

**THE PITTSBURGH CONFERENCE
ON ANALYTICAL CHEMISTRY
AND APPLIED SPECTROSCOPY**

POLICY/GUIDELINES

Revised April 5, 2021

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AND APPLIED SPECTROSCOPY**

POLICY/GUIDELINES

PURPOSE

The purpose of these Guidelines is to assist future Conference Presidents in fulfilling their operational responsibilities and to provide information to the General Committee concerning Conference operations.

These revised Policy/Guidelines have been approved by the Board of Directors on April 5, 2021 and supersede all previous Policy statements.

They should be used in conjunction with the By-laws and other pertinent documents.

NOTE: Throughout the Policy/Guidelines, SACP is the Society for Analytical Chemists of Pittsburgh; SSP is the Spectroscopy Society of Pittsburgh.

The following topics are addressed in these GUIDELINES.

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1. CONFERENCE BUDGET PREPARATION/APPROVAL

A. CONFERENCE COMMITTEE

1. APPOINTMENTS AND STAFFING

The following should be considered prior to the appointment or reappointment of Pittsburgh Conference General Committee Members:

Requirements as stated in the Bylaws of the Pittsburgh Conference: ARTICLE V - CONFERENCE COMMITTEE MEMBERSHIP.

Full active membership in SACP and/or SSP prior to appointment (see SACP and SSP Bylaws defining membership requirements).

Service on Society Committees.

Recommendations of Society Chairs, Executive Committee of SACP or Executive Council of SSP, Conference Committee Chairs.

Service as Conference-week Staff.

Participation in the field of chemistry or in a related science.

Presidential prerogative is always an option but should be within reason.

2. DEVELOPMENT OF ASSISTANTS AND CHAIRS

In order for people to learn new skills and become more familiar with Conference operations, it is strongly recommended that Committee persons be assigned to different committees on a regular basis.

3. FORMER PRESIDENTS

Former Presidents (FPs) provide a pool of experience which may be extremely valuable to those involved in the operation of the Conference.

FPs should not normally be considered for major operational Committee Chairs, in order to foster growth and development of future Conference leaders. FPs who are not currently active committee assistants may be invited to attend the Conference as Conference-Week Staff.

FPs should not attempt to unduly influence current or future Presidents.

FPs are expected to support all Conference activities, when called upon.

4. CONFLICT OF INTEREST

Committee Members, a Member's business, or anyone in a Member's immediate family

should not conduct nor attempt to solicit business or employment from the Pittsburgh Conference.

Committee Members, a Member's business, or anyone in a Member's immediate family should not engage in any business, negotiations, transactions or other dealings with any competing shows, or agencies, authorities, governmental bodies, contractors, vendors or other entities with whom the Conference is dealing or may reasonably be expected to be dealing with in the future.

Any perceived conflict of interest should be brought to the attention of the Conference Board of Directors for review.

5. COMMITTEE RESPONSIBILITIES

Conference Committee Members are expected to cooperate with other Conference Committee Members in a professional, courteous and mature manner. Demands for preferential treatment are abuses of Conference privilege. The abuse should first be brought to the violator's attention by the Committee Chair or the President. If the abuses continue, then the Board of Directors should be informed.

Conference committee members are expected to treat office staff with respect. The Chairs of revenue generating committees (i.e. Expo, Registration, Marketing, Short Courses) should actively solicit and incorporate the opinions of office staff in their decision-making regarding budgeting and Conference planning.

It is the President's and BOD's responsibility to ensure that all Committee Members and office staff are treated fairly and equitably.

6. COMMITTEE MEMBERS EMPLOYED BY EXHIBITING COMPANIES

Members of the Conference Committee may be expected to spend time during Conference Week in activities benefitting their employers. For Committee Members employed by exhibiting companies, those activities may include visits to the company booth and meeting with customers and suppliers.

A Committee Member should not spend excessive periods of time "working" the company booth except in emergencies and with the approval of the Conference President. Any Committee Member serving in their company booth should be registered as an exhibitor and should not wear a Committee ribbon. The Conference President shall determine whether it is appropriate for the Committee Member's employer to pay some share of the Member's Conference Week expenses.

7. COMMITTEE MEMBERS SERVING AS INSTRUCTORS FOR SHORT COURSES SPONSORED BY OTHER SOCIETIES

A Conference Committee member may, upon approval of the President, serve as an instructor in ASTM or ACS (or other Society) short courses provided there is no problem in fulfilling Conference responsibilities and these courses do not compete with any Conference Short Courses.

If a Committee Member spends more than a few hours as a short course instructor for

another Society, then the Society offering that short course should cover their hotel and food expenses for the days of the short course. It is the Committee Members responsibility to inform the Pittsburgh Conference Treasurer so that he/she can ensure that reimbursements are handled appropriately.

