THE COBLENTZ SOCIETY, INC.

Mailing No. 9.

1. By-Laws Slightly Revised as Coblentz Society Becomes Incorporated

A small amount of revision of our "Tentative By-Laws" became necessary because of legal technicalities connected with incorporating the Society. A copy of the revised By-Laws of The Coblentz Society, Inc. is enclosed herewith. The changes are mainly a more definite spelling out of details which were, more or less, taken for granted in the earlier form.

2. Election of Two New Board Members

According to our By-Laws, it is required each year that two or three of the members of the Executive Board (now "Board of Management") will cease from office and be replaced by new members elected by the membership of the Society. This year, the two members who are stepping down are Professor H. H. Nielsen and Dr. N. Wright. A nominating committee consisting of Dr. F. A. Miller, chairman; Dr. Robert P. Bauman, and Dr. James L. Johnson will prepare nominations. Society members wishing to make nominations should submit these within one month after the date of this mailing. Any such nominations supported by twenty-five members shall be included on the ballot which will be submitted to the membership before March 15, 1959. Send nominations to: Dr. Foil A. Miller, Mellon Institute, Pittsburgh 13, Pa.


Splendid progress is being made on this project. Following is the report of Dr. Clara D. Smith, chairman of the committee. (Her new address is Dr. Clara D. Smith, Infrared Spectroscopist, 900 East Mulberry, Evansville 13, Indiana).

For over ten years a leading problem facing infrared spectroscopists has been to have needed reference spectra available. A mechanism is now established by which spectra from private laboratories can be pooled and made available for public use. These arrangements resulted from an expression by the Coblentz Society members -you- of what you would benefit from and what you would help support. Details of the system are discussed in Mailing #7 sent to you in May, 1958.

The Committee on Infrared Absorption Spectra, aided by active spectroscopists who serve as regional collectors and editors of spectra, is functioning smoothly and can process all contributed spectra. Printing has been started and can keep pace with the supply of spectra.
There are three important goals to this program and reaching them now depends on your help:

(1) Quantity - A "catching-up" with the backlog of spectra now reposing in private laboratory files.

(2) Quality - Selection of the best obtainable spectrum of each compound from multiple contributions.

(3) Classification - The catalog will be most useful if related compounds can be grouped together so that maximum information is at the user's finger-tips each time a spectrum is looked up.

The degree to which each of these goals is achieved will depend upon how many spectra you contribute, and how soon you send them in. Whether you plan to contribute 5 spectra or 5000 spectra, your contribution will help most if it is made now.

Names and addresses of committee members and collectors are listed in mailings four and five. In addition we are pleased to announce the assistance of the following new collectors:

Irwin S. Norman, Research Department, Courtaulds, Inc. Mobile, Alabama and Robert T. O'connor, Southern Regional Research Laboratories, 1100 Robert E. Lee Boulevard, New Orleans 19, Louisiana, are collaborating in the Southeastern states.

Rudd A. Meiklejohn, Central Research Department, Minnesota Mining and Manufacturing, 2301 Hudson Road, St. Paul, Minnesota.

Lauren R. Cousins, Gulf Research and Development Co., P.O. Box 2038, Pittsburgh 30, Pa.

4. Session on Infrared Group Frequencies at Pittsburgh Conference
Sponsored by the Coblentz Society

On Thursday afternoon, March 5, there will be a session consisting of nine papers in the general field of infrared group frequencies. Dr. W. J. Potts, representing the Coblentz Society, cooperated with the Program Committee of the Pittsburgh Conference in arranging for these papers. This should be very good - don't miss it!

5. Discussion Meeting to be Held During Pittsburgh Conference

Our customary Discussion Meeting will be held in Pittsburgh, Thursday evening, March 5, at 8:00 PM in one of the session rooms (to be designated later). A number of important matters are to be discussed, including the following:

A. Plans for Coblentz Society sponsorship of sessions on chemical infrared at future meetings. — Moderator for this discussion will be Dr. W. J. Potts.
B. Report from the committee on collection and dissemination of infrared spectra by Dr. Clara D. Smith, chairman of the committee.

C. Report from the committee on publication of infrared methods of analysis by Mr. Robert C. Wilkerson, chairman of the committee.

