

**DIVISION
OF
CHEMICAL HEALTH AND SAFETY
OF THE
AMERICAN CHEMICAL SOCIETY**

ADMINISTRATIVE MANUAL

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Preamble

The Division of Chemical Health and Safety, Executive Committee encourages its members to use this Administrative Manual in the course of their activities. Should a committee chair or division member find any deficiencies in an issuance, or can suggest additional issuances that will facilitate the Division's business please bring them to the attention of the Long-Range Planning Committee.

**DIVISION OF
CHEMICAL HEALTH AND SAFETY
OF THE
AMERICAN CHEMICAL SOCIETY**

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PART 0 GENERAL 001-099

0. Bylaws of the Division of Chemical Health and Safety, Inc. of the American Chemical Society
1. Purpose:
To describe the operations and objectives of the Division
2. Date:
Original Issuance: Approved by ACS - September 12, 1979
Amendments: August 15, 1994, April 8, 1999, May 27, 2006
3. The Bylaws

**BYLAWS OF THE
DIVISION OF CHEMICAL HEALTH AND SAFETY, INC.,
OF THE
AMERICAN CHEMICAL SOCIETY
BYLAW I
Name**

Section 1. The name of this organization shall be the Division of Chemical Health and Safety, Inc., (hereinafter referred to as “the Division”) of the AMERICAN CHEMICAL SOCIETY (hereinafter referred to as “the SOCIETY”).

**BYLAW II
Objects**

Section 1. The objects of the Division shall be those of the SOCIETY as stated in the Constitution of the SOCIETY.

Section 2. Nothing in these bylaws shall be inconsistent with the Charter, Constitution, and Bylaws of the SOCIETY.

Section 3. In particular, the objects of the Division shall be to:

- (a) focus information on the properties of chemicals that affect humans directly or through the environment;
- (b) monitor the technical aspects of the above;
- (c) develop symposia and general sessions on topics related to the above at national, regional, divisional, and other meetings of the SOCIETY;
- (d) foster publication and other modes of dissemination of information pertaining to the above; and, ***Effective May 27, 2006**. Approved, as amended, by the Committee on Constitution and Bylaws, acting for the Council of the American Chemical Society.
- (e) provide expertise in chemical health and safety to the SOCIETY and, in the public interest, to others as specified in the Charter of the SOCIETY.

BYLAW III Members and Affiliates

Section 1. Membership in the Division is open to all members of the SOCIETY. Any member of the SOCIETY may join the Division by enrolling with the Division and paying the established annual dues. ASSOCIATE MEMBERS may hold elective positions, other than Councilor or Alternate Councilor.

Section 2. A Society Affiliate of the SOCIETY may become a Society Affiliate of the Division, provided that divisional dues established for Society Affiliates are paid. A Society Affiliate shall have all the privileges of membership in the Division, as provided in the Division bylaws except those of voting for or of holding an elective position in the Division, voting on articles of incorporation and bylaws, or serving as a member of the Division Executive Committee or equivalent policy-making body.

Section 3. A person who is not a member of the SOCIETY, but who wishes to participate in the activities of the Division, may become a Division Affiliate provided that application, in writing, is made to the Secretary and provided that dues established for Division Affiliates are paid. A Division Affiliate shall have all the privileges of membership in the Division, as provided in the Division bylaws, except that of holding an elective position in the Division, voting on articles of incorporation and bylaws, serving as a member of the Division Executive Committee or equivalent policy-making body, or voting for Councilor(s) or Alternate Councilor(s) of the Division. Division Affiliates may serve as chair of any committee except the Executive Committee or equivalent policy-making body.

Section 4. Privileges of membership in the Division shall include but are not limited to:

(a) receiving access to the Division information where news and programming resources can be found.

(b) receiving a subscription to the divisional publication *Journal of Chemical Health & Safety* at a reduced rate.

(c) purchasing abstracts of national meetings of the SOCIETY at reduced rates as provided by the SOCIETY Office of Meetings and Expositions.

(d) purchasing various texts at discount, as accorded to members and affiliates, by diverse publishers.

Section 5. A member may resign from membership in the Division by submitting a resignation, in writing, to the Secretary of the Division during a year in which dues are paid.

(a) A member of the Division who is in arrears of dues for one (1) year shall be stricken from the rolls.

