



# Section Handbook

EFFECTIVE: January, 2007

# Table of Contents

	<u>Page(s)</u>
Message from the Rochester Section ACS, Inc.	4
Information about "Affiliate" Member status	5
<b>Section 1</b> <u>Officers, Councilors, Executive Committee</u>	6 – 11
1A. Officers	
1B. Chair	
1C. Chair-Elect	
1D. Immediate Past Chair	
1E. Secretary	
1F. Treasurer	
1G. Councilors	
1H. Alternate Councilors	
1I. Members-at-Large	
1J. Executive Committee	
<b>Section 2</b> <u>Meetings</u>	12
2A. Annual Section Meeting	
<b>Section 3</b> <u>Guidelines for Committees and Committee Chairs</u>	13 – 14
3A. Committees Groups	
3B. General Information for Committees and Chairs	
3C. Specific duties for Committee Chairs	
<b>Section 4</b> <u>"Community Outreach" Committees</u>	15 – 18
4A. ACAP	
4B. Adopt-a-School	
4C. Chemagination	
4D. Harrison Howe Award	
4E. National Chemistry Week	
4F. Project SEED	
4G. Public Relations	
<b>Section 5</b> <u>"Education" Committees</u>	19 – 22
5A. High School Awards	
5B. High School Chemistry Olympiad	
5C. Undergraduate Awards	
5D. Undergraduate Symposium	
5E. Undergraduate Travel Program	

Table of Contents (continued)

<b>Section 6</b>	<b><u>"Membership" Committees</u></b>	<b>23 – 28</b>
6A.	Awards	
6B.	Communications	
6C.	Golf Tournament	
6D.	Membership Affairs	
6E.	NERM Organizing	
6F.	Professional Relations	
6G.	Retired Chemists	
6H.	Social Events	
6I.	Symposium	
6J.	Technician Affiliate Group (TAG)	
6K.	Younger Chemists (YCC)	
<b>Section 7</b>	<b><u>"Internal Affairs" Committees</u></b>	<b>29 – 31</b>
7A.	Audit	
7B.	Bylaws	
7C.	Finance	
7C.	Historical	
7D.	Nominations and Election Committee	
7E.	Strategic Planning	
<b>Section 8</b>	<b><u>Appointments</u></b>	<b>32</b>
8A.	Parliamentarian	
8B.	Representative to the Northeast Region, ACS Board of Directors	
<b>Section 9</b>	<b><u>External ACS Groups</u></b>	<b>33 – 34</b>
9A.	Chemical Hazards Information Team (CHIT)	
9B.	Rochester Council of Scientific Societies (RCSS)	
9C.	(AIChE)	
<b>Section 10</b>	<b><u>Archived (defunct) Committees/Groups</u></b>	<b>35</b>
<b>Section 11</b>	<b><u>Local Section Summary</u></b>	<b>36</b>

# Message from the Rochester Section ACS, Inc.

The charter and basic operations of the Rochester Section ACS, Inc. are defined in the recently updated Bylaws. However, many of the operating details are left to be defined within this "Handbook" and Standard Operating Procedures.

The First Edition of a Section Handbook was published in 1976 to provide the necessary detail and to consolidate traditional practices. In the preface, the 1976 Handbook Committee (John Figueras, Chair, James R. Frederick, Patricia A. Figueras, Wolfgang H. Gunther, Wilma F. Kujawski, and John R. Thirtle) states that the Handbook "will be changed by future Executive committees and Officers to meet the changing needs of the Section."

The Handbook was next revised in 1989-1990 and once again in 2000. This is the fourth revision in 2004 and, like the Section Bylaws, this document should be reviewed and updated **at least** every three years to keep up with an ever changing world. This handbook is part of a three-tier program for guidance within the Rochester Section. The first level is the most recently revised Bylaws, the second level is this "Section Handbook" and the final level is specific procedures that are expected to be developed and passed on by each officer and appointed person within the Section. 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. Current organization and procedures are emphasized but we have also included some of the practices listed in those earlier handbooks for reference. 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. By including activities no longer practiced, we recognize that popular activities tend to decline with time and are eventually dropped. However, such activities may be suitable for reinstatement at some later time. Past procedures should not be lost and then need to be re-invented. We hope to stimulate the Section's Officers into considering some of these activities for current programming. Other details are given according to current practice and are intended as a guide to future practice. As practices change, it is expected that revisions will be noted within this handbook. This handbook is also to be used to help explain official duties when seeking candidates for elective office or appointment.

**The Rochester Section, ACS Inc. Executive Committee**

## INFORMATION ON AFFILIATE MEMBERSHIPS

Affiliates are **NOT** members of the American Chemical Society. All affiliates may attend all Section activities under the same circumstances as members and receive CHEMunications, but may not vote. They are eligible to serve on committees but are not eligible to serve as Officers or voting members of the Executive Committee.

1. Refer to Bylaw III, Sections 2, 3 for guidelines around Affiliate Membership.
2. **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.
3. **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.

## Section 1

### **Duties of the Officers, Councilors, Alternate Councilors and Members-at-Large / Section Executive Committee**

#### **1A. Officers**

The Rochester Section of the ACS is incorporated under the New York State Not-for-Profit Law.

The officers of the Rochester Section consist of the Chair, Chair-Elect, Immediate Past Chair, Secretary and Treasurer. (Reference, Bylaw IV, Section 1a). **Each officer is expected to compile is list of specific guidelines and procedures to pass on to subsequent office holders.**

The duties of the officers shall include, and not be limited to, the following:

#### **1B. Chair (1-year term)**

1. Presides at technical and business meetings of the Section, including Executive Committee Meetings. The Chair is President of the Corporation.
2. Is responsible for appointment of Coordinators and Committee Chairs. This is best accomplished prior to assuming office, as part of the Chair-Elect responsibilities. Appoints new committees and dissolves unwanted committees as the need arises. (See Chair-Elect)
3. Is responsible for the integration and supervision of the activities of the Section, its committees and its officers.
4. Keeps the Chair-Elect informed of and involved in the activities of the Section, thus insuring continuity of Section operation. Also gives the Chair-Elect opportunities to assume a leadership role in preparation for being Chair.
5. Formulates the agenda of the Executive Committee meetings in conjunction with the Secretary with input from Committee Chairs and interested members.
6. Is responsible for correspondence with the National ACS Office or with other Sections and organizations in matters of Section business. Routes requests from the ACS office to appropriate Officers or Committee Chairs, and is responsible for follow-up on such requests, preferably receiving copies of correspondence. Reports communications from the ACS Office to the Section at Executive Committee meetings or Section business meetings.
7. Compiles, with the Secretary, the Annual Report for the ACS Council Committee on Local Section Activities on forms supplied by the Local Section Activities Office, adding supplementary material as necessary to convey a full and accurate picture of the scope of Section operations.
8. Serves as a member of the Harrison Howe Committee and the Rochester Section Award Committee and as an *ex officio* member of all other committees except Nominations and Elections.
9. Works with the Secretary to secure a meeting place for the Executive Committee.
10. Collaborates with the Chair-Elect, the Secretary, and the Historian in decisions of what records should be retained either for the new Chair or for the historical records of the Section.

