

CONSTITUTION

CHICAGO CHROMATOGRAPHY DISCUSSION GROUP

June 23, 1976

Amended:

May 26, 1977

June 18, 2002

Article I - Name

- 1.1 The name of this organization shall be the Chicago Chromatography Discussion Group, referred to in the Articles to follow as CCDG.

Article II - Objectives

- 2.1 The objectives of the CCDG shall be to maintain and promote an interest in and to provide an opportunity for discussion and exchange of information with respect to all fields of chromatography and related separation sciences.

Article III - Membership

- 3.1 Membership in the CCDG shall be open to all persons who indicate an active interest in any field of chromatography and related separation sciences.
- 3.2 Application for membership shall be made by completing and submitting a formal Application form. The Application is to be accompanied by membership dues payment except in the case of students enrolled in a CCDG course, for whom current dues payment is waived.
- 3.3 Privileges and rights of membership are extended only during the period for which dues have been paid unless dues have been waived for specific reasons such as that specified in Section 3.2
- 3.4 The dues of the CCDG will be reviewed periodically by the Membership Committee (Article No. 9.4) and recommendations made to the Governing Board. A two-thirds vote of the Governing Board will be required for approval. The approved dues will become effective during the next fiscal year. Approved changes for the next fiscal year will be announced before the beginning of the fiscal year in one or more of the approved means of communication specified in Section 3.5.

- 3.5 Members and others will be informed of CCDG meetings, schools, and other announcements by general mailings, e-mail, a periodic CCDG Newsletter, and/or its web site: www.ccdg.org.

Article IV - Officers

- 4.1 The officers of the CCDG shall be a President, a President-Elect, a Secretary, a Secretary-Elect, a Treasurer and the Immediate Past President, all of whom shall be members of the CCDG.
- 4.2 The President-Elect and Secretary-Elect shall be elected by the membership at the annual meeting for the term of one year commencing on the first day of July and shall hold office until their successors are elected and installed. The President-Elect shall become President after his term as President-Elect and the Secretary-Elect shall become Secretary after his term as Secretary-Elect. Only individuals whose membership has been in good standing for at least one full year shall be eligible for election as an Officer.
- 4.3 In the event of a vacancy in any of the offices, the Governing Board will fill each vacancy within 60 days for the balance of the unexpired terms of the vacant office except the office of the President-Elect for which a special election is required.
- 4.4 The President shall be vested with the executive authority of the CCDG to preside at meetings and to perform such other duties as may be necessary for the orderly conduct and administration of the affairs of the CCDG.
- 4.5 In the absence of the President, the other officers of the CCDG shall assume the duties of the President in the order designated in Section 4.1
- 4.6 The Secretary shall keep a record of the proceedings of all meetings of the CCDG and of the Governing Board, shall keep a roll of the members and shall give notice of meetings and such other affairs or actions of the CCDG as may be requested by the Governing Board. In the absence of the Secretary at the meetings, the Secretary-Elect shall assume said duties.
- 4.7 The Treasurer shall arrange for the care and proper disbursement of funds. The Treasurer shall submit a financial report to the Governing Board at each scheduled Governing Board meeting or at special meetings related to fiscal matters, and to the Membership at the Annual Meeting.
- 4.8 Any Officer who is unable to complete his/her term due to circumstances beyond their control (i.e. sickness, relocation) will notify the Secretary as soon as

possible. A replacement will be selected according to Article 4.3.

- 4.9 The Governing Board shall have the authority to remove an Officer from office if for any reason the Officer fails to perform his/her prescribed responsibilities. The Officer may be removed by a two-thirds vote of the Board. This issue may be raised at a special meeting of the Board, the next scheduled meeting, or by e-mail discussion. The individual in question should be provided ample but not indefinite opportunity to present a defense prior to the Board's action.

Article V - Governing Board

- 5.1 There shall be a Governing Board consisting of the officers and twelve other members of the CCDG, four of whom shall be elected with the officers at each Annual Meeting. Only individuals whose membership has been in good standing for at least six months shall be eligible for election to the Governing Board.
- 5.2 The terms of members of the Governing Board who are not officers shall be three years. The term of the Immediate Past President shall be one year.
- 5.3 The Governing Board shall meet no less than once in each two month period from September to June of each year. Special meetings of the Governing Board may be called at any time by the President or by any two members of the Board upon at least five business days notice given by mail, e-mail, or telephone.
- 5.4 The Governing Board shall have the authority to act for the CCDG in all matters except those expressly required in these By-Laws to be submitted to the full membership, shall have control of all property belonging to the CCDG and shall have the power to direct the expenditure of the funds of the CCDG.
- 5.5 The presence of a simple majority of the members of the Governing Board at any meeting shall constitute a quorum.
- 5.6 All action taken by the Governing Board shall be by a majority vote of the quorum unless otherwise provided herein.
- 5.7 The Governing Board shall have the authority to remove a governing board member if for any reason the board member fails to perform his/her prescribed duties or responsibilities. The Board Member may be removed by a two-thirds vote of the Board. This issue may be raised at a special meeting of the Board, the next scheduled meeting, or by e-mail discussion. The individual in question should be provided ample but not indefinite opportunity to present a defense prior to the Board's action.

Article VI - Fiscal Year

- 6.1 The fiscal year of the Discussion Group shall be from July 1 to June 30.