(b) Persons whose names have been stricken from the rolls and who wish to be reinstated shall request reinstatement by writing to the Secretary and paying their dues in arrears plus the current dues for the appropriate membership category applied for. Such payment shall be considered to be payment of the annual dues for that year.

(c) Division Affiliates and Society Affiliates of the Division shall retain affiliate status only so long as payment is made of Division dues.

BYLAW IV Officers

Section 1. The officers of the Division shall consist of the Chair, Chair-Elect, Secretary, Treasurer, two Members-at-Large, Councilors and Alternate Councilors.

Section 2. The duties of the officers shall be those normally associated with their respective offices, other duties delegated to them by the Executive Committee, the specific duties stated in this Section, and other duties stated elsewhere in these bylaws or the Constitution and Bylaws of the SOCIETY. The officers of the Division shall be the Directors of the Corporation.

(a) It shall be the duty of the Chair to preside at meetings of the Executive and Interim Committees, to carry out the decisions of those committee(s), to preside at meetings of the Division and with counsel of the Executive Committee to appoint the members and chairs of the Program, Standing, and Other Committees.

(b) It shall be the duty of the Chair-Elect to act in the place of the Chair in the Chair's absence or inability to act.

(c) It shall be the duty of the Secretary to keep a record of the proceedings of the meetings of the Division and of the Executive Committee, to maintain a list of members and affiliates in good standing, to send to members and affiliates such notices as the business of the Division may require, to arrange for the distribution, recovery, and counting of ballots for elected offices (except as noted elsewhere in this bylaw), to report a summary of the Division's annual activities to the Division at its annual business meeting, and to send to each member or affiliate in good standing at least two weeks before the national meeting of the SOCIETY, abstracts of papers to be presented before the Division at that national meeting.

(d) It shall also be the duty of the Secretary to submit an annual report of the Division, including an itemized statement of receipts and expenditures and investments of its funds. This report is to be submitted each year to the Council Committee on Divisional Activities through the Executive Director of the SOCIETY in accord with provisions of the SOCIETY governing documents.

(e) By April 1 of each year, the Secretary of the Division shall send the Executive Director of the SOCIETY a complete list of the members and Society Affiliates of that Division for checking and verification.

(f) It shall be the duty of the Treasurer to care for the funds of the Division, to collect dues, fees, and assessments, to propose an annual budget to the Executive Committee, to receive funds from other sources, to make disbursements within the limits of the approved annual budget and/or as may be directed by the Executive Committee or by the Chair acting in the name of the Executive Committee, to provide a financial report at the annual business meeting of the Division, to count the ballots for elective offices on those occasions when the Secretary is a candidate named on the ballot, to submit the annual Treasurer's report of the Division for inclusion in the annual report as required by Division bylaw IV,2(d), to prepare tax reports in a timely manner, and to oversee the financial activities of other Chemical Health and Safety Division's affiliated groups.

(g) It shall be the duty of the Members-at-Large to represent the members and affiliates in discussion at meetings of the Executive Committee; the Members-at-Large shall undertake to inform themselves of issues and concerns of interest to the members and affiliates of the Division, particularly those that might not otherwise be known to the Executive Committee.

(h) It shall be the duty of the Councilor(s) to represent the Division at meetings of the Council of the SOCIETY. In the absence of Councilor(s), and when certified by the Secretary, Alternate Councilor(s) shall act in place of Councilor(s) at such Council

meetings. Both Councilor(s) and Alternate Councilor(s) shall report at meetings of the Executive Committee on matters pertinent to the Division.

Section 3. The terms of office of Chair and Chair-Elect shall commence on January 1 of the year following election. Terms of office for the other officers are noted below.

(a) The Chair and Chair-Elect of the Division shall serve for one year or until their duly elected successor takes office.

(b) In the event of a vacancy in the office of Chair, the Chair-Elect shall assume the added duties of the Chair for the unexpired term. All other vacancies shall be filled by the Executive Committee by interim appointment for the period up to the next annual election, at which time the Division shall choose a member to fill out the unexpired term, if any. In the event the office of Chair-Elect is filled by such interim appointment, the Division shall elect both a Chair and a Chair-Elect at its next annual election.

(c) The term of office of the Secretary shall be three years.

(d) The term of office of the Treasurer shall be three years.

