

## **ISIMS Constitution**

### **ISIMS Constitution 2025 revision**

## **International Society for Ion Mobility Spectrometry**

### **CONSTITUTION**

#### **Article I – Name and Purpose**

##### **Section 1: Name**

The name of the organization shall be the International Society for Ion Mobility Spectrometry (ISIMS) hereinafter referred to as “the Society”.

##### **Section 2: Purpose**

The purposes of this Society are to:

1. Promote the use of ion mobility spectrometry (IMS) and gas phase ion-molecule chemistry as an analytical technique;
2. Promote education on IMS theory and practice;
3. Provide opportunity for the free exchange of ideas and information on IMS through yearly conferences, poster sessions, vendor exhibits;
4. Encourage the spirit of unity and cooperation among Society members to advance the Society’s objectives.

##### **Section 3: Restrictions**

This Society is open to those using IMS (as a stand-alone technique or in combination with other analytical instruments) or with a strong interest in IMS as an analytical technique. The Society shall be restricted to dues paying members or those exempt from dues in accordance with the Constitution (see Article III) as approved by the Board (see Article IV).

## **Article II – Membership**

### **Section 1: Requirements**

Membership is extended to anyone, in particular to all scientists, engineers, management and sales personnel, and university students who are interested in the development and / or application of IMS as an analytical technique or are interested in gas phase ion-molecule chemistry. Members are expected to conduct themselves professionally and in accordance with the ISIMS code of conduct. Membership application or renewal may be rejected if an applicant's conduct is deemed to be unprofessional such that it may bring the Society into disrepute (see Bylaws Article I Section 1).

## **Article III – Dues**

### **Section 1: Society Dues**

Affiliated Member status may be purchased through the official ISIMS website. For those attending the Annual Conference, the dues are waived for that year's full Membership. Established Members in retirement are exempt from paying dues (see Bylaws Article II).

## **Article IV – Board of Directors**

### **Section 1: Board of Directors**

The policy-making body of the Society shall be the Board of Directors, hereinafter referred to as "the Board". The Board shall consist of the Officers and Members at Large as voting members. An honorary voting position on the Board shall be the Chair of the Advisory Panel. The Chair of the Board shall be the current President.

Additionally, the Organizers of the present and of the upcoming Annual Conferences may serve as non-voting members until one year has passed after their conference.

## Section 2: Officers

The Officers of the Society shall be a President, President Elect, Past President, Secretary, Treasurers (2), Technical Program Chair, Nominations Chair, Membership Officer, Webmaster, and Sponsorship Liaison each elected by the Board for two (2) years, except the Treasurers (2) and Webmaster who will be elected for five (5) years. Officers completing their official term of duty and not qualifying, or not eligible to take up further official duties, shall be eligible to serve on the Advisory Panel as decided by the Board.

## Section 3: Members at Large

Member at Large shall serve alongside the Officers on the Board, each elected by Members of the Society for two (2) years. Members at Large completing their official term of duty and not qualifying, or eligible to take up further official duties shall stand for re-election as a Member at Large or cease to serve on the Board. Current and past Members at Large are eligible to serve as Officers (see Bylaws Article III).

## Section 4: Advisory Panel Chair

An honorary voting position on the Board is held by the Chair of the Advisory Panel. The Advisory Panel Chair shall be elected by the Advisory Panel for two (2) years.

## Section 5: Eligibility and Duties

Eligibility requirements and duties of members of the Board shall be as prescribed in the Bylaws (see Bylaws Article III and Article IV).

# **Article V – Election**

## Section 1: Officers and nomination

The Officers are elected for a two (2) year period by members of the Board with the following exceptions:

1. The President and the Past President. The President Elect will automatically become President after two (2) years serving as President Elect and the President will become the Past President after serving for two (2) years as President.
2. The Treasurers and Webmaster are each elected for a period of five (5) years.

Eligible Members that may be nominated for Officers of the Board are defined by Bylaws Article III, Section 2. Nominations for Officers of the Board shall be presented to the Board by the Nominations Chair. Elections shall be completed by ballot of voting members of the Board during the Annual Board Meeting.

