



# Rochester Section Handbook 2021 - 2023

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## **ACS / Section Mission and Vision Statements**

ACS Vision: Improving people's lives through the transforming power of chemistry

ACS Mission: Advancing the broader chemistry enterprise and its practitioners for the benefit of Earth and its people

\*\*\*\*\*

Section Vision: A community enriched by the chemistry enterprise

Section Mission: To connect and empower our members, local scientists and students through innovative chemistry programs and outreach

## **Introduction to the Rochester Local Section Handbook**

The charter and basic operations of the Rochester Section ACS, Inc. are defined in the Local Section Bylaws. However, some of the operating details are defined within this “Handbook”.

This handbook describes a four-part approach for guidance within the Rochester Section:

- The first level is the Section Bylaws and its Articles of Incorporation. These are the legal documents of the Local Section.
- The second level is this “Section Handbook.” This handbook will be used to help explain official duties when seeking candidates for elective office or appointment and will provide procedures and is a guide as to how we “do things presently”.
- The third level is the Local Section Strategic Plan, which is to serve as a guide into the future of the Local Section.
- The fourth level is the Section Historic Document, which captures many of the programs that had been done by the Section before but are no longer being undertaken. This document serves as not only a history of those efforts, but also as a resource should any of them be reactivated.

In this handbook, a full organizational structure is given for the Section even though in current practice many Officers, Coordinators, and Committee Chairs carry out multiple appointed assignments without formal designations. The purpose of this manual is to assist the Officers, Coordinators, Committee Chairs, and volunteers in organizing and carrying out the various functions of the Section.

The Handbook may be updated, as needed, by the Officers and program leaders in order to meet the changing needs of the Section and, like the Section Bylaws, this document should be reviewed and updated every three years.

Best practices suggest that each Section officer should write and maintain more detailed position-specific information and procedures that are available in separate documentation.

## **ACS/Local Section Volunteer Conduct Policy**

The Local Section aligns with the American Chemical Society's Congressional Charter that explicitly lists among its objectives "... high standards of professional ethics, education and attainments...". The ACS and the Rochester Local Section expects its volunteers and event/meeting attendees to display the highest qualities of personal and professional integrity in all aspects of their ACS-related activities. Every chemical professional has obligations to the public, to volunteer and staff colleagues, and to science.

Accordingly, and to foster a positive environment built upon a foundation of trust, respect, open communications, and ethical behavior, the Local Section has issued this Conduct Policy. It applies to all ACS Volunteers, specifically individuals conducting the business and affairs of the ACS and the Local Section without compensation. It also applies to all attendees at ACS or Local Section events and meetings. Volunteers and event/meeting attendees must at all times abide by this Conduct Policy. Specifically, volunteers and event/meeting attendees should:

- support the Section vision and mission,
- contribute to a collegial, inclusive, positive, and respectful environment for their fellow volunteers and attendees,
- avoid inappropriate actions based on race, gender, age, religion, ethnicity, nationality, sexual orientation, gender expression, gender identity, marital status, political affiliation, presence of disabilities, or educational background. They should show consistent respect to colleagues, regardless of the level of their formal education and whether they are from industry, government or academia, or other scientific and engineering disciplines.
- interact with others in a cooperative and respectful manner, refraining from using insulting, harassing, or otherwise offensive language in their ACS or Section interactions. Disruptive, harassing, or inappropriate behavior toward other volunteers, stakeholders, or staff is unacceptable. Personal boundaries set by others must be observed,
- obey all applicable laws and regulations of the relevant government authorities while acting on behalf of the Section or ACS, and
- only use ACS's trademarks, insignia, name, logos, and other intellectual property in compliance with ACS regulations and directives as may be issued.

Violations of this Conduct Policy should be reported promptly to any of the Section Executive Committee members. In cases of alleged persistent and/or serious violations of this Conduct Policy, the Executive Committee shall review the evidence and shall take such actions as may be appropriate, including but not limited to requiring volunteers to leave their volunteer position(s), precluding volunteers from serving in Section volunteer roles in the future, requiring event/meeting attendees to leave the meeting, and precluding meeting attendees from attending future Section events/meetings. The Executive Committee reserves the right to pursue additional measures as it may determine are appropriate.

## Information on Affiliate Memberships

A person who is not eligible to be a member of the American Chemical Society (hereinafter referred to as 'Society') may become an Affiliate of the Society (hereinafter referred to as a 'Society Affiliate'). All affiliates may attend all Local Section activities, under the same circumstances as members, and have access to the various venues of Local Section communications. However, Local Section Affiliates may not vote in the Local Section elections. They are eligible to serve on committees but are not eligible to serve as Officers or voting members of the Executive Committee.

- Refer to National ACS Standing Rule I Section 9 and Standing Rule VII Section 1(t) for guidelines around Affiliate Membership.
- Society Affiliates - Persons whose major vocational effort is directly concerned with the practice of a chemical science but who are not eligible to be members of the American Chemical Society may become Society Affiliates. Society Affiliates are assigned to Local Sections and automatically become affiliate members of that Section. Society Affiliates can be assessed local dues up to the level of Local Section Affiliates.
- Local Section Affiliates - The Section may admit persons who are not members or Affiliates of the Society as Local Section Affiliates of the Section, as authorized by the Constitution and Bylaws of the Society.

## **Glossary of Terms and Definitions**

<u>Term</u>	<u>Definition</u>
ACS or Society	The American Chemical Society
Section	Rochester Section Inc., American Chemical Society
OLSA	Office of Local Section Activities
NERACS	Northeast Regional Board of the ACS

## **Section 1: Officers, Councilors, Executive Committee**

### **A. Executive Committee**

The Executive Committee is the governing body of the Section and is responsible for conducting all Section business. It is comprised of all elected representatives of the Section including the Officers, Councilors, Alternate Councilors, and six Members-at-Large. The officers of the Rochester Section consist of the Chair, Vice Chair, Secretary and Treasurer (Bylaw V, Section 1). No one may serve by appointment (except in filling vacancies, as provided by Bylaw V, Section 6). The Executive Committee is responsible to the membership and is bound to fulfill the objectives of the Section as specified in those Bylaws.

The Executive Committee has the responsibility to:

- confirm all appointments by the Chair,
- approve the budget and budget amendments,
- authorize all changes in utilization of Section assets,
- approve public statements made on behalf of the Section: No member of the Section may speak for the Section without such prior approval, nor offer personal opinion with implied endorsement by the Section or the Society,
- receive and reviews reports from program and event Chairs,
- meet regularly, or at the call of the Section Chair. Any meeting may be canceled. Meetings may be held more frequently if necessary, to authorize and approve Section policies and actions. Members of the Executive Committee are expected to attend these meetings, and
- consider and vote on proposals for program, policy, or actions initiated by its members or the Section members.

Importantly, the Executive Committee has the authority to remove elected officials, termed “Recall of Elected Officials”, from Section service that do not follow ACS code of conduct, ethics, and Section officer responsibilities, see Bylaw VII.

### **B. Chair (2-year term)**

The Chair is President and Chief Executive Officer (CEO) of the Corporation.

