

# **CONSTITUTION OF THE WASHINGTON CHROMATOGRAPHY DISCUSSION GROUP**

## **Article I: Name**

I.1 The name shall be the Washington Chromatography Discussion Group (hereafter referred to as WCDG).

## **Article II: Objectives**

II.1 The WCDG is organized exclusively for educational and scientific purposes. It is to promote interest in all areas of chromatography through activities such as lectures, discussions, panels, short courses, and expositions.

## **Article III: Membership**

III.1 Membership of the group shall be open to all those with an active interest in chromatography. (Active members are defined as those who have paid dues as set by the Governing Board)

III.2 The membership of any individual who fails to pay dues or other financial obligations may be terminated by the Governing Board.

## **Article IV: Officers**

IV.1 The officers of the WCDG shall be, President, Immediate Past President, Program Chair/Vice President, Secretary, and Treasurer, all of whom shall be members of the WCDG.

IV.2 Officers shall be elected by the membership for a term of one year commencing on the first day of September and shall hold office until their successors are elected and installed. A meeting for elections will be announced by the President at least 14 days in advance of the meeting.

IV.3 In the event of a vacancy in any of the offices, the Governing Board will fill such vacancy within 60 days for the balance of the unexpired term of the vacant office.

## **Article V: Governing Board**

V.1 There shall be a Governing Board consisting of the officers and six Directors, two of whom shall be elected with the officers at each annual meeting.

V.2 The terms of members of the Governing Board who are not officers shall be three years.

V.3 The Governing Board shall meet no less than twice a year. A special meeting 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 days notice given by mail, fax, telephone, or other appropriate electronic means.

V.4 The Governing Board shall have control of all property belonging to the WCDG and shall have the power to direct the expenditure of the funds of the WCDG.

V.5 The presence of a simple majority of the members of the Governing Board at any meeting shall constitute a quorum.

V.6 All action taken by the Governing Board shall be by a majority vote of the quorum unless otherwise provided herein.

#### **Article VI: Meetings**

VI.1 The annual meeting of the WCDG shall be held in May of each year unless otherwise fixed by the Governing Board. Written notice shall be given of the annual and any other meeting of the WCDG, designating the place and time of the meeting and such notice shall be given no later than two weeks prior to the date fixed for the meeting.

VI.2 Special meetings of the WCDG may be held as determined by the Governing Board or upon the written request of ten percent of the active members of the WCDG wherein said request shall designate a date for such meeting.

VI.3 Any member of the WCDG may, at a meeting of the WCDG, place before the members any matter relating to the business, objectives, or activities of the WCDG.

#### **Article VII: Financial Matters**

VII.1 The fiscal year of the WCDG shall be September 1-August 31.

VII.2 The annual dues for membership shall be fixed from time to time by the Governing Board but shall not be changed more frequently than once per year. Any change in annual dues shall be effective for the next full year following the year in which the change has been voted.

VII.3 Any member in default in the payment of dues will be dropped from the rolls of the WCDG as a member at the discretion of the Governing Board.

VII.4 All checks, drafts or orders for the payment of funds of the WCDG shall bear the signature of the Treasurer or other authorized individuals. The Treasurer and office manager shall be responsible for establishing and maintaining a system of checks and balances such that each should conduct an independent reconciliation of disbursements.

VII.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 WCDG

VII.6 No members of the WCDG shall profit financially from the WCDG. However, reasonable compensation for services rendered and reimbursement payments are acceptable.

VII.7 The WCDG in any activity will comply with Section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future U.S. Internal Revenue Law)

#### **Article VIII: Committees**

VIII.1 The President, may appoint such committees as the Governing Board shall deem necessary, the members of such committees are to serve until their successors are appointed and installed or for the term of the committee.

#### **Article IX: Amendments**

IX.1 The Constitution 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. Members may allow the Governing Board to designate ballots by proxy if such notification is given upon announcement of the amendments.

\* In this case a quorum is defined as 10 % of the active members. If a quorum is not present at the meeting, the vote will automatically be postponed until the next regular meeting.

#### **Article X: Dissolution.**

X.1 Upon the dissolution, the WCDG shall, after paying or making provision for payment of liabilities, dispose of all assets by equal distribution among the Chemistry Departments of the American, Georgetown, Howard, George Washington, Maryland and Catholic Universities.