

CONSTITUTION

of the

NATIONAL ASSOCIATION OF SCIENTIFIC MATERIALS MANAGERS (NAOSMM)

~~Ratified July 23, 2025~~ (Proposed Changes for July 2026)

ARTICLE I

MEMBERSHIP

SECTION 1. There shall be ~~five (5)~~ six (6) classes of membership in the NAOSMM: Regular, Associate, **Student**, Corporate, Honorary and Lifetime. The definition of each class of membership shall be prescribed in the By-Laws of the NAOSMM.

SECTION 2. All classes of membership except Honorary and Lifetime shall pay dues to the NAOSMM to retain status as prescribed in the By-Laws of the NAOSMM.

SECTION 3. All dues paying Regular members shall be entitled to hold office and/or vote in the business proceedings of the NAOSMM.

SECTION 4. Membership will be revoked if dues payment is not received within 60 days after the due date.

ARTICLE II

BOARD OF DIRECTORS

SECTION 1. The overall direction and administration of the NAOSMM shall be vested in the Board of Directors. The Board of Directors shall represent the NAOSMM in all matters, authorize expenditure of funds and implement all decisions duly passed by the membership in general meetings.

SECTION 2. The Board of Directors shall consist of: President, Vice-President, Secretary, Treasurer, the immediate Past President and the immediate Past Treasurer.

SECTION 3. Election of officers shall be conducted every other year, in accordance with the provisions set forth in ARTICLE IV of the By-Laws of the NAOSMM.

SECTION 4. A term of office for the Board of Directors is defined as follows:

- A. The term of office shall be two years.
- B. The President shall be limited to one term. Following that term, the President becomes Past President for an additional two year term.

- C. The Treasurer shall be limited to one term. Following that term, the Treasurer becomes Past Treasurer for an additional two year term.
- D. The offices of Vice President and Secretary are eligible to serve a second term, in any office, on the Board of Directors.
- E. Officers are limited to two consecutive terms, with the exception of serving a 3rd term as Past President or Past Treasurer, unelected positions. Persons are eligible to serve on the board following a one term vacancy from the Board of Directors.

SECTION 5. Elected officers may be removed from office for just cause by a two-thirds (2/3) majority vote of the membership. Just cause may include, but is not limited to: a) any violation of the Constitution or By-Laws of the NAOSMM; b) failure to carry out the duties of the office, and; c) unethical or criminal conduct.

SECTION 6. The President, with approval of the remaining board members, may appoint a Regular member to fill any vacancies that may occur on the Board of Directors. The appointment shall be ratified by the membership within 60 days.

SECTION 7. Members of the NAOSMM Board of Directors shall not be held personally liable, individually or collectively, for any legal or financial action brought as a result of NAOSMM operations. Resolution and/or mitigation of such action(s) shall be the responsibility of the NAOSMM organization subject to the laws of the locality where the action is brought forth and to the provisions of Article II, Section 5, above. (number changed due to renumbering of this Article)

ARTICLE III

DUTIES OF THE BOARD OF DIRECTORS

SECTION 1. PRESIDENT: The President shall preside at all regular meetings of the NAOSMM, preside at meetings of the Board of Directors, appoint committee chairs, and fill unexpired terms of office of Board Members. The President shall exercise all powers, duties, and responsibilities pertaining to the office of the President.

SECTION 2. VICE-PRESIDENT: The Vice-President shall, in the absence of the President, assume all duties of the presidency. In the event of a vacancy in the presidency, the Vice-President shall succeed to that office for the duration of the unexpired term. The Vice-President shall act as a coordinator for all committees, and be ex-officio member of all committees, and ensure that committees are carrying out assigned responsibilities.

SECTION 3. TREASURER: The Treasurer shall receive all monies for the NAOSMM and disburse all monies for authorized expenditures. The Treasurer shall prepare and distribute such financial reports as may be directed by the President of the Board of Directors. The accounts of

the Treasurer shall be subject to audit by an Audit Committee. The Treasurer shall report on the financial position of the NAOSMM at each annual business meeting.

SECTION 4. SECRETARY: The Secretary shall record the proceedings of all meetings of the Board of Directors, the Annual **Business** Meeting and shall receive and transmit all other correspondence as directed by the President or the Board of Directors. The Secretary shall ensure that the minutes of each annual business meeting are published within sixty (60) days of the meeting.

SECTION 5. IMMEDIATE PAST PRESIDENT: The Immediate Past President provides continuity to the new Board. The Immediate Past President shall also function as the Conference Coordinator, having final approval duties in all aspects of the annual Conference.