Key Duties:

- Oversees all Section operations, events, and meetings
- Appoints committee, events and program chairs

- Supervises the completion and submission of the Section Annual Report to ACS

Section Chair responsibilities include:

- communicating with Section Members key decisions and business completed by the ACS Council after a National Meeting. Presides at all Section Executive Committee meetings,
- appointing Coordinators and Committee Chairs, establish new committees and dissolves committees as needs arise,
- integrating and supervising Section activities, Committees and officers,
- attending Section activities and events and ensure that a Section representative is present for events they cannot attend,
- keeping the Vice-Chair informed of and involved in the activities of the Section, thus ensuring continuity of Section operation,
- securing a meeting place for the Executive Committee and formulates the agenda of the Executive Committee meetings. Solicits input from Committee Chairs and interested members for agenda items,
- corresponding with the ACS or with other Local Sections and organizations on matters of Section business. The Chair routes requests from the ACS office to appropriate Section Officers or Committee Chairs, is responsible for follow-up on such requests and receives copies of all correspondence. The chair also reports communications from the ACS to the Section at Executive Committee meetings or Section business meetings,
- serving as a member of the Harrison Howe Award Committee and as an *ex officio* member of all other committees except Nominations and Elections,
- attending one ACS Leadership Institute to keep the Section aligned with National ACS activities and to network with neighboring Local Section leadership, subject to Section budgetary constraints,
- attending one ACS National Meeting during each term as Chair, , subject to Section budgetary constraints. Partial support may be requested not to exceed the level of ACS non-Councilor support.
- compiling the Annual Report (see ACS Standing Rule VII (5)(n)) for the ACS Council Committee on Local Section Activities using the Executive Committee and Committee Chair input. The report must use forms supplied by OLSA, including supplementary material as necessary to convey a full and accurate picture of the scope of Section operations. The Chair is to notify the Councilors when the report has been submitted and is ready for final approval,

- identifying an individual(s) to complete or delegate tasks, should any of the officers be unable to fulfill their elected obligations,
- distributing meeting notices and agendas to Executive Committee Members, Coordinators, Committee Chairs, and any others as needed. A call for agenda items must be requested not later than one week prior to the meeting. The meeting agenda will be distributed two days prior to the meeting, and
- sharing the annual report, without financial information, with the Communications Committee to disseminate to the Section membership.

### **C. Vice Chair (2-year term)**

The Vice Chair is Vice President of the Corporation.

Key Duties:

- Responsible for the Section Strategic Plan
- Assumes the position of Chair in the event that the sitting Chair leaves the position
- Runs meetings in the absence of the Chair

Section Vice Chair responsibilities include:

- serving as Chair of the Section Strategic Planning Committee,
- assuming the position of Section Chair if the Chair vacates the position and serves until the next general election, after which the elected Chair will complete the remaining term of Chair,
- attending Section activities and events to support all aspects of the Section,
- attending one ACS Leadership Institute to keep the Section aligned with ACS activities and to network with neighboring Local Section leadership, subject to Section budgetary constraints, and
- supporting the Chair in preparing the Section Annual Report (see ACS Standing Rule VII (5)(n)).

### **D. Secretary (2-year term)**

The Secretary is the Secretary of the Corporation.

Key Duties:

- Notifies Section membership of scheduled meetings
- Records and communicates meeting minutes within 48 hours after all meetings

- Documents all additions/deletions to minutes
- Organizes and manages the Google Drive
- Places finalized and approved meeting minutes on the Section Google Drive for historical archiving
- Submits results of Section elections to ACS by December 1

The Section Secretary responsibilities include:

- distributing copies of the minutes for approval to members of the Executive Committee. The meeting minutes must be published not more than 48 hours after meetings. Following approval, provides minutes for publication to the Section Newsletter Editor and Webmaster,
- recording the minutes of Executive Committee Meetings and of Section Business Meetings, to include:
  - all motions and votes on motions,
  - unfinished business requiring action at the next meeting,
  - summaries of reports presented at the meeting, or written reports submitted by the Coordinators or Committee Chairs,
  - a quorum count at every Section meeting where business is transacted. The Bylaws define a quorum as a majority of the members of the Executive Committee, or where a vote of the general membership is required, 5% of the Section membership or 50 whichever is smaller, and
  - keeps a record of meeting attendance.
- maintaining a current Directory of Officers, Coordinators, and Chairs with input from the Chair and Chair-Elect,
- in accordance with ACS Bylaw III, Section 5(b), certifying to the Society Executive Director the names, addresses, and terms of the elected Officers, Councilors and Alternate Councilors for the ensuing year not later than December 1, and
- transferring all records to the Google drive for archiving following completion of all annual reporting.

#### **E. Treasurer (2-year term)**

The Treasurer is the Section Chief Financial Officer. The Treasurer, in collaboration with the Finance Committee, periodically reviews the record of Section investments and recommends changes and/or additions to the Executive Committee.

\*\*\*Upon completing their elected term, the sitting treasurer should commit support through the final submission of the Section taxes from the prior fiscal year.\*\*\*

Key Duties:

- New treasurer must complete IRS form 8822-B – Change of Address or Responsible Party
- Keeps accurate records of all Local Section income and expenses
- Provides disbursements for expenses and invoices within one week of the request
- Quarterly, delivers a budget report to the Local Section Executive Committee
- Prepares and files the Section Annual Financial Report to ACS through FORMS
- Files annually Federal Tax forms that must include IRS Form 990-EZ with the Schedule A, and Schedule O supporting forms
- Files annually NYS Charities form CHAR500 and pays associated fees
- Prepares the Local Section Annual Budget and runs the budget planning meeting in December for the coming fiscal year
- Serves as a member of the [Finance Committee](#)

The Section Treasurer responsibilities include:

- handling Section funds in accordance with good business practices and as described below:
  - Unbudgeted disbursements require Executive Committee approval. Disbursements under an approved budget item/category require no additional approval.
  - Receives bills/expenses to pay, submitted and signed ONLY from authorized project leaders who have been duly appointed/approved by Executive Committee. All reimbursements/payments require proper documentation from project leaders that includes submitting both the official Local Section reimbursement form and all receipts/invoices for any expenditures. Proper documentation consists of the filling out of a form, which can be found on the Local Section Home Page or requested directly from the Treasurer; the form must be endorsed by the appropriate Section Officer, Coordinator, or Committee Chair.
  - Uses a reasonable bookkeeping method such as the cash or running balance method of accounting and a spreadsheet/financial software package (such as Quicken®) to track all transactions that is constructed using Executive Committee approved budget lines. A document that describes good business practices is available from the Local Section Activities Office and the Financial Office of the ACS.
  - Must account for all Local Section funds, including fees and charges collected by Committees and funds held by semi-autonomous groups (such as Senior Chemists, Women Chemists, Younger Chemists, Harrison Howe Fund, etc., and any other invested Section monies).
- preparing, with assistance as desired, Internal Revenue Service (IRS) Federal tax forms and New York State (NYS) charitable organization forms so that the Section tax-exempt status is maintained,

- preparing the Annual ACS Financial Report in time for the annual Section audit, which occurs each February. ACS FORMS is used to complete the annual report. Following submission of the annual report to ACS, the Treasurer formally requests the annual allotment from the ACS Executive Director. A copy of the financial report is retained for use in preparation of IRS and NYS tax returns,
- preparing and submits quarterly financial reports to the Section Executive Committee that must be included in the meeting minutes. These reports are to include a summary of income, total expenses and net costs consistent with approved budget line item expenses (see 1a above) as well as all account balances. Separate accounting may be required for some semi-autonomous groups as noted in item 1 above,
- submitting all Section records to the Finance Committee at the end of the fiscal year, including any transactions initiated prior to December 31. “Last minute” transactions must be completed and processed in time to be included in the annual report and prior to the Section Annual Meeting,
- bringing any account forms to the Annual Meeting for signatures of any new officers.
- upon request and approval of qualified expenditures, distributing copies of sales tax exemption forms to Committee Chairs/project leaders,
- applying for “ACS Reimbursement of Councilor Travel Expenses” on forms provided by the Section Councilors who apply for the ACS National Meeting subsidy, and
- working with any Innovative Program Grant (IPG) coordinator to ensure that the Program Coordinator completes a financial summary for any funded grant program.

