



CHARTER OF THE SOUTHEASTERN ASSOCIATION OF SHARED RESOURCES

The Southeastern Association of Shared Resources (SEASR) is an official Chapter of the Association of Biomolecular Resource Facilities (ABRF). The purpose of SEASR is to provide a regional forum for administrators, directors, managers, scientists, and technical staff in core and research biotechnology labs in government, academia, research, and commercial settings to meet, discuss, and collaborate on the many common issues that face this group. SEASR was established in 2013 and does not require formal membership to participate in its activities.

MISSION AND PURPOSE

SEASR supports ABRF's mission to:

- a) Promote and support resource facilities, research laboratories, and individual researchers regarding operation, research, and development in the areas of methods, techniques, and instrumentation relevant to the analysis and synthesis of biomolecules;
- b) Provide mechanisms for the self-evaluation and improvement of procedural and operational accuracy, precision, and efficiency in resource facilities and research laboratories;
- c) Provide a mechanism for the education of resource facility and research laboratory staff, users, administrators, and interested members of the scientific community.

SEASR will foster excellence in all areas of biotechnology and business through communication, education, training, and collaboration.

ARTICLE I. EXECUTIVE BOARD MEMBERS

Section 1. The SEASR Executive Board (EB) will be the planning committee for all SEASR events. It shall be comprised of 12 individuals who are administrators, directors, managers, scientists, or technical staff in core and research biotechnology labs in government, academia, research, industry, and commercial settings in the southeastern United States including Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Texas, Tennessee, and Puerto Rico. Each member of the SEASR EB shall serve a four-year term. Three members shall be elected annually to replace three retiring members. The newly-elected members of the SEASR EB shall assume office on July 1st, and shall retire on June 30th four years later.

Section 2. If a total of 12 members cannot be recruited or retained to serve on the SEASR EB after an election cycle, efforts will be made to recruit new EB members during the remainder of the year. The incumbent SEASR EB will review applicants from previous election cycles (beginning with the most recent election cycle) to determine if any are appropriate applicants to serve on the EB. The incumbent SEASR EB shall review the application materials of all previous applicants and shall vote to elect the available number of SEASR EB members, according to Article II Section 3. If a previous applicant is selected, eligibility and desire of that previous applicant to serve on the EB, will be assessed by reaching out to the applicant after the vote. If the applicant is not eligible, an alternate will be selected by the SEASR EB according to Article II Section 3.

If there are no previous applicants suited for service on the EB (e.g. ineligibility, lack of current interest by the applicant, clear lack of experience, or poor letters of support) the incumbent EB will nominate individuals outside of the previous application pool. EB nominees, who have not submitted an application, will be contacted by SEASR to submit application materials. The incumbent SEASR EB shall review the application materials of all nominees and shall vote to elect the available number of SEASR EB members, according to Article II Section 3.

Section 3. The SEASR EB shall include the following members: Chapter President, Chapter President-Elect, Past-President, Treasurer, Treasurer-Elect, Past-Treasurer, Sponsor Coordinator, Sponsor Coordinator-Elect, Past-Sponsor Coordinator, Secretary, Registration Coordinator, and Membership Coordinator. Each person elected to the EB will serve a four-year term.

Section 4. All SEASR EB members will serve only one year in their respective title. Chapter President-Elect, Treasurer-Elect, and Sponsor Coordinator-Elect will automatically assume the roles of Chapter President, Treasurer, and Sponsor Coordinator, respectively, when the current seating EB members' terms end. It is expected that newly-elected members will hold the office of Registration Coordinator, Membership Coordinator, and Secretary during their first year on the EB. After they hold the office of Registration Coordinator, Membership Coordinator, and Secretary it is expected that the Registration Coordinator, Membership Coordinator, and Secretary will hold the offices of Chapter President-Elect, Treasurer-Elect, and Sponsor Coordinator-Elect the following year.

Section 5. SEASR EB members who leave careers in research biotechnology may remain as members of the EB until the expiration of their term of office.