D. The Coblentz Society is now four years old. It has successfully accomplished a number of projects and is making excellent progress on others. So far, the only dues collected has been the $1.00 entrance fee. Our nine mailings have undoubtedly consumed more than this amount and we owe our thanks to the Perkin-Elmer Corp. which has contributed the difference. The question now to be discussed is: "Should there be a regular annual dues - and how much?" Moderator for this discussion will be Dr. R. R. Sawyer, Registrar and Treasurer of the Coblentz Society.

THE COBLENTZ SOCIETY
THE COBLENTZ SOCIETY, INC.

Incorporated Under the Laws of the State of Connecticut

BY-LAWS

Adopted December 24, 1958
BY-LAWS
of
THE COBLENTZ SOCIETY, INC.

ARTICLE I
Offices and Agent

Section 1. Offices. The principal office of the Society shall be in the town of Norwalk, County of Fairfield and State of Connecticut. The Society may have such offices in addition to its principal office, either within or without the State of Connecticut, as the Board of Management may from time to time determine or as the affairs of the Society may require from time to time.

Section 2. Agent. The Society shall have and continuously maintain in the State of Connecticut an agent against whom process may be served. The agent may be changed from time to time by the Board of Management.

ARTICLE II
Membership

Section 1. Classes of Members. The Society shall have two classes of members. The designation of such classes and the qualifications and right of the members of such classes shall be as follows:

Members. Each individual who was a member of The Coblentz Society in good standing on the date of its incorporation and each individual thereafter admitted to membership in the Society pursuant to these By-laws, shall be a Member of the Society until his membership shall
terminate by death, resignation or as otherwise provided in accordance with these By-laws. Members shall have such rights as provided in accordance with these By-laws.

Honorary Members. The Board of Management in its discretion, by the affirmative vote of two-thirds of all the Managers, may elect as Honorary Members of the Society individuals who are deemed to be outstanding in the field of spectroscopy or research or in any other field believed to be related to the purposes of the Society. Honorary Members shall be entitled to all the privileges of Members except the right to vote, hold office or take part in the management of the affairs of the Society, and shall not be required to pay any fees or dues or otherwise to contribute to the funds of the Society.

Section 2. Admission of Members. In addition to the Members named in Section 1. above, any individual shall be eligible to apply for admission to membership in the Society who meets such requirements for eligibility as may from time to time be adopted by the Board of Management. All applicants shall file with the Secretary a written application in such form as the Membership Committee shall from time to time determine. All applications for membership shall be presented promptly for consideration and investigation to the Membership Committee. If the Membership Committee deems an applicant to be eligible and suitable for membership, it shall admit him to membership and so advise him and the Board of Management.

If an applicant has been rejected, he and the Board of Management will
be so advised, and he may not make another application for membership within one year thereafter.

Section 3. Voting Rights. Each Member in good standing shall be entitled to one vote on each matter submitted to a vote of the Members of the Society.

Section 4. Termination of Membership. The Board of Management, by the affirmative vote of a majority of all the Managers, may suspend or expel a Member for cause after an appropriate hearing, and may terminate the membership of any Member who becomes ineligible for membership, or suspend or expel any Member who shall be in default in the payment of any fees or dues as provided in accordance with these By-laws.

Section 5. Resignation. Any Member may resign by filing a written resignation with the Secretary, but such resignation shall not relieve the Member so resigning of the obligation to pay any dues, assessments or other charges therebefore accrued and unpaid.

Section 6. Reinstatement. Upon written request signed by a former Member and filed with the Secretary, the Board of Management may, by the affirmative vote of a majority of all the Managers, reinstate such former Member to membership in the Society upon such terms as the Board of Management may deem appropriate.

Section 7. Transfer of Membership. Membership in the Society is not transferable or assignable.

ARTICLE III
Meetings of Members

Section 1. Annual Meeting. An annual meeting of the Members of the Society
shall be held during the second calendar quarter of each year, at a time and place coinciding with a meeting of a scientific society, for the purpose of discussing any matter which may come before the meeting. The date, time and place of the annual meeting shall be designated by the Board of Management.

Section 2. Special Meetings. Special meetings of the Members of the Society may be called at any time by the Board of Management or the President and shall be called by the President upon the written request of three Members of the Society entitled to vote. All such special meetings shall be held at the principal office of the Society unless the Board of Management shall designate some other place.

Section 3. Mail Vote on Questions. Upon the written request of twenty-five or more Members entitled to vote the Board of Management shall submit any question to a vote by mail of the Members of the Society.