#### Section 2: Member at Large and nomination

The Members at Large are elected for a two (2) year period by the Members of the Society.

At the beginning of the Annual Conference the Nominations Chair shall announce any open Member at Large positions and call for nomination of eligible Members (see Bylaws Article III Section 3).

Nominations for Members at Large shall be presented to the Members of the Society by the Nomination Chair during the Annual Conference, at least one (1) day before the elections. The nominated candidates will have the opportunity to present themselves to the Members of the Society. Elections shall be completed by secret ballot during the Annual Conference.

#### Section 3: Advisory Panel and nomination

Officers completing their official term of duty and not qualifying, or not eligible to take up further official duties, shall be eligible to serve on the Advisory Panel as voted on by the Board (see Bylaws Article III, Section 4).

Nominations for Advisory Panel membership shall be presented to the Board by the Nominations Chair and elections shall be completed by ballot of voting members of the Board during the Annual Board Meeting.

#### Section 4: Advisory Panel Chair and nomination

The members of the Advisory Panel will appoint the Advisory Panel Chair who will hold an honorary voting position on the Board. The Advisory Panel Chair will be elected by the Advisory Panel for two (2) years.

Nominations for Advisory Panel Chair shall be presented to the Advisory Panel by internal nomination. Elections shall be completed via ballot of the Advisory Panel using the ranked choice voting method, at a schedule agreed by the Board to ensure the honorary voting rights of the Advisory Panel Chair are fulfilled.

### **Article VI – Meetings**

#### Section 1: Annual Conference

There shall be an annual meeting of the Society and its membership referred to as the Annual Conference. This meeting shall fulfil the requirements of the Constitution, Article I Section 2.

#### Section 2: Annual General Meeting

There shall be an Annual General Meeting of the Society and its membership during the Annual Conference. This meeting shall provide opportunity for the Board to conduct Society business which requires participation of the Society's membership (e.g. election of Members at Large, amendment of the Society's Constitution and Bylaws).

#### Section 3: Annual Board Meetings and Interim Board Meetings

The Board shall meet at least once a year at the Annual Conference, preferably in person. The Board shall meet virtually on a regular basis between conferences. These meetings shall allow the Board to discuss and, if necessary, vote on Society business.

#### Section 4: Special Meetings

Special meetings may be called by the Chair of the Board, or upon petition generated by at least three members of the Board.

#### Section 5: Meeting Quorum

No quorum is set for the Annual General Meeting of the Society. For the Board to conduct Society business a quorum is set for the Annual Board Meeting, Interim Board Meetings and Special Meetings as the majority of the Board.

#### Section 6: Procedure

The rules of procedure contained in Robert's RULES OF ORDER, REVISED shall be used in the conduct of business of the Society in all cases that are not covered by the Constitution, Bylaws, or other special rules of this Society.

### **Article VII – Committees**

#### Section 1: Committees

Standing committees can be initiated by the Board. Committees may have a temporary nature as defined by the Chair of the Board.

### **Article VIII – Constitution Amendments**

#### Section 1: Procedure

Amendments must be proposed in writing over the signed petition of at least ten (10) Society Members and presented to the Board at least 30 days prior to a Board Meeting (Annual or interim). The Constitution may be amended by a two-thirds vote of the Society Membership present at any Annual General Meeting or Special Meeting. The Board must give notification of the vote on a proposed amendment at the beginning of an Annual General Meeting or 30 days prior to a Special Meeting. The vote shall take place during the Annual General Meeting or Special Meeting.

## **BYLAWS**

### **ARTICLE I – Membership**

#### **Section 1: Admission to Membership**

Admission to membership of the Society shall be in accordance with the rules outlined in the Constitution, Article II.

The Society has sole right and discretion to determine whether to accept an application for Member or Affiliate Member, and may reject admission to membership (including attendance of the Conference) with or without explanation.

