the symposium whose details appear on this sheet should precede it or follow it or what.

Are you aware of any conflicts of timing that any of the speakers in this symposium may have? If so, please give the relevant information below. This might include involvement in a workshop presentation, FACSS committee, presiding duties in another symposium or even presentation of a paper in another symposium. Please indicate also FACSS

FACSS AWARDS

Distinguished Service Award

1. The FACSS Governing Board may present a Distinguished Service Award to an individual who has demonstrated exceptional, long-term service to the FACSS organization. Typically, that person will have served with excellence in many different capacities and will have contributed to the continuing success of FACSS through consistent dedication and sacrifice.
2. A candidate for the Distinguished Service Award must be nominated via a written petition, which enumerates the candidate's major contributions. The petition must be signed by at least four delegates, each representing a different member organization of FACSS. The signed petition must be submitted to the executive committee at least one month before a Governing Board meeting to be considered at the meeting. A distinguished Service Award will be awarded to the candidate if the Governing Board approves the petition by a majority vote.
3. The award will include an appropriate commemorative memento, such as a plaque, but not include money. The award will be presented at the FACSS dinner during the FACSS conference. The publicity chair will insure that an announcement of the award is sent to member organizations and technical journals, and that the announcement is published in the FACSS preliminary and final programs.

WORKSHOP CONFIRMATION LETTER

Date

Name
Company
Address 1
Address 2

Dear *name*,

Federation of Analytical Chemistry and Spectroscopy Societies (FACSS) Workshop

Thank you for agreeing to present a (*full/half*)-day workshop on *subject*. The FACSS conference is scheduled for *Dates, Year* at the *Downtown Convention Center* in *City, State*. The workshop honorarium is (\$*700/450*). In appreciation of your efforts, FACSS will offer you a complimentary registration to the conference as well as a ticket to the VIP dinner Wednesday evening, being held at *location*.

The schedule for the workshops will be arranged at the FACSS planning meeting at PITTCON. These plans will be made with the program chair who will have a schedule of the sessions. If you have already agreed to give a paper in a specific session, please let me know before PITTCON. Also, please advise me as early as possible if there are particular times and days that you cannot present the workshop. You should receive a copy of the workshop schedule by early April.

Please submit a 150-word abstract by *mid-March*. The title should be no longer than 80 characters including spaces. A bibliography is wanted, but not necessary. At that time, please return the enclosed audiovisual checklist with your abstract. Include your social security number along with the above information. Any special room or equipment requirements as well as desired limits for class size should be indicated in "Other Comments." The audiovisual checklist will be forwarded to the audiovisual coordinator. The coordinator cannot meet your needs if they have not been expressed.

You will be responsible for making and providing copies of brochures and handouts. The honorarium is intended to help cover your travel costs as well as copying cost for handouts. FACSS headquarters will make copies of your handouts (hard copy or electronic (MS-DOS compatible)), if they are submitted by August 15. The copies made by FACSS headquarters are bound. The name of the instructor, date, and title of the workshop are included on the cover. Their count will be accurate since they have the enrollment lists.

If any additional lecturers are recruited by you please submit their names to me by August 15, so that I may inform the FACSS registration committee with sufficient lead time. FACSS would appreciate your help in limiting this number to as few as possible (ideally 2).

Thanks you for your help and cooperation. I will contact you in mid-September to inform you of the tentative enrollment for the workshops. When you arrive at the conference, there will be a package for you at the registration booth. It will contain your honorarium check, class enrollment, student certificates, instructions and evaluation forms. If you have any questions or problems, please contact me at *telephone number*. My FAX number is *fax number*.

Cordially,

Name
FACSS Workshop Chairperson
Company
Address 1
Address 2

Enclosures: as stated

cc: International Office
Marketing Chairperson
Program Chairperson

WORKSHOP AUDIOVISUAL NEEDS CHECKLIST

WORKSHOP AUDIO VISUAL NEEDS CHECKLIST

All workshops will be supplied with an LCD projector and screen. Please indicate if you will need either of the following or some additional item.

_____ White board and markers

_____ Flip chart and markers

Other needs: _____

Name of Workshop: _____

Signature of instructor: _____

WORKSHOP FINALIZED VERSION OF SCHEDULE

Date

Name
company
Address 1
address 2

Dear *Name*

FACSS Workshop Schedule

Enclosed is a schedule of the FACSS 1994 Workshops. Your workshop, *subject*, is scheduled for *Day, Date, Year* from *time to time* at the *Convention Center name* in *City, State*. (The telephone number of the Convention Center is ###-###-####.) Please notify me as soon as possible if, for any reason, you are unable to make this date. You will be responsible for making and providing copies of brochures and handouts for your workshop.

Thank you for all your help and cooperation. I will contact you in early September to inform you of the tentative enrollment for your workshop. As mentioned earlier, there will be a packet of information that includes instructions, evaluation forms, and class enrollment for you at the registration booth. If you have any questions or problems, please contact me at *telephone number*. My FAX number is *fax number*. I look forward to meeting you this fall.

Cordially,

Name
FACSS Workshop Chair
Company
Address 1
Address 2

Enclosures: As stated
cc: International Office
Marketing Chairperson
Program Chairperson

FACSS XXI WORKSHOP PROGRAM

The Workshop Program presents the most cost-effective introductions available for a wide variety of important topics. All workshops will be held at Cervantes Convention Center in St. Louis. The schedule and abstracts follow:

	MORNING 8:30-12:00	AFTERNOON 1:00-4:30
Sunday October 2	A. Funding a Research Program Organized by Dr. A. Scheeline	A. Funding a Research Program Organized by Dr. A. Scheeline
Monday October 3	B. Sampling & Analyte Concentration for Gas, Liquid and Solid Samples Dr. R. Grob	B. Sampling & Analyte Concentration for Gas, Liquid and Solid Samples Dr. R. Grob
	C. Introduction to Microwave Preparation for Elemental and Environmental Analysis Dr. H. Kingston	D. Near Infrared Spectroscopy Dr. D. Burns
Tuesday October 4	E. SFE and SFC: Theoretical and Practical Approaches and Applications Dr. B. Richter & Mr. D. Knowles	E. SFE and SFC: Theoretical and Practical Approaches and Applications Dr. B. Richter & Mr. D. Knowles
	F. Environmental Laboratory Quality Assurance Mr. S. Callio	G. The Art of Sample Preparation for Spectrochemical Analysis Mr. T. Rains
Wednesday October 5	H. Professional Analytical Chemists in Industry: A Short Course for Undergraduate Students Dr. T. Thorpe	H. Professional Analytical Chemist in Industry: A Short Course for Undergraduate Students Dr. T. Thorpe
	I. Flow Injection Analysis Dr. A. Wade	J. Principles & Practice of Ultrasensitive Fluorescence Spectroscopy for Chemical Analysis Dr. M. Johnson
Thursday October 6	K. Statistics & Chemometrics in Spectroscopy Dr. J. Workman & Dr. H. Mark	K. Statistics & Chemometrics in Spectroscopy Dr. J. Workman & Dr. H. Mark
	L. Inductively Coupled Plasma-Mass Spectrometry Dr. S. Houk	M. Networks & LIMS: A Workshop Dr. G. Gerst and Mr. J. Gibbon

