

**BY - LAWS  
of the  
NATIONAL ASSOCIATION OF SCIENTIFIC MATERIALS MANAGERS**

**ARTICLE I  
MEMBERSHIP**

**SECTION 1.** Regular membership shall be extended to persons engaged in laboratory management and/or the administration, purchasing or use of scientific materials for use at their place of employment.

- a. Persons who are employed in sales or marketing by vendors or distributors of scientific materials are not eligible for Regular Membership.
- b. Unemployed or retired members are eligible to continue Regular membership.
- c. Regular members who change jobs so that they no longer meet the criteria for Regular membership shall have their Regular membership terminated at the end of the membership year. At such time, they may choose to change their status to Associate Member, if they meet the requirements for Associate membership described in Section 2.
- d. Regular members employed at for-profit organizations may not be eligible for all NAOSMM Vendor Discounts. Eligibility is determined by the Board of Directors on a case-by-case basis.

**SECTION 2.** Associate membership shall be extended to any person who has held Regular member status who changes employment and no longer meets the criteria for Regular membership. Associate members may not hold office or vote on matters submitted to the Regular membership. Persons who are employed in sales or marketing by vendors or distributors of scientific materials are not eligible for Associate Membership. Associate members are not eligible for NAOSMM vendor discounts.

**SECTION 3.** Corporate membership shall be extended to companies/corporations who are manufacturers/vendors of scientific materials and not to individuals who qualify for regular membership. Corporate members may not hold office or vote in matters submitted to the regular membership for votes. Corporate members may designate up to three (3) corporate officers as their representatives.

**SECTION 4.** Honorary membership shall be conferred by the Board of Directors upon persons rendering outstanding service to NAOSMM. The membership may submit names to the Board of Directors for consideration for Honorary membership. Honorary members may not hold office or vote in matters submitted to the regular membership for votes.

**SECTION 5.** Lifetime membership may be conferred upon a member at retirement following notification of NAOSMM by the member. Persons eligible for Lifetime membership must have been a member of NAOSMM for 10 years prior to retirement. "Retirement" shall be defined as withdrawal from active working life and/or an eligibility to receive retirement benefits from an employer. Lifetime members may not hold office or vote in matters submitted to the regular membership for vote.

\* Members granted Lifetime status prior to July 31, 2003 shall retain Lifetime membership status regardless of employment status.

\*Members granted Lifetime status prior to July 31, 1998 have been grandfathered and retain voting and office holding status.

**SECTION 6.** The above membership categories are mutually exclusive. No individual or entity may hold membership in more than one category. Memberships are not transferrable to another person.

## **ARTICLE II MEMBERSHIP DUES**

**SECTION 1.** Regular membership dues shall be established by the Board of Directors.

**SECTION 2.** Associate membership dues shall be established by the Board of Directors.

**SECTION 3.** Corporate membership dues shall be established by the Board of Directors.

**SECTION 4.** Honorary Membership: There shall be no dues assessed for Honorary membership.

**SECTION 5.** Lifetime Membership: There shall be no dues assessed for Lifetime membership.

**SECTION 6.** Membership Dues Payment: Failure to submit dues payment within sixty (60) days after the due date will result in membership termination as specified in the Constitution, Article 1, Section 4.

## **ARTICLE III ANNUAL MEMBERSHIP MEETING**

**SECTION 1.** The Annual Business Meeting of the membership is for the purpose of transacting such business as may be necessary.

**SECTION 2.** Election of Officers shall be conducted at the Annual Meeting every other year in conjunction with the end of an administrative term. Absentee ballots may be submitted electronically up to 38 hours before the Annual Meeting.

**SECTION 3.** At any Annual Meeting of the membership, the members present shall constitute a quorum for the transaction of business.

**SECTION 4.** "ROBERTS RULES OF ORDER" shall govern all proceedings of the NAOSMM. A Parliamentarian shall be appointed for each Annual Meeting.

## **ARTICLE IV ELECTION PROCEDURES**

**SECTION 1.** Members seeking election to office shall send a Letter of Candidacy to the Election Committee Chair, thirty (30) days prior to the Annual Meeting. The Letter of Candidacy shall designate: 1) the office that is being sought, and 2) the qualifications of the member for that office. The Chair of the Election Committee shall send copies of all Letters of Candidacy to the Board of Directors.

**SECTION 2.** Nominations from the floor may be accepted from a member at the Annual Meeting nominating himself/herself or another person. The nominator shall give a concise statement of the nominee's qualifications at the time of the nomination.

**SECTION 3.** In the event that only one (1) person has been nominated for a particular office, the

membership present at the Annual Business meeting will be asked to ratify, by simple majority, the election of that person. If two or more people are nominated for a particular office, an election shall be held by the voting members present at the Annual Business meeting. Absentee ballots shall be included. Those candidates receiving a plurality of the votes cast for the respective office shall be declared the winner. The president will vote in the same manner as all other members, however, his/her vote will only be used to break a tie for a particular office.