Article VII - Financial Matters

- 7.1 The annual dues for membership shall be fixed from time to time by the Governing Board but shall not be changed more frequently than every two years and any change in annual dues shall be effective for the next full year following the year in which the change has been voted by the Governing Board.
- 7.2 Annual dues shall be due and payable by or at the first meeting of the fiscal year of the CCDG.
- 7.3 Any member in default in the payment of dues may be dropped from the rolls of the CCDG as a member at the discretion of the Governing Board.
- 7.4 All checks, drafts or orders for the payment of funds of the CCDG shall bear the signature of the Treasurer. In the absence of the Treasurer, the President and Secretary shall be granted signature approval. The Treasurer will submit monthly financial reports, including copies of the current monthly bank statements, to the President and Secretary.
- 7.5 With the approval of the Governing Board, financial grants may be made to individuals or organizations from time to time, as shall be deemed to be in the interest of the CCDG.

Article VIII - Meetings

- 8.1 The Annual Meeting of the CCDG shall be held in May of each year unless otherwise fixed by the Governing Board.
- 8.2 Special meetings of the CCDG may be held as determined by the Governing Board or upon the written request of twenty-five members of the CCDG wherein said request shall designate a date for such meeting.
- 8.3 Printed and/or electronic notice of regular meetings and the Annual Meeting, designating the content or agenda, place, date, time, and charge shall be given no later than one week prior to the date fixed for such a meeting.
- 8.4 Any member may contact the Board or any of its members on any matter relating to the business, objectives or activities of the CCDG.

- 8.5 Twenty-five members shall constitute a quorum at any meeting called for the purpose of deliberating business or policy matters.

Article IX - Committees

- 9.1 The CCDG shall have eight (8) standing committees, namely: Awards, Communication, Membership, LC-School, GC-School, Program, Finance, and Director's. The chairperson of these committees will be appointed by the incoming President at the first meeting of the new fiscal year unless stated otherwise in the By-Laws. Each committee chairperson will report to the President, unless otherwise stated in these by-laws. Each committee will have at least four members, in addition to the Chairperson. While the Chairperson of each Committee will be a member of the Governing Board, all members of the CCDG will be encouraged to join committees to which they feel they can contribute. The President, with the approval of the Governing Board, may appoint other committees as deemed necessary for the promotion of the objectives, functions and advancement of the CCDG.
- 9.2 The Awards Committee will solicit, prepare and submit nominations for the two annual scholarship awards and the Merit Award to be presented at the Annual Meeting. Awardees will be presented to the Governing Board no later than April 15th of each fiscal year.
- 9.3 The Communication Committee will prepare and maintain periodic newsletters, administer the web-page, prepare technical meeting announcements, and maintain contact with other scientific groups for the purpose of seeking areas of mutual interest.
- 9.4 The Membership Committee will maintain and up-date the membership mailing list, develop new mailing lists for specific areas, manage the annual membership drive during the first month of each new fiscal year, and periodically review any changes to the annual/ lifetime membership dues of the CCDG. (See Article 3.4)
- 9.5 The LC-School Committee will coordinate all activities associated with the LC-School. Such activities will include, but not be limited to, organizing and reviewing the curriculum, coordinating the vendors and speakers, preparing handouts for students (books, notebooks, rulers, calculators, etc.), reviewing laboratory experiments, and assessing the scientific merit of the lectures/laboratory assignments.
- 9.6 The GC-School Committee will coordinate all activities associated with the GC-School. Such activities will include, but not be limited to, organizing and reviewing the curriculum, coordinating the vendors and speakers, preparing handouts for students (books, notebooks, rulers, calculators, etc.), reviewing 9.9laboratory

experiments, and assessing the scientific merit of the lectures/laboratory assignments.

- 9.7 The Program Committee will run and coordinate the technical program of the CCDG. This will include: establishing timely topics for the technical meetings, soliciting speakers and locations for each program. The committee will organize at least four technical meetings and the annual meeting during each fiscal year.
- 9.8 The Finance Committee will prepare and administer the budget, maintain financial records, tax statements, and submit monthly financial statements to the Secretary and President. The committee will review and recommend investment strategies to the Governing Board on a periodic basis, and try to optimize existing or develop new revenue sources, consistent with our Charter. The Treasurer will Chair the Finance Committee.
- 9.9 The Director's Committee will develop criteria and monitor the performance of the Governing Board members and Officers. Mechanisms will be established for recruiting/replacing non-performing/inactive officers/members. The Committee will make recommendations for the slate of officers for each new fiscal year for membership approval, and continue to review and update the existing by-laws. The President will Chair the Director's Committee.

Article X - Amendments

- 10.1 The By-Laws may be amended by a two-thirds vote of the members at a meeting wherein at least a quorum is present or by a two-thirds vote in a mail referendum when authorized by the Governing Board, provided that properly marked ballots are received from at least one-fourth of the membership in any such mail referendum.

Article XI - Seal

- 11.1 The official seal of the CCDG shall be of a type and design as shall be approved by the Governing Board and retained by the Secretary.

Article XII - Dissolution

- 12.1 In the event the CCDG is dissolved for any reason, the assets of the CCDG remaining after payment of all debts shall be conveyed to the Department of Chemistry of Roosevelt University, 430 South Michigan Avenue, Chicago, Illinois, and, if such University is not in existence at the time of such dissolution, then said assets shall be distributed to such other organizations as shall meet similar exemption under the Internal Revenue Code, as may be determined by the

Governing Board.