Workshop registration information is contained on the conference registration form. For further information about the workshops contact: *Name, Company, Address, Phone No.*

WORKSHOP THANK YOU LETTER

Date

Name
Company
Address 1
Address 2

Dear *Name*

I want to thank you, on behalf of the FACSS organizing committee, for your time and effort in the preparation of your workshop, *Title*. You have helped to make the FACSS Continuing Education program an exciting one. I am sure that your course will be well received.

Cordially,
Name
FACSS Workshop Chairperson
Company
Address 1
Address 2

WORKSHOP INSTRUCTIONS

1. Your honorarium check should be in this package. If it is not, please see either me or Jo Ann Brown.
2. There is a list of registrants for your course. Please take attendance. If a student is not registered, please send them to registration during one of the breaks. Their certificate will be sent to them in the mail.
3. There are certificates for each pre-registered student. Please sign each certificate and give them to the students at the end of the workshop.
4. There is an evaluation form for each student. Please allow a small amount of time for the students to complete these at the end of your session. You may keep the top portion. However, please return the lower portion to me via the message board with the enclosed envelope.
5. There is an evaluation form for you to fill out as well. I would like some feedback as to how FACSS and I may better serve you in the future. If you think there is a topic that should be covered in the FACSS workshops, please indicate so on the questionnaire.
6. I will be present 15 minutes (or earlier) before the start of each workshop. Hopefully, there will be no unanticipated problems. However, if there are any problems, please let me know and I will correct them. I will make periodic checks on the workshops to be sure that everything is running smoothly. I am registered at *Hotel (###-###-####)*. Please feel free to contact me at the hotel if you encounter any problems the night before your workshop. I will do whatever I can to remedy the situation.

Thank you for participating in the FACSS Continuing Education Program and making it a success.

Instructor Evaluation

Name: _____

Date _____

Course: _____

Please indicate how well you agree with each of the following statements about the workshop on a scale of 1 to 5. "1" means I disagree completely and "5" means I agree completely.

- | | | | | | |
|---|---|---|---|---|---|
| • I understood my responsibilities in advance. | 1 | 2 | 3 | 4 | 5 |
| • The Chairperson communicated well with me. | 1 | 2 | 3 | 4 | 5 |
| • Questions concerning the workshop were answered. | 1 | 2 | 3 | 4 | 5 |
| • I was able to contact the chairperson easily. | 1 | 2 | 3 | 4 | 5 |
| • The room facilities were adequate. | 1 | 2 | 3 | 4 | 5 |
| • Equipment was in place at the beginning of the workshop | 1 | 2 | 3 | 4 | 5 |
| • The equipment was adequate and functioned properly. | 1 | 2 | 3 | 4 | 5 |
| • The workshop went smoothly. | 1 | 2 | 3 | 4 | 5 |
| • The workshop was worth my time and effort. | 1 | 2 | 3 | 4 | 5 |

What did you like best about teaching the workshop?

What did you like least about teaching the workshop?

What information was not communicated adequately?

Would you be interested in teaching this same course again?

Would you be interested in teaching another topic? If so, what?

What topics would you like to see offered in the future?

Other comments:

STUDENT EVALUATION

Name: _____

Date: _____

Instructor: _____

Course Number: _____

Please indicate how well you agree with each of the following statements about the workshop on a scale of 1 to 5. "1" means I disagree completely and "5" means I agree completely.

- | | | | | | |
|--|---|---|---|---|---|
| • The material was explained well | 1 | 2 | 3 | 4 | 5 |
| • The material was applicable to my work. | 1 | 2 | 3 | 4 | 5 |
| • The course was what I anticipated it would be. | 1 | 2 | 3 | 4 | 5 |
| • My questions were answered adequately and completely. | 1 | 2 | 3 | 4 | 5 |
| • The time allowed for each subject was adequate. | 1 | 2 | 3 | 4 | 5 |
| • The handouts were helpful. | 1 | 2 | 3 | 4 | 5 |
| • The slides and/or overheads were easy to read. | 1 | 2 | 3 | 4 | 5 |
| • The workshop was worth the cost. | 1 | 2 | 3 | 4 | 5 |
| • I would recommend the workshops to my management and/or coworkers in the future. | 1 | 2 | 3 | 4 | 5 |

What did you like best about the course?

What did you like least about the course?

Would you change anything about the course? If so, what?

(Instructors: Return this portion to the Workshop Chairperson.)

What topics would you like to see in the future?

FACSS CALENDAR

DATE	DESCRIPTION	RESPONSIBILITY
NOVEMBER		
	Arrange meeting room and accommodation for meetings of Long Range Planning, Budget, Exec Board & Governing Board at Pittcon	<i>Nat'l Office</i>
	Apply for sales tax exemption from state in which conference will be held.	<i>Nat'l Office</i>
	Operations manual, Bylaws and pertinent contracts to newly elected board and appointed chairs	<i>Nat'l Office</i>
	Compile summary of conference survey responses	<i>Nat'l Office</i>
	Send 'thank you's and directory of attendees to exhibitors	<i>Nat'l Office, Exh Chair</i>
DECEMBER		
	Site visit to conference site	<i>Gov Bd Chair, Gen Chair, Prog Chair, Exh Chair, Nat'l Off, Experient</i>
	Finalize location for Gala	<i>Gen Chair, Nat'l Office</i>
	Plan for solicitation of funds for general support to the conference	<i>Past Gov Bd Chair</i>
	Announcements to scientific journals for calendars of events	<i>Nat'l Office</i>
	Plan for advertising	<i>Secretary</i>
	Plan for Employment Bureau	<i>Gen Chair</i>
	Finalize Workshops	<i>Gen Chair, Workshop Chair</i>
	Renew general liability insurance	<i>Nat'l Office</i>
	Generate camera-ready Call for Papers including program details, workshops, registration information, special events, Hirschfeld Awards and send for approval	<i>Nat'l Office</i>
JANUARY		
	Prepare for annual audit of financial records	<i>Nat'l Office</i>
	Send out Call of papers	<i>Nat'l Office</i>
	Letter and reservation form to member organizations including information on student award nomination, distinguished service award nomination, conference meeting needs, advertising, complimentary booth, change of delegates	<i>Nat'l Office</i>
	Request mail lists from member organizations and merge and purge where possible with FACSS database	<i>Nat'l Office</i>
	Packets to exhibitors for ordering booths and advertising	<i>Exh Chair, International Office</i>
	Generate directory of Board, chairs, and key contacts	<i>Nat'l Office</i>
	Pittcon meeting schedules and minutes to Governing Board, Executive Board, Long Range Planning and Budget	<i>Secretary, Nat'l Office</i>
	Outline of program including sections and chairs, workshop titles, instructors, and schedule, and special events to FACSS for Conference Announcement & Call for Papers	<i>Gen Chair, Prog Chair, Workshop Chair</i>
FEBRUARY		
	Reminder to member organizations re. January letter	<i>Nat'l Office</i>
	Deadline: FACSS Distinguished Service Award nominations for consideration at Pittcon meeting	<i>Member Org.</i>
	Review audit and order preparation of 990 for IRS	<i>Treasurer</i>
	Prepare camera-ready advertising for pages in Applied Spectroscopy, Analytical Chemistry and other journals providing complimentary advertising	<i>Nat'l Office</i>
MARCH		