## **1B. Chair (continued)**

11. Mentors, as much as needed or possible, the Chair-Elect in the coming year.
12. Collaborates with the Chair-Elect and the Secretary, following completion of the Annual Report, in decisions of what records should be retained either for the new Chair or for the historical records of the Section.

## **1C. Chair-Elect (1-year term)**

The Chair-Elect succeeds to the office of Chair. The chief duties are to learn about Section and National ACS operations and to plan for Section activities the following year.

The Chair-Elect:

1. Is Vice Chair of the Section and Vice President of the Corporation.
2. Participates in a Section Officers Conference conducted by the ACS Local Section Activities Office and sponsored by the Council on Local Section Activities.
3. Appoints and Chairs a Planning Committee (which includes the Treasurer), establishes goals, and prepares for his/her year as Chair by:
  - a. Determining the committees needed.
  - b. Identifying Coordinators and Committee Chairs prior to assuming office, preferably by December 15.
  - c. Preparing and submitting the Chair's Message to the Editor of the Section newsletter prior to the deadline for the first issue for the year, and to the Section's Home Page Webmaster.
  - d. Preparing and supplying, to the Executive Committee at the Annual Meeting, a directory of incoming Section Officers, Executive Committee Members, Coordinators, and Committee Chairs, and also a tentative Section calendar including known and proposed dates of Section events and Executive Committee meetings. When complete, the directory is supplied to the Editor of the Section newsletter as early in the year as possible, and to the Section's Home Page Webmaster.
4. Appoints the Finance and Budget Committees and, working as a member of these committees, assists in preparing the budget in advance of his/her year as Chair.
5. Should attend the Fall National Meeting to acquire a taste of National ACS activities prior to taking over the position of Section Chair (should be part of annual budget).
6. [Assume the leadership of the Section's Strategic Planning Committee](#)

## **1D. Immediate Past Chair (1-year term)**

The Immediate Past Chair's position lies with the Chair who is leaving office after their 1-year term expires. This is the third and final year of their leadership commitment. The chief duties are to retain and expand membership and membership benefit

The Immediate Past Chair:

1. Serves as an officer of the Section and Director of the Corporation.
2. Serves as Chair of the Membership Committee.
3. Works on programs to retain and acquire new members in the Section.

## 1E. Secretary (2-year term)

The Secretary is an officer of the Section and is a Director and Secretary of the Corporation. The Secretary is responsible for making timely notification of meetings and for maintaining the written record of Section activities.

The Secretary:

1. Makes arrangements for the meetings of the Section and the Executive Committee:
  - a. Secures a meeting place (in consultation with the Chair).
  - b. Mails meeting notices and agenda, at least one week prior to the meeting, to Executive Committee Members, Coordinators, Committee Chairs, and any others as requested by the Chair.
  - c. Distributes copies of the minutes for approval to members of the Executive Committee. The meeting minutes should be published as soon after meetings as possible so that participants can work on unfinished business before the next meeting.
  - d. Provides minutes to the Editor of the Section newsletter and the Home Page Webmaster, for publication.
2. Issues written notices of all Business Meetings of the membership not more than fifty days nor less than ten days prior to the meeting. Normally, the only Business Meeting of the membership is the Annual Meeting, which is to be held within the first two months of each year.
3. Records the minutes of Executive Committee Meetings and of Section Business Meetings, to include:
  - a. All motions and votes on motions.
  - b. Unfinished business requiring action at the next meeting.
  - c. Summaries of reports presented at the meeting, or written reports submitted by the Coordinators or Committee Chairs.
  - d. 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.
4. Keeps a record of attendance of voting members of the Executive Committee.
5. Maintains a current Directory of Officers, Coordinators, and Chairs with input from the Chair and Chair-Elect.
6. Works with the Chair in submitting an on-line Annual Report for the Council Committee on Local Section Activities (in accordance with ACS Bylaw III, Section 11) to the Executive Director of the Society by February 1 each year. Transmits a copy of the Annual Report to the Section Historian after circulation to interested Executive Committee members.
7. Works with the Councilors to ensure full Councilor representation at National Council meetings and certifies Alternate Councilors when necessary to fill vacancies in such representation.
8. Maintains the latest versions of the ACS and Section Bylaws and the Section Handbook and supplies copies on request. Is responsible for distribution of appropriate Handbook pages to Officers, Coordinators, and Committee Chairs on request by the Chair-Elect. An appointed committee will edit and review the most recent versions as appropriate.

## Secretary (continued)

9. Reports elections of, or changes in, Officers to the ACS Local Section Activities Office on forms supplied by that Office. In accordance with ACS Bylaw III, Section 1(a)(4), the Secretary shall certify to the Executive Director of the Society not later than December 1, earlier if possible, the names, addresses, and terms of the elected Officers, Councilors and Alternate Councilors for the ensuing year. Should the Section's representation on the Council be reduced, the eliminated individual(s) shall be named.
10. Is responsible for ensuring regular collection and distribution of mail from the Section's post office box (Box No. 15571, Rochester, NY 14615, located at the West Ridge Branch on Dewey Ave.).
11. Collaborates, following completion of the Annual Report, with the incoming and outgoing Chairs and the Historian on decisions of what records should be retained, whether for the new Chair or for the historical records of the Section.

## 1F. Treasurer (2-year term)

The Treasurer is the Financial Officer of the Section and is a Director and Treasurer of the Corporation. Besides keeping accurate records of Section income and expenses, 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.

The Treasurer:

1. Handles Section funds in accordance with good business practices and as described below:
  - a. Unbudgeted disbursements require Executive Committee approval. Disbursements under an approved budget item/category require no additional approval.
  - b. Receives bills to be paid and requests proper documentation from persons submitting the bill. Proper documentation consists of the filling out of a form, which can be found on the Sections Home Page; the form must be endorsed by the appropriate Section Officer, Coordinator, or Committee Chair.
  - c. Uses a reasonable bookkeeping method such as the cash or running balance method of accounting and a ledger-spread sheet constructed around budget lines. A document that describes good business practices is available from the Local Section Activities Office and the Financial Office of the ACS.
  - d. Must account for all Section funds, including fees and charges collected by Committees and funds held by semi-autonomous groups (Technician Affiliates, CHIT, newsletter, Harrison Howe Fund, and any other invested Section monies).
2. Is a member of the Finance Committee and Planning Committee and assists the Finance Committee in preparing the annual budget.
3. Prepares the Annual Financial Report, which must be submitted to the ACS Executive Director by February 1. Formally requests the annual Section allotment from the Executive Director upon submission of the Annual Report. A copy of the financial report is retained for use in preparation of tax returns.
4. Submits records of Section and semi-autonomous groups to audit at the end of the year, the final transactions being submitted as soon as possible after December 31 each year for Audit Committee action prior to the Annual Meeting of the Section in January/February.
5. Reports on the audit to the membership at the Annual Meeting.

