

[A WORKING DRAFT FOR COMMENT AND DISCUSSION]

# **American Chemical Society**

## **Tampa Bay Local Section**

### **Procedures Manual**

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## **Introduction**

The purposes of this document, the Procedures Manual for the Tampa Bay ACS Local Section, are:

- To define and to formalize the duties and responsibilities of all elected Local Section officers;
- To define and to formalize the duties and responsibilities of Subsection Chairs;
- To define and to formalize the duties and responsibilities of Local Section committees; and
- To provide a calendar/timeline with all recurring events so that these events can be adequately planned for, publicized in a timely manner, and brought to successful completion.

## **Objectives**

Congress chartered the AMERICAN CHEMICAL SOCIETY as a not-for-profit educational organization.

The objectives of the Local Section are identical with those of the SOCIETY (Constitution, Article II, Section 1):

“The objects of the AMERICAN CHEMICAL SOCIETY shall be to encourage in the broadest and most liberal manner the advancement of chemistry in all its branches; the promotion of research in chemical science and industry; the improvement of the qualifications and usefulness of chemists, through high standards of professional ethics, education and attainments; the increase and diffusion of chemical knowledge; and by its meetings, professional contacts, reports, papers, discussions, and publications, to promote scientific interests and enquiry, thereby fostering public welfare and education, aiding the development of our country’s industries, and adding to the material prosperity and happiness of our people.”

## **Organization**

The territory of the Section includes six counties: Hernando, Hillsborough, Manatee, Pasco, Pinellas, and Sarasota. The Section is divided into three Subsections: Sarasota/Manatee, Pinellas/the extreme western portions of Pasco and Hernando, and Hillsborough/the balance of Pasco and Hernando. The dividing line in Pasco and Hernando is the imagined extension of the north-south boundary line between Pinellas and Hillsborough.

## **Officers: Duties and Responsibilities**

### **Administration of the Section:**

The primary governing body of the Section is the Executive Committee. It has full authority to conduct, manage, and direct the business and affairs of the Section in accordance with the Constitution and Bylaws of the SOCIETY and with the Bylaws of the Section. The Executive Committee shall consist of the Section Chair, the Chair-Elect, the Immediate Past Chair, the Secretary, the Treasurer, the Councilors, the Alternate Councilors, the Newsletter Editor, the Web Page Editor, and the Chairs of the three Subsections. Ideally, one person should not hold more than one of these offices. However, in the real world, with a small Section, this may not always be possible. The Section Chair shall chair the Executive Committee.

Subsections draw their authority and their operating funds from the Local Section. They are accountable to, and report to, the Executive Committee of the Local Section. Beyond that, they have considerable autonomy, particularly in planning, programming, organization of Subsection committees, and in the nomination and election of Subsection Officers.

Each Subsection is administered by its own Executive Committee, chaired by the Subsection Chair. This Executive Committee will have a minimum of four members. The Subsection Executive Committee will designate one of its members to serve on the Section’s Budget Committee, and another to serve on the Section’s Program Committee. Consultants and Resource Persons may be added to the Executive

Committee, as needed. Other committees may be formed as needed. Subsections are required to carry out their activities in accordance with the bylaws of the Society and those of the Local Section.

**Chair (See Appendix A for Past Chairs):** The Chair is the elected leader of the Local Section. Ordinarily, following a year as Chair-Elect, this person assumes the Chair on 1 January of the next year and serves for one calendar year. An idealized view of the general activities of a Section Chair is found in *The Resource Manual for Local Section Officers*, and is quoted here. “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 the current activities. Assuring the timely filing of the Section’s annual report is another important duty of the office.”

“In most cases, the chair makes all section standing committee appointments, preferably in advance of taking office. From the chair, the appointees should receive guidance, supervision, and assistance, especially with respect to specific committee assignments.”