Section 6. Duties and responsibilities of the SEASR EB members shall be to:

- a) Promote ABRF, its programs, and its membership opportunities to directors, managers, scientists, and technical staff in core and research biotechnology labs in government, academia, research, industry, and commercial settings in the southeastern United States;
- b) Promote the professional development of SEASR event attendees in accordance with the Mission Statement of this Charter;
- c) Represent the interests of administrators, directors, managers, scientists, and technical staff in core and research biotechnology labs in government, academia, and commercial settings in the southeastern United States and act as a liaison and advisory body to the ABRF Chapters and Affiliates Board;
- d) Encourage and maintain active participation in SEASR events;
- e) Attend the SEASR regional conference.

Section 7. SEASR will make a reasonable effort to reimburse all travel and lodging expenses for EB members to attend the SEASR regional conference (see Reimbursement Policy). Furthermore, SEASR will be responsible for reimbursing EB members for materials needed for the SEASR regional conference.

Section 8. Duties and responsibilities of the SEASR EB Members shall be as follows:

- a) The **Chapter President** shall be the chief officer of the SEASR EB and SEASR Executive Committee and shall call and preside over all meetings and conference calls. The Chapter President shall serve as the main point of contact between the SEASR EB and the ABRF Chapters and Affiliates Board; oversee the SEASR Committees; and direct the activities approved by the ABRF. The Chapter President will be responsible for signing all contracts binding SEASR to activities. The Chapter President should also serve as a mentor to the Chapter President-Elect. The Chapter President will be responsible for overseeing the development of the SEASR newsletter. The Chapter President will also be expected to attend the ABRF Annual Meeting, the year of their Presidency.
- b) The **Chapter President-Elect** shall assume the duties of the Chapter President in his or her absence and shall oversee those activities as delegated by the Chapter President. The Chapter

President-Elect shall also assist either the Secretary, Registration Coordinator, or Membership Coordinator. The position to which the Chapter President-Elect advises will be the position that person held their first year on the SEASR EB.

- c) The **Past-Chapter President** shall serve as mentor to the current Chapter President to preserve programmatic and leadership continuity and shall assume the duties of the Chapter President in the absence of the Chapter President and Chapter President-Elect. The Past-Chapter President shall be a direct advisor and assistant to either the Secretary, Registration Coordinator, or Membership Coordinator. The position to which the Past-Chapter President advises will be the position that person held their first year on the SEASR EB.
- d) The **Treasurer** shall be responsible for managing the SEASR budget, including tracking both projected and actual revenue and expenses, process sponsor and exhibitor requests for invoicing, pay invoices, process reimbursements, and represent SEASR on the ABRF Chapters and Affiliates Board calls. The Treasurer should also serve as a mentor to the Treasurer-Elect.
- e) The **Treasurer-Elect** shall assume the duties of the Treasurer in his or her absence, and shall oversee those activities as delegated by the Treasurer. The Treasurer-Elect shall also assist either the Secretary, Registration Coordinator, or Membership Coordinator. The position to which the Treasurer-Elect advises will be the position that person held their first year on the SEASR EB.
- f) The **Past-Treasurer** shall serve as mentor to the current Treasurer to preserve programmatic and leadership continuity and shall assume the duties of the Treasurer in the absence of the Treasurer and Treasurer-Elect. The Past-Treasurer shall be a direct advisor and assistant to either the Secretary, Registration Coordinator, or Membership Coordinator. The position to which the Past-Treasurer advises will be the position that person held their first year on the SEASR EB.
- g) The **Sponsor Coordinator** shall be responsible for organizing the recruitment of sponsors for the SEASR regional conference and be the main point of contact for conference sponsors. The Sponsor Coordinator should also serve as a mentor to the Sponsor Coordinator-Elect.
- h) The **Sponsor Coordinator-Elect** shall assume the duties of the Sponsor Coordinator in his or her absence and shall oversee those activities as delegated by the Sponsor Coordinator. The Sponsor Coordinator-Elect shall also assist either the Secretary, Registration Coordinator, or Membership Coordinator. The position to which the Sponsor Coordinator-Elect advises will be the position that person held their first year on the SEASR EB.
- i) The **Past-Sponsor Coordinator** shall serve as mentor to the current Sponsor Coordinator to preserve programmatic and leadership continuity and shall assume the duties of the Sponsor Coordinator in the absence of the Sponsor Coordinator and Sponsor Coordinator-Elect. The Past-Sponsor Coordinator shall be a direct advisor and assistant to either the Secretary, Registration Coordinator, or Membership Coordinator. The position to which the Past-Sponsor Coordinator advises will be the position that person held their first year on the SEASR EB.
- j) The **Secretary** shall take and distribute minutes from all of the EB conference calls and face-to-face meetings. In collaboration with the Chapter President, the Secretary shall draft the agenda and document and distribute action items from each of the conference calls. The Secretary shall also alert the Chapter President of any lapses in participation by EB members. Furthermore, the Secretary will assist the Chapter President with drafting the SEASR newsletter.
- k) The **Registration Coordinator/Webmaster** shall be responsible for setting-up the SEASR annual meeting registration both online and at the SEASR Annual meeting and for managing any refunds associated with registration. The Registration Coordinator will also be responsible for securing lanyards and printing badges, and organizing materials at the registration table at the SEASR Annual meeting. The Registration Coordinator will also be responsible for updating the SEASR website.
- l) The **Membership Coordinator** shall be responsible for all communications between the SEASR EB and administrators, directors, managers, scientists, and technical staff in core and research biotechnology labs in government, academia, research, and commercial settings who reside in the SEASR catchment area. This communication includes drafting and mailing SEASR Annual