**Key Activity Dates:**

- November: works with the Chair-Elect and the Finance Committee to prepare an initial budget for the coming fiscal year. Submits proposed budget to the full Executive Committee.
- December: begins preparing Section records and Annual Financial Report for the Finance committee. Closes the financial books on December 31. Brings the proposed budget to the Executive Committee for final approval.
- January: submit all Section records to the Finance Committee for review.
- Prepares the ACS Annual Financial Report and submits it for Finance Committee approval **no later than January 31**. As applicable, obtains new officer signatures on all bank forms. Following submission of the Section Annual Report to ACS, applies for Section dues allotment.
- February 15<sup>th</sup>: assures that the financial part of the Section Annual Report is submitted in FORMS.
- March: Prepares and files all Federal and State income tax forms.

## **F. Councilors (3-year term)**

Key Duties:

- Represent the Section Members on the ACS National level
- Communicate with Section Members on a regular basis as to happenings on the ACS National level
- Communicate with Section Members once a Council meeting agenda has come forth to seek input on key matters coming before the Council
- Communicate key decisions and business to Section Members completed by the Council after a National Meeting
- Serve on an ACS National Committee

The Councilors are the links between the Section and the National Society. They are responsible for attending National Council meetings and reporting back to the Section. They are elected for three-year terms during which they must be able to attend meetings and function as voting members of both the ACS Council and the Section Executive Committee.

The Rochester Section is entitled to two Councilors based on the Section membership, as determined by the procedure described in ACS Bylaw III, Section 1(a).

**IMPORTANT:** Ideally, as long as the Section has two Councilors, one of the Councilors should have a background in industry and the other a background in the academia. The terms are staggered with the Councilor representing industry and the Alternate Councilor representing industry elected in one year while the Councilor representing academia and the Alternate Councilor representing academia elected in another year.

The Section Councilor responsibilities include:

- Attending annual ACS National Council Meetings. A Councilor must seek assignment to, and participates fully in, a National ACS Committee. Councilors are invited to attend open meetings of Council Committees and are expected to express committee preferences on the annual preference form made available to Councilors,
- discussing with the Section Executive Committee options to select an ACS Committee on which they will serve that has greatest importance to the Section,
- actively participating in Section Executive Committee meetings as a full voting member,
- taking an active role within the Section as a Committee Chair or other key position,
- oversight of the Section ACS Undergraduate Travel Award Program,
- seeking input in advance of Council Meetings on pending Council issues and informing the membership of the outcome(s),

- reporting ACS Council meeting results after each ACS National Meeting. On a regular basis, reporting to the Section membership all other Councilor or National ACS business,
- serving as a source of information to the Section about useful contacts with the Society at the National level,
- informing the membership in advance of Council Meetings on issues that are to be acted upon by the Council and seeks input.

One Section Councilor must verify and sign the Section Annual Report once it is finalized and submitted to the ACS for approval.

A “Handbook for Councilors” is distributed by the Office of Local Section Activities (OLSA) and should be requested by all new Councilors.

### **Councilor Reimbursement**

The Section and the Society share the cost of the subsidy to enable Councilors (or Alternate Councilor if a Councilor cannot attend) to attend the two National meetings per year. Financial support forms are sent to the Councilors and Alternate Councilors for each National Meeting that must be completed and submitted to the Treasurer. The amount of Section subsidy shall be part of the budget process each year. The amount of Councilor subsidy supported by the ACS is decided upon by the ACS Committee on Budget and Finance annually. Generally, our Section underwrites all of the costs in excess of the amount supported by the National ACS. Councilors need to strive to keep their expenses below this threshold if possible. When Councilors spend extra days at National Meetings to attend technical sessions, tour exhibits, etc., funds from other sources should be sought to cover these expenses. The Section realizes it is responsible for reasonable expenses to have their Councilor represent the Section at these meetings.

### **G. Alternate Councilors (3-year term)**

Key Duties:

- Be prepared to represent Section Members at an ACS National Meeting
- Take an active role within the Section while serving in this position

The Alternate Councilors are members elected to the Executive Committee. They are designated to take the place of a Councilor at National Meetings and other meetings where representation from the Section is appropriate. The Alternate Councilor, whose term coincides with the Councilor who cannot attend a National Meeting, is the first to be asked to replace that Councilor.

The Rochester Section is entitled to two Alternate Councilors based on the Section membership, as determined by the procedure described in ACS Bylaw III, Section 1(a).

**IMPORTANT:** Ideally, as long as the Section has two Alternate Councilors, one of the Alternate Councilors should have a background in industry and the other a background in the academia.

The terms are staggered with the Alternate Councilor representing industry and the Councilor representing industry elected in one year while the Alternate Councilor representing academia and the Councilor representing academia elected in another year.

The Section Alternate Councilor responsibilities include:

- attending Section Executive Committee Meetings, as a full voting member,
- taking an active role within the Section as a Committee Chair or other key position (that does not warrant an Executive Committee position),
- attending an ACS National Meeting when the Councilor is unable to attend and undertakes all of the Councilor's responsibilities (see [Councilor Section](#)), which includes reporting back to the Section. The Alternate Councilor does not replace the Councilor on ACS committees. The Alternate Councilor elected in the same year as the Councilor shall be given first chance at attending.
- working with the Councilors, when attending a National Meeting in place of a Councilor, to be informed on matters of ACS importance, particularly those appearing on the Agenda for Council Meetings and within the mailing of the agenda package. Alternate Councilors receive a .pdf file of the National Council's agenda(s), and
- attending the District I Councilor Caucus at any National Meeting when they are replacing the Councilor.

Alternate Councilors must be certified to attend Council Meetings in place of a Councilor. Forms for this purpose are available from the Secretary. ([See Councilor Section regarding a subsidy for travel expenses.](#))

A "Handbook for Councilors" is distributed by the OLSA and should be requested by all new Alternate Councilors.

#### **H. Members-at-Large (2-year term)**

Members-at-Large are elected representatives of the membership who serve on the Executive Committee for two-year terms and are eligible for re-election to consecutive terms as Members-at-Large. A maximum of three are elected each year. They are neither Officers nor Councilors.

The Section Member-at-Large responsibilities include:

- participating as a full voting member in all business brought before the Executive Committee, including discussion, voting, and initiation of action.
- taking an active leadership role within the Section. Examples include, but are not limited to:

Secretary (assist and shadow)	Section Awards & Dinner
Treasurer (assist and shadow)	Section Mixers
ACAP	National Chemistry Week
Adopt-a-School	NERM Organizing Committee
Annual Meeting	Nominations & Elections Committee
Finance Committee	Parliamentarian
Chemists Celebrate Earth Day (CCED)	Project SEED
Finance Committee	Senior Chemists programs
Harrison Howe Award	Undergraduate Awards
High School Chemistry Olympiad	Undergraduate Symposium
High School Student Awards	Women Chemists programs
High School Teacher Awards	Younger Chemists program
• acquiring an intimate knowledge of Section operations and policies through active engagement in Executive Committee meetings to serve the needs of the membership.	

## **Section 2: Appointments**

### **A. Parliamentarian**

The Parliamentarian:

- serves as Bylaws Committee Chair,
- informs the Executive Committee when Section actions are inconsistent with the Section Bylaws,
- assists members, officers and committees in interpreting Section and National Bylaws, and
- is acquainted with “Robert Rules of Order, Revised”.

The Parliamentarian is appointed annually and serves the Section by ensuring that all Section business and activities violate neither Section Bylaws and Articles of Incorporation nor ACS Constitution and Bylaws.

