

**BYLAWS**  
**NACRW Organizing Committee**  
**North American Chemical Residue Workshop (NACRW)**  
**FLAG Works, Inc.**

Adopted as of August 26, 2016

**Article 1**  
**Name**

The name of this unit shall be the NACRW Organizing Committee, herein referred to as the Organizing Committee.

**Article 2**  
**Organization**

The Organizing Committee is an operating entity established by FLAG Works, Inc. FLAG Works, Inc., is a not-for-profit corporation registered in the State of Florida and receives federal income tax-exempt status under 501 (c) (3) of the Internal Revenue Code.

Formation or discontinuance of the Organizing Committee shall be at the discretion of the Board of Directors of FLAG Works, Inc.

**Article 3**  
**Objective**

The objectives of the Organizing Committee shall be to plan and organize the program and related activities of the annual NACRW technical workshop, consistent with the objectives and meeting purposes of FLAG Works, Inc. as listed below.

The objectives of FLAG Works shall be to provide a technical forum for scientists particularly interested in trace level analysis of foods and environmental samples. Typically such a forum will consist of one or more annual meetings, but may also include other educational events dealing with related topics. The purpose of the meetings will be to share and disseminate scientific knowledge and advancements; develop and improve technical knowledge; provide training; facilitate development and distribution of new analysis methods or techniques and promote professional cooperation among scientists having these interests.

## **Article 4 Operation, Structure and Membership**

The Organizing Committee is led and operated by the President and its members, with assistance from FLAG Works contractors, volunteer scientists or others as deemed appropriate. All contracts and agreements must be approved by the FLAG Works Board of Directors.

The Organizing Committee is made up of interested persons who would like to contribute in a tangible way to the planning and production of the meeting and other activities described in Article 3. Representatives from government, academia and industry (chemical, food, laboratory instrument, laboratory suppliers, analytical service laboratories, etc.) are invited to actively participate on the Committee. No more than 3 representatives from the same organization shall participate as voting members of the Organizing Committee at the same time. Different departments of a very large organization such as federal government agencies may be recognized as more than one organization at the discretion of FLAG Works. With consideration given to balanced representation, the Organizing Committee may be limited to 30 persons at the discretion of the President upon approval by FLAG Works Board of Directors.

It should be noted that, if at any time there arises a conflict due to personal or business interests of the members of the Organizing Committee, those members should recuse themselves from the conflicting Organizing Committee activities. FLAG Works Board of Directors also reserves the right to ask them not to participate.

## **Article 5 Officers**

### **Section 1     President**

The President-Elect shall automatically succeed to the office of President. In the absence of a President-Elect, the President shall be elected by the Organizing Committee members. The President shall serve until the successor has been elected. The President shall oversee and coordinate to ensure execution of Committee activities and affairs. The President shall plan and organize Committee activities and meetings with input and assistance from members or other interested parties. The President shall establish working subgroups and appoint chairs as deemed necessary for the following responsibilities:

- To provide volunteer support for all the activities needed to put on annual technical meetings.
- To schedule and run planning meetings, calls, reports, e-mails, etc.
- To develop new ideas and visions for future activities.
- To solicit and coordinate co-meetings with other organizations.
- To create subgroups to plan future meetings.
- To help disseminate information about meetings and activities.

The President shall facilitate communication between all members and moderate meetings and conference calls.

## **Section 2 President-Elect**

The President-Elect shall be elected by the Organizing Committee members annually. The President-Elect shall perform the duties of the President in the event that the President is absent or cannot serve; perform planning duties delegated by the President and automatically succeed to the office of President at the expiration of his/her term of office.

## **Section 3 Secretary**

The Secretary shall be elected or reconfirmed by Organizing Committee members annually. The Secretary shall keep a permanent record of all proceedings and minutes of meetings. The Secretary shall prepare and file the minutes, announcements, and correspondence. The Secretary shall organize a book of records that should contain a copy of the bylaws and legal transactions of the Organizing Committee. The Secretary shall be responsible for the records of membership and shall update the records at least annually.

## **Section 4 Immediate Past President**

The Immediate Past President shall serve as a voting member of the NACRW Organizing Committee and provide expertise upon request of the President or any member of the Committee. The Immediate Past President serves as an advisory member. In the event the Immediate Past President cannot serve, another past president may be appointed by the FLAG Works Board of Directors. The Immediate Past President serves as the Chair of the Nomination and Election Subgroup.

# **Article 6**

## **Notice and Place of Meeting, Quorum of the Meeting**

### **Section 1 Annual Meeting**

A meeting of the members of the Organizing Committee shall be held during the North American Chemical Residue Workshop.

### **Section 2 Notice of Annual Meetings**

Notice of place, date, and time of the Organizing Committee Meeting should be sent to all active Organizing Committee members via email at least 30 days in advance and announced during the NACRW meeting. All NACRW attendees are also invited to the meeting. The purpose of the annual meeting is to:

1. Share the current meeting statistics (number of attendees, vendors, etc.);
2. Review the execution of tasks leading up to and during the current meeting (successes, opportunities for improvement);
3. Vote for the NACRW president-elect and program chair/co-chairs two years out from the current meeting;
4. Vote for the NACRW secretary one year out from the current meeting;
5. Date and Location for the next NACRW meeting.

### **Section 3 Core Meetings**

Core Meetings are conducted periodically via telephone conference calls, and are called by the President of the Organizing Committee. The Core Meeting attendees include the President, the

Secretary, Organizing Committee Subgroup Chairs, Program Committee Chair, and other parties whose involvement is relevant to the topics of discussion. FLAG Works Board of Directors must be copied on all conference calls and their minutes.

## **Article 7 Amendment of Bylaws**

FLAG Works Board of Directors may adopt, amend, or repeal the bylaws and except as may otherwise be specified under provisions of law, these bylaws, or any of them, may be altered, amended, or repealed and new bylaws adopted by approval of the FLAG Works Board of Directors.

## **ADOPTION OF BYLAWS**

We, the undersigned, are all of the Directors or incorporators of FLAG Works, and we consent to, and hereby adopt the foregoing bylaws, consisting of this and the three preceding pages, as the Bylaws of the Organizing Committee.

## **References**

1. *How to form a Nonprofit Corporation*, Anthony Mancuse, Nolo Publishing, Berkeley, CA , 2005
2. Notes from Jo Marie Cook, 2008
3. Bylaws of FLAG Works, Inc., 2007
4. Bylaws of The Division of AGROCHEMICAL if the American Chemical Society
5. Bylaws of Florida Public Health Foundation, Inc.
6. Bylaws of North Florida Chinese Association
7. Bylaws of Florida Capital Chapter, Society of Government Meeting Professional
8. Bylaws of the Southeast-USA Regional Section of the AOAC International