

# SAZACS Operating Guidelines

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Southern Arizona Section, American Chemical Society (SAZACS)

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## *Introduction*

These Operating Guidelines define committees and list activities for officers and committee chairs. It serves as a "guidebook" for leadership and allows for more consistency as leadership changes over time. They provide direction but also allow flexibility as needs change. Sometimes ACS refers to this type of document as a "job manual".

The committee structure places groups of activities under committee titles. The list of key activities under each committee provides the general context of the committee and provides specific activities as a guide. These committees are in support of the Section mission (as defined in bylaws revised November 2008):

1. To promote chemistry and its role in society to the local community and its leaders;
2. To provide a means of professional interaction and networking among Section members. In addition, the purposes of the SOCIETY as defined in the Constitution (Article II) shall serve as a general guide for Section activities.

## *A. Annual Transition to New Officers and Committee Chairs – An Example Process*

This section summarizes the issues related to transition to new officers and committee chairs. Some of this information exists elsewhere in the Operating Guidelines; this section highlights those activities that must be done at this critical time.

1. **Current Officers: Timeline and Required Activities**  
The transition begins with the election results in November. Two immediate actions are required: a) the secretary notifies ACS of the new officers and councilors by December 1, and b) the chair-elect registers with ACS for attendance at the January Leadership Institute Meeting. The titles below refer to those in place for the calendar year during which the election took place.
2. **Current Officers: Preparing Budgets and Programs for the New Year**  
The Chair-elect should have arranged for any ACS guest speakers and should prepare a draft content schedule for all Section meetings for the new year. The Chair, chair-elect, councilor, and treasurer should meet in December to prepare a draft of the next year's budget, programs, and any other special events or activities (alternatively, this might be done at the December Executive Committee meeting). This draft would be finalized at the January meeting of the Executive Committee. In preparing this draft, the group should consult the Section Long Range Plan, Operating Guidelines, and the programs and budget for the last couple of years.
3. **Current Officers: Closing out the Old Year**  
The chair must prepare a formal annual report to ACS (due February 15). This is submitted electronically with a section completed by the treasurer, with the overall report approved by a councilor. To aid the chair in completing the annual report, the following information should be collected: a) a set of minutes for all executive committee meetings and a list of topics and dates for all Section meetings, and b) a brief summary (half page or so) of the year's activities prepared by each officer and committee chair.

Certain materials should be transferred to the Archives (managed by the Secretary and aided by the Archives and History Committee). Minimum contents include: a) a summary of Section activities and a copy of the annual report submission to ACS, b) a full set of executive committee minutes and list of topics and dates for all Section meetings, c) a listing of all awards given and their recipients, d) a copy of all newsletters and other announcements mailed (non-electronic) to the Section members, and e) a listing of topics and dates for all electronic messages to the Section members (but not actual content).

4. New Officers: Beginning the New Year

The first executive committee meeting is in January and the former chair-elect begins the term as chair. The new chair should prepare a draft executive committee agenda for advanced mailing and a final agenda mailed a few days in advance. The agenda should include items to finalize the program for the year, to finalize the budget for the year, to finalize the early spring newsletter content, and to appoint an audit committee to review the previous year's financial status.

Special care must be provided to new officers or committee chairs so they know about deadlines and gather ideas on how to serve in the new position. These guiding principles have a "Position Description" for each officer and committee and an overall "Administrative Calendar".

5. New Officers: Continuing the New Year

Be alert to activities and events that should be accomplished during the year. These Guiding Principles serve as a checklist for most activities but other critical issues will occur. The new chair should use those that have served as committee chairs or officers in the past for advice as needed. The ACS Office of Local Sections can provide additional guidance and the Officers Resource Manual and other on-line materials provide ideas and guidance.

6. New Officers: Timeline (see administrative calendar for comprehensive listing):

January 31 – Finalize budget and program. Complete appointments of Committee Chairs.

February 15 – Due date for Annual Report to ACS.

March – Order relevant awards for later inscription of awardees names for the April Awards meeting.

May - Appoint nominations committee.

October – Mail election ballots (bylaws require at least 3 weeks in advance of November 15 deadline).

December 1 – Notify ACS of new officers and Councilors

## ***B. Overall Organization and Committees***

There are four elected officers: chair, chair-elect, secretary, and treasurer. They are elected annually (the chair-elect becomes chair but still needs confirmation during the relevant election cycle). The past chair remains on the executive committee. There is one councilor and one alternate councilor; each elected to a three-year term at the same time. Position descriptions for officers and councilors are in Attachment 1.

The Executive Committee consists of officers, past chair, councilor and alternate councilor, committee chairs, a representative of the University of Arizona Chemistry Club (student members), and members at large appointed by the Executive Committee; all are voting members. Committee chairs or members can lead or join more than one committee. The number and types of committees can be changed as appropriate. An administrative calendar for various Executive Committee functions is in Attachment 2.

The Executive Committee operates by Robert's Rules of Order and a quorum is a "majority" of the total committee membership (filled slots only, and counting only individuals if one person chairs more than one committee). For example, if there are 7 committees, the members include elected officers and past chair (5), councilors (2) and committee chairs (7) for a total of 14 members (so a quorum would be 8). If one person served in two positions that would reduce the number of people to 13, and the quorum would be 7. Selected excerpts of Robert's Rules of Order are in Attachment 3.

