

## **1. Society Name**

The name of the Society is "Irish Mass Spectrometry Society" or "IMSS".

## **2. Purpose**

The purpose of the IMSS shall be to promote and disseminate knowledge of Mass Spectrometry and to provide a forum for practitioners of Mass Spectrometry.

## **3. Membership**

Membership of the IMSS is open to any individual over 18 years of age, who has an interest Mass Spectrometry.

## **4. Management**

The Management of the IMSS lies with the Executive Committee, the members of which shall comprise the Officers and the General Members. The Officers are Chair, Vice-Chair, Treasurer, Secretary and Communications Secretary.

The General Members shall comprise up to six Members of the IMSS, elected by the membership, and up to three Co-opted Members, appointed by the Committee.

On the resignation of an Officer or Committee Member between AGMs, the vacant position will be filled by a "Casual" appointment, elected by the Committee. The Casual Member will have all powers vested in the vacated post.

## **5. Duties of the Officers**

The Executive Committee is responsible for the running of the Society. The Treasurer and General Secretary shall be the named signatories on all IMSS financial matters.

### **Chair**

The Chair of the IMSS has a 2 year term of office. The individual is elected from the committee of the IMSS. The individual in this role chairs all meetings of the IMSS. The chair is responsible for ensuring the actions arising from committee meetings are implemented.

### **Vice-Chair**

The Vice-Chair of the IMSS has a 2 year term of office. The individual is elected from the committee of the IMSS. The Vice Chair automatically replaces the Chair at the end of their term in office. The Vice Chair can perform the duties of the Chair in their absence. Other than the Chair, Vice chair can be held by an officer or general member of the IMSS.

### **General Secretary**

The General Secretary of the IMSS has a 4 year term of office. The individual is elected from the committee of the IMSS. The Secretary is responsible of the minutes of IMSS meetings and for carrying out duties as agreed at committee meetings.

The Secretary is responsible for:

- Providing a central point of contact for all enquires (from members and non-members).
- Maintaining the list of members and their contact details in accordance with data protection requirements.
- Arranging and booking venues for meetings.
- Arranging food and refreshments at meetings.
- Dealing with all aspects of registration.
- Dealing with the administrative aspects of the meetings including liaising with the meeting venue Manager.
- Main contact between vendor sponsors and the committee and is responsible for securing meeting sponsorship.
- The Secretary is co-signor on IMSS cheques.

### **Treasurer**

The Treasurer of the IMSS has a 4 year term of office. The individual is elected from the committee of the IMSS. The Treasurer is responsible for:

- The funds of the IMSS and depositing them in banks designated by the Committee
- Making a complete and accurate report of the finances of the IMSS at each Annual General Meeting of the Members or at any other time, upon its request, to the Committee.
- The Treasurer is co-signor on IMSS cheques.

### **Communications Secretary**

The Communications Secretary of the IMSS has a 4 year term of office. The individual is elected from the committee of the IMSS.

The Communications Secretary is responsible for the Bi-Annual IMSS Newsletter

The Communications Secretary is responsible for:

- The Bi-Annual Newsletter, The Fragment, which is published in January and July.
- The website and social media related to IMSS activities.
- Publicising the activities of the Society.
- Actively inviting contributions to the newsletter.
- Being alert to new ideas to publicise the society and bring any such ideas to the committee for review.
- Being proactive in organizing contributions as a record of conferences attended.

### **IMSF Delegate**

The IMSF delegate of the IMSS has a 2 year term of office. The individual is elected from the committee of the IMSS. The individual must represent the IMSS at the IMSC where possible. The IMSF delegate must:

- Disseminate information and matters arising from the IMSC to all committee members in a timely fashion.
- Liaise with the committee where voting on medals/awards is required, before a vote is cast.

## **Ordinary Committee Member**

Committee members must:

- Attend the meetings of the IMSS (minimum of 1 annually).
- Contribute to the meetings and the development of the IMSS Committee and complete actions as assigned by the committee.
- Take responsibility for securing speakers for meetings when requested by the committee.

## **6. Duties and Powers of the Committee**

The Committee shall meet at least twice per annum and shall arrange at least one annual Scientific meeting on mass spectrometry in May of each year.

