



THE  
CHROMATOGRAPHY  
FORUM  
OF DELAWARE VALLEY

## CFDV Constitution

Amended September 2003

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### **Article I: NAME**

The name of this organization shall be: The Chromatography Forum of Delaware Valley and is referred to in this Document as the "Forum".

### **Article II: PURPOSE**

The purpose of the organization shall be to foster a spirit of goodwill among those engaged in chromatographic work, and to promote their educational and professional development, and to assume a place in the general scheme of professional societies by participating with them in the exchange of information and discussion of mutual interest.

### **Article III: MEMBERSHIP**

#### **Section I**

Membership in this organization shall be open to anyone interested in fostering exchange of information directly or indirectly related to the field of chromatography.

#### **Section II**

Voting members shall be limited to active members whose dues have been paid for the year during which an election may be held.

### **Article IV: MEETINGS**

The number and type of meetings each year shall be determined by the Executive Committee, or by the President.

### **Article V: OFFICERS**

#### **Section I**

The officers of the Forum shall be paid up members of the Forum. They shall consist of President, President- elect, Secretary, and Treasurer. Each officer shall serve for a term of one year beginning with the first day of July of each year or until a successor shall have been duly chosen. The President-elect shall automatically remain a member of the Executive Committee for the year in which he serves as President.

## **Section II**

The officers shall be elected by the Executive Committee from the Executive Committee at a regular meeting of the committee held in May or June after the general election. Election shall be by majority vote of the Executive Committee members present at such meetings.

## **Section III**

In case of a vacancy in one of the offices, the Executive Committee is empowered to appoint a successor from among its members to the office to serve until the next election.

## **Article VI: EXECUTIVE COMMITTEE**

### **Section I**

The Executive Committee shall consist of no less than 15 and no more than 22 members. Each member shall serve for a term of three (3) years. The terms of office of members of the Executive Committee are to be so arranged that a third of its members are elected to the committee each year. Failure of a member of the Executive Committee to attend three consecutive official meetings of the Executive Committee shall result in automatic resignation of that member. An official meeting is one which is announced at least one week in advance in writing. An Executive Committee member may be excused from attending that meeting by formally contacting the President or Secretary and informing him if a known conflict exists, at least 48 hours before the scheduled meeting time.

An excused absence will be considered a substitute for attendance at that meeting. Failure to attend at least 50% of the Executive Meetings during a meeting year ( from July 1<sup>st</sup> to July 1<sup>st</sup>), shall also result in automatic resignation of that member, (this includes excused absences).

The Secretary will be responsible for maintaining attendance records for Executive Committee meetings and will notify the Executive Committee if any member has met these criteria. After approval by a majority of those Executive Committee members in attendance, the Secretary will notify that member in writing of the Executive Committee action.

### **Section II**

The Executive Committee shall be the legal representative of the Forum to hold and administer all the property, funds, and affairs of the Forum in conformity with the Constitution and Bylaws.

## **Article VII: NOMINATIONS AND ELECTION FOR EXECUTIVE COMMITTEE**

### **Section I**

The President of the Forum shall appoint a nominating committee of three members from the Executive Committee in his first month of office. The nominating committee shall, on or before the regular March meeting of the Forum or not later than the 20th of March if no meeting is

scheduled, submit six or more nominations for the Executive Committee to the Secretary , who shall announce them to the membership at large at the March meeting, or notify the membership by mail. Additional nominations for the Executive Committee may be made but these will be valid only if presented in petition form over the signature of 10 members of the Forum.

## **Section II**

Ballots containing the names of the nominees shall mailed to members as part of the notice for the April or May meeting. Ballots received before the day of the meeting and ballots collected at the meeting will be tallied by an Elections Committee appointed by the President from the membership at large. Certification of the new members of the Executive Committee shall be made to the President during the May meeting. In case of a tie vote, a majority of the Executive Committee present shall decide between the candidates who are tied.

## **Section III**

Any vacancy on the Executive Committee caused by resignation, death, or default may be filled by a person selected by a majority of the Executive Committee present at a regular or special meeting of the Executive Committee.