Specific duties include:

- Prepare the agenda for, and preside at meetings of, the Executive Committee,
- Serve, *ex officio*, as a member of the Budget and Program committees,
- Appoint members of the Awards, Bylaws, NCW, Nominating (except for the Committee Chair), and Tellers Committees, and others as needed. Composition of the Budget and Program Committees are specified elsewhere in this document,
- Submit, in timely fashion, the Annual Report to ACS Headquarters,
- Tutor the Chair-Elect on the activities and duties of the Chair
- Communicate with members of the Section through appropriate means, such as the Newsletter and the Web Page, and
- Serve as the official contact between the Section, ACS Headquarters, and other ACS bodies.

**Chair-Elect:** This is an elected position. The primary responsibility of the Chair-Elect is to become familiar with the responsibilities of the office of Chair to assure a smooth transition. The term of office of the Chair-Elect begins 1 January of the year following election, or, in the case of an interim appointment, immediately upon approval by the Executive Committee. The Chair-Elect serves until 31 December.

Specific duties include:

- Chair the Program Committee,
- Preside over meetings of the Executive Committee in the absence of the Chair,
- Attend the Society’s Local Section Officer’s Training Conference, and
- Other responsibilities as assigned by the Chair and the Executive Committee.

**Immediate Past Chair:** The Immediate Past Chair serves as an advisor to the Chair and a member of the Executive Committee to ensure continuity. The term of office begins on 1 January, following the year as Chair.

Specific duties include:

- Participate fully in the deliberations of the Executive Committee, and
- Serve as a member, and chair, of the Nominating Committee that convenes during the year as Immediate Past Chair.

**Secretary:** This is an elected position. The Secretary records and maintains the official business of the Local Section. The term of office of the Secretary is two years, beginning 1 January, following election. The Secretary is elected in alternate years when the Treasurer is not elected.

Specific duties include:

- Maintain the membership list and other Section records,
- Share the bimonthly roster with the chairs of the Subsection Executive Committees,
- Provide mailing labels for the Newsletter Editor, the Chair, and other Officers as needed,
- Keep the minutes of all of the meetings of the Section's Executive Committee and distribute these minutes to all committee members in a timely fashion prior to the next meeting,
- Handle the Section's correspondence, as directed by the Chair,
- Prepare and mail ballots to the members by the first week in October,
- Determine, by the first week in November, the legitimacy of the ballots received; transfer the ballots to the Tellers Committee,
- Certify to the Executive Director of the ACS, on or before 1 December, the names and the terms of office of all Councilors and Alternate Councilors; submit biographical information on all re-elected and newly elected Councilors to the national office.
- Certify the credentials of Alternate Councilors and/or temporary substitute Councilors chosen to represent the Section at ACS Council Meetings in the absence of the elected councilor(s),
- Notify the ACS Executive Director of newly elected local section officers and committee chair appointments not later than the first week in January,
- Maintain local section documents of permanent importance such as Charter, List of Original Members, and the officially approved Bylaws,
- Preside at meetings of the Executive Committee in the absence of the Chair and the Chair-Elect.

**Treasurer:** This is an elected position. The term of office is for two years. The Treasurer receives and distributes the Section's operating funds and is responsible for accounting for all Section monies, including annual ACS allotments, local membership dues, and program revenue and expenses. The Treasurer is expected to maintain accurate financial records for the Section and prepare periodic and annual reports of the Section's fiscal condition. The Treasurer is also responsible for filing Internal Revenue Service Forms.

Specific duties include:

- Have charge of the funds of the Section, with their disposition subject to the approval of the Executive Committee,
- Assist the Secretary in maintaining a list of members and affiliates and in sending them such notices as the business of the Section may require,
- Report to the Executive Committee at its meetings,
- Submit the financial section of the Annual Report,
- Prepare a proposed balanced budget for the succeeding year; present it to the Executive Committee at the January meeting,
- File Internal Revenue Service forms, such as 1099-MISC, 1096, and 990,
- Make formal request to National for payment of allotment, and
- Inform National if the Section wishes National to collect the Local Section dues.

