

**THE CHEMICAL SOCIETY OF WASHINGTON
SECTION OF THE AMERICAN CHEMICAL SOCIETY**

STANDING RULES OF THE BOARD OF MANAGERS

As amended May 18, 2015

GENERAL

1. The Standing Rules of the Board of Managers (hereinafter called the Board) may be amended by a majority of the members present at any meeting provided that notice of a proposed amendment has been given in advance to each member of the Board.
2. By unanimous consent of the members present at a meeting of the Board, any Standing Rule may be temporarily suspended.
3. Each member of the Board present at a meeting is entitled to one vote. No proxy voting on behalf of absent Board members is allowed.

OFFICERS

4. The President shall preside over all meetings of the Society and of the Board, and shall act as the legal and official representative of the Society on all other occasions. The President shall act as an ex officio member of all standing committees, and shall appoint such special committees as are authorized by the Board.
5. In the absence of the President, the President-Elect will assume the duties of that office.
6. The Secretary shall arrange a place for the meetings of the Board, shall keep the minutes of the meetings, and shall conduct all correspondence of both the Board and the Society. The Secretary shall keep an accurate record of the membership, and shall send all notices of the meetings, except as these notices may be contained in *The Capital Chemist*. The Secretary shall check the list of members with the master list kept by the American Chemical Society, no later than August 1. The Secretary shall arrange for nominations and elections as set forth in the Bylaws, shall make certain that requests are sent out for nomination of candidates for the Hillebrand Prize, and shall receive such nominations as are made. The Secretary shall be responsible for binding and safe storage of permanent records of the Society, including the Minutes of the meetings of the Society and of the Board, the Society seal, past copies of the official journal, the Act of Incorporation, historical records, and such other records as directed by the Board.

Before the first meeting of the Board in January, the outgoing Secretary shall notify individually the incoming officers, including Councilors, Alternate Councilors, and Managers of their election to office, of their duties, and of the regulations concerning attendance and absence from Board meetings. The Secretary shall also (a) advise the chairmen of the standing committee who are invited to attend meetings of the Board as non-voting advisory members; (b) inform all committee

members of their appointments; (c) maintain a copy of the Standing Rules, with any revisions, and shall provide each member of the Board with a copy of the Standing Rules, and (d) make an annual report to the Society in January following the Secretary's term of office.

7. The Treasurer shall disburse all funds properly authorized by the Board and shall collect all funds due the Society. The Treasurer shall keep an accurate record of all receipts and disbursements, and shall make the record for each year available to the Audit Committee not later than January 31 of the following year. The Treasurer shall be responsible for filing income tax forms before May 1.

At some time prior to the October meeting, the Treasurer shall report both the expenditures of each committee and the respective budget allotments to the chairmen of the committees and to the officers receiving such allotments. At the December meeting of the Board, the Treasurer shall report the total expenditures, contracted obligations, balances and budget allotments of officers and committees. The Treasurer shall prepare an annual report to the Treasurer of the American Chemical Society, and shall present this to the Chemical Society of Washington following the Treasurer's term of office. The Treasurer shall give a financial report covering that term of office to the Board meeting in January following completion of the Treasurer's term

8. Following the October meeting, the President shall request a self-evaluation from all persons regularly compensated for services by the Chemical Society of Washington. Upon receipt of the self-evaluation, the President shall present the report to the Executive Committee and request comments. Recommendations for a compensation increase, if any, will also be made. Based on the comments received from the Executive Committee, the President will draft a letter evaluating all persons regularly compensated for services by the Chemical Society of Washington, which will include past performance, future expectations, and any compensation increase. This letter will then be presented to the Executive Committee for final approval. Upon approval, copies of the letter will be retained by the Administrative Assistant (Administrator) and the Treasurer for at least a period of ten years.

9. Every year, before the reporting deadline set by the American Chemical Society, the President will appoint members of all standing committees, as given in Standing Rule 10, except for the Committee on Long-Range Planning and the Committee on Publications. The Committee on Long Range Planning and the Committee on Publications shall include the President-Elect, Immediate Past President, President, and nine members who shall serve staggered three-year terms. The Treasurer shall serve on the Committee on Publications. The President shall fill vacancies on the Committee on Long Range Planning and the Committee on Publications by appointing to each of these Committees, each year, three committee members to serve three-year terms. The Chairman of the Committee on Programs shall serve a one-year term on the Committee on Long Range Planning as an ex officio member. The Editor of *The Capital Chemist* shall be an ex officio voting member of the Publications Committee.