Pittcon, FACSS Meetings
Wed, *Budget & Finance*
Wed, *Long Range Planning*
Thurs, *Executive Board*
Thurs, *Governing Board*
Compile list of persons eligible for accommodations provided by FACSS at conference
Deadline: Meeting needs & reservation for complimentary booth

Nat'l Office
Member Org.

APRIL

Deadline: Title submission
Create database of abstracts and transmit to Program Chair
Acknowledge receipt of titles to authors
Deadline: Tomas Hirschfeld Student Award Application, FACSS Student Award Nominations

Nat'l Office
Nat'l Office

MAY

Deadline: Camera ready advertisements - Preliminary Program
Deadline: Short Course information, dates, titles, locations, contacts
Deadline: for filing 990 with IRS
Deadline: Exhibitor reservations.
Awards selection finalized and information provided to FACSS International Office (Tomas Hirschfeld Award, FACSS Student Award)
Scientific Program to Nat'l Office for Preliminary Program including session titles, times for talks, posters arranged by topic.

Exhibitors, Mem Org...
SAS and ACS
Treasurer
Exhibitors

FACSS Award Committee

Program Chair

JUNE

Update abstract database with scheduling details for each paper
Preliminary Program to the printer
Notify recipients of Hirschfeld and FACSS Students Awards and solicit biographical sketches and photographs.
Obtain photos and biographical sketches from Gov Board Chair, Marketing Chair, Prog Chair and Exh Chair for Final Program
Identify session chairs and/or presiders. Include times for all talks, lists of posters.
Acceptance notices and abstract submission instructions to presenting authors.
Give list of exhibitors to decorator and have them send exhibit service packets including order forms for all services

Nat'l Office
Nat'l Office

FACSS Award Comm

Nat'l Office

Program Chair

Nat'l Office

Nat'l Office

JULY

Follow up with exhibitors who have not provided product descriptions for final program, certificates of insurance, camera-ready ads

Nat'l Office

AUGUST

Conference information to local universities and institutions
Deadline for submission of abstracts for final program
Number abstracts and enter into abstract database
Generate program pages indexes for final program and send to Program Chair for review
Return final program with edits to FACSS
Deadline: Biographical sketches and photos of award winners to FACSS (ANACHEM Award, SAS Graduate Student Award, SAS Honorary Membership Award, SAS Emeritus Membership Award Lester W. Strock Award, SAS Meggers Award, Lippincott Award)
Deadline: A/V, Catering orders, room set ups to FACSS

Gen Chair

Nat'l Office
Prog Chair, Gen Chair

SAS, Anachem
SAS, FACSS Award
SAS, ACS, Prog Chair, Exh Chair

SEPTEMBER

Final Program to printer

Nat'l Office

Send conference FACSS meeting schedules and minutes to Governing Board, Executive Board, Long Range Planning and Budget

Secretary, Nat'l Office

Deadline: Advance Conference Registration, Advance Workshop Registration, Hotel Reservations, Employment Bureau Registration

Treasurer, Nat'l Office

Update budget for upcoming conference and YTD current year

Assemble signs, poster board numbers, conference surveys, on site registration forms, tickets, program changes for printing

Nat'l Office

Order certificates and plaques for awards and others

Nat'l Office

Process registrations and Send receipts to all advance registrants

Order conference supplies, security, office equipment, poster boards, registration counters and any other on-site services (buses), employment bureau equipment and supplies

Nat'l Office

Review orders for catering, A/V, and meeting room set-ups

Nat'l Office

OCTOBER

Assemble registration packets

Nat'l Office

Ship materials and supplies to conference site

Nat'l Office

Set up and staff registration and on-site conference office

Nat'l Office

HOTEL/TRAVEL COMPENSATION

The following positions are eligible for accommodations and travel reimbursement by FACSS for the Annual Conference and/or Pittcon as indicated. Check with the International Office to determine qualifying hotels.

Annual Conference				PittCon Conference		
POSITION	Lodging (Max # of Night) *	Meals (Max days)	Transportation	Lodging (Max # of Night) *	Meals (Max days)	Transportation
Governing Bd Chair	6	6	Y	4	4	Y
Past Gov Bd Chair	6	6	Y	4	4	Y
2n Past Gov Bd Chair	6	6	Y	4	4	Y
General Chair	6	6	Y	4	4	Y
Treasurer	6	6	Y	4	4	Y
Secretary	6	6	Y	4	4	Y
Exhibits Chair	6	6	Y	4	4	Y
Program Chair	6	6	Y	4	4	Y
Marketing Chair	6	6	Y	4	4	Y
Gov Bd Chair-elect	6	6	Y	4	4	Y
General Chair-Elect	6	6	Y	4	4	Y
Program Chair-Elect	6	6	Y	4	4	Y
Past Program Chair	2	2	Y	2	2	Y
LRP Committee	2			2		
Site Selection Chair	As Required	AR	TBD**	TBD	TBD	TBD
Student Award Recipients	6	6	Y	0	0	0
International Office	as required		as required			
Newly elected Officers	TBD **			TBD **		
* Hotel Arrangements must be done/approved through International Office, ** At the discretion of the GB Chair						

FACSS FORM P AUTHORIZATION FOR SOCIETY ASSIGNMENT OF SURPLUS FUNDS

Date: _____

YEAR OF CONFERENCE:

Society Information:

Society Name: _____

Society Authorized Representative:

Representative Phone: _____

Representative Email:

FACSS Information:

Date Received: _____

Approved By:

Receipt Acknowledgement Sent: _____

Approval Acknowledgment Sent:

Expense	Amount	Assignment	Payer	Payee	Required Payment Date
				Name: _____ Address: _____ _____ City: _____ State: _____ Zip Code: _____ Country: _____ Phone: _____ Email: _____	
				Name: _____ Address: _____ _____ City: _____ State: _____ Zip Code: _____ Country: _____ Phone: _____ Email: _____	
				Name: _____ Address: _____ _____ City: _____ State: _____ Zip Code: _____ Country: _____	

				Phone: _____	
				Email: _____	

Send Completed Form by mail, email or fax to: FACSS International Office, 2019 Galisteo Street, Bldg I-1, Santa Fe, NM 87505

Email: FACSS@facss.org

FAX: 505-989-1073

FACSS FORM Q SOCIETY CONTRIBUTIONS TO FACSS

Date: _____

YEAR OF CONFERENCE:

Society Information:

Society Name: _____

Society Authorized Representative:

Representative Phone: _____

Representative Email:

FACSS Information:

Date Received: _____

Approved By:

Receipt Acknowledgement Sent: _____

Approval Acknowledgment Sent:

Contribution	Source	Amount	Assignment	Invoicing	Payee
	Name: _____ Address: _____ City: _____ State: _____ Zip Code: _____ Country: _____ Phone: _____ Email: _____				
	Name: _____ Address: _____ City: _____ State: _____ Zip Code: _____ Country: _____ Phone: _____ Email: _____				
	Name: _____ Address: _____ City: _____ State: _____ Zip Code: _____ Country: _____ Phone: _____ Email: _____				

Send Completed Form by mail, email or fax to: FACSS International Office, 2019 Galisteo Street, Bldg I-1, Santa Fe, NM 87505

Email: FACSS@facss.org

FAX: 505-989-1073

FACSS Committee Chairman and Attendees at Committees held at FACSS and PittCon		
Committee	Chairman	Attendees *
Executive	GB Chair	GB Chair, Past GB Chair, Second Past GB Chair, GB Chair-elect, GB Chair-elect-elect Secretary and Treasurer
Budget	Past GB Chair	1 GB Delegate from each member Society, Treasurer, GB Chair-elect, GB Chair-elect-elect Past GB Chair, Current General Chair, Current Program Chair, General Chair-elect, Program Chair-elect
Long Range Planning	Selected by the Committee	6 LRP Delegates (3 from past GB Chairpersons, 3 from younger leaders), GB Chair-elect-elect, 1 GB Delegate from each member Society, GB Chair,
Finance	Treasurer	Treasurer, GB Chair-elect, GB Chair-elect-elect, Non-Executive committee member appointed by the treasurer, 1 GB Delegate from each Society
Program	Past Program Chair	Program Chair, Program Chair-elect, General Chair, General Chair-elect, GB Chair, Symposia Organizers, GB Delegate from each member Society
Nominating	GB Chair Elect	GB Chair Elect, General Chair Elect, Program Chair Elect, 2 Members selected by GB Chair Elect and GB Char
* Attendees in Bold are required for meeting by bylaws, non bold are desired for more productive meeting		



Federation of Analytical Chemistry & Spectroscopy Societies

PO Box 24379, Santa Fe, NM 87502
Telephone: (505) 820-1648 □ Fax: (505) 989-1073
Shipping address: 2019 Galisteo Street, Bldg I,
Santa Fe, NM 87505

FORM X- Society Withdraw from FACSS

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

WITHDRAWING MEMBER SOCIETY: _____

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

- 1) The withdrawing member society forfeits all governing authority and responsibility within FACSS.
- 2) The withdrawing member society forfeits all remaining funds it holds in FACSS.
- 3) The withdrawing member 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 society.

The undersigned officers hereby acknowledge the above conditions. The undersigned officers attest that they are currently officers in good standing with the withdrawing member society. The undersigned officers attest that they have been empowered and authorized by the governing body of the withdrawing organization 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

BYLAWS OF THE FEDERATION OF ANALYTICAL CHEMISTRY AND SPECTROSCOPY SOCIETIES

ARTICLE I - NAME

The official title of this corporation shall be the Federation of Analytical Chemistry and Spectroscopy Societies, hereinafter referred to as "FACSS".

ARTICLE II - OBJECT

SECTION 1 - Statement of Object

The object of this corporation shall be to disseminate technical information dealing with the applied, pure, or natural sciences. To this end the corporation shall:

A. Organize meetings, with papers presented in the fields of Analytical Chemistry and allied fields, conforming to the provisions of the Internal Revenue Code, Section 501 (C) (3) (1954), and as may be amended (hereinafter referred to as IRC 501C3).

B. Present workshops, tutorial sessions, technical instrumentation exhibitions and short courses on topics of current scientific interest.

SECTION 2 - Statement of Policy

In recognition of the diversified scientific disciplines and technologies that are required to solve complex analytical problems, a federation of chemical and spectroscopic nonprofit organizations (FACSS) has been formed. The objective of FACSS is to provide an international forum in which representatives of academic, industrial, and government institutions can participate and cooperate in an effort to confront this challenge and share their knowledge. The forum will consist of an annual conference to be held at times and locations to be selected by the governing body of FACSS. A technical program, consisting of symposia and plenary lectures, workshops, tutorial sessions and short courses, and an exhibit of relevant commercial products will comprise the annual conference.

FACSS is designed to be a cooperative of existing nonprofit scientific and educational organizations that are concerned with the development of chemical analysis by bringing together all facets of analytical problem solving. The expressed intent of FACSS is to bring these interested persons together in a common forum. The discipline of analysis by chemical and physical means is rapidly becoming a paramount factor in all facets of society, such as health care, environmental pollution, industrial productivity, and crime. The analytical community must address itself to these problems; the establishment of an international forum is a concrete step toward the solution.

ARTICLE III - MEMBERSHIP

SECTION 1

The member organizations of the Federation of Analytical Chemistry and Spectroscopy Societies are:

AES Electrophoresis Society

American Chemical Society (ACS), Division of Analytical Chemistry

American Society for Mass Spectrometry (ASMS)

Association of Analytical Chemists, Inc. (ANACHEM)

Coblentz Society

Council for Near-Infrared Spectroscopy (CNIRS)

Infrared and Raman Discussion Group (IRDG)

International Society for Automation (ISA), Analysis Division

North American Society for Laser Induced Breakdown Spectroscopy (NASLIBS)

Royal Society of Chemistry (RSC), Analytical Division

Society for Applied Spectroscopy (SAS)

Spectroscopical Society of Japan (SpSJ)

SECTION 2 - Responsibilities of Member Organizations.