All officers and committee chairs should familiarize themselves with the relevant ACS resources available on the web and in the Section operating guidelines and bylaws. Where feasible, an outgoing officer, councilor, or committee chair should prepare a brief advisory letter and meet with the incoming person to help him/her more easily understand their new role.

### C. Example Committee Names and Their General Topics

<ul style="list-style-type: none"> <li>• Primary activities are listed under each committee title. Committee chair responsibilities are in Attachment 4.</li> <li>• The primary committees (1-8) are represented on the Executive Committee.</li> <li>• Some of these committee examples may not exist at any given time or others may be established.</li> <li>• Some entries under a committee may be organized as a subcommittee or through a coordinator.</li> <li>• The subject area of any ACS grants received will determine which committee/board member manages the grant.</li> </ul>	
<p>1. Archives and History Formally stored within files of Section secretary Secretary is ex officio committee member Collate formal and informal section activities</p> <p>2. Awards and Grants 50-Year ACS membership (managed by ACS) College Educators Award (local and regional) Craig Aspinwall Undergraduate Student Travel Award H. Wayne Adickes Member Service Award High School Teacher Award (local and regional) Salute to Excellence (organizations) Science Educator Grant Younger Chemists Travel Grant</p> <p>3. Community Activities Demonstrations/workshops Earth Day National Chemistry Week Organizations (e.g., Boy/Girl Scouts) Science Cafes</p> <p>4. Career Programs and Mentoring Business/Industrial Chemists Liaison to ACS Career Councilors Minority Recruitment</p> <p>5. Education Arizona State Science Olympiad Liaison to community colleges and university Liaison to high school chemistry teachers Liaison to other organizations (e.g., SAMEC) Liaison to UA Chemistry Club Science Fair judging Speakers for schools Undergraduate Research Symposium (UA)</p> <p>6. Membership Advocate for members Affiliate members Leadership Talent Scouting Member mailings (elections, meeting notices) Membership profile (characteristics/perspectives) Membership rosters/membership changes</p>	<p>7. Public Relations &amp; Publicity Media contacts Special announcements</p> <p>8. Publications Newsletter Web</p> <p>9. Women's Chemistry Group Network with Women in Science Provide educational and service functions Work with Section committees as appropriate</p> <hr/> <p style="text-align: center;"><i>Special Committees</i></p> <p>a. Audit Committee (annual) Committee Chair is councilor or alt councilor Section Chair-elect is member (Note: if a new treasurer is incoming, then s/he is included in membership).</p> <p>b. Nominations (annual) Chair is Section past chair Current Section chair is member Chair-elect is member One other person selected by Executive Committee</p> <p>c. Program Committee (annual) Chair-elect oversees following year's programs Chair oversees current year's programs Past chair and executive committee advise</p> <p>d. Long Range Planning (periodic) Appoint when required – at least each 3-7 years (chaired by member of executive committee)</p> <p>e. Bylaws &amp; Operating Guidelines (periodic) Appoint when required – at least every 3-7 years (chaired by member of executive committee)</p>

## *D. Policies, Records and ACS Resources*

### 1. Policies

The Executive Committee shall decide all matters of policy unless otherwise indicated by the American Chemical Society Constitution and Bylaws or by the Bylaws of Southern Arizona Section. All meetings will be conducted according to Robert's Rules of Order and according to the ACS Constitution and Bylaws of both ACS and the Section. The Southern Arizona Section consists of four counties (Cochise, Graham, Pima, and Pinal). In 2006, we requested all (4) ACS members living in Santa Cruz County if they were interested in our annexing that county, but there were no responses.

### 2. Section Records (including meeting minutes)

The secretary shall act as archivist and keep Section records (including those of the other officers), working with the Archives and History Committee to gather relevant materials. In March of each year, the secretary shall provide an update to the Executive Committee about what types of information are in the records and where the records are kept. The membership chair shall keep the member records, which include who is a member, their contact information, and those members that are new to ACS or to the Section (this information is available on a monthly basis in electronic form from ACS). The Secretary shall maintain a cumulative listing of all approved motions that will serve as policy guidance for the Section.

The record of meeting proceedings is called "minutes". There is no reason to report the debates or discussion that may occur in the meeting. The meeting minutes are primarily a record of what is "done" at the meeting and not what is said by the members. For a regular meeting, the minutes should include the date/time/location, meeting purpose and what occurred; for executive committee meetings, the minutes should show:

- Kind of meeting, regular, executive committee, or special.
- Name of the organization, date/time of meeting (beginning and adjournment), and place, if not the usual place.
- The presence of the regular chair and secretary, or in their absence the names of their substitutes.
- Whether the minutes of the previous meeting were read and approved, or approved as corrected, and the date of the meeting if other than a regular business meeting (without actually stating the details of any corrections).
- All motions (except those withdrawn) should state the wording as adopted. In making motions, the name is recorded of the mover, but not of the seconder, unless ordered by the committee.
- Points of order and appeals, and reasons the chair gives for any ruling, if required.