COMMITTEES

10. A quorum of the Executive Committee shall consist of four members. The following matters are delegated to the Committee:

- (a) Authority to make recommendations for Membership or Associate Membership in the ACS under ACS Bylaw 1.3(a)(5) or 1.3(b)(3).

- (b) Authority to fill a vacancy in the offices of Secretary or Treasurer.
- (c) In the absence of the President and President-Elect, a member of the Committee appointed by the President, shall act as Chairman pro tem at any regular or Board meeting.
- (d) Authority to commit up to \$500 of CSW funds in emergency action. Such action of the Executive Committee shall be reported to the Board of Managers at the next scheduled meeting.
- (e) Authority to act for the Board except in budgetary items at the scheduled meetings in the absence of a quorum of the Board.
- (f) Authority to act for the Board in the election of Affiliates under Bylaw VI. Section 2.
- (g) Authority to hire, on a temporary basis, subject to approval of the Board of Managers, persons to be employed by the Society.
- (h) The Executive Committee shall be convened or canvassed by the President or by petition of a majority of the members of the Committee.

10a. The Committee on Programs and Meeting Arrangements shall arrange, through its Chairman, all programs of the Society, except the Hillebrand Prize ceremony, in accordance with the places and dates of these meetings and other provisions set forth in the Bylaws or established by the Board. The chairman of the Committee shall be responsible for the appearance of speakers, the provision of suitable meeting places and equipment, and the accommodation of guest speakers during their stay in Washington for the purpose of addressing the Society. The Committee shall arrange, through its Chairman, all dinners, (including the meeting place for the Hillebrand Prize ceremony), buffet suppers, and other entertainments sponsored by the Society.

10b. The Member Activities Committee shall be responsible for expediting communications and stimulating interest within the Society. The Committee shall welcome new members and provide them with information about the Society. The Committee shall encourage qualified nonmembers to join the American Chemical Society.

10c. The Budget Committee shall compose a budget; the budget for the forthcoming year will be presented to the Board not later than the May meeting, and acted on not later than the first meeting in the Fall. The budget shall contain an estimate of receipts based on the membership of the Society, the probable number of new members, and the return on invested funds. Funds shall be allocated to each committee according to its requirements and available funds. After adoption of the budget, additional requests for funds of more than \$300 will be submitted in writing to the Treasurer and to the Budget Committee at least ten days prior to a regularly scheduled Board of Managers meeting. The Budget Committee will submit a recommendation concerning such a request prior to action by the Board of Managers.

10d. The Audit Committee is charged with examination of the accounts of the Treasurer of the Society. The Committee shall determine whether all receipts due the Society have been properly recorded and whether all funds were expended with proper authority. The Committee shall report its findings at the regular January meeting in the year following the term of office of the Treasurer of the Society. The Audit Committee shall, every year, arrange for an external review of the Society's finances.

10e. The Committee on Finance and Investments is charged with the review of the investments of the Society with regard to their liquidity, soundness, and yield. It shall make recommendations to the Board regarding the handling of the finances of the Society and make a report to the Board at its December meeting.

10f. The Committee on Awards shall solicit nominations and select awardees for all awards of the Chemical Society of Washington other than the Hillebrand Prize. Currently these include the Charles L. Gordon Award, the Leo Schubert Memorial Award, the College Chemistry Achievement Awards, and the CSW Student Travel Grant. The Committee shall solicit and support nominations for the ACS Fellows Program. The Committee shall nominate candidates for regional and national ACS and other awards that are relevant to these CSW awards.

10g. The Committee on Public Relations shall be responsible for bringing the activities of the Society to the attention of the national organization and the public, and shall promote the chemical profession in the Washington area through such media as a Speakers Bureau, publication of news and information, radio and television programs, and related activities, subject to the approval of the Board.