(e) The terms of office for Councilors and Alternate Councilors shall be three years, except that a partial term of one or two years shall be used whenever necessary to establish or to restore three-year terms of Councilors and Alternate Councilors.

(f) The term of office for Members-at-Large shall be three years, except that a partial term of one or two years shall be used whenever necessary to establish or to restore three-year terms.

Section 4. Officers shall be elected by ballot distributed by the Secretary to all members on or before May 5 of each year and received and counted by the Secretary (or by the Treasurer if the Secretary is a candidate) within six weeks after the distribution or before June 17, whichever date is later. On or before July 1, the Secretary (or the Treasurer) shall notify the Chair of the results who shall, in turn, notify the candidates of the results.

(a) For all elective offices for which incumbents' terms will expire at the end of the calendar year, the Nomination Committee shall, by February 15 of each year, transmit to the Chair for reporting to the Executive Committee, a slate consisting of nominees for offices to be vacated at the end of the year. The slate shall consist of at least one nominee for each office except that the slate for Councilors and Alternate Councilors shall not designate either office and shall consist of at least one more nominee than the total of vacancies in the office of Councilor and Alternate Councilor. The names of the nominees shall appear on the ballot sent to members.

(b) Members of the Division may nominate candidates for office to be vacant by providing to the Secretary, by March 15 of any year, a nominating petition containing the name of the petition nominee, the signatures of at least 25 members, not affiliates, of the Division, with no more than ten petitioning members from a single District of the SOCIETY. The names of such nominees shall appear on the election ballot sent to the members.

(c) Separate petitions are required for different offices and for different nominees for the same office.

(d) Ballots received by the Secretary (or Treasurer) after the deadline for receipt shall not be counted. The applicable latest date for receipt shall be prominently displayed on each ballot.

(e) Except for Councilors and Alternate Councilors, the candidate for an elective office receiving the higher number of votes on valid ballots shall be declared elected. For Councilor and Alternate Councilor positions to be filled nominees receiving the greatest number of votes shall be declared elected until Councilor positions are filled; then the next similarly until Alternate Councilor positions are filled. In case of ties, the Executive Committee shall determine the winner.

(f) Except as provided in Section 5 below, no member may hold more than one elective office in the Division simultaneously.

Section 5. Except as provided elsewhere in this bylaw for vacancies in the office of Chair and as provided below for the offices of Councilor and Chair-Elect, vacancies in any office occurring before the end of a term of office shall be filled by Executive Committee action.

(a) The incumbent so selected may be a member of the Executive Committee but need not be, except for vacancies in the office of Councilor. The selected incumbent shall serve until a replacement to fill the remaining term of office can be elected at the next regular election.

(b) In case of a vacancy in the office of Councilor, the longest serving current Alternate Councilor shall fill that vacancy.

Section 6. The elected officials of the Division (officers or elected Executive Committee members) are subject to recall for neglect of duties or conduct injurious to the SOCIETY.

(a) The recall of an official shall be initiated when a signed petition, indicating in writing the specific charges and reasonable substantiating evidence, is submitted to the Chair from at least five (5) voting members of the Division. In the event the Chair is the official

in question, the Vice-Chair or Chair-Elect shall receive the petition and shall assume the duties of the office of Chair with respect to this issue until the issue is resolved.

(b) The Chair shall without delay determine that the petitioners are aware of the gravity of their actions and the procedures to be followed. The Chair shall seek an alternate resolution to the problem and a withdrawal of the petition at this time. In the absence of a resolution to the problem, the Chair shall notify the members of the Executive Committee and call a special meeting within thirty (30) days.

(1) The Executive Committee shall promptly continue the removal process or dismiss the petition as ill founded or find an alternative solution to the problem. The Chair shall promptly inform the petitioners and the official of the decision of the Executive Committee.

(2) If the proceedings continue, the Chair shall assign the duties of the official to another qualified member of the Division until the issue is resolved.

(3) If the proceedings continue, the official shall be offered an opportunity to answer the allegations in the petition before the Executive Committee. Every reasonable effort shall be made to contact the official throughout this procedure. That effort shall include a certified letter to the last known address on the official SOCIETY membership rolls. Upon notification, the official shall have thirty (30) days to make a written response to the allegations. The Executive Committee shall decide whether to proceed after studying the official's response. The Chair shall inform the official and the petitioners of the decision of the Executive Committee. If no contact with the official can be made after a reasonable effort, the Executive Committee may remove the official in question with a two-thirds (2/3) vote of the remaining members.