Section 4. Notice of Meetings. The Secretary shall mail to each Member and to each Honorary Member, at least thirty days but not more than ninety days before an annual or special meeting, a notice stating the place, day and hour of such meeting. The notice shall also state, when required by law or the articles of association or these By-laws, the purpose or purposes for which the meeting is called.

Section 5. Quorum and Voting. At any annual or special meeting of the Society, ten Members present and entitled to vote thereat shall constitute a quorum at such meeting. A majority of the Members present and entitled to vote at any
meeting may adjourn the meeting from time to time without further notice. At any adjourned meeting at which a quorum shall be present, any business may be transacted which would have been proper at the meeting as originally noticed.

Any act of a majority of the Members present and entitled to vote at a meeting at which there is a quorum shall be the act of the Members of the Society.

Voting at any meeting of the Members of the Society need not be by ballot, but upon demand by any Member for a vote by ballot on any question or at the direction of the President that a vote by ballot be taken on any question, such vote shall be taken.

Section 6. Voting by Mail. The vote of the Members of the Society on any question may, at the election of the Board of Management, be taken by mail and such vote shall have the same effect as though taken at a meeting of the Members of the Society.

A vote by mail shall be conducted in such manner as the Board of Management shall determine, consistent with these By-laws, and the vote of a majority of the Members who return their ballots within the time designated shall be the act of the Members of the Society.

ARTICLE IV
Board of Management

Section 1. General Powers and Duties. The property, business and affairs of the Society shall be managed and controlled by a Board of Management. The Board of Management shall have power to elect officers of the Society, to appoint members of committees and in general to exercise all powers of the Soc-
iety which are not reserved to the Members by law or the Articles of Association. The Board of Management may accept on behalf of the Society any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the Society. The Board of Management may, by resolution, prescribe and determine from time to time the amount of initiation fee and annual dues, if any, payable to the Society by Members, as well as such other fees as it shall deem to be appropriate, and shall designate the time and manner of payment thereof.

Section 2. Number, Tenure and Qualifications. The number of Managers shall be seven. Managers shall be divided into three classes, each class to be as nearly equal as may be. Annually one class of Managers shall be elected as from the next succeeding annual meeting of the Members of the Society until the third following such meeting provided in these By-laws to hold office or until their successors are elected and shall have qualified. Any Member of the Society in good standing shall be qualified to serve as a Manager, except that a Manager shall not be eligible for reelection to a term succeeding his current term.

Section 3. Election of Manager. By January 15th of each year the Secretary shall mail a notice to each Member of the Society giving the name of each Manager whose term is due to expire at the next annual meeting and requesting suggestions in writing for candidates to fill the vacancy. Any suggestions so received as a result of such notice shall be turned over to the Nominating Committee. Not later than March 1st the Nominating Committee shall furnish the Secretary a list of qualified candidates to fill such vacancies, which list shall
include the name of each candidate suggested as a result of the Secretary's notice by at least twenty-five Members. By March 15th the Secretary shall prepare and mail to each Member a ballot, in such form as he shall designate, for voting on the candidates furnished by the Nominating Committee to fill the vacancies. Each Member in good standing shall be entitled to cast one vote to fill each vacancy, each such vote to be for a different candidate appearing on the ballot. All ballots received by the Secretary by March 31st shall be tallied by him and he shall report the results to each Manager. The number of candidates, equivalent to the number of vacancies to be filled, receiving the highest number of votes shall be elected. In case of ties, the President shall cast the deciding votes. The President shall notify the Members of the names of the individuals elected to fill the vacancies.

Section 4. Meetings. As promptly as practicable after each annual meeting of the members of the Society, the Managers shall meet for the purpose of organization, the election of officers, appointment of committees and the trans- action of other business. Meetings of the Board of Management may be called by the President or the Secretary of the Society or by any two Managers in the absence of both the President and Secretary. Each meeting shall be held as provided in the call, and notice thereof shall state the time and place and (in general terms only) the purpose thereof. At any meeting at which every Manager is present, even though there be no notice or waiver of notice thereof, any business may be transacted.