### 3. ACS Resources

There are several important resources provided by ACS that should be periodically reviewed or searched for specific information. These resources are available through the ACS web site ([chemistry.org](http://chemistry.org)); the most effective way of finding specific topics is through the "site map", located in the lower right of the page, and scrolling down to sections listed below:

- Strategic Plan, ACS history, and the most recent Annual Report (Site Map: About Us)
- Awards (Site Map: Funding and Awards)
- Careers and Professional Development (Site Map: Careers)
- Education – Institutions, Community Outreach, Special Events (Site Map: Education)
- Local Sections - (Site Map: Membership and Networks: Local Sections)
- Meetings – upcoming national and regional ACS meetings (Site Map: Meetings)

The "Local Sections" pages include links to the Officer's Resource Manual, Treasurer's Handbook, Cut & Paste (ideas for newsletter material), best practices teleconference results, annual reporting, and programming resources.

## *E. Management and Meetings*

### 1. Volunteers and Approaches.

All Section participants do so on a volunteer basis and there is a range of experience and exposure to different procedural means of managing the Section. While individual leaders may manage by a method that works for them, the guidelines in this section are intended to provide a basic approach so there is some consistency in how the Section is managed.

### 2. Using the Long Range Plan

The Section Long Range Plan has guidance not only on future directions but also identifies programs and activities that have been found useful to the section.

### 3. Executive Committee – Agendas and Meetings

The Executive Committee generally meets monthly, except for June and July. Agendas for Executive Committee meetings are emailed in advance and include such detail that members understand what will be discussed. Meetings should be set well in advance and communicated to members as soon as the date is confirmed. Minutes of a previous meeting should be emailed in advance for approval at the next meeting.

#### *Sample Format for Executive Committee Agenda*

- Chair calls the meeting to order and recognizes guests
- Review and approval of minutes
- Review and approval of Treasurer report
- Brief or extended reports or discussion items
- Old business
- New Business
- Summary of action items from meeting
- Adjournment

### 4. Regular Meetings -- Agendas or Meeting Notices

The bylaws (the bylaws are in the final approval process) state that at least two meetings be held by the Section each year. However, we have generally held 4-6 meetings annually. These meetings are generally in February, March, April (awards focus), September, October, and November or December (normally a reception). Section meetings generally involve food (regular meal or reception format) and are generally educational with a speaker. Under these circumstances, appropriate introductions may be made but normally there is no formal business. Some meetings have a specific purpose (e.g., awards) and some might have a business component as a minor item (e.g., nominations, comment on a particular issue) or, rarely, could have business topics as a major item. If there is business conducted then there should be minutes for that portion of the meeting.

### 5. Guiding Principles for Project Management

The Section will likely face changing circumstances over the next 3-5 years. These may take the form of competition for member time, changing needs of the membership, types of activities offered most easily, ability to work with other organizations, and other items. Management processes should operate by guidelines that give direction but allow flexibility to fit the times. Volunteers cannot just “run a project” but need mentoring and clarity of their roles. We will use the “SMART” goals process for effective project and meeting management:

1. **Specific** - define project objectives clearly and in sufficient detail for understanding by all
2. **Measurable** - define how project progress and completion are defined
3. **Achievable** - obtain agreement on project plan by the advocate and stakeholders involved in the project
4. **Realistic** - provide leadership, resources, time, and relevant knowledge – don’t overload
5. **Time-based** - define the time-line so there is enough time but not too much

### 6. Regional Meetings

In those years that the ACS Rocky Mountain Regional Meeting is held in southern Arizona, the Section will sponsor the meeting and be significantly involved in its planning and operation. The last meeting was in Tucson in October 2006.

### 7. Communication

Increasingly electronic communication is being used to communicate with members. This approach, combined with the newsletter (in either paper copy, electronic copy, or web posted) will generally be used to communicate the list of new officers and committee chairs, calls for nominations or voting, and other general information.

## *F. Revision History and References*

These Operating Guidelines can be changed by the Executive Committee and will be reviewed periodically for currency by the Executive Committee. The first version approved on: December 7, 2006. Revisions were approved on January 15, 2007 and March 10, 2008. This version was approved January 12, 2009. Reference materials include:

- Southern Arizona Section, ACS, Long Range Plan. Approved December 10, 2007.
- Southern Arizona Section, ACS, Long Range Plan Background Report. January 15, 2007.
- Southern Arizona Section, Bylaws (revision certified by ACS on November 20, 2008).

# Attachment 1. Specific Position Descriptions for Officers and Councilors

## *Executive Committee*

The Executive Committee serves as the Section policy and decision making group. It advises and approves program plans, committees, activities, finances, and special studies. It also serves as a brainstorming and analysis group for the Section.

## *Chair (one year term)*

Supervising, coordinating, and setting the overall direction of Section activities are the primary and ongoing functions of the Section chair. A chair should provide leadership for the Section officers and committee chairs and delegate authority and responsibility as broadly as possible. The chair presides at all Section meetings and, in most cases, at all sessions of the Executive Committee, which should be convened frequently to monitor and assess the progress of current activities. Assuring the timely filing of the Section's annual report is another important duty of the office.

New committee chairs should receive guidance, supervision, and assistance from the chair, especially with respect to specific committee assignments. The chair is the chief executive officer of the Section for the calendar year.

