

Bylaws of the Appalachian Regional Microscopy Society

Article I - Membership and Dues

- Section 1. The categories of membership are: Individual (any person who has an interest in microscopy and supports the purpose of AREMS), Corporate (any commercial corporation that has an interest in microscopy and supports the purpose of AREMS; the corporation shall designate one representative at the current corporate dues rate to receive all membership privileges), Distinguished (any member so elected unanimously by the membership, in attendance at an annual meeting, on the basis of significant contribution to AREMS by service or participation), and Honorary (any person selected by the Executive Committee whose association with the Society is deemed important to society functions).
- Section 2. Individual, Corporate, and Distinguished members in good standing shall have the right to vote in any election or society matter and to hold elective office.
- Section 3. The rates for dues in each category, on the recommendation of the Executive Committee, shall be established by majority vote of the membership at any meeting. Dues shall become payable on January 1 for that calendar year.
- Section 4. Application for membership shall be accompanied by a payment of the current year's dues. Membership shall be approved by a majority vote of the Executive Committee, and new memberships shall be announced in the newsletter.
- Section 5. Members with dues in arrears shall be ineligible to vote on society matters or to hold elective office. Those in arrears for twelve (12) months shall be dropped from the membership. To be reinstated, a member dropped for non-payment of dues must submit an application accompanied by the current year's dues.

Article II - Elections

- Section 1. The Officers of the society shall consist of a President, President-elect, Past President, each with a one-year term; and a Secretary and Treasurer, each with a two-year term.
- Section 2. The elective offices for the society and time of election for each one are: President-elect (each year), Secretary (odd years), Treasurer (even years), and Executive Committee Members-at-Large (each year).
- Section 3. The Nominating Committee, composed of the Past President (Chairman) and the three Members-at-Large of the Executive Committee, shall prepare a slate of two nominees for each office and shall submit, with approval of the Executive Committee, the ballot to the membership in the Summer Newsletter.
- Section 4. Each Individual, Corporate, and Distinguished member in good standing is eligible for nomination, provided that he/she, if elected, will not simultaneously hold elective office in any other society maintaining affiliate society status with either the Microscopy Society of America or the Microbeam Analysis Society.
- Section 5. The ballots shall be returned to and counted by the President and sent to and retained by the Secretary. Ballots will be accepted for thirty (30) days after the mailing date of the Summer Newsletter. A majority vote shall constitute election to office, and a tie shall be resolved by the President.
- Section 6. The results of elections shall be announced by the President at the Annual meeting and in the Winter Newsletter. Those elected shall take office at the close of the Annual Fall Meeting, at which time the President-elect of the previous year becomes the President.
- Section 7. In the event that the President leaves office during her/his term, the President-elect immediately assumes the office and serves to the end of the term that follows. If any other elected officer cannot serve her/his full term, the Executive Committee will appoint a replacement.

Article III - Fiscal Responsibility

Section 1. The Executive Committee shall have the sole authority to select specific financial institutions for the society's accounts.

Section 2. Only the President and Secretary-Treasurer are authorized to sign for the Society's financial accounts.

Article IV - Executive Committee

Section 1. The Executive Committee shall meet two times a year. The meetings shall occur prior to and during the Annual Meeting of the membership.

Section 2. The Executive Committee shall discuss recommendations from committees and individual members and, where appropriate, bring these matters to the general membership for consideration. In addition, the Executive Committee shall, on her/his request, advise the President on committee appointments and society affairs.

Section 3. The Executive Committee, with the advice of the President and membership, shall select the site and appoint a local host for each Annual Meeting.

Section 4. The Executive Committee shall maintain the AREMS Leadership Guide, which details the responsibilities of all officers and Committees, and shall periodically examine the AREMS Leadership Guide to determine whether revision of the document is appropriate. All revisions of this document must be approved by the Executive Committee.

Article V - The Newsletter

Section 1. When the office of Newsletter Editor becomes vacant the President, at the close of the Annual Meeting, shall appoint an Editor to serve a three-year (3) term.

Section 2. The Editor shall select a staff of at least two persons from the membership of the society. The Newsletter staff will meet conjunctively with the Executive committee at the Annual and Interim Meetings.

Section 3. In January and July, the Newsletter shall be mailed by the Editor to all members in good standing in accordance with a list provided by the Treasurer..

Section 4. Each issue of the Newsletter shall contain minimally the following items: a) President's letter; b) Secretary-Treasurer's report; c) upcoming meeting announcement and registration materials; d) official items of business, e.g., Bylaw changes and election ballots; e) dates and deadlines; and f) a list of all corporate members with the name of each member, the company represented, an address and two (2) telecommunication numbers.

Section 5. The newsletter Editor shall provide the Newsletter Publisher the appropriate issue, copy-ready for publication.

Article VI - Other Designated Committees

Section 1. The Audit Committee, composed of the Members-at-Large and the President-elect, who shall serve as Chair, shall audit the financial records of the society at the close of the Treasurer's term of office.

Section 2. The Willmarth Research Award Committee, composed of the Members-at-Large and the Past President, who shall serve ex officio as a non-voting Chair, shall select the recipient of the Willmarth Research Award. The recipient shall be a member of AREMS selected for her/his outstanding contribution to microscopy.

Article VII - Duties of Officers

- Section 1. The President shall direct the activities of the Society, shall preside at all society and Executive Committee meetings, and shall be the society liaison to all affiliated societies. He/she shall appoint ad hoc committees from the Executive Committee or the general membership as necessary. Each ad hoc committee shall be discharged at the close of the appointing President's term unless reappointed by the next President.
- Section 2. The President-elect shall support the President and shall discharge the duties of the President during her/his absence from any meeting. He/she shall administer the absentee vendor/exhibitor program for all meetings and shall serve as Chair of the Audit Committee.
- Section 3. The Past President shall advise and support the President, serve as Chair of the Nominating Committee, and serve ex officio as a non-voting Chair of the Willmarth Research Award Committee.
- Section 4. The Treasurer shall monitor the collection and expenditure of all AREMS funds and shall periodically provide financial reports to the President, the Executive Committee, the general membership by way of the Newsletter, and to the Auditing Committee at the close of her/his term. In addition, he/she shall maintain the membership roster for the Society, the Secretary, and the Newsletter Editor. The Treasurer shall file federal tax form 990-EZ when the financial records of the Society indicate that such filing is required.
- Section 5. The Secretary shall record the minutes of the Annual Meetings, special meetings, and meetings of the Executive Committee and shall maintain the present and past records of the society. In addition, he/she shall make all society documents available to those attending official meetings. All documents and records shall be passed on to the incoming Secretary.
- Section 6. The Members-at-Large will represent the interests of the three main membership components of the society, viz., the Biological Sciences, Corporate, and Physical Sciences and shall serve ex officio on the Audit Committee and with the Past President on the Nominating and the Willmarth Research Award Committees.

Article VIII - Amendments

- Section 1. Amendments to these Bylaws may be proposed by the Executive Committee or by petition to the Secretary by ten percent of the members in good standing. Suggestions for amendments shall be received at any meeting of the AREMS membership.
- Section 2. Proposed amendments shall be promptly submitted for vote by the membership by the Secretary along with signed statements of support and/or opposition for each amendment, and the ballots shall be accepted by the Secretary for thirty (30) days after the mailing date of the proposed amendments. The Secretary shall count the ballots, and the amendment(s) shall be ratified by a two-thirds majority of the votes cast.
- Section 3. Any member in good standing, on request submitted to the Secretary, may witness the counting of the ballots, and the Secretary shall retain the ballots for inspection by the membership at the next Annual Meeting.