Meeting announcements and the newsletter. The Membership Coordinator shall also be responsible for organizing the poster session at the SEASR Annual Meeting.

Section 9. A member of the SEASR EB who has failed to attend three consecutive SEASR conference calls or meetings, without prior written notice, will receive written notice of their lapse in commitment, and potential dismissal, by the Chapter President. A failure to attend the fourth consecutive SEASR conference call or meeting shall be considered to have resigned. The Chapter Secretary will be responsible for documenting missed conference calls and meetings. The Chapter President will communicate to the EB member, in writing, their nullification from the SEASR EB. Reinstatement shall be considered by the SEASR EB upon receipt of a written petition from that member. A majority vote in favor of reinstatement by the SEASR EB will be necessary for EB membership reestablishment.

Section 10. A member of the SEASR EB may be dismissed upon unanimous vote of the SEASR EB for failure to perform his or her duties and responsibilities. Grounds for dismissal include, but are not limited to: the failure to perform duties and responsibilities as assigned by the SEASR Chapter President; the failure to attend four consecutive SEASR EB conference calls or meetings; and the failure to act in accordance with this Charter. The Chapter President will communicate to the member, in writing, their nullification from the SEASR EB.

Section 11. Should a member of the SEASR EB resign in the first, second, or third year of their term of office, the procedure shall be as follows:

- a) The candidates for the replacement shall be drawn from the alternates from the previous year's election.
- b) The remaining members of the SEASR EB shall conduct a vote to determine a replacement. A majority vote is needed by the incumbent SEASR EB. Should the vote result in a tie, the SEASR Chapter President shall decide the election.
- c) The replacement shall only fulfill the remainder of the resigning member's term; thus their total term will be fewer than four years
- d) Should a SEASR EB member resign in the final year of their term, no replacement shall be elected. The Chapter President will distribute the responsibility of that member as seen appropriate.
- e) In the event that a member of EB resigns, the Elect member of that office will immediately take the position of the resigning member. That person will fulfill the remainder of that person's term, in addition to serving in that position for the following year, as intended.

ARTICLE II: NOMINATION AND ELECTION PROCEDURES: EXECUTIVE BOARD MEMBERS

Section 1. All administrators, directors, managers, scientists, and technical staff in core and research biotechnology labs in government, academia, research, and commercial settings in the southeastern United States and Puerto Rico, as defined in this Charter, are eligible to submit themselves as candidates for election to the SEASR EB.

Section 2. A Call for Applications shall be issued to administrators, directors, managers, scientists, and technical staff in core and research biotechnology labs in government, academia, research, and commercial settings in the southeastern United States, and Puerto Rico, as defined in this Charter. The call for Applications will be disseminated 5 months prior to the beginning of the term each year. Application materials must include the following:

- a) A completed application form;
- b) The applicant's curriculum vitae (CV) or resume;
- c) A statement outlining the applicant's intended goals during his or her service on the SEASR EB. This statement should include which position he/she would like to serve in during their first year on the EB and statements confirming that they are willing to serve on the SEASR EB for four

years and would be willing to serve as Chapter President, Treasurer, or Sponsor Coordinator during their third year on the EB; and

- d) A letter of support from someone who can write about the applicant's performance as a professional (e.g. supervisor, collaborator, etc.).