SECTION 6. IMMEDIATE PAST TREASURER: The Immediate Past Treasurer provides continuity to the new Board especially the Treasurer. The Immediate Past Treasurer shall also function as mentor to train the Treasurer and oversee financial operations for dues and conferences in the NAOSMM software management system.

SECTION 7. In addition to the duties demanded by other sections of this Article, ~~all officers shall perform such tasks as may from time to time be directed by the President or the Board of Directors.~~ **all officers shall carry out any additional duties assigned by the President or the Board of Directors.**

ARTICLE IV MEETINGS

SECTION 1. There shall be an Annual Business Meeting of the NAOSMM for the purpose of transacting such business as may be brought before the membership.

SECTION 2. The Board of Directors may call special meetings to bring time-sensitive business before the membership. Special meetings must be announced ~~fifteen (15) thirty (30) a~~ **minimum of fourteen (14) days** prior to the meeting. Special meetings should be arranged to take place during normal business hours. Special meetings can take place virtually and must include an opportunity for discussion by the members attending the special meeting. Special meetings shall be recorded and made available to the membership. The membership will have five (5) business days to review the meeting along with an opportunity to ask questions prior to a vote.

ARTICLE V AMENDMENTS

SECTION 1. Amendments to this Constitution shall require a YES vote by two-thirds (2/3) of the members represented at any regular or special meeting of the membership, provided that thirty (30) days prior notice of meeting and the proposed changes or amendments shall have been given to the voting membership.

SECTION 2. Constitutional amendments may be submitted by any regular member of the NAOSMM, but must be submitted through the Constitution and By-Laws Committee to the Board of Directors at least sixty (60) days prior to being presented to the voting membership for consideration. The Constitution and By-Laws Committee shall not have the authority to accept or reject such amendments but may make recommendations to the Board of Directors.

SECTION 3. Constitutional amendments brought forward by a member must be presented to the membership not more than six months after being brought forward. The Board may make recommendations to the membership either in support of or in opposition to the amendment. Grounds must be provided.

ARTICLE VI BY-LAWS

SECTION 1. The Board of Directors, by a majority vote of the Board members, shall have the power to recommend to the voting membership, amendments, and changes to the bylaws, consistent with these ARTICLES. Any and all recommended changes to the bylaws must be submitted to, and approved by, a majority of the voting membership.

ARTICLE VII OFFICIAL PUBLICATION

SECTION 1. The NAOSMM shall fund and support a quarterly publication for the purpose of disseminating information on all proceedings of the organization, and as a forum for the members to share information, ideas, and concepts.

ARTICLE VIII DISSOLUTION

SECTION 1. Upon the dissolution of the NAOSMM, the Board of Directors shall, after paying or making provisions for the payment of all the liabilities of the NAOSMM, distribute the assets of the NAOSMM for one or more exempt purposes within the meaning of Section 501(c)(6) of the Internal Revenue Code, or to the federal government, or to a state or local government, for a public purpose.

SECTION 2. Any such assets not so disposed of shall be disposed of by the Circuit Court in the

county on which the registered office of the NAOSMM is then located, to such organization or organizations as said Court shall determine.

ARTICLE IX BILL OF RIGHTS

SECTION 1. No person otherwise eligible for membership in this organization shall be denied membership on the basis of race, creed, color, national origin, gender, sexual orientation, religion or political belief.

SECTION 2. Members shall suffer no impairment of freedom of speech concerning this organization. Active discussion of the organization's affairs shall be encouraged and protected. Such discussion should be in the best interest of the NAOSMM and not infringe on the rights of others.

SECTION 3. Members shall have the right to fair and democratic elections. This includes due notice of nominations and elections, equal opportunity for competing candidates and proper election procedures.

SECTION 4. Members shall have an equal right to run for and hold office subject only to the constitution specified qualifications.

SECTION 5. Members shall have the right to full and clear accounting of all funds. Such accounting shall include, but not be limited to, periodic reports by the Treasurer and periodic audits by persons appointed for that purpose.

SECTION 6. Members shall have the right to full participation through discussion and vote in the decision-making process of this organization. Voting members shall have an equal right to vote and each vote cast shall be of equal weight.

BY - LAWS of the NATIONAL ASSOCIATION OF SCIENTIFIC MATERIALS MANAGERS (NAOSMM)

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.~~ Regular Membership shall be extended to persons engaged in laboratory operations, including management, administration, purchasing, teaching, and/or the use of scientific materials 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, Lifetime, Associate, or Student 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.