10h. The Committee on Bylaws and Standing Rules shall review and report recommendations on changes in the Bylaws proposed by members of the Society, and shall draft changes in the Standing Rules, as requested by the officers of the Board.

10i. The Committee on Publications shall be responsible for setting policies for publications of the Society, including the Society's official publication known as *The Capital Chemist*. The Committee on Publications shall screen and recommend to the CSW President an appropriate candidate or candidates for the Editor of *The Capital Chemist*. The President shall select the Editor from the candidates provided and obtain endorsement of that selection from the Board of Managers. The Editor will be appointed to a three-year term that can be renewed with the approval of the same bodies that approve the appointment of the Editor. The Publications Committee may recommend to the CSW President removal of the Editor for cause. The President may discharge the Editor only with the endorsement of the Board of Managers. The President, on the recommendation of the Editor, with the concurrence of the Committee on Publications, shall select and appoint an Editorial Board and a Business Manager of *The Capital Chemist*. The Editor may appoint such additional assistants as may be deemed necessary.

10j. The Committee on Education shall be responsible for all activities concerned with stimulating and encouraging interest in, and the study of, chemistry in primary and secondary schools, colleges, and universities. This shall include administration of a suitable awards program and cooperation with relevant outside groups. A special responsibility of the Committee shall be to assist and to promote interest in the Student Affiliate Chapters of the local area.

10k. The Committee on Nominations shall supervise the nominations and elections process.

10k-1. A notice regarding a request for nominations shall be published in *The Capital Chemist* and/or distributed to all eligible members of the Society in order to solicit nominations for each office. The notice shall specify a date nominations shall be received by CSW. Nominations may be self nominations or nominations of others. If the Committee determines that the nomination process to this point has failed to nominate a complete slate of officers, councilors, or managers, the Committee shall nominate candidates to provide at least the minimum number of candidates specified in the bylaws for each office. Further, the Committee shall ascertain that all nominees are willing to run for office and to serve if elected. If more than the maximum number of people are nominated for a position, the Committee shall drop from the list the potential nominee or nominee(s) with the fewest numbers of nominations at the discretion of the committee. The Committee may also add nominees between the minimum and maximum. If someone has been nominated for more than one office, the Committee shall determine which office the tentative nominee prefers and adjust the slates accordingly. When the slates are established, the nominees shall be known as candidates.

10k-2. Candidates must submit statements to support their candidacy. Statements by the candidates will be published in *The Capital Chemist* or otherwise distributed to all eligible members of the Society. The statements should list educational background, professional experience, and the candidate's record of service to CSW, ACS and other similar organizations. A personal statement in addition to the required information is optional. The Nominations Committee shall publish a format to be used prior to the start of each year's nomination process.

10k-3. The Nominations Committee shall supervise the election process, using a contract vendor approved by the Board of Managers, if such be chosen, and coordinating with professional staff of CSW as necessary. The Nominations Committee shall report the results to the Board of Managers, together with any problems uncovered in the voting, for certification by the Board of Managers before the votes are published to the members and reported to ACS.

10l. The Committee on Long Range Planning shall advise the President, the Board of Managers, and the committees of the Society upon matters that it deems of future importance to the Society, and produce a current long range plan for Society progress.

10m. The Younger Chemists Committee shall encourage early career chemists to actively participate in the work and organization of the Society and provide information about the chemical profession and career development to younger chemists.

10n. The Committee on Public Affairs shall be responsible for all contacts appropriate for CSW concerned with stimulating and encouraging relations with governmental bodies – local, state or national – for example, through participation in the ACS Legislative Action Network.

10o. The Canvassing Committee shall set a goal of at least three nominations each year for every award given by the Society, except for the Hillebrand Prize. The Canvassing Committee shall also solicit nominations for external awards as directed by the Board of Managers. Membership on the committee shall be limited to a term of three years, with either one or two new members appointed each year.

11. The chairman of each committee and each officer having a budget allowance shall report all financial obligations to the Treasurer not later than December 1.

The year end accounting of all committees shall be on an obligation basis rather than by expenditures.

ELECTIONS

12. Ballots shall be prepared which shall present all candidates nominated, in random order, for each office to be filled. The ballot shall be published in *The Capital Chemist*, or distributed separately to all eligible members of the Society prior to the 15th of October, together with instructions for voting.