Section 5. Notice of Meetings. Notice of each meeting of the Board of Management shall be given personally or in writing by mail at least two days before
the meeting, but such notice may be waived by any Manager either before or after the meeting. The attendance of a Manager at any meeting shall constitute a waiver of notice of such meeting, except where a Manager attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

Section 6. Quorum and Manner of Acting. At all meetings of the Board of Management one-third of the Managers shall be necessary and sufficient to constitute a quorum for the transaction of business and the act of a majority of the Managers present at any meeting at which there is a quorum shall be the act of the Board except as otherwise specifically provided by law or the articles of association or these By-laws. If at any meeting there is less than a quorum present, a majority of the Managers present may adjourn the meeting from time to time without further notice to any absent Manager.

Section 7. Vacancies. Vacancies in the Board of Management may be filled by the affirmative vote of a majority of the Managers then in office, and any such electee shall hold office for the unexpired term of the Manager he replaces.

Section 8. Compensation. Managers as such shall not receive any stated salaries for their services, but by resolution of the Board of Management expenses, if any, may be allowed for attendance at each meeting of the Board. Nothing herein contained shall be construed to preclude any Manager from serving the Society in any other capacity and receiving compensation therefor.

Section 9. Informal Action by Managers. Any action required by law or the
articles of association or these By-laws to be taken at a meeting of the Board of Managers, or any action which may be taken at such a meeting, may be taken without a meeting if a consent in writing, setting forth the action so taken shall be signed by all of the Managers.

Section 10. Annual Report. The Board of Management shall prepare and mail by March 31st to each Member and Honorary Member of the Society, an annual report each year, covering the affairs of the Society for the immediately preceding fiscal year. Each annual report shall show, as of the end of the fiscal year which it covers, the whole amount of real and personal property owned by the Society, where located and where and how invested, the amount and nature of the property acquired during such fiscal year and the manner of acquisition, the amount applied, appropriated or expended during such fiscal year and the purposes, objects or persons to or for which such applications, appropriations or expenditures were made, and the names and mailing addresses of the individuals who were admitted to membership in the Society during such fiscal year.

Section 11. Resignation and Removal. Any Manager, member of a committee or officer may resign at any time by giving written notice to the President or the Secretary of the Society. Such resignation shall take effect at the time specified therein, or, if no time is so specified, then upon receipt thereof, and unless otherwise specified therein, acceptance of such resignation shall not be necessary to make it effective.
ARTICLE V
Committees

Section 1. Membership Committee. There shall be a Membership Committee consisting of the Secretary and two other Members of the Society, who may or may not be Managers. The Membership Committee shall be appointed by the Board of Management to serve until the next annual meeting of the Members of the Society or until their successors shall have been appointed. The Membership Committee shall consider and act upon each application for membership in the Society and shall conduct such investigation in connection therewith as it shall deem advisable. The Membership Committee shall have the power to reject or admit an applicant, by majority vote.

The Membership Committee may, from time to time, subject to determination by the Board of Management, prescribe rules and regulations for the calling and conduct of its meetings and other matters relating to its procedure and the exercise of its powers.

Vacancies in the Membership Committee may be filled by the Board of Management for the unexpired portion of the term.

Section 2. Nominating Committee. There shall be a Nominating Committee consisting of three Members of the Society other than Managers. The Nominating Committee shall be appointed by the Board of Management at least six months following an annual meeting of the Members of the Society to serve until the next such annual meeting or until their successors shall have been appointed. The Nominating Committee shall consider all suggestions for candidates to fill vacancies on the Board of Management on which the Members of
the Society are to vote, and shall recommend by majority vote a candidate for each vacancy, who may or may not have been suggested by any Member. The Nominating Committee shall furnish the Secretary a list of candidates to fill vacancies, as provided in these By-laws.

The Nominating Committee may, subject to determination by the Board of Management, from time to time, prescribe rules and regulations for the calling and conduct of its meetings and other matters relating to its procedure and the exercise of its powers.

Vacancies in the Nominating Committee may be filled by the President for the unexpired portion of the term.

Section 3. Other Committees. The Board of Management may, by resolution adopted by a majority of all the Managers, designate other committees consisting of such number of Members of the Society or Board of Management as it shall determine. Any such committee shall have and may exercise such powers as the Board of Management may delegate to it in the resolution appointing it. A majority of all the members of any such committee may determine its actions and fix the time and place of its meetings, unless the Board of Management shall otherwise provide. The Board of Management shall have the power at any time to change the members of, to fill vacancies in, and to discharge any such committee, either with or without cause.

