



MSA Focused Interest Group (FIG) Guidelines

Approved By MSA Council 29 July 2005

Amended and Approved

4 August 2005, 28 January 2006, 29 July 2006, 4 August 2007, 4 August 2018

1. Definition

A Focused Interest Group (FIG) is a group of not less than ten MSA members who have organized, with the approval of MSA Council, to promote a specific discipline relevant to microscopy or microanalysis.

2. Establishing and Maintaining FIGs

a. Requirements

- i. Ten (10) MSA members are required to initiate and maintain a FIG.

Note: If any individual FIG membership decreases to less than 10 for two (2) consecutive years, the FIG will be considered dissolved.

- ii. Requests to form or reinstate a FIG must be submitted in writing to the FIG Chair no less than one (1) month prior to a scheduled meeting of MSA Council, one typically in late January and another immediately preceding the annual M&M meeting. Requests will be presented by the FIG Chair to MSA Council for approval. Late requests may be postponed until the subsequent Council meeting.
- iii. The MSA Business Office and the MSA Treasurer will maintain separate budgets for the General FIG Committee Account and for each of the individual FIGs. Dues and other income (e.g., non-Program-related sponsorships) will be credited to the appropriate FIG.
- iv. MSA Council reserves the right to dissolve a FIG for reasons including, but not limited to, fiscal irresponsibility, scientific misconduct or having less than the minimum required number of members as specified above.
 - If an individual FIG is dissolved, and assets remain in its budget, those assets will be moved to the General FIG Committee Account and used or redistributed at the discretion of the FIG Chair.

b. Individual Membership

- i. Any MSA member (as defined by MSA) may join a FIG by paying dues in the amount of \$15 per annum per FIG. FIG dues shall be billed in the MSA dues notice.
 - Per current MSA practice, dues paid prior to August 1 in any calendar year shall be current through December 31 of that year.
 - Dues paid after August 1 in any calendar year shall be current through December 31 of the following year.

- ii. The fee to join one FIG is waived for students, who are also MSA members. Students may join multiple FIGs by paying the dues for each additional FIG, as described in Section 2.b.i.

3. Administration

a. FIG Chair

i. Election

- The first FIG Chair shall be appointed by MSA Council to a 3-year term of office, starting on January 1 of Year 1 and ending on December 31 of Year 3.
- His/her successor(s) shall be chosen by a majority of FIG Leaders from amongst their number, during the FIG Business Meeting held at M&M not later than Year 2 of the current FIG Chair's term. Each FIG should be represented at the meeting, either by its Leader or a designated proxy. If less than two-thirds of the FIGs are represented at the business meeting, the election shall take place by electronic ballot and a simple majority of ballots received shall determine the FIG Chair.
- FIG Chair shall notify, within 10 business days, the FIG liaison, MSA President and Association Management the outcome of the election.

ii. General Responsibilities

- The FIG Chair shall serve on the M&M Program Committee.
- The FIG Chair is responsible for communications, budget and report submissions to MSA Council, and fiscal management.
- The FIG Chair shall confer with the MSA Council, FIG liaison and any other relevant MSA officials on issues that involve non-M&M activities. In addition, the M&M Program Chair shall be consulted on issues that involve the M&M scientific program and related functions.
- The FIG Chair shall conduct a business meeting at M&M with all FIG Leaders, or designated proxy, present. All FIG Leaders and the FIG liaison must be notified of the time and location of the annual business meeting in writing at least 30 days prior to that meeting.

b. FIG Organization

i. Organization

- Each individual FIG shall have a duly elected
 - Leader who shall serve a 2-year term. At the end of his/her term, the FIG Leader will be ineligible to hold any FIG office for a period of 2 years.
 - Leader-elect who will serve a 2-year term and then assume the office of FIG Leader.
 - Secretary/Treasurer who will serve a 2-year term.
- All terms of office shall be from January 1 of the year following the election (year N) to December 31 of the next year (year N+1).

If the FIG Leader-Elect cannot serve as FIG Leader, including but not limited to: lack of active participation in FIG activities during his/her term of office as FIG Leader-Elect; change of job; change of MSA membership status; both the positions of FIG Leader and FIG Leader-Elect may be opened for nominations and election.

- All candidates for election to any FIG Office (i.e., Leader, Leader-Elect, Secretary/Treasurer) must be current dues-paying members of both MSA and the FIG for which they seek office at the time of the election. Any question that a candidate is a member in good standing will be resolved by the FIG Chair in consultation with the Business Office.