12a. Ballots for officers (President-Elect, Secretary, and Treasurer) shall be marked by preference if more than two candidates are nominated. In the event that a candidate for such office does not receive a majority, the candidate having the least number of first place choices shall be declared defeated and those votes credited to the indicated second place choices.

12b. There shall be a single election for Councilors and Alternate Councilors. Ballots shall be marked for up to the number of Councilors to be elected. A tally shall be prepared listing the candidates in descending order of votes received, and beginning at the top of the list, candidates shall be declared elected in the following sequence: full terms for Councilor; partial terms, if any, for Councilor, with the longer term going to the candidate with the greatest tally; full terms for Alternate Councilor; partial terms, if any, for Alternate Councilor, with the longer term going to the candidate with greatest tally.

12c. Ballots for Managers shall be marked for up to the number to be elected. A tally shall be prepared listing the candidates in descending order of votes received, and beginning at the top of the list, candidates shall be declared elected in the following sequence: full terms; partial terms, if any.

12d. Ballots shall be returned to CSW electronically or by mail to arrive at CSW not later than November 15th of each year.

12e. In accordance with the ACS Bylaws, balloting procedures should ensure fair balloting that is open to all eligible members, protects against fraudulent balloting, and the timely reporting and archiving of balloting results.

12f. Resolution of tie votes shall be determined by lot.

HILLEBRAND PRIZE AND AWARDS

13a. The Hillebrand Prize may be awarded each year for an original contribution to the chemistry centered sciences published by a member or members of the Chemical Society of Washington. The award winner shall be selected by a committee consisting of members appointed each year by the President of the Society. The President of the Society is to be an ex officio member of this

Committee, serving in an advisory capacity.

Nominations for the award may be made by any member of the Society in accordance with a schedule and provisions established each year by the Committee. The selection is to be made by a majority vote of the Committee members actually present in executive session.

The Hillebrand Prize Committee shall consider candidates for the Hillebrand Prize in accordance with the rules set forth above. The Committee shall report its findings to the President appointing the Committee before the last meeting of the Board of Managers during the President's term of office. The President shall inform the awardee(s) and cognizant employers of the Committee's selection in writing no later than December 31 before the President's term expires.

The amount of the award is to be fixed by the Board.

13b. The Charles L. Gordon Memorial Award for Service to the Chemical Society of Washington shall be given to a Society member in recognition of exemplary service to the profession of chemistry, to the science of chemistry, and/or to the Society.

13c. The Leo Schubert Memorial Award shall be given to the outstanding high school chemistry teacher employed within the geographical bounds of the Section.

13d. An award does not have to be made if the responsible committee decides that there are no suitable nominees.

MISCELLANEOUS

14. Councilors of the Society are expected to make every effort to attend the meetings of the Council of the American Chemical Society. If unable to attend, a Councilor should notify the Secretary no later than 45 days before the date of the meeting; the Secretary will designate an Alternate Councilor to serve in order of seniority and in consideration of ability to attend the meeting.

14a. The Councilors and Alternate Councilors shall together constitute a Councilors Committee, the Chairman of which shall be appointed for a one (1) year term from among their numbers by the incoming President. The Chairman shall be responsible for submission of annual report on the activities of the Councilors of the Chemical Society of Washington to be published in the November issue of *The Capital Chemist*.

14b. Budgeted funds for Councilor and Alternate Councilor travel to national Council meetings shall be allocated within the guidelines of the American Chemical Society by the Executive Committee with the advice of the chair of the Councilors Committee, such allocations shall be based on service on Society bodies that meet at the national meetings and on documented need.

15. The regular order of business for meetings of the Board shall be: (a) reading of the Minutes; (b) reports of committees; (c) unfinished business; (d) new business, and (e) adjournment.

16. It is the responsibility of each officer and committee chairman to instruct his/her successor in the

duties and responsibilities of office.

17. The President shall appoint a delegate to the Washington Academy of Science.

18. The Society shall be affiliated with the Middle Atlantic Regional Meeting (MARM) upon the approval of the Board of the MARM bylaws. The President shall appoint a delegate and alternate to the MARM Steering Committee in accordance with MARM bylaws.