

PHYTOCHEMICAL SOCIETY OF NORTH AMERICA

BYLAWS

ARTICLE I

TYPES OF MEMBERSHIP

Section 1. There shall be four types of members, Regular, Student, Life and Emeritus.

Section 2. Regular membership is open to any person interested in plant chemistry and biochemistry, and related disciplines upon payment of annual dues, the amount of which shall be established by the Executive Committee. Regular members in good standing may become emeritus regular members and exempt from payment of annual dues upon notification to the Treasurer in writing that they have reached retirement age.

Section 3. Student membership shall be restricted to matriculated students.

Section 4. The designation Life Member is an award or recognition bestowed by the *Society* on members who have made significant contributions to the activities and advancement of the *Society*. Life Members are entitled to all the privileges of regular members for life, and shall be exempt from payment of dues. The Executive Committee must approve each Life Member. It will be the usual procedure for the President to announce new Life Members at an Annual Meeting of the *Society*. All Life Members shall be presented with a suitably inscribed scroll in recognition of the distinction.

ARTICLE II

DUTIES OF ELECTED OFFICERS

Section 1. PRESIDENT. The President shall be the chief executive officer of the *Society*. It shall be the President's duty to preside at the business and general meetings of the *Society*. The President shall have the power to call meetings of the Executive Committee, and shall appoint the members of the standing committees and of new committees authorized by the Executive Committee.

Section 2. VICE-PRESIDENT. The Vice-President shall assist the President as mutually agreed between them, and shall serve as President in the latter's absence. The office of Vice-President shall be considered to be that of President-elect. The President-elect takes office after the president completes his/her term of office.

Section 3. SECRETARY. The Secretary shall be responsible for keeping complete minutes of the Business Section of the Annual Meeting and of all meetings of the Executive Committee. In the absence of the President and Vice-President, the Secretary shall preside at meetings of the Executive Committee. The Secretary shall conduct the correspondence of the *Society* except as otherwise provided, and shall be responsible for distribution of special notices and election ballots and constitutional change ballots to the membership. The Secretary shall be responsible for publication of newsletters and their distribution to the membership. Under exceptional circumstances the Secretary may request the assistance of his or her designate with the issuance of a newsletter.

Section 4. TREASURER. The Treasurer shall collect and receive all moneys due to the *Society* and shall have custody of the funds of the *Society*. All moneys received shall be deposited by the Treasurer in the name of the Society. The Treasurer shall make disbursements for debts against the *Society*, and shall keep a full accounting of the *Society's* financial transactions. The Treasurer shall issue dues notices at the beginning of the fiscal year and dues reminders at the beginning of the second and fourth quarters of the fiscal year to members not current in dues by those dates. The Treasurer shall keep the membership list of the *Society* up-to-date. At the beginning of the fiscal year, and at other times upon request, the Treasurer shall supply the members of the Executive Committee a list of all members in good standing. The Treasurer shall administer the financial policies of the *Society*. At the close of the fiscal year the Treasurer shall prepare an annual financial statement of accounting to be submitted with the accounting books and vouchers to a certified public accountant of the Treasurer's choice or to an Auditing Committee consisting of two *Society* members appointed by the President. Copies of the audited financial statement shall be distributed by the Treasurer to the membership. The Treasurer shall submit to the *Society* at each Annual Meeting an Annual Report of the financial operations and membership information for the current fiscal year to which shall be attached the audited financial statement as at the close of the previous fiscal year. In addition the Treasurer shall include in the Annual Report an interim

financial statement for the current fiscal year as of date within 30 days prior to the Annual Meeting. Auditing of the interim financial statement shall not be required.

ARTICLE III

DUTIES OF THE EDITOR-IN-CHIEF

Section 1. The Editor-in-Chief shall be responsible for the publication of any and all publications derived from the annual Symposium Proceedings.

Section 2. The Editor-in-Chief shall negotiate any publication contracts with commercial publishers as appropriate to the mode of publication and subject to approval by the Executive Committee.

Section 3. The Editor-in-Chief shall conduct all correspondence pertinent to publication of the Symposium Proceedings. If publication of the Proceedings is in a Proceedings volume rather than a peer-reviewed journal, the Editor-in-Chief shall edit all manuscripts for inclusion in the publication.

Section 4. A Co-editor, in the person of the Symposium Chairperson, may assist the Editor-in-Chief.