#### **Section 2: Member**

Any participant of the Annual Conference will have membership for two (2) years as follows; Member status for one (1) year from August 1<sup>st</sup>, followed by Affiliated Member status for a further one (1) year as a result of non-attendance at the Society's following Annual Conference.

Member status shall allow;

1. Access to the Society's Annual Conference (subject to payment of the Annual Conference registration fee)
2. Access to the Society's virtual networking events;
3. Access to the immediately previous year's Annual Conference book of abstracts;
4. Inclusion of the applicant to the Society's mailing list.

Member status shall grant voting rights when in attendance of the Annual General Meeting.

### Section 3: Affiliate Member

Any person joining via the Society website and not attending the Annual Conference is an Affiliate Member of the Society for one (1) year, or part year until the last day of the month in which the next Annual Conference occurs (whichever is sooner).

Applicants may be asked to provide evidence to support granting Affiliate Member status such as, but not limited to, a CV or a presentation demonstrating their scientific interests in relation to the Society.

Affiliate Member status shall allow;

1. Access to the Society's virtual networking events;
2. Access to the immediately previous year's Annual Conference book of abstracts (condensed without Members contact details);
3. Inclusion of the applicant to the Society's mailing list.

Affiliate Member status shall not grant voting rights during the Annual Conference.

## **ARTICLE II – Dues**

### Section 1: Society Dues

The requirements of those subject to pay Society dues are defined in the Constitution, Article III. Society due fees are defined by the Board every year prior to the Annual Conference and are published on the Society's website.

## **ARTICLE III – Eligibility of Directors and Advisory Panel**

### Section 1: Board of Directors



The Board shall consist of the Officers and four (4) Members at Large as voting members. All Board members must maintain current membership of the Society (Member or Affiliate Member).

An honorary voting position on the Board is held by the Chair of the Advisory Panel.

## Section 2: Officers

Officers consist of the following positions: President, President Elect, Past President, Secretary, Treasurers (2), Technical Program Chair, Nominations Chair, Membership Officer, Webmaster, Sponsorship Liaison, and Advisory Panel Chair. Any candidate for these positions shall have been a Member of the Society for a minimum of two (2) years (consecutive or non-consecutive) and served as a Member at Large before taking office, or previously served as an Officer of the Board.

## Section 3: Members at large

Any candidate for the Member at Large positions shall have been a Member of the Society for a minimum of two (2) years (consecutive or non-consecutive) before taking office.

## Section 4: Advisory Panel

Officers completing their official term of duty and not qualifying, or not eligible to take up further official duties, shall be eligible to serve on the Advisory Panel as voted on the Board. Due to their special advisory role, Advisory Panel members are not required to maintain Member or Affiliate Member status to serve, but rather should continue active involvement with Society and Board business.

## Section 5: Advisory Panel Chair

An honorary voting position on the Board is held by the Chair of the Advisory Panel. The Advisory Panel Chair will be elected by the Advisory Panel from members of the Advisory panel (see Bylaws Article III Section 4) for two (2) years.

## Section 6: Term

The term of office for members of the Board shall commence at the end of the applicable Annual Conference.

## Section 7: Disqualification of Board or Advisory Panel membership

The Board may cause the removal and replacement of a Director for irregular attendance at Board meetings (interim or annual) or failure to fulfil their responsibilities upon a two-thirds vote of the Board. The removed Director will additionally be disqualified from standing for re-election at the next Annual Board Meeting or Annual General Meeting.

Vacancies created on the Board shall be addressed through the Bylaws Article IV.

The Board may cause the removal of an Advisory Panel member for irregular attendance at Board meetings (interim or annual) or failure to fulfil their responsibilities upon a two-thirds vote of the Board.

# **ARTICLE IV – Vacancies of Board of Directors**

## Section 1: Procedure

If a vacancy occurs within the Board (including the AP Chair position) during the elected term, the Board may vote to appoint a qualified Member of the Society to serve for the balance of the term. Eligibility as detailed in the Bylaws Article III shall apply.

In extraordinary circumstances a vacancy on the Board may remain empty until the next Annual Board Meeting. The Board must ensure all Society business can continue to be executed in these circumstances.