## Treasurer (continued)

6. Brings to the Annual Meeting the necessary bank and other account forms for needed signatures of the new Officers. Distributes copies of sales tax exemption forms to new Committee Chairs.
7. Applies for "ACS Reimbursement of Councilor Travel Expenses" on forms provided by the Councilors who need subsidy. With the approval of the Executive Committee, travel expenses for each Councilor to two Council meetings a year can be shared by the ACS and the Section upon submitting the form to the Executive Director.
8. Prepares, with assistance as desired, New York and Federal tax forms and works to ensure that the Section's tax-exempt status is maintained
9. Key dates for the Section Treasurer
  - a. Fall: Works with the Chair-Elect and the Finance Committee to prepare a budget for the following year.
  - b. December: Begin preparation of the records and annual financial report for auditors. Obtain from bank(s) forms and resolutions for authorization signatures for Section accounts. Close books on December 31.
  - c. December: Submits budget for approval by the Executive Committee
  - d. January: Submit records to the Audit Committee. Prepares annual financial report and submits it for approval of the Executive Committee at the Annual Meeting. Obtains new Officers signatures on bank forms. Following submission of the Section's Annual Report to the ACS, applies for Section dues allotment.
  - e. March: Prepares and files the Section's State and Federal income tax forms.

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

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 in 2004 is entitled to two Councilors based on the Section membership, as determined by the procedure described in ACS Bylaw III, Section 1(a). The terms are staggered.

### A Councilor:

1. Attends the Council Meetings at two ACS National meetings each year. An active Councilor seeks assignment to, and participates fully in, a Council Committee. Councilors are invited to attend open meetings of Council Committees and can express committee preferences on an annual survey sent to Councilors.
2. Prior to submitting a selection on which National Committee to participate in, a Councilor is to bring forth the options to the Section Executive Committee for input so as to select a Committee of most importance to the Section they are elected to represent.
3. Attends Section Executive Committee meetings as a full voting member.
4. Takes an active role within the Local Section as a Committee Chair or other key position (that does not warrant an Executive Committee position).

## Councilors (continued)

5. Reports results of ACS Council meetings and other business of the Councilors or National ACS to the membership of the Section through Councilors' Reports in the Section newsletter.
6. Serves as a source of information to the Section about useful contacts with the Society at the National level.
7. Informs the membership in advance of Council Meetings on issues that are to be acted upon by the Council and seeks input.

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. Application forms are sent to the Councilors and Alternate Councilors. Application for the subsidy must be approved by the Executive Committee in advance and submitted to the Executive Director by the Treasurer.

A "Handbook for Councilors" is distributed by the Local Section Activities Office and should be requested by all new Councilors.

### **1H. Alternate Councilors (3-year term)**

The Alternate Councilors are elected members to the Executive Committee. They are also 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 in 2004 has two Alternate Councilors corresponding to the two Councilor positions. They are elected for three-year terms, which are staggered.

An Alternate Councilor:

1. Attends Executive Committee Meetings, as a full voting member, when a Councilor is unable to attend. The Alternate Councilor elected in the same year as the Councilor shall be given first chance at attending a National Meeting when that Councilor is unable to attend.
2. Takes an active role within the Local Section as a Committee Chair or other key position (that does not warrant an Executive Committee position)
3. In the event that a Councilor cannot attend a National Council meeting, attends in the Councilor's place and undertakes all of the Councilor's responsibilities to the Section (see Section 1G) which includes reporting back to the Section. The Alternate Councilor does **not** replace the Councilor on committees he/she is a member.
4. Works with the Councilors so as to be informed concerning matters of National ACS importance, particularly those appearing on the Agenda for Council Meetings. (The Alternate Councilors are included in ACS mailings to Councilors.)

Alternate Councilors must be certified to attend Council Meetings in place of a Councilor. Forms for this purpose are available from the Secretary. (See Section 1G regarding a subsidy for travel expenses.)

## Alternate Councilors (continued)

A "Handbook for Councilors" is distributed by the Local Section Activities Committee and should be requested by all new Alternate Councilors.

### **1I. 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 ineligible for reelection to consecutive terms as Members-at-Large. A maximum of three are elected each year. They are neither Officers nor Councilors.

Members-at-Large:

1. Participate as full voting members in all business brought before the Executive Committee, including discussion, voting, and initiation of action.
2. Takes an active role within the Local Section as a Committee Chair or other key position (that does not warrant an Executive Committee position).
3. Are expected to acquire an intimate knowledge of Section operations and policies to serve the needs of the membership.

### **1J. 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 (the Officers, Councilors, Alternate Councilors, and six Members-at-Large). No one may serve by appointment (except in filling vacancies, as provided by Bylaw V Sec. 5). The Executive Committee is responsible to the membership and is bound to fulfill the Objects of the Section as specified in those Bylaws.

The Executive Committee:

1. Confirms all appointments by the Chair.
2. Approves the budget and budget amendments.
3. Authorizes all changes in utilization of Section assets.
4. Approves 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.
5. Receives reports for approval and action.
6. Meets regularly, or at the call of the 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.
7. Considers and votes on proposals for program, policy, or actions initiated by Executive Committee members.

## **Section 2: Meetings**

Meetings of the Rochester Section, Inc. will be open to all members to attend and participate in unless designated as a "Closed Executive Committee Meeting". The style, schedule and frequency of meetings will vary, but one annual meeting is required to take place because of our Incorporation.

### **2A. Annual Section Meeting**

The Annual Section Meeting is required by New York State Corporation law. The Secretary must post due notice of this meeting as outlined under Secretary's Responsibilities. The Treasurer must present a financial report covering the previous year and the annual audit must be done prior to this event. The Chair assuming office in that year must report on the status of the Section at this meeting. The guidelines for scheduling this meeting can be found in the Bylaws.

This meeting should be scheduled by October 1<sup>st</sup> to allow for maximum publicity.

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

### **3A. Committee Groups**

For this document, the Section Committees have been grouped according to functions:

- Community Outreach (Section 4)
- Education (Section 5)
- Membership (Section 6)
- Internal Affairs (Section 7)
- Appointments (Section 8)
- External ACS Groups (Section 9)
- Archived (defunct) Committees (Section 10)

### **3B. General Information for Committees and Chairs**

1. All committees handle their financial transactions through the Section Treasurer (in some instances, committees can be authorized by the Executive Committee to handle their own funds). All checks should be made payable to "Rochester Section, Inc., ACS". All requests for reimbursement of funds must be made on the Section's Reimbursement Request Form (available on the Section's web site Home Page). The Group Coordinators or Committee Chairs must sign these forms.
2. Section mailing labels are obtainable from the Secretary. Mailing labels from other ACS constituencies can be obtained from the Membership Activities Office of the ACS with the approval of the Executive Director.
3. The Publicity Committee copies and distributes posters through a network of Section contacts.
4. Forms for sales tax exemption should be used for all Section purchases. These forms will be distributed at the beginning of the year by the Treasurer and will be made available when needed.