The chair:

1. Presides over all meetings of the general membership and the executive committee.
2. Oversees and coordinates all Section activities.
3. Appoints all Section committees with appropriate advice from the Executive Committee. This process should begin as chair-elect so it is complete in early January as the new chair takes office.
4. Is responsible for setting Section deadlines and timely responses to ACS and Section deadlines.
5. Presents goals/program/ budget to the Executive Committee, with the Treasurer, in January, for the calendar year.
6. Sends letters thanking all incoming and outgoing committee members and officers for their service as well as all other individuals who have helped the Section during the previous year.
7. Notifies new members of the executive committee of their membership and sees that all Section officers and committee chairpersons are provided with copies or web links of the Section Bylaws, Long Range Plan, Operating Guidelines, and other resource materials required to do their job.
8. Evaluates Section Bylaws, Long Range Plan, and Operating Guidelines to determine any need for updating. Specific committees may be appointed as needed (e.g., each-3-5 years) if revisions are required.
9. Requests a short annual report from Section committees and officers for use in preparing ACS annual report and forwarding to Secretary (formal archivist) and the Archives and History Committee.
10. Submits an annual report to the ACS Office of Local Section Activities in Washington. This report is to be submitted in February following the chair's one-year term of office. It is prepared jointly by the chair, secretary, and treasurer, and is reviewed and approved by a Section councilor. The Section archives a copy of the report. A brief summary should be provided to the membership by appropriate means.
11. Maintains a calendar of activities and action items that are relevant to the Section, and informs appropriate members of the executive committee on these activities/deadlines as appropriate.
12. Sends a request for agenda items to Executive Committee a week to 10 days in advance of a meeting, and sends the final agenda several days in advance.
13. Sends an announcement to the Executive Committee within one week after the date is set for the next executive committee meeting.
14. Serves as a member of the nominating committee.
15. Provides guidance during transition to the new chair in the form of a list of suggestions for their role as chair, including relevant correspondence, deadlines, and other related advice.

## *Chair-Elect (one year term)*

The chair-elect has the principal responsibilities for substituting for the chair when s/he is unavailable and for planning and arranging the Section's meeting programs for the year during which s/he will be chair. Other duties may include addressing a key topic of concern to the Section and the Chair-Elect.

The Chair-Elect:

1. Is responsible for choosing and planning programs for the Section's regular meetings for the following year when s/he will be chair. This includes working with the ACS Speaker Service and other sources to prepare a speaker's

program for the regular Section meetings. Meets with Chair, Treasurer, and Councilor in December to prepare next year's program and draft budget.

2. Presides over Section meetings in the absence of the chair and assists the chair in managing the Section and helping with the program, speakers, and activities for the current year.
3. Attends the ACS Leadership Meeting for new chair-elect (normally in January of year becoming chair-elect).
4. Learns about how the Section operates and what resources are available - to prepare for chair the following year.
5. Considers preparing a tentative 18 month calendar of activities (last quarter as chair-elect, period when chair, and first quarter when past chair).
6. Performs other duties as suggested by the chair, the Executive Committee, or national offices of the ACS.

#### *Past Chair (one year term)*

The past chair provides general advice to the executive committee but has few specific responsibilities.

#### The Past Chair:

1. Chairs nominating committee.
2. Performs other duties as suggested by the chair, the Executive Committee, or National offices of the ACS.

#### *Secretary (one-year term)*

The secretary maintains Section records and is a member of the Archives and Records committee (if such a committee exists). The Section also depends upon the secretary for other aspects of Section administration, including required reporting to ACS (details listed below).

#### The Secretary:

1. Takes minutes at Executive Committee meetings and distributes at (or preferably in advance of) the next meeting; minutes are corrected as directed by the Executive Committee.
2. Certifies elections on or before December 1 of each year to the ACS Executive Director the names and terms of office of all Section councilors and alternate councilors [ACS Bylaw III, Section 1 (a-4 and e-2)]. This certification is required for both newly elected councilors and alternates and those continuing to serve unexpired terms.
3. Notifies ACS Executive Director of committee appointments and completes forms for biographies of elected officers; these are sent in October to each local Section secretary (by the ACS Records Office); they are due by January 30.
4. The secretary usually receives a copy of all official correspondence directed by the ACS national office to the Section. Secretaries should be sure that copies of all such correspondence are directed to appropriate Section officers and committee chairs.
5. Maintains as a policy manual a list of motions approved by the Executive Committee which have an on-going effect on the activities of the Section. This list should be continually updated, and it should be distributed annually in January to all Executive Committee members.
6. Serves as the Section Archivist by maintaining an organized and updated file of Section records. These records include historical documents, bylaws, corrected minutes of Executive Committee meetings, relevant correspondence with offices of the National ACS and other agencies, a copy of each newsletter, a copy of the website home page, and a copy of treasurer's year-end report. If appropriate and approved, the archivist function could be delegated to another member of the Executive Committee.
7. Checks the Section post office box (at least monthly) unless approved by the Chair for delegation to another member of the Executive Committee.
8. Assists the chair and treasurer in preparing the annual report to the ACS Office of Local Section Activities in Washington. This report is to be submitted in February following the chair's one-year term of office. It is prepared jointly by the chair, secretary, and treasurer, and is reviewed and approved by a Section Councilor. A copy of the report is archived by the Section.
9. Performs other duties as suggested by the chair, the Executive Committee, or national offices of the ACS.