### **B. Representative to the ACS Northeast Region Board of Directors**

The Section participates on the NERACS Board of Directors through its representative to the Northeast Region Board of Directors. Our Section representative:

- attends all meetings of the Region’s Board of Directors and reports to the Section Executive Committee and members,
- serves for a two-year term, subject to confirmation each year by the Section Chair and their desire to continue serving as the Section representative,
- serves as a member of any NERM Organizing Committee to assist with communications between the organizing committee and the Region’s Board of Directors.

## **Section 3: Guidelines for Committees and Committee Chairs**

Committee Chairs and activity coordinators are volunteers approved by the Executive Committee to serve the Section in a specified and well-defined capacity. They constitute the active arm of the Section and it is through them that the Executive Committee's intent translates into Section activity. Accordingly, Committee Chairs and activity coordinators serve a central role in Section operation and the success of Section program implementation rests with them.

The Section Chair-Elect appoints Committee Chairs on or before December 15 for service from January 1 to December 31. The Executive Committee shall confirm all appointments by December 31<sup>st</sup> prior to beginning their service.

Volunteers serving the Section in this capacity agree to follow these guidelines.

### **A. Information for Committees and Chairs**

- Important Financial Information: all committees handle their financial transactions through the Section Treasurer. All checks should be made payable to "Rochester Section, Inc., ACS".
- A sales tax exemption form must accompany Section purchases. Committee Chairs request a form from the Section Treasurer in advance of the purchase and the Treasurer will issue a completed form specific for that purchase. Blank forms will not be distributed.
- All requests for reimbursement of funds must be submitted to the Section Treasurer on the Section Reimbursement Request Form, which is available on the Section web site or by direct request from the Treasurer. The Section-appointed activity coordinator or Committee Chair must sign these forms and submit receipts as appropriate. All reimbursement forms and receipts must be submitted to the Treasurer prior to December 31<sup>st</sup> of the calendar year.
- The Chair of the Section has access to electronic membership rosters that are updated monthly.
- The Communications Committee distributes event information through a network of Section contacts.
- Committee Chairs, or someone they designate, are responsible for documenting the event expenses, attendance, photos, etc. A summary must be completed that will be used for the Section Annual Report. Designees can be newer members of the section interested in learning about the various activities.
- Chairs are expected to communicate regularly with the Executive Committee and are strongly encouraged to attend monthly meetings as non-voting members, as stated in Section Bylaws V and VIII.

## **B. Specific Duties for Committee Chairs**

Each Committee Chair shall:

- recruit committee members. The Executive Committee can appoint committee members without approval. Committee Chairs may establish subcommittees, but the Committee Chair remains responsible for the operation of such subcommittees,
- formulate plans and a budget for the coming year, in consultation with the Section Chair and Treasurer and follow Section reimbursement protocols,
- coordinate with the Communications Committee to publicize activities to the membership (posters, Section newsletter, notices, and flyers) and to the public using the Communications Committee as a tool for such publicity.
- compile specific procedures, including dates, guidelines, etc., to pass on to those appointed to fill the positions after them,
- submit the Committee's annual report to the Section Chair no later than December 15, containing at least the following information and documentation:
  - names of committee and subcommittee members,
  - number of committee and subcommittee meetings,
  - a summary of committee accomplishments,
  - an itemized income and expenditure summary compared with the approved committee budget allocation,
  - suggestions for future activities and program improvements,
  - all news releases, programs, published reports and accounts, and other appropriate documentation, and
  - for committees that complete their duties earlier in the year, Chairs complete records and reports not later than one month after the committee's conclusion.

Event committee responsibilities are complete only upon submitting a final report to the Section Executive Committee.

## **Section 4: Communications**

The Communications Committee consists of the Newsletter Editor, the Section Webmaster, Social Media Managers, Blog Post writers and the Public Relations Chair. The Section Chair is also an ex officio member of the committee. A person may fulfill one or more of these roles on the Committee, and the Committee may be chaired by anyone in these roles. The Communications Committee advises the Executive Committee on appropriate and efficient methods of communicating Section business and activities to Section members, affiliates and the general public. The Committee has the responsibility for evaluating the effectiveness of the Section's communications and for recommending changes in the nature of the Section's communications.

A more detailed description of each of the roles on the Communication Committee follows.

### **A. Blog Post Writers**

Blog Post Writers are individuals authorized by the Section Webmaster to post content to the Section Website.

### **B. Newsletter Editor**

The Newsletter Editor is responsible for:

- editing and distributing the Local Section Newsletter. Ideally, the newsletter is sent monthly, but at a minimum should be distributed no less than six (6) times per year. The newsletter is distributed electronically but under special circumstances, and if appropriately budgeted, hardcopy newsletters may be sent by US Mail.
- soliciting content from the Executive Committee, Committee Chairs, activities committees, or anyone with news of interest to the Section membership. ACS news and events may also be included. Communicate appropriate deadlines so that the newsletter is sent in a timely manner, and
- maintaining an up-to-date email distribution list. The monthly ACS e-Rosters file should be used to add new members to the list and update members whose email addresses have changed. Deceased members should be removed from the distribution list.

The newsletter email distribution list is 'open', meaning that anyone may opt-in to receive it. It is not exclusive to ACS or Rochester Section members. Many teachers, students, and former Rochester ACS members elect to receive the newsletter. Anyone is free to unsubscribe at any time.

The Newsletter Editor should attend regularly all Executive Committee meetings to stay informed of all Section activities and concerns.

### **C. Public Relations Coordinator**

The Public Relations Coordinator:

- works closely with the other members of the Communications Committee to promote events and publicize Section activities, particularly when they have broader interest to the general public (e.g., The Harrison Howe Award, National Chemistry Week, or Chemists Celebrate Earth Day).
- is responsible for communicating these events to the general public and, as appropriate, to the National ACS. Toward that end, the following activities are recommended:
  - Maintain an up to date list of names and addresses of science editors and city editors of local daily and weekly periodicals
  - Maintain an up to date list of news directors of local TV and radio stations
  - Develop contacts with the ACS News Service and receive their news releases
  - Develop contacts with and send news releases to Chemistry & Engineering News (C&EN).
  - Maintain a file of how and when to submit notices of lectures open to the public to the area newspapers and radio and TV stations.
  - Maintain a file of sample news releases showing various formats. Maintains a file of actual publicity.
  - Arrange for a photographer to cover Section events and to provide pictures for publicity.

#### **D. Social Media Managers**

Social Media Managers administer and post information of interest to the Rochester Section's social media accounts, including Facebook, Twitter, LinkedIn. People in this role may also offer social media training to interested Section members.

#### **E. Webmaster**

The Section Webmaster:

- updates and maintains the Rochester Section website at [www.rochesteracs.org](http://www.rochesteracs.org). Content should be reviewed on a regular basis to assure that all information is up to date and accurate,
- works closely with the Executive Committee, the Newsletter Editor, the Public Relations Chair, and activities committees to post items of interest or upcoming activities, and

- may designate one or more Blog Post writers who are authorized to publish information to the website.

The Webmaster should attend regularly all Executive Committee meetings to stay informed of all Section activities and concerns.

## **Section 5: Diversity, Inclusion and Respect**

### **A. Women Chemists**

The objectives of the Women Chemists Committee are to:

- increase engagement and retention of women
- advocate and educate within the local section on issues of importance to women
- enhance leadership and career development opportunities for women
- highlight contributions of women chemists from the Rochester area and beyond
- coordinate efforts and programs with the ACS National Women Chemists Committee

To satisfy these objectives, the Section's WCC organizes programs, events, and activities for the women chemists in the Rochester area, including social gatherings, volunteer opportunities, and networking events. Most programming will not be restricted to only women. In addition to WCC activities, women chemists are encouraged to participate in programs offered by the Section.