Member organizations shall support the objectives and policies of FACSS as given in the Certificate of Incorporation and the Bylaws.

SECTION 3 - New Associate Member Organizations

A. Proposals to add new associate member organizations to FACSS must be submitted to the Governing Board at least one month before the Governing Board meeting at which the proposals are to be discussed.

B. Newly proposed member organizations will require a majority vote of the members of the Governing Board for acceptance into FACSS as an associate member organization.

C. Associate member organizations, after satisfying Article III, Section 4 or Section 5, will require a majority vote of the members of the Governing Board for acceptance into FACSS as a sponsoring member organization.

D. Full membership of a newly accepted sponsoring member organization will become effective upon acceptance of the Governing Board.

E. Membership will be used collectively to refer to both sponsoring and associate member organizations.

F. Full membership is limited to organizations that are determined to be tax exempt under the provisions of the IRC 501C3.

G. Associate member organizations shall appoint one delegate to the FACSS Governing Board. The delegate will have the right of the floor and the right to propose and second motions but will not have a vote.

H. Organizations that wish to become associate member organizations of FACSS who do not wish to / or cannot become full members can provide minimal membership application information.

SECTION 4

Newly accepted associate member organizations will normally serve as an associate member organization for a period of at least three years.

SECTION 5

Article III, Section 4 can be waived by the unanimous vote of the voting members present.

SECTION 6 - Withdrawal of Member Organizations

A. A preliminary request for withdrawal as a member organization of FACSS must be submitted to the Executive Committee through the FACSS International Office at least 60 days before the Fall Governing Board meeting at which the request is to be considered.

B. The FACSS Executive Committee will contact the member organization concerning the preliminary request and assess if the concerns of the society can be addressed.

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

D. A member organization can retract the preliminary request to withdraw or the formal request to withdraw at any time prior to the fall governing board meeting.

E. If the member organization has submitted both preliminary and formal requests to withdraw, the Executive Committee will acknowledge the withdrawal of the member organization and report the withdrawal to the governing board at the Fall Governing Board meeting. The member society will then be considered withdrawn from FACSS.

F. The FACSS Treasurer will prepare a report for the Governing Board 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.

G. 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.

SECTION 7 - Expulsion of Member Organizations

A. A request for expulsion of a member organization of FACSS must be prepared in writing by delegates from at least two member organizations and submitted to the Executive Committee through the FACSS International Office at least 60 days before the Governing Board meeting at which the request is to be considered.

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

C. Expulsion of a member organization will require a three-fourths vote of the Governing Board, and the date of the expulsion will be established by the Governing Board.

D. 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.

ARTICLE IV – SciX: THE ANNUAL NORTH AMERICAN CONFERENCE PRESENTED BY FACSS

SECTION 1 - The annual SciX Conference shall consist of:

A. The presentation of invited papers.

B. The presentation of contributed papers.

C. The presentation of workshops and/or short courses.

D. An exhibition of technical instrumentation. Arrangements for the exhibit will be the responsibility of the Administrative Office, The SciX Exhibits Coordinator, and the Local Exhibits Director (appointed by the SciX General Chair) who will work together.

E. A meeting of the Governing Board of FACSS.

F. Other appropriate activities consistent with IRC 501C3, as deemed advisable by the Governing Board of FACSS.

SECTION 2

The annual SciX Conference shall be held at a time and place decided by the Governing Board. Once decided, a three-fourths vote of the Governing Board shall be required to change the city selected.

SECTION 3

The General and Program chairperson of the SciX conference shall be elected annually by the Governing Board after receiving recommendations from the Nominating Committee.

SECTION 4

The SciX Exhibits Coordinator shall be an elected position (elected by the Governing Board) and the person will serve for a term of three years. The SciX Exhibits Coordinator may be reelected to serve additional terms. Election of the Exhibits Coordinator will take place at the spring Governing Board meeting 18 months before he/she begins their term of service.

ARTICLE V - GOVERNING BOARD

SECTION 1

A. The Governing Board shall be composed of delegates from the member organizations, the Executive Committee, all SciX Conference Chairpersons (General & Program) and all Governing Board committee members. The member organizations will be allocated permanent delegate(s) which shall serve a three year term. For member organizations with multiple permanent delegates, the terms shall be staggered. The allocation of delegates 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 American Society for Mass Spectrometry (ASMS)
- 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) non-permanent delegate will be rotated on a yearly basis between ACS, Coblenz, and SAS. The rotation order will be ACS, Coblenz and then SAS. If new full members are added to the organization as per Article III, then they will be allocated one permanent delegate. If the attendance at the annual conference of any member organization which has one delegate reaches 7% of the conferees for a period of three consecutive years, then the organization shall be entitled to one additional permanent delegate.

B. Voting members for a particular Governing board meeting are delegates from each sponsoring member organization, two members of the Executive Committee appointed by the Chairperson, plus the current General Chairperson and Program Chairperson. All other members of the Governing Board will have the right of the floor and the right to propose and second motions but will not have a vote.

SECTION 2

Alternate delegates may be appointed as necessary, by the member organizations in writing to the FACSS secretary.

SECTION 3

The Governing Board of the federation shall be responsible for the execution of the objectives of FACSS (and its activities, including the SciX conference).

SECTION 4

A quorum for the transaction of business shall consist of at least one delegate from two-thirds of the member organizations, but not less than one half of the delegates eligible to vote. No Governing Board member shall have more than one vote.

SECTION 5

All decisions of the Governing Board shall be by the rules of order defined in Article XVII unless specifically stated otherwise in the Bylaws.

SECTION 6

The Governing Board shall convene at least twice a year. The time and location of additional Governing Board meetings shall be designated by the Governing Board Chairperson. A written notice of every Governing Board meeting shall be sent to each member of the Governing Board at least one month prior to the meeting.

SECTION 7

The Governing Board is a continuing body in that unfinished business may be considered at subsequent meetings.

SECTION 8 - Voting between Governing Board meetings

A. 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:

B. Voting members for a particular issue are member organization delegates from the last Governing Board meeting (or a recognized proxy who attended the last Governing Board meeting), two members of the Executive Committee appointed by the Governing Board Chairperson, plus the current SciX General Chairperson and SciX Program Chairperson. The Governing Board Chairperson shall poll all voting members as to the means by which they may be most readily contacted in writing (email, mail, FAX, courier).