#### *Treasurer (one-year term)*

The treasurer receives and disburses the Section's operating funds and is responsible for accounting of all Section monies, including annual ACS allotments, local membership dues, and program revenues and expenses. The treasurer is expected to maintain accurate financial records for the Section and prepare periodic annual reports on the Section's fiscal condition. The treasurer is also responsible for filing Internal Revenue Service Forms.

ACS provides annual allocations of funds from members' national dues for the operation of local sections. However, the ACS bylaws require that the Section treasurer make a formal request to the Society for payment of funds. To facilitate this procedure, a formal request form indicating the allotment amount for the succeeding year is sent to each section treasurer in mid-November to be signed and returned to the national office by December 15.

The treasurer is responsible for preparing the annual financial report (this report is part of the overall Section annual report). The appropriate forms are sent to treasurers in mid-November and must be returned to the national office by February 15. The treasurer is the financial officer for the Section.

Details of Treasure procedures are in the *Handbook for ACS Local Section Treasurer*.

The Treasurer:

1. Keeps a ledger showing income, expenses, and assets of the Section according to ACS guidelines. The receipts and checks are organized for future retrieval. These records are given to the incoming Treasurer by the effective date of the new term.
2. Collects moneys for meeting meals, short courses (may act as registrar), advertising income, interest, and other income sources.
3. Promptly pays bills after they are received.
4. Reports on the Section financial status at each Executive Committee meeting, including a report in January for the previous year.
5. Reviews topics that come before the Executive Committee with a focus on their impact on the finances and tax exempt status of the Section.
6. Files a request for the Section's annual allotment with the ACS in November of each year and files forms with the ACS for reimbursement of Councilor travel to National ACS meetings.
7. Prepares the annual financial statement for the Section in January. This statement is submitted to the ACS Office of Local Section Activities as part of the Section's Annual Report (due in February).
8. Files the appropriate income tax form(s) each year.
9. Works with the new chair to prepare a budget (in December or January) for the new calendar year.
10. Performs other duties as suggested by the chair, the Executive Committee, or national offices of the ACS.
11. Assist the Audit Committee by providing appropriate materials and clarification of the Section financial records.

*Councilor (3-year term)*

1. Serves as the Section representative at National ACS Meetings and as an exchange resource between the Section and national offices of the ACS.
2. Attends, participates, and votes at meetings of the ACS National Council, which are generally held at ACS National meetings, as often as possible. Notifies the chair and secretary well in advance if a National Council meeting cannot be attended so that an Alternate Councilor may be certified by the Secretary to attend.
3. Reports to the Executive Committee on matters of interest that are considered or acted on at National Council meetings.
4. Becomes fully informed on local and national society affairs and business.
5. Performs other duties as specified or requested by the chair, the Executive Committee, and national offices of the ACS.

*Alternate Councilor (3-year term)*

1. The Alternate Councilor represents the Section in the absence of the Councilor (our Section has one councilor and one alternate councilor – these numbers are based on membership size).
2. Refer to the position description for Councilor for duties.

## Attachment 2. Administrative Calendar for ACS, Southern Arizona Section

*Specific dates are given only if they do not change from year to year. Thus, there is no listing for national or regional ACS meetings or National Chemistry Week. Check these dates (and theme for NCW) at [chemistry.org](http://chemistry.org).*

### *January*

- No regular Section meeting this month; hold executive committee meeting.
- Treasurer issues IRS Form 1099-MISC to all payees receiving payment for services of \$600 or more (by January 31).
- Treasurer prepares Section annual financial report for ACS Annual Report.
- Chair submits “intent to Participate” in National Chemistry Week form to ACS (Office of Community Activities).
- Chair confirms contact information for Section Career Program coordinator/chair to ACS (Dept of Career Services).
- Secretary provides Executive Committee a current listing of relevant motions to serve as policy guidance for the year.
- Secretary provides annually to the Executive Committee the location and general content of the Section archives.
- Chair finalizes appointments of new committee chairs.
- Chair proposes new year’s goals, program, and budget for discussion and adoption.
- Chair appoints/confirms chairs of regular committees.
- Publications chair provides web and newsletter status and general ideas for the year.
- Awards chair provides update on award plans and plans for April Awards meeting.
- Executive committee approves budget for calendar year.
- Past Chair requests short annual report from each officer and committee chair (due by January 15 or first executive committee meeting of the new year).
- Past Chair prepares Section annual report (due online by February 15).
- Past Chair (or designate) prepares annual summary of Section activities for previous year (internal use).
- Chair meets with new chair-elect to provide background for chair-elect attendance at ACS Leadership Meeting.
- Chair appoints audit committee.

### *February*

- Tentative Regular Section meeting; hold executive committee meeting.
- Councilor sends Section Annual Report to the ACS Office of Local Section Activities (by February 15).
- Treasurer receives payment for local dues collected by national ACS, July through December the previous year.
- Register Section “Chemists Celebrate Earth Day” and coordinate with ACS (Office of Community Activities).
- Submit forms for National Chemistry Week coordinator and appoint NCW committee (Office of Community Affairs). Be aware of follow-up activities – order supplies, submit activities report..
- Treasurer sends IRS Forms 1099-MISC and Form 1096 to IRS (if required, by February 28).
- Past chair provides Executive Committee with annual report as submitted to ACS and summary of Section activities.
- Archives and History committee completes materials for previous year and files with Secretary.