Section 3. The incumbent SEASR EB shall review the application materials of all candidates and shall vote to elect three SEASR EB members, to replace three retiring SEASR EB members. These new members should demonstrate scientific excellence and leadership potential, and appropriately represent the demographic, geographic and scientific diversity of the administrators, directors, managers, scientists, and technical staff in core and research biotechnology labs in government, academia, research, industry, and commercial settings in the southeastern United States. A majority vote in favor of the candidate is necessary to elect a new SEASR EB member. Should the vote result in a tie, the SEASR Chapter President shall decide the election.

ARTICLE III. MEETINGS AND CONFERENCE CALLS

Section 1. The SEASR EB shall hold one face-to-face meeting during the course of a year that will be held during the SEASR annual regional conference to review SEASR activities and discuss future plans.

Section 2. Regular conference calls will be called at the request of the SEASR Chapter President.

ARTICLE IV. ABRF-SEASR EXECUTIVE BOARD COMMUNICATIONS POLICY

The SEASR Chapter President is the liaison between ABRF and SEASR. The Chapter President and the Treasurer are expected to attend the regular ABRF Chapters and Affiliates Board conference calls and keep the ABRF abreast of chapter functions, in addition to communicating with SEASR the activities of the ABRF. Decisions regarding ABRF-SEASR activities will be made by the SEASR EB with consultation by the Chapter President and Treasurer.

ARTICLE V. EXECUTIVE COMMITTEE MEMBERS

Section 1. The SEASR Executive Committee (EC) will review major issues that the organization faces and make preliminary recommendations for discussion and voting at SEASR EB conference calls and meetings. The SEASR EC shall be comprised of the Chapter President, Treasurer, and Sponsor Coordinator.

Section 2. The SEASR EC Officers will serve only one year in their respective office, except in the case of the resignation of an Officer. Resignation of an Officer will be managed according to Article I Section 11.

Section 3. The current Secretary, Membership Coordinator, and Registration Coordinator are eligible, and expected, to commit to be Chapter President-Elect, Treasurer-Elect, and Sponsor Coordinator-Elect the following year. What office each of these members commit to will be made by mutual agreement (between the current Secretary, Membership Coordinator, and Registration Coordinator) on or before the next year's SEASR Annual Meeting.

Section 4. If there is more than one person who would like to serve in the same office, and a mutual agreement cannot be made, the candidates must submit a statement outlining their qualifications and intended goals during his or her service on the SEASR EC. The incumbent SEASR EC shall review the application materials of all candidates and shall vote to elect the SEASR EC officer.

ARTICLE VI. ADVISORY BOARD MEMBERS

Section 1. The SEASR Advisory Board (AB) shall provide non-binding strategic programmatic and financial advice, guide quality improvement, and assess program effectiveness for the SEASR EB regarding SEASR activities. It shall be comprised of up to 5 accomplished experts in core facility management and operations. Individuals who are core administrators and/or directors who oversee multiple core or research biotechnology labs in government, academia, research, industry, or commercial settings in the southeastern United States including Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Texas, Tennessee, and Puerto Rico are eligible to serve on the SEASR AB. Ideally, the AB members will be at institutions or companies residing in non-overlapping states.

Section 2. Service on the SEASR AB is by invitation only by the current SEASR EC. SEASR AB members will be recruited as the SEASR EC, as deemed necessary. SEASR AB members will be invited to the SEASR AB by a majority vote by the SEASR EB.

Section 3. SEASR AB members shall not have term limits but are bound by the eligibility requirements and responsibilities outlined in Article VI Sections 4, 5, and 7.

Section 4. SEASR AB members who leave careers in research biotechnology may not remain as members of the AB.

Section 5. Duties and responsibilities of the SEASR AB members shall be to:

- a) Participate in biannual SEASR AB conference calls with the SEASR EC and Chapter Secretary (AB/EC conference call), as requested:
 - a. Assist in reviewing the draft agenda, and recommending items for discussion, prior to the call.
 - b. Review agenda and supporting materials prior to the call.
- b) Provide support and advice to the SEASR EB regarding recruitment, marketing, communication, programs, sponsorship and financial matters.
- c) Act as an advocate to SEASR, promoting SEASR programming (including but not limited to the SEASR Annual Meeting and the SEASR newsletter) at their own institution and to potential sponsors.
- d) Remain informed about SEASR and ABRF programs and initiatives.
- e) Share technical, administrative, and policy developments in the field.
- f) Assist in the identification and recruitment of new AB members, when needed.