- a. Associate members may not hold office or vote on matters submitted to the Regular membership.
- b. ~~Persons who are employed in sales or marketing by vendors or distributors of scientific materials are not eligible for Associate Membership.~~ Persons who are employed in sales or marketing by vendors or distributors of scientific materials are not eligible for Regular, Lifetime, Associate, or Student Membership.
- c. Associate members are not eligible for NAOSMM vendor discounts.

SECTION 3. Student membership shall be extended to persons who are enrolled in an institution and actively engaging in post-secondary education.

- a. Student members may not hold office or vote on matters submitted to the Regular membership.
- b. Persons who are employed in sales or marketing by vendors or distributors of scientific materials are not eligible for Regular, Lifetime, Associate, or Student Membership.
- c. Student members are not eligible for NAOSMM vendor discounts.
- d. Student members will not be eligible for Lifetime membership.
- e. Student members who no longer meet the criteria for Student membership shall have their Student membership terminated at the end of the membership year. At such time, they may choose to change their status to Regular Member, if they meet the requirements for Regular membership described in Section 1.

SECTION 34. Corporate membership shall be extended to companies/corporations who are manufacturers/vendors of scientific materials and not to individuals who qualify for regular membership.

- a. Corporate members may not hold office or vote in matters submitted to the regular membership for votes.
- b. Corporate members may designate up to three (3) corporate officers as their representatives.

SECTION 45. Honorary membership shall be conferred by the Board of Directors upon persons rendering outstanding service to the NAOSMM.

- a. The membership may submit names to the Board of Directors for consideration for Honorary membership.
- b. Honorary members may not hold office or vote in matters submitted to the regular membership for votes.
- c. Honorary members are not eligible for NAOSMM vendor discounts.

SECTION 56. Lifetime membership may be conferred upon a member at retirement following notification of the NAOSMM by the member.

- a. Persons eligible for Lifetime membership must have been a member of the NAOSMM for 10 years prior to retirement and is retired.
- b. ~~"Retirement"~~ "Retired" shall be defined by at least one of the following:
 - i. Withdrawal from active working life.
 - ii. An eligibility to receive retirement benefits from an employer.
- c. Lifetime members may not hold office or vote in matters submitted to the regular membership for vote.
- d. Persons who are employed in sales or marketing by vendors or distributors of scientific materials are not eligible for Regular, Lifetime, Associate, or Student Membership.
- e. Lifetime members who no longer meet the criteria for Lifetime membership shall have their Lifetime membership suspended. 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. Lifetime membership will be reinstated once the criteria are met.
- f. Lifetime members are not eligible for NAOSMM vendor discounts.

* 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. shall retain the rights to vote and hold office.

SECTION 67. 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, Associate, Student, and Corporate 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 42. Honorary Membership: There shall be no dues assessed for Honorary and Lifetime membership.

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

SECTION 63. 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 BUSINESS 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 Business Meeting every other year in conjunction with the end of an administrative term.

SECTION 3. At any Annual or Special Meeting of the membership, the members present and/or casting online-electronic ballots 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 Business 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 on the specified deadline~~ prior to the Annual Business 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 Business Meeting nominating ~~himself/herself themselves~~ 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 ~~and/or casting online electronic~~ ballots at the Annual Business meeting. 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 their~~ 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. ~~Committee chairs can be removed for failure to meet the duties of the chair or the responsibilities of the committee. Expectations for each chair and committee shall be clearly communicated to the chair upon appointment. Removal shall be by the President with the advice and consent of the Board of Directors. Chairs and committee members must meet expectations to be eligible for financial support.~~

SECTION 2. An Election committee, consisting of ~~not less no fewer~~ 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, Article V, Section 1 to meet the changing needs of the NAOSMM.

ARTICLE VI

FISCAL RESPONSIBILITY

SECTION 1. NAOSMM shall carry Crime Insurance protecting NAOSMM from internal and external threats.

SECTION 2. 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 Business Meeting and continuing through the last day of the second Annual Business Meeting, two years hence.

ARTICLE VIII

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)~~ five-sixth (5/6) vote of the members of the Board of Directors and ratified by a majority vote of the voting members casting ballots at Annual or Special meetings of the NAOSMM, held in accordance with the NAOSMM Constitution, Article IV, Meetings.

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 Fifty Second Annual Business Meeting, held at the Marriott Hotel, Richmond, VA, on July 23, 2025.

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.