**Councilors/Alternate Councilors:** The Councilors or Alternate Councilors are elected by the members to represent the Local Section on the Council of the Society. At this time, we have two of each. The term of Councilor and Alternate Councilor is three years. Ideally, election should take place so that alternation is produced. Realistically, this is not always possible.

Specific duties include:

- Councilors/Alternate Councilors shall attend the Society's National Meetings,
- Councilors and Alternate Councilors shall attend meetings of the Executive Committee,
- Those attending Council meetings shall report in writing to the members and orally to the Executive Committee on National ACS activities.

**Newsletter Editor:** The Editor is appointed by the Executive Committee for a term of two years, renewable. There should be at least two newsletters sent to all members each year. Ideally, one will go out in late December, the other in late August. These newsletters will carry details of the Program for the Section and for all three Subsections for the following half-year. Program details will include biographical information for visiting speakers and abstracts of their talks. In addition, the newsletter may include comments from the Chair, reports from the Councilors, slates of nominees for elected offices, and other information judged to be of interest to the members. The newsletter may be sent electronically or by surface mail.

Specific duties include:

- Coordinate closely with the Program Committee Chair, the Section Chair, and the Councilors,
- Communicate regularly with the Web Page Editor.

**Web Page Editor:** The Editor is appointed by the Executive Committee for a term of two years, renewable. For the benefit of all of the members, this person should see that the web page is informative and current. The web page is one of the faces that the Section shows to the general public and it should be current, professional, and make a favorable impression.

Specific duties include:

- Presenting Program details including abstracts of upcoming talks and biographical information about the speakers,
- Publishing a roster of Local Section Officers, Committee Chairs, and, if possible, Committee Members,
- Publishing Councilor Reports on National activities,
- Publishing slates of nominees, and their biographical information, for Local Section elections,
- Archiving web information from previous years, if it is of historical value.

**Subsection Chairs:** The Chair is the leader of the Subsection. At present, the Chair is appointed. Ideally, the Chair ought to be elected by the membership of the Subsection. The term of office is two years, renewable.

Specific duties include:

- Prepare the Agenda for, convene, and preside over all meetings of the Subsection Executive Committee,
- Lead this Executive Committee in its work of Programming and Planning,
- Represent the Subsection at the meetings of the Section's Executive Committee,
- Communicate periodically with the members of the Subsection.

## **Committees: Duties and Responsibilities**

**Local Section Committees:** With a limited pool of talented and willing members, there is a danger in proliferating committees. The following is regarded as a minimum list to provide for the continuity and vitality of the Section. Some of these committees are standing committees; others are of the *ad hoc* variety. Nothing herein precludes the formation of additional committees as the need arises.

**Awards:** This standing committee administers all awards activities, such as nominations for local, regional, and national ACS awards and special section awards. It reports to the Executive Committee. The committee may propose to the Executive Committee details for new Local Section awards.

Specific duties include:

- Soliciting award nominations,
- Providing judges for Local Section award competitions,
- Recommending to the Executive Committee members for service on Local Section award juries, and
- Managing nominations of Local Section members for regional and national ACS awards.

**Budget:** This *ad hoc* committee formulates a balanced budget for the Local Section. It is chaired by the Treasurer and membership is composed of the Section Chair-Elect and one representative from each of the three Subsections, chosen by the Executive Committee of the Subsection. It reports to the Executive Committee.

Specific duties include:

- Analyze the cash flow for the previous year,
- Project income for the upcoming year,
- Assess financial needs for the upcoming year,
- Recommend the level of Local Section dues, and
- Send to the Section's Executive Committee a proposal for a balanced budget.

**Bylaws:** This appointed standing committee tracks the changes in National ACS Bylaws and those in present Section procedures, watchful for any need to amend the Section Bylaws. It reports to the Executive Committee. Much of the time, one member will suffice for this committee. When it becomes necessary to amend the Section's Bylaws, the committee should be expanded to three.