### *March*

- Tentative Regular Section meeting; hold executive committee meeting.
- Section completes archives and history for previous year and transfers to Secretary for permanent record.
- Section must notify Office of K-12 Science, Olympiad Coordinator if they wish to participate in the U.S. National Chemistry Olympiad.
- Finalize plans for Chemists Celebrate Earth Day (April) – Office of Community Activities for assistance.
- Current year allotment mailed to Treasurer provided a Section annual report was filed by February 15.
- Chair receives certificate for 50 year members (pins mailed directly to members by ACS) – Office of Membership Activities (remind ACS if certificates not received). Invite all awardees to April awards meeting.

### *April*

- Tentative Regular Section meeting (focus on awards); hold executive committee meeting.

### *May*

- No regular Section meeting; hold executive committee meeting.
- Treasurer must request that Section dues be collected by national ACS for succeeding year.
- Treasurer files IRS Form 990 or 990EZ and any other required IRS forms (by May 15).
- Submit highlights from Chemists Celebrate Earth Day to ACS Office of Community Affairs.
- Chair appoints Nominations Committee. Allow time for public nominations at a meeting or via email, with final voting taking place from October 1 to November 15. Results transmitted to ACS by December 1. Provide a brief bio for each candidate (e.g., 4-6 lines).

### *June/July*

- No regular Section meeting, no executive committee meeting.
- Verify with ACS the Section National Chemistry Week coordinator and expect arrival of NCW sample kit.

### *August*

- No regular Section meeting; hold executive committee meeting.
- Treasurer receives payment for dues collected by national, January through June the current year.
- Order materials for National Chemistry Week (at ACS online store) and copies of “ChemMatters” for local schools (ACS Department of K-12 Science).

### *September*

- Regular Section meeting; hold executive committee meeting.
- Renew sazacs.org web registration (directdomain.com).
- Renew Section post office box (Sun Station).

### *October*

- Tentative Regular Section meeting; hold executive committee meeting.
- Chair-elect begins to develop program for following year.
- Evaluate if committees are necessary to review and update the Long Range Plan, Bylaws, or Operating Guidelines.
- National Chemistry Week
- Mail ballots for election of officers and councilors (to be completed within the period October 1 to November 15, inclusive and allowing two (2) weeks from depositing at post office to closing of balloting). Mail October 1 with return by November 15.

### *November*

- Tentative Regular Section meeting (either November or December) – focus is on reception for members; hold executive committee meeting.
- Nominations for all national ACS awards due to the ACS Awards Office (including Regional Awards in High School Chemistry Teaching – by November 1 for award presented two years later).
- Order past-chair pin for chair leaving in December (to be given during spring awards ceremony).
- Finalize election results and notify winners to attend December Executive Committee meeting.
- Submit to results of Section activities during National Chemistry Week to ACS Local Section Activities.

### *December*

- Tentative Regular Section meeting (either November or December) – focus is on reception of membership; hold executive committee meeting.
- Secretary certifies to the ACS Executive Director the names and terms of all Section councilors, alternate councilors [ACS Bylaw III, Section 1 (a-4 and e-2)] and Section officers and committee chairs for succeeding year (by 12/1).
- Treasurer must sign and return the Section allotment vouchers for succeeding year (form sent from ACS to Treasurer in November - by December 15).
- Chair, chair-elect, Councilor and Treasurer (and others as appropriate) meet to draft goals, program, and budget for next year.
- Arrange with ACS for appropriate executive committee members to receive monthly membership roster via email.

## Attachment 3. Selected Excerpts of Robert's Rules of Order for Executive Committee

(Selected from Robert's Rules of Order (original source but no detail [robertsrules.com](http://robertsrules.com)), Democratic Rules of Order (brief and focused on non-complex organizations [democratic-rules.com/](http://democratic-rules.com/)), Parliamentary Procedure online (best for future reference to specific procedures or questions, but with an older edition of Robert's Rules (4<sup>th</sup> Edition) [parlipro.org/index.html](http://parlipro.org/index.html)).

The items below are summarized as relevant for the Section and are from democratic-rules.com and parlipro.org:

### *Meeting Tips (for efficient meetings that do not get lost in parliamentary red tape)*

- Discuss the idea together, informally, before forming a motion.
- After a motion is stated, let the mover, aided by the members, modify it before voting. However, if more than one member objects, changes require formal amendments.
- Never allow an amendment to the amendment. The motion can be defeated and stated again if necessary.
- The chair must never allow a member to interrupt a speaker or personally criticize or ridicule another member.