(4) If the proceedings continue, the official in question shall choose one of the following options:

(i) The official may resign.

(ii) The official may request a recall vote in the same manner as the original election, which must be consistent with the Division bylaws. The voting membership shall be informed, through brief written statements prepared by the Executive Committee and the official, of the issues involved with the recall vote. Both statements shall be given to the voting membership before the vote is taken.

(iii) The official may request a hearing and a recall vote by the remaining members of the Executive Committee. A two-thirds (2/3) vote of the

remaining members of the Executive Committee shall be required to recall the official.

(iv) The official may choose not to respond and thus forfeit the position.

(c) The vacancy provisions of these bylaws shall be used to fill a vacancy caused by a recall process. The membership of the Division and the Executive Director of the SOCIETY shall be informed of the results of the recall process and the replacement of the official.

BYLAW V

Committees and Liaison Representatives

Section 1. The Division shall have an Executive Committee, an Interim Committee, a Program Committee, five standing committee(s), and such other committee(s) as may be necessary. Except as otherwise provided in these bylaws, these Committees shall meet at least once a year at the time of the national meetings of the SOCIETY. For the Executive Committee and the Interim Committee a quorum for the conduct of business shall be 49% of the committee members. For all other Division committee(s) the quorum shall be the committee chair and one other committee member.

Section 2. The names of the Standing Committee(s) shall be the Nominations Committee, the Membership Committee, the Long Range Planning Committee, the Awards Committee, and the CHAS Publications Committee.

Section 3. Other Committees shall be established as deemed necessary and given their charge by the Executive Committee. Other Committee names shall identify their function, such as: Auditing Committee, Social Events Committee, Publicity Committee, Public Affairs Committee, Bylaws Committee, and so on.

(a) The lifetime of an Other Committee shall not exceed ten years, subject to renewal, and stated as part of the charge to the Other Committee at the time it is established or renewed.

Section 4. The composition, duties and responsibilities of the Executive, Interim, Program, and Standing Committee(s), and CHAS Publications Committee shall be as follows:

(a) Executive Committee:

(1) Composition: The officers and the immediate Past Chair of the Division, and the Chairs of the Program and all Standing and Other Committees of the Division.

(i) The Chair of the Subdivision shall be an ex-officio voting member of the Executive Committee of the Division.

(ii) Society Affiliates who are Committee Chairs may not be voting members of the Executive Committee.

(2) Duties and responsibilities include:

(i) To hold regular meetings at national meetings of the SOCIETY.

(ii) To manage the affairs of the Division.

(iii) To review, affirm or set aside, and supervise the activities of the Interim, Program, and all Standing and Other Committees.

(iv) To appoint the Editor/Chair of the CHAS Publications Committee.

(v) To set annual dues for members and affiliates.

(vi) To speak for and in the name of the Division, subject to the limitations in the Constitution and Bylaws of the SOCIETY.

(b) Interim Committee:

(1) Composition: The Chair, Chair-Elect, Secretary, and two other officers named by the Chair with concurrence of the Executive Committee.

(2) Duties and responsibilities include: To act for the Executive Committee on business requiring early decisions in periods between regular meetings of the Executive Committee. The Interim Committee may meet in person, or by telephone or other means of remote communication when convened by the Chair of the Division.

(c) Program Committee:

(1) Composition: At least three Division members or affiliates, one of whom is designated as the Chair of the Program Committee and another who is designated as the anticipated successor of that Chair. Terms of service on the Program Committee shall be for at least three years but not more than five years; no person shall serve more than two consecutive terms as Chair of this committee, except by vote of the Executive Committee.

(2) Duties and responsibilities include administering the programs and symposia of the Division at national and other meetings of the SOCIETY; and administering other similar participation at other meetings. The Program Committee shall have authority to accept or reject papers submitted for presentation, subject to the limitations of the Constitution and Bylaws of the SOCIETY.

(d) The composition of each Standing Committee(s), except the CHAS Publications Committee, shall be at least two Division members or affiliates, one of whom is designated as Chair. Members and Chairs of Standing Committee(s) serve at the pleasure of the Chair of the Division; service on a Standing Committee(s) may be renewed if desired by successive Division Chairs but consecutive service shall not exceed five years, except by vote of the Executive Committee.