C. The Secretary shall send a written notice (email, mail, FAX, courier) of the issue to be voted on and a ballot to each voting individual. Ballots shall be signed by the voter and shall be due to the Secretary at a time clearly indicated on the ballot, which allows sufficient time for transmission. Immediately after the deadline for voting has expired, the Secretary shall count the votes and report the result to all voting members. Ballots and voter signatures may be in an electronic form (e-mail, FAX, web site, etc.) as long as this electronic form is accessible to all voting individuals.

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.

ARTICLE VI - OFFICERS

SECTION 1

A. The Governing Board shall have at least four officers: a Chairperson, a Chairperson-elect, a Secretary, and a Treasurer. An officer need not be a delegate.

B. The term of the office for the Chairperson and Chairperson-elect shall be two years. The term of office for Secretary and Treasurer shall be three years, and their terms shall not start in the same year. Reelection of an officer may be an acceptable option.

C. The Chairperson-elect shall normally succeed to the chairpersonship at the end of the Chairperson's term of office. Terms of office begin January 1 of the first year they are to serve.

SECTION 2 - Duties of 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 he/she 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 Budget and Finance Committees.
- iii. Attending the meetings of the Governing Board and the Executive Committee.
- 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 all of 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. Implement 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.

SECTION 3 - Vacancies in the Elected Offices

Vacancies in the elected offices, except that of the Chairperson, shall be filled by temporary appointment of an interim officer by the Chairperson with approval of a majority of the Executive Committee. The Nominating Committee shall, at the next regularly held election, recommend a candidate to complete this term of office. A vacancy in the office of Chairperson shall be filled by the Past-Chairperson if it occurs within 365 days of the Chairperson taking office or shall be filled by the Chairperson-elect if it occurs after the initial 365 days.

ARTICLE VII - COMMITTEES

SECTION 1 - Executive Committee

A. This committee shall consist of the Chairperson of the Governing Board, immediate Past Chairperson, the Second Past Chairperson, Chairperson-elect, Secretary, and Treasurer.

B. The Chairperson of the Governing Board shall serve as Chairperson of this committee.

C. This committee shall advise the Governing Board on policy, shall study and recommend action on proposals, and shall assume the responsibility for the governance and welfare of FACSS in the interim between Governing Board meetings.

D. This committee shall review Bylaws, and recommend changes as needed.

E. The Executive Committee shall advise the delegates of substantive actions between meetings in a timely manner.

SECTION 2 - Budget Committee

A. This committee shall consist of one Governing Board delegate from each member organization as selected by the head of the member organization, the FACSS Treasurer, the Chairperson-elect, and the Past Chairperson of the Governing Board who will chair the committee. The Budget Committee delegate shall be responsible for keeping his/her organization, including the other delegate(s), aware of all Budget Committee deliberations.

B. This Committee shall review budgets and shall then recommend the budget to the Governing Board as hereinafter provided.

C. A preliminary budget should be drafted prior to the spring Governing Board meeting, ideally 40 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 at a face-to-face meeting prior to the spring Governing Board meeting. In this later case, the time and place of the Budget Committee meeting will be published at minimum 30 days prior to the meeting to allow attendance by Governing Board delegates. Drafting of the budget may be accomplished using several methodologies. No one methodology shall be considered cannon.

- i. Independent Budget Assessments: In this method, the Governing Board Chairperson (who will be Chairperson for the actual budget year) shall draft a governance budget, the Program Chairperson of the following year's conference shall draft a program budget, and the General Chairperson of the following year's conference shall draft the remainder of the conference budget. The Chairperson of the Budget Committee shall coordinate these proposed budgets and submit to the Budget Committee a draft budget containing all three components no later than one month in advance of the Governing Board meeting.
- ii. Team Budget Construction: In this method, the conference team and the Governing Board Chairperson (who will be Chairperson for the actual budget year) will construct a conference budget together, and the Governing Board Chairperson (as noted above) will construct a governance budget for the federation.

In all cases, the total budget must balance and show income which is based on reasonable extrapolations of prior years' conference performance (unless prior approval from the Governing Board has been obtained for a deficit budget). The Budget Committee shall meet prior to the Governing Board meeting to discuss, revise, and approve a recommended budget. The Governing Board will then act on such modification of this draft budget as shall be recommended by the Budget Committee.

D. Ideally, one month prior to the fall Governing Board meeting, the Governing Board Chairperson (who will be Chairperson for that budget year) shall review the status of the budget, together with the Program Chairperson and General Chairperson of the following year's conference, and report to the Budget Committee any changes which may be recommended. Similarly, additional adjustments may be made at the Budget Committee meeting to the budget at the spring Governing Board meeting during the year of the conference or at the fall Governing Board meetings for out-year conferences. Reductions in the current program budget after the start of a fiscal year require a two-thirds vote of those voting members present at a Governing Board meeting.

E. Budgets to allow commencement of planning for meetings up to three years in advance may be tentatively approved at the request of the General Chairperson of the effected meeting.

SECTION 3 - Nominating Committee

A. This committee shall solicit nominations for a slate of officers for all elected positions to be filled at the next Governing Board meeting; these nominations will be submitted to the Governing Board one month before election. Positions may include those specified in these Bylaws and any other positions that the Governing Board may specify. Typically, nominations for the spring Governing Board meeting will include:

- i. SciX General Chairperson for the 2nd year following
- ii. SciX Program Chairperson for the 2nd year following
- iii. In appropriate years, SciX Exhibits Coordinator 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 the spring of appropriate years, nominations should be solicited for the positions of Secretary or Treasurer to take office on January 1st of the following year.

B. The Nominating Committee shall consist of at least five members including:

- i. The Chairperson-elect, who will serve as Chairperson (of this committee)
- ii. The next SciX conference General Chairperson
- iii. The next SciX conference Program Chairperson
- iv. At least one member of the Long-Range Planning Committee
- v. The Governing Board Chairperson-elect may choose the 5th and any additional members at their discretion.

C. In certain circumstances, it may not be possible to form a Nominating Committee. In those cases nominations should be proposed by the Chairperson-elect one month before the governing board meeting.

D. New nominations from governing board delegates may be taken from the floor at the governing board meeting if accompanied by sufficient information on the candidate (to include at minimum a summary of the candidate's qualification and resume).