### **3C. Duties for Committee Chairs**

The Committee Chairs constitute the active arm of the Section. It is through the Chairs of the Committees that the Executive Committee intent is translated into Section action. Accordingly, the Committee Chairs serve a central role in Section operation, and the success of the Section programs is on their shoulders.

The Committee Chairs are appointed by the Chair-Elect on or before December 15 for service from January 1 to December 31. The Executive Committee shall confirm all appointments (as a group) by December 31<sup>st</sup> prior to the Chairs service beginning.

**Committee Chairs are expected to compile specific procedures, including dates, guidelines, etc., to pass on to those appointed to fill the positions after them.**

## Duties for Committee Chairs (continued)

Each Committee Chair shall:

1. Recruit committee members. Committee members can be appointed without approval from the Executive Committee. Chairs may establish subcommittees with Chair, but the Committee Chair remains responsible for the operation of such subcommittees.
2. Formulate plans and a budget for the coming year, in consultation with any new incoming Chair, and work with the Chair and Treasurer in formulating budgetary needs.
3. Report Committee activities to the Executive Committee on a regular basis.
4. Be responsible for publicity of the committee's activities to the membership (posters, Section newsletter, notices, flyers) and to the public using the Public Relations Committee as a tool for such publicity.
5. Attend Executive Committee meetings when appropriate and serve in an advisory capacity to the Executive Committee in matters pertaining to the Committee's function.
6. Submit Committee annual reports for the year to the Section Chair no later than December 15, containing at least the following information and documentation:
  - a. Number of committee and subcommittee meetings.
  - b. Names of committee and subcommittee members.
  - c. Summary of committee accomplishments.
  - d. Summary of itemized income and expenditures in comparison with the budget.
  - e. Suggestions for future activities.
  - f. All news releases, programs, published reports and accounts, and other appropriate documentation.
7. Compile specific procedures, deadlines, guidelines, etc. To pass on to those who may be appointed to fill their position.
8. Insure that all expenditures are part of the budget process and cleared by the Section Treasurer, and all reimbursements sought using the Section's "Reimbursement Form".

## **Section 4: "Community Outreach" Committees**

### **4A. ACAP**

Adventures in Chemistry and Physics (ACAP) is a science education outreach program sponsored by the Rochester Local Section and the Rochester Technician Affiliate Group of the American Chemical Society, with additional support from Eastman Kodak Company. The goal of the program is to encourage students to be curious about science, entertain new ideas, and try experimenting. The program stresses the importance of reading, writing, and mathematics in the study of science. Safety issues are strongly emphasized. The program can be adapted to appeal to any age group, and the presentation can be designed to cover specific topics in chemistry and physics. In addition, several workshops are conducted each year to help educators with presenting scientific concepts in novel ways. The presenters of ACAP typically present the program at least twice a month.

### **4B. Adopt-a-School Program**

The Rochester Section currently sponsors a science enrichment program at four area schools. Volunteers visit fourth grade classes monthly throughout the school year to deliver structured hands-on science classes. These classes have been shown to significantly improve students' understanding of science as demonstrated by their improved 4<sup>th</sup> grade state science exam results. Currently 20 to 30 volunteers representing students, new hires, professionals and retirees support this program. The program hosts a monthly training meeting where class lessons are discussed and prior experiences are shared in order to insure the delivery of a quality program. The program has been in existence for more than 15 years.

### **4C. Chemagination**

Chemagination is a science essay and poster contest for high school chemistry students grades 9-12. This contest addresses the question, "What innovation or breakthrough in the field of chemistry will be important in the lives of teenagers 25 years from now?" with the focus of the essay and poster to be in one of four categories: Biotechnology, Medicine/Healthcare, New Materials, Transportation/Environment. The Rochester Local Section is planning to sponsor a Chemagination Contest for high school students during the 2006-2007 school year. Winners of local contest may be eligible to compete at the regional level. Regional contest winners qualify to compete in the ACS national Chemagination contest, held annually in Washington, D.C. Prizes are awarded to the winners at all levels of the contest.

#### 4D. 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 the appointed Chair, a Member of the Section's Executive Committee and at least three other members from the membership. The Committee is responsible for selection of the award recipient, for making all arrangements in connection with presentation of the award. Publicity for this event is to go through the Section's Publicity Chair. Particular attention should be paid to the Section newsletter and C&EN deadlines.

The award recipient should be outstanding in his/her field, with potential for further significant achievement. It is traditional to seek younger chemists for this award. The Committee should transmit its file of award prospects to the succeeding Committee.

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 being presented. The award is presented by the Section Chair or their representative at an appropriate event (such as a symposium, a formal dinner or at a special event such as a local NERM).

The budget for the award and the amount of the stipend is established annually by the Executive Committee as an item of the approved budget, with recommendation by the Harrison Howe Committee Chair through the Program Coordinator. **All expenses from the presentation of the Harrison Howe Award are only to come from the specific fund established for this award.** The Harrison Howe Endowment Fund accepts contributions from Section Members and funds this annual award.

#### 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 fund to support the Harrison Howe Award was established in 1984 from income arising from the Section's hosting of NERM-11, the Northeast Regional Meeting of 1981.

The fund, entitled the Harrison Howe Fund, is administered by the Treasurer of the Section in consultation with other members of the Committee, appointed by the Section Chair.

#### 4E. National Chemistry Week (NCW)

Plans and implements activities for National Chemistry Week (traditionally in the Fall of each year). This has typically involved a large number of volunteers from the Section membership and Student Affiliate Chapters from local colleges and universities, and others. Programs have included: demonstrations at the Rochester Museum and Science Center, area schools, and malls. Also includes distribution of *Chemistry Matters* to area schools.

#### 4F. Project SEED

Project SEED (Summer Educational Experience for the Disadvantaged) is a National ACS program, established in 1968, which promotes opportunities for disadvantaged high school students to work in college and university laboratories helping faculty members with research during the summer. Funding is provided by the ACS National Office and expects host institutions to provide matching funds. The Section has contributed the matching amount when a new host was unable to do so.

The Chair's role is to identify potential students for the SEED program, using the guidelines provided from the National Office. This is generally done by the Chair seeing that there are sufficient host institutions (preceptors as defined by ACS guidelines) for the students, and that each host is aware of the guidelines of the program; then contacting the science coordinators at the various city and suburban schools for potential student participants.

At the end of the year, there generally is a closing program to which the students and their preceptors are invited. Students are provided with a Certificate of completion. A group photograph is taken at this time. A brief final report is required by National, along with copies of the individual student reports.

#### 4G. Public Relations

The Section Public Relations Chair shall chair this Committee. The function of the committee is to: generate **ALL** publicity for Section events both to the Section members, and when appropriate, to the general public; increase public awareness and understanding of science; bring recognition to local chemical professionals; and develop public support for the advancement of chemical science. The Public Relations Committee may serve in an advisory capacity to other Committees.