ARTICLE IV

PUBLICATIONS

Section 1. The *Society* shall publish at irregular intervals at least two newsletters per year. Publication and distribution of the newsletter shall be the responsibility of the Secretary.

Section 2. The *Society* shall arrange for the publication of the Annual Symposium Proceedings, or where possible, arrange for the publication of articles affiliated with the Annual Symposium in a refereed journal, e.g, in a Special Issue of *Phytochemistry*. Royalties from the sale of the Symposium Proceedings shall go to the *Society*. In case of joint meeting with other societies, special arrangements of royalty sharing can be made, provided that these special arrangements are ratified by the Editor-in-Chief prior to the start of the joint meeting. Arrangements for the publication of the Proceedings shall be the responsibility of the Editor-in-Chief. Distribution of

the published Proceedings shall be at the discretion of the Executive Committee.

ARTICLE V

ANNUAL DUES

Section 1. The annual assessment of dues on regular members and student members shall be determined by the Executive Committee.

Section 2. Annual dues shall be payable in advance of January 1 of the fiscal year.

Section 3. A member whose dues are one year in arrears shall cease to be a member of the *Society*. Membership dues not paid by December 31 of the fiscal year are considered in arrears for one year.

ARTICLE VI

MEETING AND BUSINESS

Section 1. A meeting of the *Society* for transacting business, presenting communications and related activities shall be held each year at such place as shall be determined by the Executive Committee. Under exceptional circumstances the Executive Committee may cancel the meeting.

Section 2. Special meetings may be called at the discretion of the Executive Committee.

Section 3. The Executive Committee, during the Business Session of an Annual Meeting, shall appoint in advance the Symposium Chair, and Co-Chair for the Annual Meeting to be held at least two and preferably more years in the future. The Symposium Chair and Co-Chair shall, subject to approval of the Executive Committee, establish the date of the Annual Meeting in question and organize the Meeting and the Program.

Section 4. The program shall consist in part of a Symposium and in part of contributed papers. Speakers of distinguished achievement in their respective fields may participate in the Symposium by invitation of the Symposium Chair and Co-Chair. The granting of honoraria to Symposium

speakers shall be at the discretion of the Executive Committee. Payment of such honoraria shall be made at the time of the Annual Meeting.

Section 5. Contributed papers shall be considered for presentation if at least one author is a member in good standing. However, contributed papers may be accepted from any non-member who is introduced by a member.

Section 6. The Symposium Chair and Co-Chair shall appoint local committee members, including a Symposium Treasurer, to assist in the planning and organization of the Annual Meeting.

Section 7. The extent to which expenses of an Annual Meeting may be underwritten by *Society* funds shall be determined in advance of the Annual Meeting by the Executive Committee. However, all deficit expenditures not covered by registration fees and other fees assessed against the registrant shall be paid and discharged with use of *Society* funds.

Section 8. Following the Annual Meeting, and after all debts of the Meeting have been satisfied and discharged, the local Symposium Treasurer shall submit to the Treasurer of the *Society* an itemized accounting of all receipts and expenditures of the Meeting and all Meeting vouchers. Residual funds remaining in the local Symposium account shall be transferred to the General Account of the *Society*.

ARTICLE VII

OFFICIAL REPRESENTATION

Section 1. Where official representation of the *Society* is desirable the President or the President's designates shall represent the *Society*. All representatives of the *Society* shall serve without remuneration, but at the discretion of the Executive Committee, may be reimbursed for certain restricted expenditures incurred in their representation.

ARTICLE VIII

STANDING RULES

Section 1. The Executive Committee may establish standing rules to meet special or temporary situations and may suspend any existing standing rules for the same purpose.

ARTICLE IX

Section 1. The membership mailing list of the *Society* will be released to private or commercial interests only when in the judgment of the Executive Committee such a distribution will be to the benefit of the *Society*.

Section 2. The *Society* shall be organized exclusively for scientific and educational purposes.

Section 3. No part of the activities of the *Society* shall consist of carrying on propaganda, or otherwise attempting to influence legislation.

Section 4. The *Society* shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of a candidate for public office.

Section 5. No financial obligations shall be incurred on behalf of the *Society* by any officer or member unless authorized by the Executive Committee.

Section 6. The *Society* shall not be organized or operated for profit.

Section 7. No part of the funds of the *Society* shall or may under any circumstances incur to the benefit of any private individual.

Section 8. The *Society* shall not engage in any transactions that result in the diversion of any part of its funds to any officer or member of the *Society*.