Specific duties include:

- Interpret Section and National Bylaws for the Executive Committee,
- Note any apparent conflicts between the Bylaws and present, or proposed, procedures, and
- Assist members who propose changes in the Section Bylaws in formulating amendments that are precise, legal, consistent with all other ACS documents, and that will achieve the authors' objectives.

**Executive Committee:** The purpose and composition of this standing Committee have been detailed under **Administration of the Section** (pages 2-3).

Specific duties include:

- Meet on a regular schedule. One meeting each in January, March, May, August, October, and December(optional), is suggested. Nothing herein precludes meeting more frequently if Section business requires,
- Endorse a final slate of candidates for Section elections, and

- Make interim appointments to fill vacancies in elected offices (other than Chair) for periods up to the next annual election.

**Program:** This standing committee handles arrangements pertaining to the planning and execution of Local Section meeting programs, including the selection of speakers. The Chair-Elect will chair this committee. The other members will be the Section Chair, and one representative from each of the three Subsections, chosen by the Executive Committee of the Subsection. There should be a minimum of two meetings in each Subsection in the Spring, and two more in the Fall. There should also be one General Meeting where all three Subsections gather to recognize Fifty-Year Members and to present any Local Section Achievement Awards. Nothing herein shall prevent additional meetings to improve the vitality of the Program. This committee reports to the Executive Committee.

Specific duties include:

- Complete the Spring Program by late December of the previous year; the Fall Program by late August,
- Communicate, in timely fashion, the details of the programs to the Newsletter Editor, and to the Web Page Editor, and
- Coordinate with other professional groups such as SEEK (Scientists and Engineers Expanding Knowledge), The Society of Sigma Xi, and the various ACS Student Affiliate Chapters to promote joint meetings.

**National Chemistry Week (NCW):** This appointed *ad hoc* committee plans activities and arranges events to highlight the importance of Chemistry to the general public during National Chemistry Week. It reports to the Executive Committee.

Specific duties include:

- Coordinate the activity with the National office regarding dates, theme, and materials,
- Endeavor to involve elementary and high school science teachers in the activities, and
- Seek means of publicizing these activities.

**Nominating Committee:** This *ad hoc* committee identifies and recruits candidates for Section offices and recommends an election slate to the Executive Committee. The Committee shall be chaired by the Immediate Past Chair. The other two members of this committee are appointed by the Chair and may not be members of the Section Executive Committee. No member of the committee may be a nominee for office in this election. It reports first to the Chair and then to the Executive Committee.

Specific duties include:

- Nominate one or more members for each opening to be filled in the election,
- Obtain agreement from the prospective nominees that they will serve if elected,
- Collect biographical information suitable for publishing with the ballots for each of the nominees,
- Strive to represent all three Subsections in the slate of nominees, and
- Provide for the possibility of petition candidates.

**Teller Committee:** This *ad hoc* committee consists of two or more members who are neither candidates for office nor members of the Executive Committee, appointed by the Chair. This committee counts the verified ballots transmitted by the Secretary and tallies the votes. It reports to the Secretary and then to the Chair.

Specific duties include:

- Reject, in whole or in part, ballots that violate the stated voting procedures,
- Report to the Chair not only the vote tally, but also the number of ballots voided by the Secretary, and the number of ballots rejected by the Tellers, and
- Return all ballots to the Secretary for safekeeping.