##### Publicity Within the Section

- a. Consults with Section Officers and Group Coordinators and/or Committee Chairs to learn of possible news stories and acts to obtain publicity about them. Specifically, contacts the Chairs of the Dinner Meetings, Awards Committee, Harrison Howe Committee, and the Symposium Committees (as much in advance as possible) to arrange timely distribution of fliers within the Section, and where appropriate to the media.
- b. Provides the means and mechanism for the announcement and publicity of Section Events.
- c. Advises Committee Chairs on preparation of posters or fliers announcing Section events.
- d. Arranges with the Section photographer to cover Section events and to provide pictures for the Section newsletter and other publicity.

## Public Relations (continued)

### Publicity Outside the Section

- a. Maintains an up-to-date list of names and addresses of science editors and city editors of local and area daily and weekly newspapers.
- b. Maintains an up-to-date list of news directors of local TV and radio stations.
- c. Maintains contacts with the ACS News Service and receives news releases from them.
- d. Maintains contacts with and transmits news releases to C&EN. This requires knowledge of deadlines for publication, types of pictures, which might be used in C&EN, and the lead time necessary to have a C&EN reporter at a local event for coverage.
- e. Maintains a file of how and when to submit notices of lectures open to the public to the area newspapers and radio and TV stations.
- f. Maintains a file of sample news releases showing various formats. Maintains a file of actual publicity.
- g. Oversees all public relation efforts between the Section and the community. This includes local media, C&EN, etc.
- h. Acquires information on all activities of the Section and distributes it to appropriate sources in a timely manner so as to acquire live publicity and coverage of key events.
- i. Follows up on all Section events with appropriate releases for continued coverage.
- j. Follows guidelines and procedures set forth in the Public Relations training manual offered by National ACS.

## Section 5: "Education" Committees

### 5A. High School Awards

#### High School Chemistry Student Awards

The purpose of this program is:

1. To allow each school to recognize its top students at each level of chemistry (general, regents, AP, or honors)
2. To 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.

These events are generally held in May at locations that are distributed around the geographical area of the Section. Currently, three Awards Nights are held. The program consists of a brief welcoming introduction by a Section representative, chemistry demonstrations (where allowed) and then the awards presentations. Photographs of each school's awardees are taken and made available on the Section Website.

A key factor to the success of these events is early and thorough contact with each school/district to solicit names of awardees. This is at no cost to the school; the Section pays for the plaque (which remains at the school and to which the Section adds a brass plate each year with the new awardees names engraved), the certificates, and the evening's festivities. Schools name their top three students for each level of chemistry taught as well as the top 10% in each category (20% in AP courses); these students and their parents are invited to the Awards Night which is nearest to their School's location.

Of critical importance is a current mailing or email list of the teachers and science coordinators for each school. It is expected that the Committee will update this listing annually. A list of schools that have participated in the event in the past is available and an effort should be made to personally contact the non-participating schools and solicit their involvement.

Plaques are available from the Section, and must be engraved as needed.

#### High School Chemistry Teacher of the Year Award

The High School Chemistry Teacher of the Year award consists of a plaque and cash award. The Scholastic Education Committee selects the awardee.

Tasks of the Committee include:

1. Sending out information on the nominating process for the award.
2. Selection of the High School Teacher of the Year (with input from the education representative to the National Awards Committee).
3. Send information on the winner to the Editor of the newsletter and the webmaster.
4. Insure that the winner is then nominated for the "Regional High School Chemistry Teacher" award.
5. The winner is to be acknowledged at the Section's Fall Recognition Banquet.

## **5B. National Chemistry Olympiad**

The Section participates in the Chemistry Olympiad, coordinated through the ACS National Office. The Chair of this committee becomes the contact for National and receives the examinations, organizes the selection committee, and is responsible for publicity regarding this event.

In the Fall, National sends out information regarding the Olympiad for the coming year. Included are sample publicity forms and guidelines for selection of the candidates. National provides a screening examination, which is administered by the Committee.

The Chair is responsible for sending out information to the high schools within the Section to solicit nominations. Each school may nominate one candidate; supporting material is sent to the Committee. The selection committee selects the students to take the exam based on criteria sent by National.

The exam is sent in late March and a date is selected for the exam to occur. This is traditionally a Saturday within a window of two weeks as specified by National. Lunch is provided for the Students and the proctor (paid by the Section).

National ACS notifies the students and the Section if any of the local candidates are selected for the next stage. Regardless of the outcome, the committee should ensure that publicity is sent out for the candidates (local town papers at a minimum).

The last part of the committee's responsibility is the continual update of accurate mailing lists. This may be coordinated with the other high school related committees.

## **5C. Undergraduate Achievement 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: 1. Each department offering a degree in chemistry or chemical engineering may nominate one graduating student per year. 2. The nominee must be a full time student expected to complete a degree during the calendar year of the nomination. 3. The nominee must have an outstanding academic record. 4. 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.

## 5D. Undergraduate Research Symposium

The Section sponsors an annual Undergraduate Research Symposium in April. Traditionally, the Chair of the Symposium is a faculty member of the host institution. The Symposium is run as a scientific ACS "Meeting in Miniature". A booklet of paper abstracts is distributed with registration. Posters are presented in the first part of the morning, followed by undergraduate oral papers.

Undergraduate Research Symposium (continued)

An invited speaker addresses the group and lunch (paid by the Section for student presenters and faculty mentors) follows. College Awards are usually presented at the Symposium, just prior to or after, the featured lecture.

Committee tasks include:

1. Picking a date for the Symposium free from conflicts (vacations, GRE exams, MCAT exams) and prior to the commencement dates for any of the participating institutions.
2. Finding a featured speaker. Appropriate speakers include those who can be recruited for minimal cost and speak on a topic of interest to upper-class undergraduates.
3. Once the date and featured speaker are known, sending out preliminary announcement to all colleges in the Section (including 2-year colleges). Announcements are also sent to the Executive Committee members and any other interested groups.
4. Having information submitted to the Section newsletter in time for the March issue and have posters printed and distributed.
5. Distributing a call for papers (electronically or otherwise) in January or February with a deadline approximately 2-3 weeks before the Symposium.
6. After the Symposium, sending a report to the Education Coordinator (or Secretary). Included should be an updated mailing list and suggestions for future symposia locations.

## 5E. Undergraduate Travel Grants

The Rochester Section Undergraduate Travel Grant Program provides funds each year of up to \$300 towards travel and housing for up to each of 4 undergraduate students to attend a professional meeting at which they will present their research in a poster or oral presentation. Any full-time chemistry or chemical engineering undergraduate currently attending a college or university in the Rochester ACS Section is eligible for a travel grant.

**Eligibility:** Any full-time chemistry or chemical engineering undergraduate student at a college/university in the Rochester section. Applications can be made for a meeting that occurs within 12 months of the application deadline.

**Applications:** Applicants should submit: 1) a resume, 2) a completed ACS abstract form, and 3) a letter of support from their Faculty Advisor. **Applications are due by the 3<sup>rd</sup> Friday in November each year.**

**Review:** Submissions will be reviewed once a year. Judging will be done by two members of the local section, including the Student Affiliate Liaison, with an alternate named in case of a conflict-of-interest between an applicant and a reviewer.