## **Article VIII: GENERAL MEETINGS OF THE FORUM**

### **Section I**

A general business meeting of the Forum as a whole shall be held each year in June for the purpose of reporting membership, financial, publication, program and other matters to the Forum. Each business meeting will provide adequate opportunities for the members of the Forum to make any suggestions to the Executive Committee. Suggestions to the Executive Committee should be made in writing prior to the general meeting but may be made from the floor during the business meeting and will be properly recorded by the Secretary.

### **Section II**

An extraordinary general meeting shall be called upon the requisition in writing of any 30 members of the Forum, or at the request of the Executive Committee, stating the purpose for which the meeting is required.

### **Section III**

Notice of all general meetings shall be made available to all members within a reasonable time before the date fixed for such a meeting. The agenda shall be stated in the notice.

## **Article IX: FINANCE**

### **Section I**

The general expenses of the Forum, including those incurred in holding formal symposia, will be met from the following sources:

- {1) Any dues assessment set by the Executive Committee.
- (2) Grants such as may be made from time to time by persons or organizations.
- (3) The general treasury: consisting of monies obtained from any activity of the Forum.

## **Section II**

Formal symposia shall normally be financed from the registration fees for the particular meeting.

## **Section III**

- (1) It shall be the responsibility of the Treasurer to receive monies and to keep the accounts of the Forum and to present such reports and account as the Executive Committee may require.
- (2) All checks for expenditures in excess of \$1,500 from the treasury must bear the signatures of two properly authorized officers of the Executive Committee.
- (3) The Executive Committee may require audits of all accounts of the treasury .
- (4) The Treasurer may contract the services of a professional accountant or accounting firm for any auditing required by the U.S. Internal Revenue Service or at the request of the Executive Committee.
- (5) The Treasurer shall be bonded and any required fees shall be paid from the treasury .

## **Article X: ASSOCIATION WITH OTHER GROUPS**

The Chromatography Forum of Delaware Valley shall remain autonomous. However, joint meetings may be held with other professional scientific groups as deemed desirable, and the Chromatography Forum of Delaware Valley may share in the work and expense of such joint meetings as agreed upon with the cooperating group or groups.

## **Article XI: AMENDMENT**

No alteration of this Constitution shall be made other than by a resolution supported by at least two-thirds of those members of the Forum present and voting at an annual general meeting or at an extraordinary general meeting especially convened for the purpose. Such amendments must be approved by two-thirds majority vote of the Executive Committee prior to submission to the voting membership.

## **BYLAWS: ARTICLE I.**

In the event that this organization is dissolved for any reason, including death of any of the members and/or mutual agreement of the members by majority vote, the entire funds and assets of the Forum that may be remaining after liquidation of any and all obligations of the Forum shall be bequeathed to a worthy Department of Chemistry in an educational institution. If such is not in existence at such time, then the assets shall be distributed to other organizations which are then exempt under Section 501 (c)3 of the Internal Revenue Code.

## **ARTICLE II**

In any one year, one dinner meeting of the Executive Committee may be held and paid for from the treasury, provided that (1) the Executive Committee determines that sufficient funds are available for such a meeting and (2) that the meeting is held to conduct normal business of the Forum. Formal minutes shall be recorded of this meeting.

## **ARTICLE III**

The chairperson of each standing committee, and any other members requesting Forum funds, shall submit to the President by July 15 of each year a budget detailing expected income and expenses for the following year. These budgets shall be reviewed and consolidated into a single Forum budget by the Finance Committee, consisting of the Treasurer and four (4) additional paid up members of the Forum appointed by the President. The President shall submit the Forum budget for modification and approval at an official meeting in September of each year following written notification of the Executive Committee. Notification shall be made no less than seven (7) days prior to the meeting and shall include a copy of the proposed budget and the date, time, and location of the meeting. Approval of the budget shall require a two-thirds (2/3) majority of Executive Committee members in attendance. Once approved, no part of the budget shall be altered except by notification of the Executive Committee as above and approval of the alteration by a two-thirds (2/3) majority at an official meeting of the Executive Committee. No expenditure of Forum funds in excess of 110% of the current budgeted amount shall be made.

Adopted: June 1982. Amended: Dec. 1992, Sept. 1996 and Sept 2003.