### Calendar/Timeline

<u>Month</u>	<u>Officer/Committee</u>	<u>Task</u>	<u>Date/Deadline</u>
<u>December</u>			
	Chair	Begin Annual Report Convene Executive Committee	
	Chair-Elect	Appoint committees Write message for Newsletter	31 December
	Secretary	Certify Councilors to Executive Director	1 December
	Treasurer	Request allotment for succeeding year	15 December
	Budget Comm.	Complete proposed budget for succeeding year	
	Program Comm.	Complete Program for first half of succeeding year	15 December
	Newsletter Ed.	Mail Program; announce officers and committees	31 December
	Web Page Editor	Post program details, officers, and committees	
<u>January</u>			
	All	Newly elected officers and appointed Committee members begin their terms	1 January
	Chair	Appoint Nominating Committee Convene Executive Committee	2 January
	Chair-Elect	Attend ACS Local Section Officers' Training Conference	
	Imm. Past Chair	Convene Nominating Committee Complete Annual Report	15 January 31 January
	Secretary	Report newly elected officers/ Appointed committee chairs to Executive Director	First Week

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	Executive Comm.	Approve a balanced budget	
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<u>February</u>	Imm. Past Chair	Submit Annual Report	15 February
	Treasurer	Submit Financial report IRS forms 1099-MISC and 1096	15 February
	Awards Comm.	Nominations for National and Regional ACS awards	1 February

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<u>March</u>	Chair	Convene Executive Committee Name National Chemistry Olympiad Coordinator?	5 March
	Treasurer	Receive National allotment	
	Secretary	Receive Bimonthly Member Roster	

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<u>April</u>	Chair	Receive certificates for 50-Year Members	
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<u>May</u>	Chair	Convene Executive Committee Present Past Chair's pin	
	Nominating Comm.	Report slate of proposed nominees to Executive Committee	
	Treasurer	Request that National collect the Local Section dues? File IRS Form 990	1 May 15 May
	Secretary	Receive Bimonthly Member Roster	
	Councilors	Report on National Meeting	

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June      ---

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<u>July</u>	Secretary	Receive Bimonthly Member Roster	
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August

Chair	Convene Executive Committee Write message for Newsletter	
Treasurer	Receive payment of dues collected by national for first half year	
Executive Comm.	Transmit proposed election slate to Newsletter Editor	
Program Comm.	Complete Program for second half of Year	15 August
Newsletter Ed.	Mail second newsletter with Program, proposed election slate, and call for petition candidates.	31 August
Web Page Editor	Post program details and election information	

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September

Secretary	Receive any petitions Receive Bimonthly Member Roster	30 September
Councilors	Report on National Meeting	
NCW Comm.	Finalize plans; inform media	

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October

Chair	Name Teller Committee Convene Executive Committee	First Week
Secretary	Mail ballots to all members	First Week

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November

Chair-Elect	Order past chair pin for present Chair	
Secretary	Receive ballots Verify ballots Transmit ballots to Tellers Receive Bimonthly Member Roster	First Week
Tellers Comm.	Report tally to Secretary and Chair	
NCW Comm.	Report on activities; thank volunteers	

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**Adoption Procedure**

This document will be presented FOR CONSIDERATION at a meeting of the Executive Committee. At the following meeting, it should appear as an agenda item FOR ACTION. Such action may include, *inter alia*, modification, recommittal, rejection, or approval. Approval requires a majority vote of those present and eligible to vote. If approved, this document becomes a guideline for Local Section operation.

**Amendment Procedure**

At any time, the Executive Committee may propose amendments to this document. Once again, such amendments should appear on the agenda for two successive meetings, the first time FOR CONSIDERATION, the second time FOR ACTION. Approval of the amendments requires a majority vote of those present and eligible to vote.

**Appendix A: Tampa Bay ACS Local Section Chairs**

<b>CHAIR</b>	<b>YEAR</b>
Steven T. Miller	1995
Steven T. Miller	1996
Steven T. Miller	1997
Steven T. Miller	1998
Steven T. Miller	1999
Steven T. Miller	2000
Dean F. Martin	2001
James A. Walsh	2002
Bill J. Baker	2003
John A. Struss	2004

Respectfully submitted,

Dr. James A. Walsh,  
Councilor  
8 December 2004