B. OFFICE STAFF

Office employees will be invited to attend the Pittsburgh Conference, provided their services are needed, subject to Presidential approval. Their spouses/guests, if invited, will be considered as Conference-week Staff with the same privileges and responsibilities that apply to other Conference-week Staff.

During the year, one or more members of the Office Staff may be required to attend Committee meetings for the purpose of taking minutes and to gain general pertinent information.

New office staff members are hired by the Operations Manager contingent upon approval by the President, and should be interviewed by at least one, preferably two, Conference Committee Members, one being the President.

C. GUESTS

There are several functions during the Conference year to which guests may be invited as appropriate.

- Kick-off/Wrap-up Week-ends
- December Meeting
- President's Reception

Guests from the following groups may be invited, subject to approval by the President.

- City/Convention Bureau representatives
- Convention Center personnel
- Contractor personnel
- Exhibitors
- Contributors to Program (e.g., Invited Speakers, Short Course Instructors)
- Hotel representatives

Each Committee person may be allowed to invite one guest per Conference function at the discretion of the President. Preference should be given to those sharing the same room.

Children (under 18) of Committee Members, staying in the same room, may attend Kick-off and Wrap-up Week-ends at the discretion of the President.

Travel expenses of Former Presidents who are invited to Kick-off/ Wrap-up weekends or the December Meeting, who no longer live in the Pittsburgh area (and who serve as Conference-week Staff) are not covered by the Pittsburgh Conference.

D. OPERATING EXPENSES

1. GENERAL

Committee Members should not request any complimentary items (e.g., hotel rooms, meals,

tickets) or upgrades.

Nothing should jeopardize the Conference's tax-free status with the IRS.

Abuses of expense policy should be reported to the President and/or the Board of Directors. Discipline for abuses of expense accounts or other abuses can include refusal to pay expenses and/or dismissal from the Conference Committee.

2. TRAVEL

Presidential approval is needed for Committee travel.

Travel expenses of spouses are covered when they are serving in an active role at the Conference, on authorized site visits, and/or in approved exhibiting activities.

3. COMMITTEE EQUIPMENT

Committee Equipment should be functional and useful in performing Conference duties. Whenever possible, the Conference logo should be on all Committee equipment.

4. ENTERTAINING

Because of the nature of their Committee positions, the following Committee Members may wish to hold dinner meetings with Conference business associates during Conference week and during the year:

- President
- Vice President
- President-elect Designate
- Exposition Chair and Chair-elect
- Program Chair and Chair-elect
- Site Selection Committee Chair

Prior Presidential authorization is required for these (or other) Committee members to incur dinner or other chargeable meeting expenses ("entertainment") with Conference business associates at any time.

5. BUDGETS FOR VICE-PRESIDENT AND PRESIDENT-ELECT DESIGNATE

The Vice President and President-elect Designate should have separate approved budgets and not codes as General Operation Funds.

6. **PITTSBURGH CONFERENCE** EQUIPMENT USED BY COMMITTEE MEMBERS

The following items are considered to be capital equipment or general equipment as purchased by the Pittsburgh Conference: computers, tablet computers (i.e. iPads), printers, regardless of cost, and other related office equipment with a cost of \$1000.00 or more.

The need for all Pittsburgh Conference equipment should be reevaluated by the President on a yearly basis.

All equipment will be tagged and documented by an individual staff person as designated by the Operations Manager. The staff person will be supplied a copy of the warrant or other documentation for all capital equipment (cost in excess of \$1000.00) purchased. The items tagged would include the items listed above or any property in excess of \$1000.00 that is normally identified as Conference property.

7. EMAIL

Committee Chair and Chair-Elects are eligible for a Pittsburgh Conference email address. Other Committee Members may be eligible for a Pittsburgh Conference email address based on need. The Pittcon email system must be used for all Pittcon business by Office Staff and Committee Personal email accounts should not be used for Pittcon business. All Pittcon.org emails and correspondence remain the sole property of the Pittsburgh Conference.

Personnel who no longer have assignments on the Pittcon Committee will lose their access to the Pittcon email system within 2 months after the end of the fiscal year. Affected persons will be asked to provide an alternate e-mail address to allow for continued correspondence regarding email lists relevant to their last active committee year.

8. CONFERENCE CREDIT CARDS

Credit cards for Pittsburgh Conference business are issued only with the specific approval of the Conference President and Treasurer.

9. REIMBURSEMENT FOR DEPENDENT CARE

The reimbursement for Committee and Office Staff for dependent care will be determined yearly by the BOD. A warrant, receipt and SSN or EIN are required.

10. MEMBERSHIP IN OTHER ORGANIZATIONS

Memberships in Technical, Professional, or Trade Organizations (such as IAEM), and paid for by the Pittsburgh Conference, MUST be approved by the President.