The committee submits an annual report to the Section Chair as well as to the ACS Women Chemists Committee by February 15.

### **B. Younger Chemists**

The objectives of the Younger Chemists Committee are to:

- encourage chemists under the age of 35 including, but not limited to, undergraduate and graduate students, post-docs and young professionals to be active in the Section and in the ACS,
- create/distribute networking opportunities that younger chemists can use to advance their careers,
- design activities that directly benefit the YCC community through activities and events, and
- coordinate efforts and programs with the ACS Younger Chemists Committee.

To satisfy these objectives, YCC consists of an Executive Committee led by Chair. The group organizes a wide range of activities of interest to younger Section chemists, including, but not limited to a recruiting lunch, volunteer opportunities in community schools, organized sporting and outdoor events, and a quiz bowl. They are encouraged to collaborate with student chapter groups at local universities and colleges to help expand communication among undergraduate and graduate students and increase visualization throughout the community. In addition to YCC activities, younger chemists are encouraged to participate in all Section programs.

The Section YCC submits a yearly report to the Section Chair as well as to the ACS Younger Chemists Committee by February 15.

## **Section 6: Events**

This Social Events Committee organizes all social events for the Section with the exception of social events associated with a Symposium, a Northeast Regional Meeting (NERM), the Harrison Howe Award, etc. For each event, the Committee:

- makes arrangements with local restaurants to determine event costs that include gratuity and miscellaneous charges, less taxes,
- runs each event as near to a “break-even” as possible unless otherwise directed by the Executive Committee, and
- arranges for event publicity through the Publications Committee and the Publicity Chair.

This Event Committee is charged with planning, organizing and conducting meetings and/or events not specifically covered by other committees. Winery and museum tours, laboratory visits, picnics, and other formats are potential venues.

Speakers are frequently chosen to be of general interest to encourage attendance by spouses, family and friends of members. Speakers may be members of the Section, ACS tour speakers, members of the local community with a vocation or avocation of interest, etc.

While dinner meetings are expected to be largely self-funding, the Executive Committee upon recommendation may approve a budget for special speakers, special guests, or other special events.

On-going events that the Committee plans include, but are not limited to:

- Annual Meeting
- Annual Recognition Event
- ACS Tour Speaker Events

### **A. Annual Meeting**

New York State Corporation law requires that the Section holds an Annual Meeting. It is the duty of the Annual Meeting Chair or Co-Chairs to plan the event. Should there be no volunteer to Chair the event, the Section Vice-Chair will plan the event. The annual meeting is an open meeting and all members are welcome to attend. Traditionally, this meeting has been an Annual Dinner but other formats are also permissible. Annual Meeting planning should use the following guidelines:

Explicit requirements are in Section Bylaw IX, Section 7 and the Articles of Incorporation.

The dinner/event must take place no later than the end of the first quarter.

The location should be chosen so that Section events are reasonably distributed around the Rochester area.

Design and assemble a promotional flyer that is submitted to the Communications Team for distribution and promotion.

Collaborate with the Section Treasurer to create plans for ticket sales and reservations.

The Meeting agenda must include:

- Section Finance Committee Chair presents the previous year's audit report.
- The Section Chair presents a State-of-the-Section address and describes forthcoming plans for the year. In years where there is a new chair, the Chair presents the former chair with their ACS Past Chair pin.
- The Section Chair facilitates a formal Town Hall meeting to solicit member input.

#### **B. Mixers**

The section occasionally hosts mixer events at local venues to bring together professional chemists, educators, students, and other interested parties in a congenial atmosphere for socializing. We schedule mixers on an ad hoc basis, which the Section does not fund unless previously budgeted. Attendees are welcome to purchase their own food or drink during the mixer event. Sign-in sheets and a presentation of upcoming Section activities are provided during the mixer.

#### **C. NERM Organizing Committee**

Each year, the ACS charges the Northeast Region to find a local section or sections to host the Northeast Regional Meeting (NERM). Our Section typically hosts a NERM about every eight years and organizing the meeting begins at least two years before the event.

Once the Section Executive Committee agrees to support hosting a NERM, a Letter of Intent is submitted to the Northeast Regional Board to bid for hosting the NERM meeting. The NERACS Board of Directors decides which Local Section is awarded the meeting. Volunteers from the Section need to fill key positions of General Chair (or Co-Chairs).

A NERM Organizing Committee forms upon selection of the local section to host the meeting. The NERM Committee is distinct from the local section and operates as a separate entity. Volunteers from surrounding local sections may also serve on the organizing committee. Volunteering for this committee requires a substantial and sustained effort over a period of ~2 years prior to the meeting.

Best practices should be applied by consulting past Section NERM documentation and other ACS Regions that have hosted a recent Regional meeting.

#### **D. Recognition Dinner**

The Rochester Section Recognition Dinner is one of our major events each year. It gives us the opportunity to give back to sections members as they celebrate 50, 60 and 70 year memberships as well as recognizing the contributions of our award winners.

#### **E. Symposia**

Technical symposia and lecture series have been a tradition of the Rochester Section. On occasion, the Section may lend its name and support to a meeting following approval by the Executive Committee. To jointly sponsor a meeting with another organization there are ACS guidelines around such cooperation.

A lecture series plans an extended series of talks, usually on a related broad topic, extending over a period of weeks. A symposium plans a concentrated series of talks, usually within a relatively narrow subject and offered in a single day. These meetings should provide a balance of subjects of general interest to a large number of the Section members, and special topics of interest to smaller special interest groups within the Section. Symposia are intended to be self-funded events, unless the Executive Committee approves funding in advance.

## **Section 7: Internal Affairs**

### **A. Bylaws and Handbook Committee**

The main duties of the Bylaws Committee are to:

- ensure that all activities and proceedings align with and do not violate the Section's Bylaws,
- perform a Bylaw review every three years,
- work with the Section Chair to appoint a Bylaw Review Working Group to lead the three-year Bylaw review,
- draft proposed Bylaw changes for consideration by Section Executive Committee and the Section membership at the request of any Section member,
- keep current with the ACS Constitution and Bylaws and changes to those documents that might require corresponding changes in the Section Bylaws or Handbook,
- propose Bylaw revisions when customary or desirable operating practices are at odds with the Bylaws, and
- maintain, review, and update the Section Handbook

The Section Parliamentarian Chairs this Committee. As needed, the committee shall give parliamentary advice or assistance to Section Committees. In addition, the committee is responsible for the Section Handbook, which serves as a Bylaws supplement.

Section adherence to its Bylaws is required, but the Section may opt to update the Bylaws when circumstances warrant. Good practice warrants a Bylaws review every three years, at a minimum. The most recent review was May 2020.

The Section handbook:

The handbook specifies procedures, guidelines and recommendations for the Section leadership that are too specific for Section Bylaws but is vital for the running the Section and facilitating long-term sustainability. In addition, each officer and appointed person may also have additional detailed documentation regarding their post that is passed to the next volunteer. As with Section Bylaws, good practice warrants review every three years, when procedures change, upon addition of new leadership positions, or with any major changes in the Strategic Plan.

### **B. Finance Committee**

The main duties of the Finance Committee are to:

- consider overall Section budget performance,
- recommend investment vehicles for Section funds,
- provide written documentation for incorporation into the Treasurer's year-end financial report, and

- perform an annual audit (end of January/February) of the Section's finances and report out at the Section Annual Meeting.