SECTION 4 - Long-Range Planning Committee

A. Membership is composed of one former Governing Board Chairperson, ideally one former Program Chair and if not practical, a suitable former FACSS officer, and three members among the younger FACSS attendees who will be appointed by the Governing Board Chairperson in consultation with the GB Chairperson Elect. Also serving on the committee will be the current GB Chairperson, GB Chairperson Elect and GB Chairperson Elect Elect. For the above persons not already receiving FACSS support, will be offered FACSS support for two nights hotel accommodations at each meeting. In addition, each affiliate society can provide one representative to serve on the committee. Ideally, this committee will provide both institutional memory and new fresh and visionary ideas. Each member's term is two years. The former Governing Board Chairperson will serve as the Committee Chairperson. The current Governing Board Chairperson is an ex-officio member of this committee with voice and vote for their term of office.

B. This Committee is the "Brain Trust" of FACSS, charged with planning and initiatives for the future of the conference and federation that include but not be limited to: 1) Conference structure and content, 2) Organizational structure and composition, 3) Promotion of the conference and federation in support of the current Governing Board Chairperson and the Marketing Chairperson, 4) Membership, 5) Staff and contract recommendations, 6) Determination and assessment of the needs of members and conference attendees, 7) Recognition, 8) Responsibility for the cumulative statistics of the conference and federation, 9) Orientation of chairpersons, 10) Recommend changes to Bylaws or Operations Manual, and 11) Long term visionary planning for new conceptual ideas of the structure and operation of FACSS. A formal report from the committee to the Governing Board is expected, as a minimum.

SECTION 5 – Site Selection Committee

A. This committee will consist of four members: the Exhibits Chair and three members appointed for staggered terms of six years each. The Governing Board Chairperson at the beginning of odd-numbered years will, in consultation with the immediate Past Chairperson, appoint a new member for this committee, whose term will begin immediately and will extend for six years. The Chairperson of the committee will be the member who is in the final two years of his/her appointed term. Whenever possible, the committee should seek the advice and coordination capabilities of meeting planning organizations. Where this involves contractual obligations, this should be approved by the Governing Board (or Executive Committee, when the Governing Board cannot be consulted), in advance.

B. The committee will assume responsibility for establishing the date and place for future Conferences as well as guidance on future Conference programs facilitation, arrangements, exhibits and the Exhibits Coordinator. This committee will make a report at each meeting of the Governing Board. If plans include the replacement of an incumbent Exhibit's coordinator, they shall be formulated at least 18 months in advance of the Conference for which a replacement is needed and recommended nominees shall be forwarded to the Nominating Committee for presentation at the next Governing Board Meeting. In its function of planning for time and place for future Conferences, the committee will solicit recommendations as to prospective sites from member organizations, perform site visits as needed, and negotiate contracts for consideration by the Governing Board.

SECTION 6 - Finance Committee

This committee shall consist of the Treasurer who is the Chairperson of the committee, the Governing Board Chairperson-elect and a delegate, who is not a member of the Executive Committee, appointed by the Governing Board Chairperson for a one-year term starting January 1. This committee shall review FACSS investments, establish and review fiduciary policies and procedures, and ascertain that an annual audit is performed.

ARTICLE VIII - FISCAL YEAR

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

ARTICLE IX - RELATIONSHIP TO MEMBERS

The Federation of Analytical Chemistry and Spectroscopy Societies, Incorporated, shall not expend funds of any of the member organizations or incur indebtedness in their specific behalf without formal approval of the member organizations involved and the Governing Board.

ARTICLE X – SURPLUS FUNDS POLICY

SECTION 1

The Governing Board shall ascertain from the Finance Committee's report and any other information available to it, the amount of annual surplus or shortage attributable to FACSS.

SECTION 2

Any yearly shortage incurred by FACSS shall be absorbed by FACSS.

SECTION 3 - Surplus Funds Policy

A. There shall be no assignment of surplus funds from FACSS unless the FACSS treasury has a balance of at least one hundred percent (100%) of the projected net expenses for a FACSS/SciX conference. Projected conference net expenses shall be based on a review of the average net expenses for the past five years' conferences, as determined by the related December 31st accounts, plus either the standard deviation of these numbers, or a more appropriate buffer for the next conference, as recommended by the Finance Committee.

B. A two-thirds (2/3) vote of the Governing Board is required to assign surplus funds for direction by full member societies. Shares will be determined as follows in Section C. If a surplus assignment is voted for, this surplus will be held in the FACSS treasury for use to promote FACSS or SciX and activities "presented by FACSS", according to each member society's direction of their specific share in individual member society accounts. If an assignment for surplus is voted against, then the surplus funds will be submitted for assignment at the discretion of the FACSS Executive Committee. It is recommended that the Executive Committee should seek input from the following groups – Governing Board Chairperson, SciX current conference team (General Chairperson, Program Chairperson, Workshop Chairperson, Exhibits Chairperson), elect-conference team, Marketing Chairperson, Long Range Planning committee, and International Office. Acceptable assignments include but are not limited to:

- i. recommendations for enhancement of the current year's conference
- ii. recommendations for enhancement of next year's conference
- iii. recommendations for enhancement of FACSS Marketing activities
- iv. recommendations from the Long Range Planning committee for uses
- v. recommendations from the International Office
- vi. return to the general treasury for investment.

C. The surplus assignment to the member societies' surplus accounts, within the FACSS treasury, will be made according to the following formula:

- i. 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.
- ii. 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.

iii. 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.

iv. 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.

v. The proposed surplus plus the breakdown to the member Societies, based on the records noted in i-iv will be presented to the Governing Board at the spring Governing Board meeting for acceptance, modification (error by FACSS), and vote (Section B).

D. The surplus once approved and assigned to the Societies cannot be revoked by the Governing Board.

E. The surplus assigned for direction by the member societies may be expended as outlined below:

i. 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.

ii. 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.

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

F. Each member Society's assigned surplus funds, with income and expenses, will be reported separately by the FACSS Treasurer.

G. There is no time limit set on the use of these funds by the respective Societies. Any unspent funds will roll for the use by the respective Society for the next "presented by FACSS" activity.

H. Should any Society that has remaining surplus funds elect to withdraw from FACSS the remaining funds will be forfeited.

I. Any forfeit funds will be available for assignment at the discretion of the FACSS Executive Committee. It is recommended that the Executive Committee should seek input from the following groups – Governing Board Chairperson, SciX current conference team (General Chairperson, Program Chairperson, Workshop Chairperson, Exhibits Chairperson), elect-conference team, Marketing Chairperson, Long Range Planning committee, and International Office. Acceptable assignments include but are not limited to:

- i. recommendations for enhancement of the current year's conference
- ii. recommendations for enhancement of next year's conference
- iii. recommendations for enhancement of FACSS Marketing activities
- iv. recommendations from the Long Range Planning committee for uses
- v. recommendations from the International Office

vi. return to the general treasury for investment.