# **ARTICLE V – Duties of the Board of Directors**

## Section 1: Board of Directors

The Board will be composed of Directors as defined in the Constitution Article IV.

Duties shall be to:

1. Promote the work of the Society, including the Annual Conferences;
2. Serve as the policy-making body of the Society;
3. Set immediate goals for the current administrative year, and long-term plans and goals for future development;
4. Serve as the Finance Committee with responsibility for approval of the annual budget;
5. Complete the annual financial audit during the Annual Board Meeting;
6. Serve as an evaluation committee to report on membership, meetings, programs, and other activities;
7. Continuously monitor activities in the Society to assure that Board policies are being observed;
8. Participate in Annual Conferences and Board Meetings and Special Meetings of the Society;
9. Vote on all Board business when a vote is mandated.

## Section 2: President

Duties shall be:

1. Responsible to the Board for the satisfactory operation of the Society in accordance with the Constitution and the Bylaws established by the Board;
2. Preside at all Board Meetings and Special Meetings of the Society;
3. Sign all written contracts on behalf of the Society as authorized by the Board or delegate this signing authority to an appropriate individual including the Conference Organizer;
4. Following term as President, serve on the Board as Past President for the next two (2) program years;
5. Signature authority in the absence of the Treasurers.

## Section 3: President Elect

Duties shall be:

1. In the absence of the President, perform the duties of the President;
2. Perform such other duties pertaining to the office as designated by the President;
3. Following term as President Elect, serve on the Board as the President for the next two (2) program years.

#### Section 4: Past President

Duties shall be to:

1. Support the President and the entire Board.

#### Section 5: Secretary

Duties shall be to:

1. Take minutes of all Board Meetings, Special Meetings, Annual General Meetings and send minutes to the members of the Board.
2. Perform such other duties pertaining to the office as may be designated by the President.

#### Section 6: Treasurer

Duties shall be to:

1. Assume responsibility for the funds of the Society and deposit them in a depository approved by the Board;
2. Assume responsibility for the funds of any Endowment Fund (i.e. the Dr David A. Atkinson Endowment Fund);
3. Assume responsibility for overseeing careful investment of any Endowment Fund with the goal of providing annual student travel awards for attending the Annual Conference.
4. With the Conference Organizer, concur with written conference contracts as authorized by the Board;

5. Pay all bills that fall within the budget, provided the invoices are approved by the official responsible for the activity;
6. Pay all other bills which are duly approved by the Board. Bills below \$500 do not need approval by the Board but the Board does need to be notified with a reasonable time for response (minimum one (1) week);
7. Keep accurate and up-to-date books of account of receipts and expenditures which shall be open at all times for inspection by the Board;
8. Make such reports as designated by the President.

The Board shall serve as the Finance Committee with responsibility for approval of the annual budget.

#### Section 7: Technical Program Chair

Duties shall be to:

1. Assemble a suitable review panel for assessment of abstracts submitted to the Annual Conference;
2. Assume responsibility for the technical content and copy-editing of abstracts for acceptance to the technical program;
3. Inform the authors of submitted abstracts by the due date agreed by the Board, whether their abstract has been accepted or rejected;
4. Compile the technical program for the Annual Conference in accordance with the Conference Organizers' specified format for approval by the Board.

#### Section 8: Nominations Chair

Duties shall be to:

1. Engage with the membership, promote the work of the Society including that of the Board, survey for potential members of the Board and encourage their future participation;
2. Explain the composition and work of the Board at the start of the Annual Conference;
3. Invite nominations from the membership at the start of the Annual Conference in the years requiring Members at Large vacancies to be filled;
4. Organize an occasion in the program of the Annual Conference for nominees to present themselves to the membership in order for them to articulate their

experience in IMS and their visions for the future work of the Society, organize a voting session during the Annual Conference, and inform the membership of the results.

#### Section 9: Membership Officer

Duties shall be to:

1. Manage and update the membership records;
2. Be involved throughout the registration process to identify first-time Annual Conference attendees to Organizers and Board Members, to facilitate identification of suitable pairing of mentors and networking contacts;
3. Liaise with the Webmaster to maintain membership emailing lists up to date.