Section 6. SEASR will not reimburse travel and lodging expenses for AB members to attend the SEASR regional conference, if they choose to attend. The exception to this will be an AB member is presenting at a SEASR conference.

Section 7. A member of the SEASR AB who has failed to attend two consecutive SEASR AB/EC conference calls, without prior written notice, will receive written notice of their lapse in commitment, and potential dismissal, by the SEASR EC. A failure to attend the third consecutive SEASR AB/EC conference call shall be considered to have resigned. The Chapter Secretary will be responsible for documenting missed conference calls and meetings. The Chapter President will communicate to the AB member, in writing, their nullification from the SEASR AB. Reinstatement shall be considered by the SEASR EC upon receipt of a written petition from that member. A majority vote in favor of reinstatement by the SEASR EC will be necessary for AB membership reestablishment.

Section 8. A member of the SEASR AB may be dismissed upon unanimous vote of the SEASR EB for failure to perform his or her duties and responsibilities. Grounds for dismissal include, but are not limited to: the failure to perform duties and responsibilities as outlined in Article VI, Section 5; the failure to participate in two consecutive SEASR AB/EC conference calls or meetings; and the failure to act

in accordance with this Charter. The Chapter President will communicate to the AB member, in writing, their nullification from the SEASR AB.

Section 9. Should a member of the SEASR AB resign the SEASR EB will determine if a replacement member should be invited to join the AB.

ARTICLE VII. ORGANIZING COMMITTEE

Section 1. The SEASR EB may choose to establish an *ad hoc* Organizing Committee (OC) to assist in carrying out the work of the SEASR EB at SEASR regional events and may dissolve said committees at the conclusion of their work. This OC will include administrators, directors, managers, scientists, and/or technical staff in core and research biotechnology labs in government, academia, research, and commercial settings in the geographical location of the event. These OC members should reside in close proximity to the meeting location in order to better assist with meeting logistics.

Section 2. Duties and responsibilities of the SEASR OC members shall be to:

- a) Participate in SEASR EB conference calls, as requested:
 - a. Assist in reviewing the draft agenda, and recommending items for discussion, prior to the call.
 - b. Review agenda and supporting materials prior to the call.
- b) Assisting in duties assigned by the SEASR EB that may include, but are not limited to:
 - a. Touring and reporting on local venues for the SEASR Annual Meeting. This may include meeting and reception spaces.
 - b. Making recommendations for venue set-up and organization for the SEASR Annual Meeting.
 - c. Determining AV needs for the SEASR Annual Meeting
 - d. Providing SEASR with promotional needs at the SEASR Annual Meeting such as posters, printers, and other materials.
- c) Act as an advocate to SEASR, promoting the SEASR Annual Meeting at their own institution, by forwarding emails and posting/distributing flyers.
- d) Assist in the identification and recruitment of other SEASR OC members, when needed.

Section 3. SEASR will not reimburse travel and lodging expenses for OC members to attend the SEASR Annual Meeting. SEASR will be responsible for reimbursing OC members for materials needed for the SEASR Annual Meeting, if approved by the SEASR EB prior to purchase.

Section 4. Unless otherwise governed within this Charter, the full support of the SEASR EB will be necessary for EB members to appoint the OC members.

Section 5. A member of the SEASR OC may be dismissed upon unanimous vote of the SEASR EB for failure to perform his or her duties and responsibilities. Grounds for dismissal include, but are not limited to: the failure to perform duties and responsibilities as described in Article VII, Section 2; the failure to participate in two consecutive SEASR OC conference calls or meetings; and the failure to act in accordance with this Charter. The Chapter President will communicate to the OC member, in writing, their nullification from the SEASR OC.

ARTICLE VIII. AMENDMENTS

This charter may be amended according to the following procedure:

- a) Any SEASR EB member may submit a proposal to amend the Charter of the SEASR.
- b) The proposed amendment must be submitted in writing to the SEASR Chapter President for a review and vote by the SEASR EB. A 2/3 vote of the SEASR EB is necessary in order for an amendment to be approved.

Signature of Chapter President:


David Blum (Apr 20, 2018)

David Blum, PhD

Effective Date: 20 April 2018

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