### *Basic Principles*

- **Fairness:** Equal rights of members and good order are the underlying principles.
- **The final authority** is the majority of voting members, provided a quorum is present, subject always to any applicable higher law (a law of the land, a constitution, a bylaw, or an existing standing rule).
- **In formal meetings**, the chair guides impartially without taking part in discussion. In informal meetings, the chair participates as an equal member. The chair can vote but should remain impartial during the discussion (more formal rules are used with groups larger than a dozen or so). The chair may make motions and basically function as a regular member.
- **A motion** should be worded affirmatively and must not conflict with any higher law. All motions require a seconder.
- **The mover's privilege** allows the mover to reword or withdraw the motion provided there is a seconder and not more than one member objects.
- **Amendments** can delete, substitute, or add words to a motion on the floor but must not negate it or change its topic. An amendment cannot be amended.
- **Postpone, refer:** A motion can be postponed to an indefinite or a specific future occasion or referred to a committee for further study.
- **Rescind, reconsider:** A previous decision can be rescinded or reconsidered by the members at any appropriate time.
- **Voting:** Common voting methods include voting by ballot, standing, show of hands, show of voting cards and voice. For a motion to pass a quorum must be present and more than half the votes cast must be affirmative. Proxy votes are not permitted.
- **Informal Discussion:** A motion to informally discuss some topic, if passed, allows members to consider an idea without the formality of a motion. Once the issues are clear a motion is necessary for action.
- **Good order:** Members should discuss only one motion at a time. A member must not take more than a fair share of floor time nor interrupt another member except as allowed with a point of order.
- **Point of Order:** A member who believes that a law or the meeting's good order is being breached may rise immediately and say "point of order." The chair should allow the member to explain and, if necessary, should call for a vote for a decision.

## Attachment 4. Specific Position Descriptions for Committee Chairs

### *All committees*

Committee chair positions are for a period of one year and can be renewed. All committee chairs:

1. Organize and coordinate specific activities of the committee.
2. Evaluate any changes to the committee charge or activities, including operating with sub committees.
3. Appoint committee members as needed, with relevant discussion with the Section chair when appropriate.
4. Summarize relevant committee activities for the Section Annual Report by forwarding a brief summary to the chair by January 15 of the following year. A copy should be given to the Archives and History Committee.
5. Transfer all relevant committee files (paper and electronic) to the new committee chair.
6. Identify a committee budget for the year and submit a budget request to the Section chair elect for the following year.
7. Alert Section chair prior to an executive committee meeting if any issue should be on meeting agenda.
8. Provide appropriate committee information and meet with the new committee chair to provide a transition.
9. Suggest changes for the committee structure or activities to the executive committee for consideration.

### *Archives and History Committee*

1. Compiles annually Section activities that should be maintained for the historical record.
2. Archival content might include brief summaries of general member programs, awards and awardees, educational or outreach activities, and special activities. Full text copies of routine or special reports, newsletters, executive committee meeting agendas and minutes, annual financial reports, Section annual report (ACS version and local version), and general meeting notices.
3. Arrange for recording meeting activities (with summaries and photographs as appropriate).
4. Copies of materials should be kept in two formats when applicable – paper and electronic. Where possible, copies of the key pages on the web site should be maintained (as html files). Care should be taken on maintaining electronic copies (of major or bulky documents) using software and formats that can be read in the future – the pdf format is suggested.
5. Responsible for seeing that all relevant reports or activity descriptions are appropriately deposited with the Section Secretary (the Section archivist) by March for the following year.
6. Caution: do not save too much material. Decide what is sufficiently important for the permanent record. As a guideline, perhaps the accumulated material might reach an inch or so per year. Summaries of events might approximate a typical abstract – a few lines.
7. Periodically confirm the ACS policy on recording images of people for posting on the web or in newsletters.
8. Review the Archives and History Committee chair responsibilities in the above section on “all committees”.

### *Audit Committee*

1. Committee appointed in January; work to be completed so it can be approved at the February Executive Committee meeting and before the Section Annual Report is due to ACS (February 15).
2. Committee members are Chair-elect and either the Councilor or Alternate Councilor (based on recent election for the new year). If the incumbent is not re-elected, the incoming Treasurer should be part of the committee.
3. The Treasurer in office during the audit period will provide information regarding income, expenditures, and balances for checking, savings, and investment accounts. This treasurer should be present at committee meetings to provide any clarification for the committee members.
4. The committee will provide a report to the executive committee for acceptance, including any recommendations.

### *Awards and Grants Committee*

1. Keep a listing of awards made by the Section, including teaching and educator awards, awards for officers, Section member's activities, or outstanding Section volunteers. ACS sends pins to 50-year members but the Section distributes the certificates to these members.
2. Submit names to ACS (regional or national) for relevant award winners from the Section.
3. Submit to ACS any Section member's names that should be considered for national awards.
4. Contact awardees and arrange for appropriate awards materials (plaques, checks, certificates).
5. Develop information about rewards and distribute that to appropriate candidates. Make use of other Section committees for distributing this information, such as the Education Committee for teachers.
6. Oversee any grants awarded by the Section.
7. The April Section meeting is generally dedicated to awards; prepare a brief summary for inclusion for the newsletter.

8. Maintain a list of awards and grants given by the Section; a copy should be submitted to the Archives and History committee annually.
9. Review the committee chair responsibilities in the above section on “all committees”.

#### *Career Programs and Mentoring Committee*

1. Liaison to ACS career councilor’s office and any career councilors in the area covered by Section.
2. Identify career or mentoring opportunities and work with other committees in addressing the opportunity.
3. Review the committee chair responsibilities in the above section on “all committees”.