**SECTION 4.** All candidates elected shall assume office at the close of the conference in which they were elected.

## **ARTICLE V COMMITTEES**

**SECTION 1.** Appointments of committee chairs shall be made by the President of the NAOSMM with the advice and consent of the Board of Directors. Committee members, other than those specified in Sections 2 and 3, shall be selected by the committee chair and approved by the Board of Directors.

**SECTION 2.** An Election committee, consisting of not less than three (3) members of the NAOSMM, shall be appointed by the President with the advice and consent of the Board of Directors, to supervise and conduct the election of officers, make initial decisions concerning disputes arising during said election, and to tally the ballots cast in the election.

**SECTION 3.** The President, with the advice and consent of the Board of Directors, shall recommend for approval by the membership, a minimum of two (2) auditors who shall inspect the financial records of the organization. The Auditors will report findings at the Annual Business meeting.

**SECTION 4.** The appointment of committees in Sections 2 and 3 above are mandatory and critical to the function of the NAOSMM. Other committees may be appointed as specified in Section 1, Article V, to meet the changing needs of the NAOSMM.

## **ARTICLE VI FISCAL RESPONSIBILITY**

**SECTION 1.** The Treasurer of the NAOSMM shall deposit all funds into a federally insured institution, approved by the Board of Directors. The Treasurer shall maintain records of all financial transactions conducted in the name of the NAOSMM.

## **ARTICLE VII ADMINISTRATIVE TERM**

**SECTION 1.** The administrative term of the NAOSMM shall be defined as the period immediately following one Annual Meeting and continuing through the last day of the second Annual Meeting, two years hence.

## **ARTICLE VIII RIGHT OF PROXY**

**SECTION 1.** Every voting member shall have the right to vest his/her voting privilege with another voting member. This right to vote by proxy shall be submitted, in writing, to the Secretary at the Annual Meeting and shall be signed and dated by both members. The date of signing shall not precede the

election by more than ninety (90) days, and the holding of the proxy shall be declared to the Election committee prior to the election.

## **ARTICLE IX AMENDMENT OF BY-LAWS**

**SECTION 1.** These By-Laws may be amended or repealed, or new By-Laws may be made and adopted by a four-fifth (4/5) vote of the members of the Board of Directors and ratified by a majority vote of the voting members attending the next Annual Meeting of the NAOSMM.

### **HISTORY**

The official By-Laws of the National Association of Scientific Materials Managers were presented to, voted on, and ratified by the regular members present at the Forty Fourth Annual Business Meeting, held at the Hyatt Regency Hotel, Green Bay, WI, on Aug 2, 2017.

The official By-Laws of the National Association of Scientific Materials Managers were presented to, voted on, and ratified by the regular members present at the Forty Third Annual Business Meeting, held at the Vinoy Renaissance Hotel, St. Petersburg, FL, on July 27, 2016.

The official By-Laws of the National Association of Scientific Materials Managers were presented to, voted on, and ratified by the regular members present at the Fortieth Annual Business Meeting, held at the Sheraton Hotel, Niagara Falls, NY, on August 1, 2013.

The official By-Laws of the National Association of Scientific Materials Managers were presented to, voted on, and ratified by the regular members present at the Thirty-seventh Annual Business Meeting, held at the Norfolk Waterside Marriot, Norfolk VA, on July 29, 2010.

The official By-laws of the National Association of Scientific Materials Managers were presented to, voted on, and ratified by the regular members present at the Thirtieth Annual Business Meeting, Portland, OR, on July 31, 2003.

The official By-Laws of the National Association of Scientific Materials Managers were presented to, voted on, and ratified by the regular members present at the Twenty-sixth Annual Business Meeting, Colorado Springs, CO on July 29, 1999.

The official By-Laws of the National Association of Scientific Materials Managers were presented to, voted on, and ratified by the regular members present at the Twenty-fifth Annual Business Meeting, Portland, ME, on July 30, 1998.

The official By-Laws of the National Association of Scientific Materials Managers were presented to, voted on, and ratified by the regular members present at the Twenty-third Annual Business Meeting, held at the Fairmont Hotel, New Orleans, LA on August 1, 1996.

The official By-Laws of the National Association of Scientific Materials Managers were presented to, voted on, and ratified by the regular members present at the Twenty-second Annual Business Meeting, held at the Palmer House Hilton, Chicago, IL on July 27, 1995.

The official By-Laws of the National Association of Scientific Materials Managers were presented to, voted on, and ratified by the regular members present at the Twenty-first Annual Business Meeting, held at the Hyatt Regency, Tampa FL, on August 4, 1994.