## Undergraduate Travel Grants (continued)

**Criteria:** Applicants will be judged on 1) the strength of their work as evidenced by the abstract and letter of support, 2) their involvement with the ACS (preference will be given to Student Affiliate members), and 3) their overall strengths as evidenced by their resume.

**Stipulations:** The presentation must be made by the nominated undergraduate student, *not* the faculty advisor or other co-author, and the Rochester Section of the ACS must be acknowledged for financial support of the presentation. Students receiving the award must submit a copy of the notification of acceptance of the paper, along with a short (i.e., 1 page maximum) report on their meeting experience within 2 weeks after the meeting. Student Travel grant recipients must also present their paper at the Annual Rochester Section Undergraduate Research Symposium, held each April.

## Section 6: "Membership" Committees

### **6A. Rochester Section Awards Committee**

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.

**The Rochester "Volunteerism" Award:** This award is presented to a member or members who have served the Rochester Local Section of the American Chemical Society, contributing significantly to the goals and objectives of the Society through their Local Activities. A nominee must be a member of the American Chemical Society, and has made significant contributions to the Rochester Section of the American Chemical Society. The volunteerism to be recognized may include a variety of activities, including but not limited to the initiation or sponsorship of a singular endeavor or exemplary leadership in the region. Past and present members of the ACS Board of Directors and ACS staff are ineligible for this award.

The Committee Chair shall see that the name of the winner of the Rochester Section "Volunteerism" Award is then passed on as a nominee for the Northeast Region. ACS "Volunteerism" Award.

The Section Chair shall present this award at the annual recognition Banquet.

**The Rochester "Section" Award:** This award was presented in the past to recognize outstanding contributors to the Section from within its membership ranks. In 2006, this award was replaced by the "Volunteerism" Award. In the future, this award may be rejuvenated as an award to recognize outstanding technical achievements from within the Sections' membership.

**Recognizing the Fifty-year members of the ACS:** 50-year members are traditionally recognized at the annual recognition Banquet as well. The ACS National offices provide names and certificates. The Section Chair should take positive action to ensure that the fifty-year members are recognized appropriately. The Retired Chemists Committee provides feature stories profiling the fifty-year members for publication in the Section newsletter.

Funds for the awards and dinner for the "Volunteerism Award" winner(s) and guests and fifty-year members and spouses is provided in the Section annual budget based on input from the Chair through the Program Coordinator.

The Committee is responsible for obtaining appropriate plaques, paperweights or other such award for those being honored at the annual dinner.

## 6B. Communications

The Communications Committee is to include a Section "Newsletter Editor", the Section Webmaster and the Public Relations Chair.

The Publications Committee advises the Executive Committee on appropriate and efficient methods of conveying reports of Section business and notices of activities to Section members and Affiliates. The Committee has the responsibility of reevaluating the effectiveness of the Section communications and recommending changes in the nature of the Section publications.

### The Section "Newsletter Editor":

In 2007, there is no longer a hard copy Section Newsletter. The Newsletter Editor now organizes a monthly electronic newsletter. This person is to organize needed information for the Local Section members who are then kept abreast of Section happenings through the monthly electronic communications. In this situation, this Editor:

1. Is responsible for its editorial content and has the final voice in what information is sent on to Members, but should seek guidance from the Executive Committee as necessary. In doing so, the Editor should insure that it contains information of interest, benefit, or consequence to the Section's members
2. Should help recruit Section members for the editorial and business staff.
3. Is responsible for editing all material for correct (grammatical and informational), accurate, and readable copy.

The monthly Section electronic newsletter should include:

- Beneficial news items from local and national ACS sources.
- Minutes of the Executive Committee; these may appear in condensed yet comprehensible form.
- Notices of Section meetings and activities.
- Financial reports and Auditing Committee reports.
- All matters concerning Nominations and Elections.
- A directory of officers, Executive Committee and Committee Chairs.
- Notices of proposed Bylaw changes.
- Councilor reports.
- The Chair's message.
- Information on Committees and areas where members can get involved.

## The Rochester Section Webmaster:

1. Oversees and maintain the Section's internet Home Page.
2. Insures that materials displayed are accurate and up to date.
3. Coordinates with the Section Chair, the Section newsletter Editor, and other committee Chairs as appropriate for material to be displayed on the web site. Some items which have been displayed are:
  - a. Listing of Section Officers, Coordinators, and Chairs.
  - b. Schedule of Section Events.
  - c. Materials from the Section newsletter including the Chair's Message, Executive Committee meeting minutes, Councilor reports, and reports from the Technicians Affiliates Group.
  - d. Pictures and reports of Section Events such as National Chemistry Week Activities.
  - e. Links to the ACS National web site and other sites as deemed appropriate.

### **6C. Golf Tournament Committee**

This event is budgeted to include awards, gifts, etc. The event is expected to be a "near zero" net budget item.

### **6D. Membership Affairs**

This Committee is to be chaired by the Immediate Past Chair of the Section and is made up of a network of Member Representatives equally from academia and industry. The Committee is the primary membership promotion tool of the Section for new membership, member retention, and membership needs. The Committee is to serve as an important communication network. It is the Chair of this Committee who is to be the primary contact with National's Membership Development and Retention Offices. The Committee is to work closely with the Section Secretary who is sent updated membership information from National ACS.

The Committee:

1. Provides representatives with any details necessary for them to serve as information sources on member question (meeting notices, tickets, ACS application blanks, etc.)
2. Conducts special membership campaigns as directed by the Executive Committee.
3. Sends letters of encouragement to persons who drop National membership during the year to reinstate their membership.
4. Seeks out venues in which to encourage new membership within the Society.
5. Carries out surveys of present membership to insure that the Section is focused on their needs
6. Maintains the data file for our members, affiliates, local high schools, and others persons or organizations with which we communicate. This Committee handles all matters related to this data bank.
7. Welcomes all new members to the Section with a packet of information: welcome letter, schedule and description of Section activities, list of committee Chairs and executive committee members, copy of our bylaws, and a brief questionnaire. Forwards names of new members who express an interest in Section activities to the appropriate Chairs and Coordinators.

## 6E. NERM Organizing

The Northeast Region is in charge of finding Local Sections to host the annual Northeast Regional Meeting (NERM) (unless there is an ACS National Meeting in the Region). These meetings are sponsored and arranged by one or more of the Local Sections, and they are held at conference centers at colleges or major cities throughout the Region.

Once the Section has submitted a successful bid to host one of these meetings, a NERM Organizing Committee is to be formed by the NERM Chair to organize, run and report on the meeting. This effort incorporates the Section, but is run as a separate entity.

## 6F. Professional Relations

Professional relations are concerned with ethical responsibilities of those in the chemical profession to the employer and ethical responsibilities of employers to those in the chemical profession. They are also concerned with the careers of those in the chemical profession and seek to help by offering workshops and other activities around the needs of those in the profession.