#### *Community Activities Committee*

1. Coordinate national ACS events that are duplicated in the Section (e.g., National Chemistry Week, Earth Day, and Science Cafe).
2. Coordinate or disseminate requests for demonstrations related to chemistry.
3. Review the committee chair responsibilities in the above section on “all committees”.

#### *Education Committee*

1. Coordinate national ACS events that are duplicated in the Section (e.g., National Chemistry Olympiad)
2. Address requests for science fair judging or workshops for educational institutions.
3. Liaison to UA Chemistry Club (SAACS).
4. Contact area school science teachers to indicate available services and resources from Section.
5. Serve as liaison to school science teachers and provide a listserv resource for communication and announcement ease.
6. Maintain speaker’s bureau listing for schools for known individuals or referral locations for additional individuals.
7. Review the committee chair responsibilities in the above section on “all committees”.

#### *Membership Committee*

1. Maintain a list of local memberships and their classification (e.g., Section, affiliate).
2. Distribute ACS informational materials and membership application blanks to prospective members.
3. Maintain a list of current members and new members to the Section (e.g., transfers or new applicants).
4. Send a short email or other mail to new members of the Section (from monthly updates) welcoming them to the Section.
5. Provide for mailing labels either via electronic rosters or via ACS labeling services for mailings to members.
6. Summarize annually for the Executive Committee a profile of the Section (available from ACS), characteristics of the membership (members, new arrivals, removals, updates, availability).
7. Suggest ways of obtaining member feedback on a continuing basis (e.g., focus groups, questionnaires, informal surveys) and whether it is time for one or more of these activities.
8. Prepare ballot information to be mailed for elections and mails ballots.
9. Review the committee chair responsibilities in the above section on “all committees”.

#### *Nominations Committee*

1. Committee appointed in May; work to be completed in September.
2. Identifies and contacts candidates for officers and councilors as well as providing ideas about committee chairs.
3. Identifies Section member candidates for external positions within ACS or for Section committee chairs.
4. Develops a brief bio (few lines for each candidate) for the ballot for elected positions.
5. Review the committee chair responsibilities in the above section on “all committees”.

#### *Public Relations and Publicity Committee*

1. Publicize news or special announcements to local media or others. Newspaper announcements are submitted via internet.
2. Receive RSVP requests for general meeting participation.
3. Arrange for someone to function as “mixer” at the general meetings (introduce groups to one another, name tags).
4. Serve as monitor for gaining approval for any use of a person’s photograph in the newsletter or web.
5. Review the committee chair responsibilities in the above section on “all committees”.

### *Publications Committee*

1. Promote activities of the Section by publicizing significant accomplishments or developing timely articles for the newsletter and content for the website.
2. Publish the Section newsletter at least three times a year and preferably quarterly. If a short but more frequent electronic version of a “newsletter” is mailed by the chair, the number of printed newsletters may be less.
3. Provide camera-ready copy to the Membership chair or direct to the printer for printing and distribution, leaving sufficient time for mailing to meet the March and September membership receipt targets.
4. Keep accurate records of publication and mailing expenses incurred and advertising income received.
5. Solicit copy material from the Executive Committee, as well as from other sources.
6. Maintain the web site such that it is current and informative, with monthly confirmations of accuracy and currency.
7. Answer relevant correspondence received from offices of the National ACS and other agencies.
8. Maintain a file containing at least three copies of each published issue of the Newsletter and annual electronic saves of the web Home Page and other relevant pages that have changed since the last archiving for benefit of the current and future publications chairs. Annually, the electronically saved files and one paper copy of the newsletter are given to the secretary as the official Section archivist (or to the History and Archives committee).
9. Review the committee chair responsibilities in the above section on “all committees”.

### *Program Committee (this is Section chair)*

- 1) Prepare and monitor the program for the year.
- 2) Contact the speaker sufficiently in advance to confirm participation, and make appropriate arrangements for speakers (including hotel if from out of town).
- 3) Assign someone, if necessary, to meet the speaker and assist them while in town.
- 4) Introduce the speaker.
- 5) Write a follow-up thank you note to the speaker.
- 6) The chair-elect prepares a tentative program for the year when s/he becomes chair.
- 7) Review the committee chair responsibilities in the above section on “all committees”.

### *Long Range Planning Committee (periodic – chaired by member of executive committee)*

1. Evaluate the environment facing the Section membership in the next 5-10 years.
2. Develop goals and activities for the next 3-5 year period.
3. Work with membership chair to identify and assess member needs and how they can be addressed.
4. The primary function of this temporary committee is to make this assessment every few years.
5. Review the committee chair responsibilities in the above section on “all committees”.

### *Bylaws and Operating Guidelines Committee (periodic – chaired by member of executive committee)*

1. Neither of these documents is likely to change significantly over time, but they both need to be assessed for any needs in updating and consistency in actual Section operations.
2. Primary function of this temporary committee is to make this assessment every few years.
3. Review the committee chair responsibilities in the above section on “all committees”.

### *Women's Chemistry Group*

- 1) Provide network opportunities with women members in the Section
- 2) Work with women in the Section on service and educational functions for the community
- 3) Advise other Section committees on matters related to women chemists
- 4) Review the committee chair responsibilities in the above section on “all committees” as relevant to the group.

January 12, 2009