The Section Treasurer and Parliamentarian are members of this committee. The committee reviews the performance of Section investments and makes recommendations to the Section Executive Committee. Annually, the committee audits Section finances and provides written feedback to the Treasurer for incorporation into the year-end financial report. Inclusive in the audit is the review of all transactions, record keeping and bank statements. In addition, the committee shall ensure that all Section expenditures have proper documentation. The Section Bylaws describe the audit contents and a signed Section audit checklist verifies the audit completion. Further, Section Bylaws require that the Section Executive Committee receives a final audit report prior to the Annual Meeting, at which the Section Membership hears the report.

Should the sitting Treasurer vacate the position, the committee shall verify and transmit past records to whomever assumes the Treasurer position.

### **C. Nominations and Elections Committee**

The main duties of the Nominations and Election Committee are to:

- track Executive Committee positions that are up for election,
- communicate with incumbents about their desire to seek re-election,
- work with the Communications Committee to publicize election positions and position duties,
- answer questions from potential candidates, and
- run the Section election.

The success of the Section depends upon the efforts of able, interested members of the Executive Committee. The Nominations and Elections Committee locates such people.

The Committee is responsible for the Section's entire nomination and election process and thus must understand and follow Section Bylaws that describe acquiring nominations for office and running the Section elections.

Committee guidelines for running elections include:

- finding candidates for offices that are up for election, and seeking to run competitive races for all offices. However, competitive races must not result in improper election procedures,
- beginning the process in early summer by identifying offices that are open for election and submitting to the Communications Committee a list of open offices along with the a description of the duties involved,
- adhering to election deadlines as stated in the Section Bylaws,
- using the Section newsletter as a means to only distribute candidate information, but not as a means of distributing election ballots, and

- the committee Chair promptly notifying candidates of the election outcomes and reporting results to the Section Chair, Secretary, and Communications Committee.

The Nominations and Elections Committee must refer to the handbook for guidelines regarding the use of “e-Rosters” for elections.

#### **D. Strategic Planning**

The main duties of the Strategic Planning Committee are to:

- organize a strategic planning retreat at the end of the current plan, but no later than five years after the current plan was initiated,
- ensure that leaders are in place for each strategic goal for the plan,
- ensure that regular reports for each strategy are presented to the Section Executive Committee,
- give plan updates at monthly Executive Committee meetings, and
- adjust and expand the Strategic Plan as goals are accomplished.

The Strategic Planning Committee is Chaired by the Section Vice Chair.

During the retreat, the Strategic Planning Committee considers the effectiveness of current Section programs and explores possibilities for new directions that may be feasible and more appropriate for changing times. The committee establishes a Section Vision and Mission that compliments the Society’s Strategic Plan, and proposes future directions, time lines and methods to track progress. It is appropriate that some members of this Committee be independent of the Section leadership to offer challenging and unbiased proposals for future directions.

This Committee should issue intermittent surveys to track Section member opinions to ensure that program changes reflect Section interests rather than continuing out of tradition.

## Section 8: Public Outreach

### A. K-12 Programs and Events

#### Chemical Demonstrations

The Chemical Demonstration Center, co-sponsored by the Section and the St. John Fisher College Chemistry Department, was started in 2018 with funding from an Innovative Project Grant. Its mission is to promote chemistry to the general public and to K-12 students by providing resources for area teachers to do safe, age-appropriate and instructive classroom chemical demonstrations. Center resources include scripts for demonstrations, together with kits that illustrate scientific principles. These kits may be borrowed by area teachers for classroom use.

A major event at the Center is its annual Chemical Demonstration Show, held each fall near National Chemistry Week. This event is free and open to the public. It focuses on visually interesting chemical principles and emphasizes the critical role of chemistry as the “central science”. JHR to send

#### High School Awards

The Section gives two recognition awards that honor the hard work and dedication of a i) a High School Chemistry student; and ii) a High School Teacher.

##### i) The High School Chemistry Student Award

The aims of the Chemistry Student Award are to:

- allow each school to recognize its top students at each level of chemistry (general, regents, AP, IB or honors),
- encourage the study of chemistry at the high school level by such recognition, and
- provide an opportunity for the students, as well as their parents and teachers, to enjoy an entertaining program of chemistry demonstrations.

The award event is held in May, with initial event organization beginning in January. A key factor to the success of these events is early and consistent contact with each school/district to solicit names of awardees. The Section pays for certificates and the evening's festivities. Schools name students in the top 10% in each category, 20% in AP courses. These students and their parents are invited to the Awards Night. The event can take place on a local college campus with potential sponsorship from that institution.

Of critical importance is a current email list of the teachers and science coordinators for each school. The Committee must update this list annually. A list of schools that have participated in the event is available and an effort should be made to personally contact the non-

participating schools and invite their involvement. A high school volunteer communicates with high school teachers to solicit students for the awards.

ii) High School Teacher of the Year Award

Section members form a committee to run this award. The Committee is responsible to:

- solicit nominees for the award
- select the recipient of the High School Teacher of the Year Award with input from the Section education representative to the Section Awards Committee
- communicate awardee information to the Section Awards Committee
- ensure that the winner is nominated for the “Regional High School Chemistry Teacher” award

The High School Chemistry Teacher of the Year award consists of a plaque and cash award. Acknowledgement of the awardee and presentation of the award is part of the Section Annual Recognition Event.

**National Chemistry Week (NCW)**

This committee plans and implements activity for National Chemistry Week. This has typically involved a large number of volunteers from the Section membership and Student Affiliate Chapters from local colleges and universities. Programs have included demonstrations at the Rochester Museum and Science Center, area schools, malls, and distribution of Chemistry Matters to area schools. Interested volunteers should consult with the Executive Committee to establish activities to recognize NCW.

**National Chemistry Olympiad**

The Section participates in the U.S. National Chemistry Olympiad, coordinated through the ACS. The Program Chair becomes the ACS contact, receives the examinations, organizes a selection committee as needed, and communicates with the Communications Committee to publicize this event.

The Program Chair sends information to high schools within the Section jurisdiction to announce the examination dates. An unlimited number of students from each high school may participate in the local examination. The Section purchases copies of the exam for each student. Students with the top ten scores are selected for the national examination with not more than two students from any individual school.

The ACS sends information regarding the Olympiad for the coming year. The exam typically is administered on a Saturday within the timeframe specified by ACS.

The Program Chair responsibilities include:

- date selection for the exam

- arranging a suitable location, and
- submitting insurance information and names of students sitting for the exam

Lunch is provided to the students and the proctor, paid for by the Section. The Program Chair must coordinate with the Section Treasurer to arrange payments. The Program Chair provides information to the Section Communications Committee for publicity. The Program Chair is also responsible to update contact lists. This may be coordinated with the other high school related committees.

#### Project SEED

Project SEED (Summer Experience for the Economic Disadvantaged) is an ACS program that promotes opportunities for high-school students to work in a college/university research laboratory during the summer. ACS provides funding and expects host institutions to provide matching funds. The Section may contribute matching funds when a host is unable to do so.

The Program Chair:

- contacts science coordinators in the city and suburban schools to identify potential student participants,
- identifies students for the SEED program, using the guidelines provided from the ACS,
- invites faculty in area institutions to host SEED students and communicates the program guidelines,
- supports students throughout their summer experience by performing administrative tasks such as securing bus passes, submitting required ACS forms, etc.,
- works with the Section Treasurer to ensure accurate stipend payment information and manage the budget,
- hosts at least one event, typically an ice cream social, with students and mentors,
- confers with past students to see how the SEED experience impacted their lives,
- submits an end-of-program report to ACS, and
- submits a final report for the Section Annual Report

Students will receive a certificate of completion at the end of the program. ACS requires a final program report along with a copy of each student's report.