ARTICLE VI
Officers

Section 1. Officers. The officers of the Society shall be a President, a
Secretary and a Treasurer. The Board of Management may elect or appoint such other officers, including one or more Vice Presidents, as it shall deem desirable, such officers to have the authority and perform the duties prescribed, from time to time, by the Board of Management. Any two offices may be held by the same person, except the offices of President and Secretary.

Section 2. Election and Term of Office. The officers of the Society shall be elected annually by the Board of Management at its first meeting following the annual meeting of Members of the Society, or at such other time as may be practicable. New offices may be created and filled at any meeting of the Board of Management. The President shall be elected from among the Managers. Each officer shall hold office until the next succeeding annual meeting of the Members of the Society after his election or until his successor shall have been duly elected and shall have qualified. No individual elected to the office of President shall be eligible for reelection to such office for more than two successive terms.

Section 3. Removal and Vacancies. Any officer may be removed by the Board of Management whenever in its judgement the best interests of the Society would be served thereby. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Board of Management for the unexpired portion of the term.

Section 4. President. The President shall be the principal executive officer of the Society and shall in general supervise and control all of the business and affairs of the Society and develop policies, procedures, practices and programs
for furthering its interests. He shall preside at all meetings of the Members of the Society and of the Board of Management. He may sign, with the Secretary or any other proper officer of the Society authorized by the Board of Management, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Management has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Management or by the law or the article of association or these By-laws to some other officer or agent of the Society. In general the President shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Management from time to time.

Section 5. Secretary. The Secretary shall attend all meetings of the Members of the Society and of the Board of Management and shall record all votes and keep the minutes of such meetings in one or more books provided for that purpose. He shall administer the voting by mail of members of the Society and shall serve as inspector of voting. He shall attend to the giving and serving of all notices in accordance with the provisions of the law or the articles of association or these By-laws, be custodian of the corporate records and of the seal of the Society and see that the seal is affixed to all documents the execution of which on behalf of the Society under its seal is duly authorized in accordance with the provisions of these By-laws, keep a register of the mailing address of each Member which shall be furnished to him by such Member, and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him by the President or by the Board of Management.
Section 6. Treasurer. The Treasurer shall be responsible for and have supervisory custody of all the funds and securities of the Society subject to such regulations as may be imposed by the Board of Management. When necessary or proper, he may endorse on behalf of the Society for collection, checks, notes, certificates of deposit and other obligations, and shall deposit the same to the credit of the Society at such bank or banks or depository as the Board of Management may designate. He shall sign all receipts and vouchers and, together with such other officer or officers, if any, as the Board of Management may designate, shall sign all checks of the Society, provided that any one or more other officers or agents of the Society may be authorized by the Board of Management to sign any such receipts, vouchers or checks either with or without his signature or counter-signature; and provided further that promissory notes, if any, issued by the Society shall be signed by him or another or others only pursuant to specific authority conferred by the Board of Management. He shall make such payments as may be necessary or proper to be made on behalf of the Society, subject to the control of the Board of Management, and shall be responsible for regularly entering in the books of the Society to be kept for the purpose full and accurate account of all moneys and obligations received and paid or incurred on account of the Society, and shall exhibit such books at all reasonable times to any Manager on application at the office of the Society. Whenever required by the Board of Management he shall make a full written report covering the financial transactions of the Society. He may be required to give bond for the faithful performance of his duties in such sum and with such sureties as the Board of Management may require. He shall in general
be responsible for the performance of all the duties incident to the office of Treasurer, and such other duties as from time to time may be assigned to him by the President or by the Board of Management.

ARTICLE VII
Fiscal Year

The fiscal year of the Society shall begin on the first day of January and end on the last day of December in each year.

ARTICLE VIII
Seal

The Board of Management shall provide a corporate seal, which shall be in the form of a circle and shall have inscribed thereon the name of the Society and the words and figures "Incorporated 1958 Connecticut".

ARTICLE IX
Waiver of Notice

Whenever any notice is required to be given by law or the Articles of Association or these By-laws, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice. This provision shall be in addition to any other or different statutory provisions as to waiver of notice.

ARTICLE X
Interpretation and Construction of By-Laws

All questions of interpretation or construction of these By-laws shall be decided by the Board of Management whose decision thereon shall be final.
ARTICLE XI
Amendments to By-Laws

These By-laws may be altered, amended or repealed and new By-laws may be adopted by the affirmative vote of a majority of all the Managers, given at any meeting of the Board of Management, provided notice of the proposed action (in general terms only) is included in the notice or waiver of notice of such meeting.