- No individual shall succeed him/herself in any office, but may seek the office again after rotating off for a term.
- ii. Business Meeting and Elections
- Each FIG must have an annual business meeting attended by a quorum of dues-paying members. A quorum shall be defined as one-third of the membership or a minimum of 7 members, whichever is larger. All FIG members and the FIG Chair must be notified of the time and location of the annual business meeting in writing at least 30 days prior to that meeting.
 - Elections shall be held at the FIG's business meeting at M&M. A quorum of dues-paying FIG members shall be required to conduct the election. If no quorum is present, an electronic ballot may be cast within 30 days of the close of M&M. A simple majority is required to fill any position.
 - Election results shall be delivered in writing to the FIG Chair within 10 business days after the election.
 - No person shall hold elected office in more than one FIG at any time.

4. Funding of FIGs

- a. FIG dues shall be collected as stated in Section 2 above. A FIG may seek other sources of funding, but must seek approval by FIG Chair, using the FIG Activity Request Form, and shall follow all relevant MSA guidelines (e.g., sponsorships, workshops, pre-meeting congresses).
- b. Use of the dues and other approved sources of income for a specific purpose must be requested using the FIG Activity Request Form and approved in advance by the FIG Chair. Dues may be used for non-M&M Program-related activities, including, but not limited to:
- i. food and non-alcoholic beverages for business meetings,
 - ii. website creation and maintenance,
 - iii. telephone, fax and photocopying, and
 - iv. support for social events held during M&M and support for specialty meetings/workshops other than at M&M.
- c. M&M scientific program activities are funded only through the Program Chair's budget. As such, dues may not be used for M&M scientific program activities, including, but not limited to:
- i. symposium or roundtable funding,
 - ii. travel support for FIG members or external speakers.

5. FIG Activities/Functions

All requests for FIG-sponsored activities (e.g., M&M symposium, business meeting, special meeting/workshop, social event) shall be made in writing to the FIG Chair using a FIG Activity Request Form. Guidelines for timing of requests are available on Form. Activities include:

- a. Business Meeting
- Each FIG, regardless of whether or not it sponsors a scientific session, shall be entitled to space to hold a business meeting at M&M each year. Space shall be provided in the convention center, if available, or at an alternate facility within proximity of the convention center.
- b. Symposium / Roundtable
- Each FIG is encouraged to propose a symposium for the M&M meeting. Approval of the proposal is at the discretion of the Program Chair.

Organization of a scientific symposium or roundtable at M&M requires prior consent of the FIG Chair, MSA Council liaison and Program Chair. A symposium or roundtable request is not granted or funded automatically, but at the discretion of the Program Chair. FIG-sponsored symposia and roundtables shall operate under the same guidelines as all other symposia (fundraising, scheduling, speaker support, etc.)

c. Pre-Meeting Workshop

Pre-meeting workshops or short courses may be requested for consideration by the FIG Chair, MSA Council liaison, Program Chair and Education Committee Chair. Requests are not granted or funded automatically, but at the discretion of the Program Chair and the Education Committee Chair. Any approved pre-meeting activities shall be coordinated in consultation with the Education Committee Liaison for Pre-meeting Activities.

d. Non-M&M Related Special Meetings and Workshops

Request: Non-M&M related special meetings or workshops may be requested. Such meetings or workshops must be approved by the full MSA Council. MSA may provide up to \$1000 support through the FIG budget for these meetings. Examples of these "special" meetings include a symposium of national or international scope, a joint meeting of two or more FIGs, or a workshop built around an emerging topic of microscopy or microanalysis-related scientific studies. Approval for support must come from the FIG Chair and the MSA Council. Additional fundraising must be coordinated through the MSA President and FIG Chair. Participating FIGs which have received this support during the previous two years will not be eligible.

Funding: Application for funding for a special meeting or workshop must include: a completed FIG Activity Request Form; a meeting program as complete as possible; and a complete budget for the meeting.

6. Communication

a. Website or e-newsletter

Each FIG may sponsor a website or e-newsletter in conjunction with the MSA website to promote dissemination of information relevant to its members and MSA membership in general.

b. M&M Expo

Each FIG will be given space (typically 1-2 paragraphs maximum) in the M&M Expo to promote its activities at M&M. All advertising must be submitted in writing to the FIG Chair.

c. Microscopy Today

Each FIG can promote its activities in Microscopy Today as space permits.

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