#### **B. Collegiate Research Symposium**

The Section sponsors an annual Collegiate Research Symposium. Traditionally, the Committee Chair (or Co-Chairs) of the Symposium is (are) faculty at the host institution. The Symposium runs as an ACS "Meeting in Miniature". A book of abstracts is distributed with registration.

The Committee:

- selects a symposium date,
- invites a keynote speaker,
- sends a preliminary announcement to colleges in the Section area and Executive Committee members,
- submits information to the Section Communications Committee,
- distributes a call for papers in January or early February,
- sends a final report to the Section Chair,
- coordinates with the Section Treasurer to arrange payments for lunch, and
- coordinates the Undergraduate Achievement Awards and plans the award ceremony.

An outside speaker may be invited who can be recruited for minimal cost and can speak on a topic of interest to undergraduates in their junior and senior years. The Section provides lunch for student presenters and faculty mentors. Undergraduate Achievement Awards are presented at the symposium.

The Section also recognizes outstanding academic achievement in chemistry at the undergraduate level by sponsoring a chemistry achievement award for each college and university within the Section. The criteria for the award are:

- each department offering a degree in chemistry or chemical engineering may nominate one graduating student per year and may establish additional guidelines and criteria for selection, and
- the nominee must be a full-time student expected to complete a degree during the calendar year of the nomination, and must have an outstanding academic record.

Each awardee receives a certificate and their name is added to a plaque displayed at each participating department. Awards are presented during the Collegiate Research Symposium and awardees are provided with lunch at this event. A week prior to the award presentation, the nominators are reminded to invite the award recipients to the presentation ceremony.

### **C. Harrison Howe Award**

The Harrison Howe Award was established in memory of one of the founders of the Rochester Section, Harrison E. Howe and receives national attention.

The Committee consists of an appointed Chair, a member of the Section Executive Committee and at least three other Section members. The committee should represent both academic and industrial chemists from different colleges, universities and companies in the area. The Committee is responsible for award recipient selection and making all arrangements for award presentation. The Section Communications Committee publicizes this event. Note that C&EN has submission deadlines that must be met.

The award recipient will have made outstanding contributions in their field, with potential for additional significant achievements. The Harrison Howe award comprises a specially engraved plaque and a cash stipend. The plaque consists of an image of the honoree or an image that is representative of the research for which the award is presented. The Section Chair or their designee presents the award at an appropriate event, such as a symposium, formal dinner or at a special event such as a local NERM.

The Section Executive Committee establishes the stipend and budget amounts for the award annually as part of the Section budget, with recommendation by the Harrison Howe Committee Chair through the Section Program Coordinator. All Harrison Howe Award expenses come from funds earmarked for this award. The Section Executive Committee *may* approve additional funds upon request. The Harrison Howe Endowment Fund accepts contributions from Section members and those funds are used solely to support this award. The Committee should transmit its file of award prospects to the succeeding Committee.

#### **Harrison Howe Endowment Efforts**

The Harrison Howe Endowment Fund accepts contributions from Section Members to maintain this fund for future use. The Harrison Howe Committee is to actively seek to increase the Fund through contributions solicited from Section members and others. The Section Treasurer administers the fund in consultation with the Harrison Howe Committee Chair and the Section Chair.

#### Collecting Nominations and Selecting the Award Winner:

Prior to selecting the award winner, the committee solicits nominations from leading chemists around the world. Applications should include:

- a letter of nomination from someone familiar with the nominee's body of work,
- a synopsis of the nominee's accomplishments
- the nominee's CV,
- several representative publications from the nominee,
- up to two additional supporting letters from experts familiar with the nominee's work.

Nominations remain active for up to three years, but should be updated prior to a new selection cycle. Requests for updates should be emailed to nominators prior initiating the evaluation process.

#### **D. Section Awards and Recognition Committee**

The Awards Committee is responsible for completing the work needed to have suitable candidates for all the awards and the necessary documentation to support all the awards listed below. Most of the awards have a chair completing this work. The Committee is also responsible for obtaining the appropriate plaques, certificates, etc., for honorees. The Section hosts all award winners at the Annual Recognition Dinner.

50, 60 and 70 Year Members (Collect information, ~June-August): The Section recognizes these members at the Annual Recognition Dinner. They receive a certificate at the dinner.

ACS Fellows (Nominations are open from February 1 to April 1): ACS publishes specific criteria for ACS Fellows nominations. ACS Fellows selection is based on documented excellence and leadership in two areas: (1) science, the profession, education, and/or management, and (2) volunteer service in the ACS community. The Section Executive Committee submits candidate nominations to ACS (up to two candidates per year) but ACS makes the actual Fellows Award. ACS invites the awardee to the Fall ACS Meeting and a presentation ceremony held at that meeting. The Section also honors the awardee at the Annual Recognition Dinner.

Entrepreneur of the Year (Nominations are open from June to September 1): The hallmark of this contribution is positive impact on people's lives and on the economy by creating chemistry jobs that produce a significant impact on the economy within the 6-county jurisdiction of the Section. The award consists of a plaque.

High School Chemistry Teacher of the Year (Nominations are open from January to April): The winner of this award is announced at the High School Chemistry Student Recognition Night in May, and the award is presented at the Annual Recognition Dinner.

Salutes to Excellence Award (Nominations are open from June to September 1): The award recognizes Section members who make substantial and sustained contributions to the Section that go "above and beyond" the average volunteer service. ACS membership is not required for this award.

"Volunteerism" Award (Nominations are open from June to September 1): This award is presented to a member or members who have served the Section by contributing significantly to the goals and objectives of the Society through their Section activities. The Section award consists of a plaque and the committee chair nominates the awardee to the Northeast Regional E. Ann Nalley Award for Volunteer Service in the American Chemical Society.

## **E. Undergraduate Awards**

The Section recognizes outstanding academic achievement in chemistry at the undergraduate level by sponsoring a chemistry achievement award at each college and university within the Section. The following criteria have been established:

- Each department offering a degree in chemistry or chemical engineering may nominate one graduating student per year.
- The nominee must be a full-time student expected to complete a degree during the calendar year of the nomination.
- The nominee must have an outstanding academic record.
- Each nominating department may establish additional guidelines and criteria for selection.

Each awardee receives a certificate and their name is added to a plaque displayed at each participating department. Awards are traditionally presented during the Undergraduate Symposium (April) and awardees are also provided with a lunch at this event. The Chair of this event will need to coordinate this with the Chair of the Undergraduate Research Symposium. A week or two before the award presentation, the nominators are to be reminded to invite the award recipients to the presentation ceremony (currently held during the Undergraduate Research Symposium). This Committee is to be composed of members who are capable of judging the contributions of potential awardees and who represent major constituencies within the Section. The process must be an “open” process.

#### **F. Undergraduate Travel Program**

The Section Undergraduate Travel Grant Program provides funds to support undergraduate students travel to attend a professional ACS-sponsored conference at which they will present their research. Preference will be given to students who have not previously received a Section grant. The Section’s Academic Councilor shall be responsible for this program.

Application details are:

Eligibility: Any full-time undergraduate student in chemistry, chemical engineering, or a related field at a college/university within the Section’s jurisdiction. The conference must be an ACS-sponsored conference that occurs within 12 months of the application deadline.

Applications: Applicants should submit a resume, presentation abstract, a 1-page (maximum) Faculty Advisor letter of support, and a 1-page narrative describing how involvement in undergraduate research has shaped their academic and career goals.

Review: Submissions will be evaluated as needed by a committee of Section members. In case a conflict of interest arises between an applicant and a reviewer, the committee will invite an alternate reviewer.