The Committee:

1. Receives and investigates matters bearing on the professional relations and status of members of the Section and assists the ACS Office of Professional Relations in investigations.
2. Maintains, through contact with the ACS Professional Relations Office, an up-to-date packet of literature in this area published by the office, the Council Committee on Professional Relations and the Division of Professional Relations.
3. Aids the ACS Office of Professional Relations in finding appropriate local distribution channels for periodic mailings of ACS job listings.
4. Makes available current copies of the ACS "Professional Employment Guidelines" brochure, which sets forth mutual employer/employee responsibilities.
5. Notifies the ACS Office of Professional Relations (with as much information and as soon as possible) of the occurrence of any multiple terminations of those working in chemically related fields at industries, universities, or government facilities in the region served by the Section. Supplies to the ACS Office of Professional Relations whatever information is known regarding violations of the "Professional Employment Guidelines."
6. Assists and advises Section members on matters of a professional or ethical nature.
7. Advertises, makes known, and promotes its services and activities, and those of the Office and Council Committee on Professional Relations and the Division of Professional Relations.
8. Organizes workshops around career development and job skills for Section members.

## 6G. Retired Chemists

The Retired Chemists Group organizes functions of interests to the retired chemists in the Section.

The Committee has the following functions:

1. It provides luncheon meeting programs that are social and informative and scientific in a broad sense.
2. Cooperates with the Section Award Committee by interviewing new 50-year members and provides biographical information and pictures for publication in the Section newsletter.
3. Submits memorials for publication in the Section newsletter when members die.
4. Discusses business of the Section that relates to retired members and advises the Section thereon.
5. Considers activities that retired members might undertake to benefit the community and the Section.

## 6H. Social Events

This Committee is to organize general social events for the Section throughout the year. Social events tied to a Symposium, any Northeast Regional Meeting (NERM), Harrison Howe Award, etc. are **NOT** included in the duties of this Committee but, rather, are under the jurisdiction of the appropriate committee. For each event, the Committee is to make arrangements with local restaurants, work out the pricing of the events (to include all costs, and gratuity and misc. charges and should not include taxes as we are tax-exempt) and is to run each event as near to a "break-even" event as possible unless otherwise directed by the Executive Committee. They are also to arrange for publicity for each event through the Publications Committee and the Publicity Chair.

This 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 are to be planned by this Committee include (and are not limited to):

- Annual Meeting Dinner (Refer to the Section Bylaws for guidelines around the timing of this event)
- Section Picnic
- Annual Recognition Banquet
- ACS Tour Speaker Events
- General social events in cooperation with, but not for, the Technician Affiliate Group (TAG).

## **6I. Symposium**

Technical symposia and lecture series are a tradition of the Rochester Section. A formal symposium and has been the key event in this area. On occasion, the Section may choose to lend its name and support to a meeting run by some other organization in the area, to jointly sponsor a meeting with another organization (there are National ACS guidelines around such cooperation that need to be referred to).

The timing of a symposium can be selected to best fit the schedule and speaker situation of the Section. For the past several years this has consisted of a half-day poster session and vendor exhibit, including a banquet dinner, followed by a one-day series of invited lectures related to a particular chemistry topic, presented by recognized experts. Funding has been provided through a combination of individual registration fees, corporate sponsorship (usually providing blanket registration for employees of the contributing companies), and vendor exhibition fees.

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. Over a period of time, 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. They are offered on a fee basis and are intended to be self-funding unless a deficit is approved in advance by the Executive Committee.

## **6J. Technician Affiliate Group (TAG)**

The objectives of the Technician Affiliate Group (TAG) are:

1. To promote and broaden the knowledge of chemical technology among its members through meetings, papers, discussions, and publications.
2. To improve the qualifications, usefulness, and contributions of its members to their fields of interest, to the employers they represent, and to one another through high standards of professional ethics, education, and attainments.
3. To work with the American Chemical Society and the local Section in fulfilling goals of mutual interest.

This committee plans programs designed to further these objectives and to encourage technicians to become affiliates. Programs sponsored by TAG range from the technical and educational (e.g. poster sessions) to those involved with public affairs (e.g. performing demonstrations for grade school children, scouting troops and during National Chemistry Week) to social/general interest activities. Annually, TAG organizes the Rochester Chemical Technician Award, presented to a chemical technician employed in the Rochester Section geographical area who, in the judgment of the Award Committee, has made outstanding contributions in their job. This award is to be presented at the Section's annual Recognition Banquet.

## **6K. Younger Chemists (YCC)**

**No report**

## **Section 7: "Internal Affairs" Committees**

### **7A. Audit**

The guidelines around the Audit Committee are described in the Section Bylaws.

Timing is important. The Section fiscal year runs from January 1 to December 31. Section books are closed at Midnight, December 31, and a preliminary audit must be presented at the Executive Committee prior to the Annual Meeting of the Section. It is required that a formal report be given to Section Membership at the Annual Meeting (See Section Bylaws).

In the event of a change in the position of Treasurer, the Committee should verify past records to be transmitted to those assuming the position.

The Committee shall review all transactions, record keeping, banking statements and insure that proper "Reimbursement Forms" have been used for all expenditures.

### **7B. Bylaws**

The Section Parliamentarian should Chair this Committee. This Committee shall keep informed of changes in the Constitution and Bylaws of the Society and shall prepare and recommend amendments to the Bylaws of the Section as they become desirable or necessary and perform a review of the Section Bylaws and Section Handbook at least every three (3) years. It shall give whatever parliamentary advice or assistance it can to the various Committees of the Section. In addition, the Committee is responsible for the Section Handbook that is to serve as a supplement to the Bylaws and be representative of current practice in Section operations.

Furthermore the Committee does the following:

1. Advises on, or drafts, proposed Bylaw changes for consideration by Executive Committee and the Section at the request of any member of the Section.
2. Keeps current on National ACS Constitution and Bylaws, and changes to those documents that might require corresponding changes in Section Bylaws or Handbook.
3. Insures that the Section does not violate its Bylaws in the running of its business.
4. Proposes Bylaw revisions when customary or desirable operating practices are at odds with the Bylaws.
5. Maintains, reviews, and updates the Section Handbook.
6. Responds to needs in revising the Section Handbook and insuring that this handbook maintains consistency with the Section Bylaws.

### **7C. Finance**

The Finance Committee considers overall Section budget performance and recommends to the Executive Committee investment vehicles for Section Funds. The Section Treasurer is to serve as Chair of this Committee. The Committee regularly reviews the performance of Section investments, reports this information to the Executive Committee and provides written documentation for incorporation into the Treasurer's year-end financial report made to the Section.

## 7D. Historical

The Historical Committee shall be led by an appointed Historian.

This Committee:

1. Maintains the archives of the Section and keeps copies of the Annual Reports as they are transmitted each year by the Secretary.
2. Maintains a complete file of Annual Reports of the Section.
3. Maintains a complete file of the Section publication, and the Section newsletter, as deemed appropriate in consultation with the Chair.
4. Provides information about Section history, past policies or pertinent correspondence as needed by the Section or National ACS.
5. Maintains a file of past Section Bylaws.
6. Receives documents from Committee Chairs and Section Officers, selecting those suitable for retention.
7. Works with the Executive Committee to review appropriate record retention levels.