#### Section 10: Webmaster

Duties shall be to:

1. Assume responsibility for the maintenance and improvement of the Society's website;
2. Assume responsibility for enabling communicating with the Society's membership and maintaining the Society's emailing list.

#### Section 11: Sponsorship Liaison

Duties shall be to:

1. Assume responsibility for liaison with potential sponsors for the solicitation of support, e.g. financial, technical, promotional work of the Society;
2. Assume responsibility for all correspondence relating to sponsorship.

#### Section 12: Members at Large

Duties shall be to:

1. Support the work of Board, including attending Annual Conferences and Board meetings;
2. Support and promote the work of the Society.

Section 13:           Advisory Panel Chair

Duties shall be to:

1. Support the Board, including attending Board Meetings;
2. Hold the honorary voting position on the Board, representing the Advisory Panel;
3. Communicate with the members of the Advisory Panel and carry out voting survey when a vote is required by the Board, using the majority vote to convey to the Board;
4. Support and promote the work of the Society;
5. Advise and support Conference Organizers.

**ARTICLE VI – Duties of the Advisory Panel**

Section 1:   Advisory Panel

Duties shall be to:

1. Support the Board, including attending Board Meetings;
2. Vote on Advisory Panel business when a vote is mandated;
3. Support and promote the work of the Society;
4. Advise and support Conference Organizers.

**Article VII – Nominating and Election Procedure**

Section 1:   Nomination

Nominations shall be conducted in accordance with the Constitution, Article V.

## Section 2: Procedures and Time of Election

The election of Officers shall be via ballot of the Board during the Annual Board Meeting, as outlined in the Constitution, Article V, Section 1.

The election of Members at Large shall be overseen by the Nominations Officer as outlined in the Constitution Article V, Section 2. The Society's Members shall vote via secret ballot during the Annual Conference and results announced at the Annual General Meeting.

## **ARTICLE VIII – Meetings**

### Section 1: Annual Conference

The Annual Conference shall be organized and overseen by the Conference Organizer (and supporting Committee) on behalf of the Board.

### Section 2: Annual General Meeting

The Annual General Meeting and Society business shall be overseen by the Chair of the Board.

### Section 3: Annual Board Meeting and Interim Board Meetings

The Board shall meet at the Annual Board Meeting, held in conjunction with the Annual Conference. All annual reports will be presented to the Board, and business needing discussion and Board approval will be actioned. Nominations of Officers and Advisory Panel members will be presented in accordance with the Constitution, Article V and installed in accordance with the election procedure in the Bylaws Article VII.



The Board will establish a schedule of Board Meeting, with Interim Board Meetings being held virtually. These meetings shall be used to discuss on-going Society business and, when necessary, complete voting as the necessity arises.

## Section 2: Special Meetings

Special Meetings of the Society may be called for a specific purpose only. No other business may be transacted at this meeting. Special Meetings may be called by the Chair of the Board, or upon petition generated by at least three members of the Board.

Special Meetings that require the inclusion of Members of the Society shall be given a 30 day notice before the meeting is convened.

## **ARTICLE IX – Committees**

### Section 4: Committees

Committees may consist of an editorial, finance, conference organization or other Committees of another special nature. The scope and boundaries of the Committee shall be defined by the Board when voting to form the Committee.

A Committee Chair shall be nominated by the Chair of the Board and approved by Board.

The Committee Chair must ensure the Committee refers back to the Chair of the Board to agree where board approvals are required on key decisions. The Chair of the Board shall facilitate and ensure Committee matters are voted on by the Board in a timely manner.

## **ARTICLE X – Bylaw Amendments**

### Section 1: Procedure

Amendments must be proposed in writing over the signed petition of at least ten (10) Society Members, or a Director of the Board, and presented to the Board at least 30 days prior to a Board Meeting. The Bylaws may be amended by a two-thirds vote of the Board present at any Board Meeting or Special Meeting.