A quorum of not less than one half of the voting members of the Committee shall be required. The Chair shall have a casting vote.

The voting members of the committee comprise: the Officers and the General Members, including those filling a casual vacancy.

The Committee shall have the power to levy, at its discretion, an annual membership fee or meeting charge. The amount shall be decided annually by the Committee.

The Committee can co-opt up to three Members, who will not be voting members of the Committee.

The Committee shall be responsible for the maintenance of the records of the Society's Membership.

In the event of either voluntary or involuntary dissolution of the IMSS, the funds and assets of the IMSS remaining after discharging all just debts of the IMSS, or of its officers in the name of the IMSS, shall be distributed by the Committee to a charitable organisation or institution with similar objectives to those of IMSS. The selection of the recipient or recipients shall be by the majority vote of the Membership of the Committee in office at the time of dissolution, but in no event shall the assets be distributed to any Members of the IMSS.

The Committee can appoint any of its Membership to any other position or to perform any role that may be found necessary from time to time. However, any proposals to increase the number of Officers of the Society shall require the approval of the Membership of the Society at the next General Meeting.

The Committee can elect from within its Membership sub-committees whose purpose is to undertake specific tasks. Any such sub-committee shall have a Committee Member as its Chair but may itself appoint other Members of the Society whether or not they may be Members of the Committee. Such appointed sub-committee Members shall have no right to attend or vote at Meetings of the Committee.

## **7. Changes to the Committee**

In the event that during the term of office of the Committee, a position on the Committee becomes vacant, the Committee may appoint any eligible person from amongst the members of the Society to fill this casual vacancy. Any person so appointed shall serve as a Member of the Committee until the next Annual General Meeting at which time an election shall take place to fill this vacancy and other vacancies that occur as described below. Any person appointed to fill a casual vacancy shall be eligible for immediate election to the Committee.

The Chair and Vice-Chair shall each hold office for a two-year period. Other than in exceptional circumstances, at the end of this period the outgoing Chair will assume the role of Immediate Past Chair for a period of two years and the Vice-Chair will become Chair. The Committee shall thereupon elect a Vice-Chair from the elected members of the Committee by a simple majority.

Notwithstanding the above the Officers will hold their stated office for a period of four years. Other than in exceptional circumstances, at the end of this period an officer not taking up a different vacant Officer post shall retire from the committee.

Other than in exceptional circumstances, no General Member shall serve on the Committee for more than four years consecutively. However, if they accept a position as an Officer they will be eligible to see out the full duration of that Office.

Co-opted Members serve until the next AGM, Co-opted Members shall be eligible for immediate election to the Committee.

After retirement from the Committee in accordance with Clauses above, Members of the Committee become eligible to stand for re-election, at the next election after the one at which they retired.

The election of the Committee shall take place at the Annual General Meeting. All changes in appointments will take effect on the first day of June following the AGM which is held in May.

Prior to the Annual General Meeting, the General Secretary shall arrange for a list of the Members of the Committee who will be retiring from the Committee to be made available to each Member of the Society and shall invite nominations to fill the vacancies.

Any two Members of the IMSS may nominate another member to the committee by proposing and seconding that member. If the number of Members seeking election will result in a committee of ordinary committee members of more than 8 then a ballot must be held to select the number of electable committee members by majority vote.

## **8. Arrangements for Annual General Meeting**

Notice of an Annual General Meeting shall be sent to every Member at least three weeks before the date on which the Meeting is to be held. The AGM shall include the following:-

- Minutes of the previous Meeting and matters arising
- Chair's Report
  - Committee Membership
  - Retiring Committee Members
  - Retiring Committee Officers
- Treasurer's Report
- Election of Officers and General Members of the Committee
- Any Other Business

## **9. Amendments to the constitution**

Any proposed amendment to the Constitution of the IMSS must be signed by at least three Members of the Committee or by 20 other Members of the IMSS, and be submitted to the Secretary at least 3 weeks before the Annual General Meeting of the IMSS. The Secretary shall send the proposed amendment to every Member within a reasonable time and in any event no later than the date upon which the notice of the AGM. After the amendment has been discussed at a General Meeting of the IMSS, it will be voted upon. If two thirds of the voters are in favour of the proposed amendment, it shall be adopted.