## 7E. Nominations and Election

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

The Committee is responsible for the entire nomination and election process for the Section and, thus, must be acquainted with and are obligated to follow Section Bylaws in the process of acquiring nominations for office and running the Section elections.

Suggested guidelines include:

1. The Committee is to find candidates for all offices up for election and seek competitive races. They are **NOT** to align specific competitive races or candidates to give an appearance of improper election procedures.
2. This process is to begin early in the year by identifying which offices are up for election in the year and posting those offices with the duties involved within the Section newsletter.
3. The Committee is required to adhere to the deadlines established in the Section Bylaws.
4. The Committee is to make every effort to have competitive races for all offices.
5. The Committee is to run the election according to the Bylaws and should use the Section newsletter as a means to distribute candidate information, but **NOT** as a means of distribution of the election ballots.
6. The Chair of the Committee is to promptly notify candidates of their success or failure and report results promptly to the Secretary and Chair of the Section, as well as to the Editor of Section newsletter.

## **7F. Strategic Planning**

The Strategic Planning Committee considers the effectiveness of current programs of the Section and the possibilities for exploring new directions, which may be feasible and more appropriate for the changing times. They are to establish a Vision and mission for the Section that compliments the Society's Strategic Plan and propose future directions and timelines and methods to track progress. It is appropriate that some members of this Committee be independent of the Section's present leadership so as to offer challenging and unbiased proposals for future directions.

This Committee should, from time to time, issue surveys to track the opinions of members to insure that changes in programs match changing demographics and that efforts remain up-to-date rather than being continued as tradition.

## **Section 8: Appointments**

### **8A. Parliamentarian**

The Parliamentarian is to be appointed to serve the Chair in insuring that the activities of the Executive Committee, all other bodies of the Section and all decisions by the Section do not violate the Section Bylaws nor the National ACS Constitution and bylaws.

The Parliamentarian:

- 1, Informs the Executive Committee when Section actions are not consistent with the Section Bylaws.
2. Assists members, officers and committees in interpreting Section and National Bylaws
3. Shall be acquainted with "Robert Rules of Order, Revised", but is not to hang up meetings with small procedural decisions.

### **8B. Representative to the Northeast Region, ACS Board of Directors**

The Section participates annually through its representative to the Northeast Region, ACS Board of Directors. This person keeps in touch with other Committee members and attends all meetings of the Region's Board of Directors.

This person is to serve in this capacity for a 3-year term, subject to confirmation each year by the incoming Chair and desire to serve by the Representative.

This Representative is to serve as a member of any NERM Organizing Committee to aid in the communications from the Organizing Committee and the Region's Board of Directors.

## **Section 9: External ACS Groups**

### **9A. Chemical Hazards Information Team (CHIT)**

CHIT was founded in 1982, a cooperative effort of the Rochester Section ACS and the Monroe County Office of Emergency Preparedness (MCOEP), to “provide information and assistance in the event of a chemical emergency in Monroe County”. Its membership includes safety, response, environmental, and chemical professionals. Its activities are supported by the Rochester Section ACS, the MCOEP, the Monroe County Fire Bureau, the City of Rochester Fire Department, the Monroe County Health Department, other city and county agencies, and by local industries, educational facilities and hospitals.

CHIT:

1. Meets monthly to share information and experiences, plan training, and examine the impact of new governmental regulations.
2. Assists in the training of HazMat teams. The Training Subcommittee plans and conducts several training sessions each year. Training activities are supported by local industries. The U.S. Coast Guard has provided CERCLA Grants to help underwrite training costs.
3. Provides a telephone roster of “chemists-on-call” to the HazMat teams. These volunteers are available on a 24-hour basis.
4. Can furnish technical information to emergency responders and the news media regarding chemicals that may be involved in an incident.

Organizationally, CHIT has little structure, with a Chair and a Secretary. The Treasurer of the Section handles the training grants and receives and disperses those funds. Membership is open to anyone who has interest in or responsibility for the proper handling of hazardous materials.

### **9B. Rochester Council of Scientific Societies (RCSS)**

The Rochester Section is affiliated with the Rochester Council of Scientific Societies, a cooperative venture of Rochester scientific and engineering professional societies to promote the cause of science and technology, particularly in area schools.

The RCSS has a Mini-grant Program to provide a means for math and science teachers to supplement their standard funding. Up to \$100 can be awarded for selected projects. The Section supports this effort financially (typically a yearly budget item) and has a Section member as RCSS board member or liaison. The Section has the funds to support worthy science and math projects but has been reluctant to get involved in the selection and administration of such grants. Requests from teachers for funds from the ACS are referred to the RCSS Mini-grant Program.

The RCSS Liaison:

1. Participates in the meetings and activities of the RCSS and is responsible for projecting the views of the Section to the RCSS.
2. Makes recommendation to the Executive Committee as to the level of monetary support the Section should provide to the RCSS and is required to report back on the use of such funds at least annually.

## 9C. (AIChE)

The American Institute of Chemical Engineers (AIChE) is the worlds leading organization for chemical engineering professionals, with more than 40,000 members from 93 countries. AIChE has the breadth of resources and expertise in core process industries or emerging areas, such as nanobiotechnology. Members can access information on recognized and promising chemical engineering processes and methods, connect with a global network of intelligent, resourceful colleagues and their shared wisdom and find learning opportunities from recognized authorities. All of these can help move members forward professionally and enrich the world we live in. There is an AIChE Local Section in Rochester that we coordinate efforts with, including the sharing of programs and social events.

## Section 10: **Archived (defunct) Committees /Activities / Appointments**

The Rochester Section has offered a variety of Committees, activities and appointments through the years. Some of these have become inactive due to a change in the membership and/or membership needs as well as the inability to locate someone to lead such efforts. These are listed here for archival purposes.

- 10A. Environmental Affairs Committee
- 10B. Minority Affairs Committee
- 10C. National Awards Committee
- 10D. Posters and Announcements Committee
- 10E. Speakers' Bureau
- 10F. Student Affiliates
- 10G. Symposia/Lecture Series Committee
- 10H. Teacher Affiliates
- 10I. Women Chemists Committee
- 10J. High School Chemistry Mentor Network
- 10K. Section Photographer
- 10L. Science Saturdays
- 10M. Science Education Coordinator
- 10N. Science Educator's Conference
- 10O. Science Exploration Days
- 10P. Elementary School Science Fair
- 10Q. Career Night

The purpose of Career Night was to present a forum where undergraduate and high school students interested in chemistry and chemical engineering could learn more about the diversity of career opportunities which might be open to them. This event rotated among the various colleges in the Section and the Committee generally consisted of faculty from the host institution.

## Section 10: Local Section Summary

It is required that the Rochester Section adhere to its bylaws and either perform according to how they are written, or seek updates to the bylaws when circumstances warrant.

It is the combination of the Section Bylaws, this "Section Handbook" and specific procedures as written and passed on by each officer and appointed person that will allow this Section to function thoroughly and serve the needs of its' membership and are to be the stepping stones and foundation to our organization..