Stipulations: the awarded undergraduate student must deliver the presentation, and not the Faculty Advisor or other co-author(s). The Section must be acknowledged for the financial support of the presentation. Students receiving the travel grant will submit to the Section a short (1-page maximum) report on their meeting experience within one month after the meeting. This report will be posted on the Section website. Student Travel Grant recipients must also present their paper at the Section Collegiate Research Symposium. The travel reimbursement check will be sent after the recipient has satisfied the above requirements

## **Appendix 1: Financial Contributions Sponsorships and Tax Reporting**

### **Donations and Contributions**

Many local sections obtain financial support from companies within the local section area to support specific projects such as high school and college award programs. Campaigns for donations from individual members, for example, to establish scholarship funds, have also been successful. Because ACS and its sections are tax-exempt organizations, such gifts are considered charitable contributions and allow the donors tax deductions.

### **Tax Exempt Status – Federal**

The Internal Revenue Service (IRS) recognizes the ACS as a non-profit scientific and educational organization. The Society's local sections are entitled to the same exemption from federal income tax granted to the Society via the Society's group exemption ACS Local Section Officer's Resource Manual number. This status is legally described in Section 501 (c) (3) of the United States Code. Although the Society is classified as a tax-exempt organization, the Society and its local sections are not exempt from complying with filing requirements, nor are they exempt from tax on unrelated business income. If the IRS raises questions about a return or tax status, each local section must immediately notify and consult with the ACS Office of Financial Operations. Under no circumstances should a section agree to pay a tax or penalty without such consultation.

### **Exempt Status**

The Society is exempt from paying federal income tax under section 501(c)(3) of the Internal Revenue Code. A copy of the Society's federal tax-exempt letter has been included under this tab. This letter should be presented to anyone or any organization that requests proof of a local section's exemption from federal tax.

### **Private Foundation Status**

The Society is not considered a private foundation because it satisfies all the requirements to be a publicly supported organization as described in section 509(a)(2) of the Internal Revenue Code.

### **Charitable Contribution Status**

Charitable contributions to the local sections are deductible according to the rules and requirements of section 170 of the Code.

## Appendix 2: ACS e-Rosters and Email Usage

### E-mail Guidelines

- The ACS, or any identity within, should not sell or market e-mail addresses.
- Any messages must protect member privacy, and not reveal email addresses or identities of any other recipients.
- Any broadcast e-mail sent by ACS should allow members to opt-out of such communication.
- The ACS, or any identity within, should honor the wishes of members with respect to receipt of email. Options must be presented clearly, so that members can make choices that match their intent.
- Governance (Officers of the Society, Committees, Local Section & Division Officers and Regional Meeting Planners) use of e-mail must adhere to the above recommendations.
- Members need to know the programs and benefits available to them. Use of broadcast e-mail must be respectful of member wishes, and strategically planned to inform them of benefits and opportunities.

### General e-Roster information

The ACS e-Roster file is now National Change of Address (NCOA) compliant – the U.S. Postal Service will identify unreachable addresses and provide new ones. If you find unreachable email addresses, please send them to [rosters@acs.org](mailto:rosters@acs.org). To help eliminate returned mail, sort the e-Roster file by Column S (PRIMARY ONHOLD FL) and delete those records with a (Y) flag prior to creating mailing lists. There is no systematic way to remove these records from the monthly roster files so they are identified under Column S.

### The use of an e-Roster for Section elections

e-Rosters should not be used in local section elections. Request an election-only list from ACS to ensure that only eligible ACS members are participating in elections. Request the election-only list at least 10 days prior to ballot distribution by completing the ACS form located at [http://acswebcontent.acs.org/localsections/Elec\\_LOC\\_SECS\\_DRFrm.doc](http://acswebcontent.acs.org/localsections/Elec_LOC_SECS_DRFrm.doc). Save the form using your local section name and send it via email to [olsa@acs.org](mailto:olsa@acs.org). You will receive an acknowledgement message indicating that your request has been received and when you can expect to receive the list.

Section certified election results are sent to the ACS Secretary by early December. If there are any questions, contact the office by email at [secretary@acs.org](mailto:secretary@acs.org) or by telephone at 1-800-227-5558. Please note that access to Section e-Rosters is not automatically provided. When the election results are provided by the Secretary's office, e-Roster access will be updated for the coming year. If the Membership Chair and Newsletter Editor require access to the Local Section e-Rosters, send an e-mail that includes their ACS member ID to [olsa@acs.org](mailto:olsa@acs.org).

## Appendix 3: Rochester Section Strategic Plan

### The Section Strategic Plan:

It is vital that this plan, **developed in 2012-2013**, be used to direct the Section into the future. It should be constantly reviewed and updated with changing times and demographics.

Vision: A community enriched by the chemistry enterprise	Mission: Connecting and empowering our members, local scientists and students through innovative chemistry programs and outreach
<b>Goal 1: Establish more effective communication across multiple platforms with key stakeholders. (I=H,R=H)</b>	<b>Goal 2: Increase membership by 20% through new member acquisition and current member retention. (I=H,R=H)</b>
Strategy 1: By May 1, 2019 develop a survey to identify membership communication preferences. (I: H, R: H)	Strategy 1: Piggyback on the communications team survey to establish what RLS members see as membership benefits, value and ideas. See Goal 1 for timeline. Determine RLS preferred benefits (+3 months from Goal 1) (I: H, R: M)
Strategy 2: By January 2020, Communication Committee to establish sustainable communication policy & best practices. (I: M, R: L)	Strategy 2: In 2019, Develop a one-page value statement for RLS Membership (I: H, R: L/M)
Strategy 3: By June 1, 2019, establish a consistent presence on social media platforms. (I: M/H, R: L)	Strategy 2a: After NERM 2020, establish a Membership Affairs Committee with new volunteers to communicate the value of ACS membership to key stakeholders.(I: H, R: H)
Strategy 4: By December 31, 2019 update RLS website with accurate, current information and move to WordPress. Find a webmaster and two associates. (I: H, R: M)	Strategy 3: In 2019, increase participation of members at targeted local section meetings through publicity and personal invitations. (I: H, R: L/M)
	Strategy 2: For NERM 2020 Each committee will host at least one event. (I: H, R: H)
	Strategy 3: After NERM 2020, develop a list of volunteers from academe and industry willing to mentor (by field). (I:H, R: M/H)
	Strategy 4: By the fall lecture, enhance the outreach of the emerging technologies seminar by streaming, recording and live tweeting. (I: M/H, R: M)
	<b>Goal 3: Increase membership engagement by 5% of all members (by 2019 count) for RLS-sponsored activity (I=H,R=M)</b>
	<b>Goal 4: Create innovative interdisciplinary programs that foster unique collaborations within the chemistry community (Chem-UNITY). (I=H,R=H)</b>

## **Appendix 4: Amendments to the Rochester Section Handbook**

The Local Section Handbook should be reviewed and updated at least every three (3) years. However, changes can be made to any section of the Handbook at any time.

For any review, it is vital that the person holding each position leads the section review discussion by suggesting proposals for change in the current procedures.

Parliamentarian leads the full handbook review. In cooperation with the Section Chair, appropriate handbook sections are distributed to the current position volunteers to solicit their input.

- Input on all proposed changes should be organized and reviewed by the Handbook Review Committee, which also includes a review of all general areas within the Handbook.
- The proposed changes shall be distributed to the members of the Section Executive Committee for review 30 days prior to discussion and voting on the proposed changes.
- After 30 days, the Executive Committee shall discuss and vote on the proposed changes. Changes may be voted upon individually or as a package. A majority of the votes cast shall be required to approve any amendments. Alternatively, or failing the presence of a quorum, a ballot distributed to all members of the Section Executive Committee may be used to take the vote.