ARTICLE XI - FACSS ADMINISTRATOR / INTERNATIONAL OFFICE

SECTION 1

FACSS may contract for outside services to support an office, to have such duties and operate in such a manner as may be determined by the Governing Board. Care shall be taken that arrangements do not jeopardize the tax exempt status of FACSS.

SECTION 2

The FACSS Administrator or other contracted representatives at the International Office shall manage the daily business of the organization under the direction of the Executive Committee. The FACSS Administrator is an ex-officio member of the Executive Committee and the Governing Board. The ultimate authority for the resolution of any work related difficulty of the FACSS Administrator rests with the Governing Board Chairperson.

ARTICLE XII - PUBLICATION POLICY

SECTION 1 - Limitations

FACSS will not engage in publication of selected papers or symposia in book form, long abstract form or proceedings.

SECTION 2 - Permission

Special symposia or groups of papers may be published in journals or in book form subject to the approval of the meeting's Program Chairperson or the Governing Board Chairperson, subject to the condition that original presentation of the work at FACSS/SciX be acknowledged. In unusual circumstances, the Program Chairperson and Governing Board Chairperson should seek the advice of the Governing Board before approving publication.

SECTION 3 - Encouragement

Individual authors are encouraged to submit their papers to scientific journals of their choice.

ARTICLE XIII - OPERATIONS MANUAL

SECTION 1

Details of the day to day operation of the FACSS organization, not specifically defined in these Bylaws, shall be found in the FACSS Operation Manual.

SECTION 2

The Operations Manual shall be reviewed annually by the Second Past Chairperson, the Past Program Chairperson, the Past General Chairperson, and the Chairperson Elect Elect (in years when one has been appointed).

ARTICLE XIV - AMENDMENTS

SECTION 1

Proposed amendments to the Bylaws must be submitted to the members of the Governing Board at least one month before the Governing Board meeting at which they are to be discussed. No article to these Bylaws may be amended unless a proposed amendment to that article has been properly submitted to the members of the Governing Board. Amendments proposed after the stated deadline or which have not been circulated to the Governing Board, may be placed before the Governing Board at any regular meeting, but may not be debated or voted upon until the next Governing Board meeting.

SECTION 2

All Bylaws will require a two-thirds majority vote of the voting members of the Governing Board to change them.

ARTICLE XV - REMOVAL FROM OFFICE

SECTION 1

It may become necessary to remove from office an elected or appointed official by reason of inability to perform the duties of the office or because of activities grossly inimical to the Federation. To that end, any four (4) members of the Executive Committee, or three (3) delegates from three (3) different member organizations can jointly make a written request for the resignation of an official.

SECTION 2

If an individual has been asked to resign and has declined, the matter can be placed on the agenda of any Governing Board meeting by vote of four (4) members of the Executive Committee, or three (3) delegates from three (3) different member organizations. The individual whose removal is sought must be notified in writing of this action at least 48 hours in advance of the Governing Board meeting. If notice of this action had been included with the regular agenda of the Governing Board meeting, or if all of the members of the Governing Board have been notified in writing 48 hours in advance of the Governing Board meeting, the Governing Board can conduct a hearing and vote at the meeting.

SECTION 3

During the proceeding 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 choice in these proceedings. The proceedings will take place under the rules of order defined in Article XVII.

SECTION 4

Removal of any elected or appointed official from office requires the approval of three-fourths (3/4) of the voting members present.

ARTICLE XVI - DISSOLUTION

In the event of the dissolution of FACSS, either voluntarily or involuntarily, any funds or assets remaining after discharging all just debts and obligations of FACSS shall be distributed, pro rata, to the member organizations (who are then qualified under IRC 501C3) or to such nonprofit groups, organizations or institutions of learning engaged in the field of analytical chemistry and spectroscopy within the contemplation of Section 170 (C) (2) or Section 501 (C) (3) of the Internal Revenue Code (1954), as decided by a majority of the members of the Governing Board of FACSS.

ARTICLE XVII - RULES OF ORDER

The rules contained in "Robert's Rules of Order Newly Revised (Eleventh Edition)" shall govern FACSS in all cases to which they are applicable and in which they are not inconsistent with the Bylaws or special rules of order of FACSS.

ARTICLE XVIII – TEMPORARY SUSPENSION OF BYLAWS

SECTION 1

The Bylaws of FACSS may be temporarily suspended if the Governing Board determines that this is necessary in order to make decisions in a timely fashion. Suspension of the Bylaws cannot be used to reduce the votes required

for a decision as specified elsewhere in the Bylaws (e.g. changing the requirement for a 2/3 vote to a simple majority).

SECTION 2

At a regular Governing Board meeting, temporary suspension of the Bylaws requires a three-fourths (3/4) vote of the voting members present at the meeting and that the Governing Board has a quorum as defined in ARTICLE V, Section 4. The Governing Board should vote to end the suspension of the Bylaws as soon as the issue in question is resolved. Ending the suspension of the Bylaws requires only a majority of the voting members present at the meeting. Any suspension of the Bylaws will end at the conclusion of a Governing Board meeting.

SECTION 3

The Bylaws may be suspended temporarily for votes between regular Governing Board meetings (ARTICLE V, SECTION 8). This process follows the same procedure described in ARTICLE XVIII, SECTION 2 with the following exceptions. Temporary suspension of the Bylaws between Governing Board meetings requires a three-fourths (3/4) vote of all voting members. Any temporary suspension of the Bylaws between regular Governing Board meetings will end by the earliest of: a) the conclusion of the vote on the issue requiring the temporary suspension of the Bylaws, b) a vote by a majority of the voting members of the Governing Board to end the temporary suspension of the Bylaws, c) 30 days, or d) the start of a regular Governing Board meeting.

ARTICLE IXX – ABBREVIATIONS

The following abbreviations are used within the Bylaws.

EC	SciX Exhibits Chairperson
GBC	Governing Board Chairperson
GC	SciX General Chairperson
LRP	Long Range Planning
PC	SciX Program Chairperson
WC	SciX Workshops Chairperson

As amended:

March 2, 1978
 November 2, 1978
 September 20, 1979
 March 13, 1980
 March 13, 1980
 March 12, 1981
 September 24, 1982
 March 10, 1983
 March 8, 1984
 September 20, 1984
 October 2, 1986
 March 12, 1987
 March 9, 1989
 March 8, 1990
 March 7, 1991
 September 24, 1992
 October 6, 1994
 September 27, 2000
 March 12, 2003
 October 23, 2003
 March 4, 2008
 October 26, 2010
 March 24, 2011
 March 13, 2012
 October 12, 2012
 March 19, 2013

July 8, 2016