Attendance at meetings of other organizations, where the Pittsburgh Conference reimburses personal expenses, should be based upon the benefits to the Pittsburgh Conference. Expenses to be incurred in travel to meetings should be approved in advance by the President. Any opportunities for cost sharing should be identified up front when requesting approval.

E. CONFERENCE WEEK

1. CONFERENCE-WEEK STAFF

a. SELECTION

Committee Members may be allowed to request a spouse or guest as Conference-week Staff, at the discretion of the President.

Former Presidents who are not active Committee Assistants may be invited as Conference-week Staff, at the discretion of the President.

Widows or widowers of Former Presidents may be invited to serve as Conference-week Staff, at the discretion of the President.

Selection of additional CW Staff should be based upon the following:

recommendation by the Chairs of either Society,
performance on Society committees or as previous Conference-week Staff,
previous service on the Conference Committee.

Requests for Conference-week Staff appointments will be considered according to needs during Conference Week and from Committee Members in the following order:

Chairs and Chair-elects
Board of Directors
Committee Assistants (including Former Presidents)

All Conference-week Staff appointments must be approved by the President.

b. PERSONAL EXPENSES

Reasonable personal expenses incurred while performing Conference-week Staff duties will be reimbursed: coach airfare, hotel, meals, and local transportation. Entertainment expenses are non-reimbursable. Expenses for guests of Conference-week Staff are not the responsibility of the Pittsburgh Conference.

Pittsburgh Conference expense policies must be consistent with IRS requirements.

2. PRESIDENT'S RECEPTION OR WELCOME RECEPTION

The purpose of the President's or Welcome Reception is to serve as inclusive attendee appreciation event and to introduce the Conference Committee to our exhibitors, contributors to the technical program, and business contacts.

3. HOSPITALITY SUITE

The Hospitality Suite is open to all Committee Members, spouses, Conference-week Staff, and guests who are accompanied by a Committee Member. Committee Members are responsible for the behavior of their guests.

4. HOTEL ROOM AND SUITE ALLOTMENTS

During Conference Week, one hotel room or suite is assigned to each Committee Member (and guest, if applicable). A second hotel room may, upon approval, be assigned at Conference expense to accommodate additional guests who have been invited as Conference-week Staff. If more than 2 hotel rooms are requested by Committee Member and family, the expense of the third room is the responsibility of that Committee Member.

Suites have typically been assigned as follows:

TYPE OF SUITE COMMITTEE POSITION

Special Suite	President
Two-bedroom	Vice President
	Immediate Former President
	Treasurer
	Exposition Chair
	Program Chair
One-bedroom	Committee Arrangements Chair
	Housing/Transportation Chair
	Registration Chair
Upgrades	for other Chairs with Presidential approval

F. INVESTMENTS

1. INVESTMENT/CONTINGENCY FUND HISTORY

The Pittsburgh Conference Contingency Fund was established by the Board of Directors as a form of self insurance. As such, it would provide funds for meeting financial obligations, in a year when the Conference could not be held for any reason, including funding Society programs. Other potential uses of the fund have been added over the years; these are enumerated in section 2.

2. USE OF THE CONTINGENCY FUNDS

The contingency funds may be used for the following purposes:

As additional insurance to cover expenses should there be a cancellation of a Pittsburgh Conference & Exposition event, to refund exhibitor fees and to pay other expenses which were incurred (a form of no-show insurance).

As funding for programs of the Society for Analytical Chemists of Pittsburgh and the Spectroscopy Society of Pittsburgh should the Pittsburgh Conference non-profit corporation cease to exist.

To cover excessive costs of the Pittsburgh Conference & Exposition if costs exceed projections owing to unforeseen circumstances.

To provide special dividends to the SACP and SSP for extra or unusual projects or grants which may arise.

To cover unique projects of the Pittsburgh Conference (e.g., 50th Anniversary-year activities).

To cover legal liabilities (civil or criminal) which may arise.

Any use of the contingency funds is subject to approval by the Board of Directors.

G. CONFERENCE BUDGET PREPARATION/APPROVAL

1. BUDGET PREPARATION OBJECTIVE, KEY ELEMENTS AND SCHEDULE

A preliminary annual budget for the Pittsburgh Conference should be prepared by the President and Treasurer each year. The overarching objective of the budget should be to ensure a positive net income, accounting for foreseeable headwinds or prevailing economic climate.

The preliminary budget should be presented to the Pittcon BOD for discussion/approval prior to the previous Pittcon, to enable booth sales (at prior year Pittcon) for the subsequent year.

The proposed Pittcon budget presentation must include these key elements.

- A. Projected expenses for each committee (Committee budgets)
- B. Key indicators, or bases for projected expenses and rationale for changes from prior years.
- C. Projected income, by committee
- D. Key indicators, or bases for projected income and rationale for change from prior years.

The Pittsburgh Conference Budget must remain flexible, to allow changes as required to adjust to unforeseen circumstances that can arise between the original budget proposal discussion and actual execution of the Conference.