(e) CHAS Publications Committee:

(1) The compositions of the CHAS Publications Committee shall be the Editor, Board of Editors, Program Chair and other Division members as appropriate.

(2) Board of Editors

(i) The Board of Editors shall be comprised of a minimum of six members in addition to the Editor and the Associate Editor (see iii below).

(ii) The appointment of the Editor/Chair of the Publications Committee is described elsewhere in this bylaw.

(iii) An Associate Editor may be appointed by and shall serve at the pleasure of the Editor. The Editor shall consult with the Executive Committee on the selection of an Associate Editor.

(iv) The Editor, with the approval of the Executive Committee, shall appoint the Board of Editors.

(v) The Editor shall serve a term of three years, which is renewable by action of the Executive Committee on or before September 1.

(vi) Membership on the Board of Editors shall be for a three-year appointment, renewable at the discretion of the Editor.

(vii) The Board of Editors shall oversee all Division publications and shall prepare and submit an operating budget annually.

(f) The duties of the Standing Committee(s) shall include the following, respectively:

(1) Nominations Committee: As described elsewhere in these bylaws, preparing a slate of candidates for office.

(2) Membership Committee: Soliciting new members and affiliates for the Division and encouraging members and affiliates to renew their association with the Division.

(3) Long Range Planning Committee: Making recommendations to the Executive Committee for policies and decisions that will promote the vitality of the Division, consistent with the objects of the Division.

(4) Awards Committee: Administering such awards programs as may be established from time to time by the Executive Committee.

(5) CHAS Publications Committee: As described elsewhere in this bylaw.

Section 5. The Division shall have liaison representations to other units of the SOCIETY and to other organizations with shared interests, subject to the approval of such affiliation in accordance with the Constitution and Bylaws of the SOCIETY. Liaison representatives shall be appointed by the Chair with the advice of the Executive Committee for terms not to exceed one year; such appointments may be renewed.

BYLAW VI

Dues

Section 1. Members and affiliates shall pay annual dues, the amount to be decided annually by the Executive Committee.

Section 2. Dues are payable in advance. Members who have not paid their dues for a current year shall at the end of that year be in arrears unless, during that year, they have resigned by notification in writing to the Secretary. Affiliates shall retain their affiliate status only so long as they pay the appropriate affiliate dues.

Section 3. Emeritus members shall pay no Division dues.

Section 4. A Division Affiliate shall retain affiliate status only so long as payment is made of Division dues of not less than two dollars (\$2.00) per annum, except that a regularly matriculated student specializing in a chemical science may be accepted as a Division Affiliate on payment of one dollar (\$1.00) per annum.

BYLAW VII

Meetings

Section 1. The Division shall meet to conduct such business as may be necessary at the annual business meeting which shall be held during the fall national meeting of the SOCIETY. The Division may meet and conduct business at other national meetings of the SOCIETY or at other times and places as authorized in Section 3 of this bylaw.

Section 2. Division business requiring a vote of the membership shall be conducted only at the meetings authorized in Section 1 of this bylaw or at special meetings authorized by Section 3 of this bylaw.

Section 3. Special meetings of the Division may be called by the Executive Committee if twomonths advance notice is sent to the members or by publication in the official organ of the SOCIETY at least two months in advance. If business is to be conducted at a special meeting, the notice of the meeting shall state the exact nature of the business to be considered. No other business shall be transacted at that special meeting.

(a) Registration fees for a special meeting, if any, shall be decided by the Executive Committee in accordance with these bylaws and the Bylaws of the SOCIETY.

Section 4. The members present at a meeting of the Division shall constitute a quorum for the conduct of business.

BYLAW VIII Subdivisions

Section 1. Composition and Purpose. For the purpose of enhancing the variety and utility of Division programs at national meetings of the AMERICAN CHEMICAL SOCIETY, and for other related purposes, the Division may sponsor Subdivisions devoted to specialized fields within the areas of Divisional interest. Membership in the Division shall be a requirement for membership in a Subdivision.

Section 2. Formation or discontinuance of a Subdivision shall be at the discretion of the Executive Committee of the Division. Steps to initiate a Subdivision may be made by a petition of a group of at least 1% of Division members to the Executive Committee.

Section 3.

(a) Officers. Upon approval of the formation of a Subdivision, the Executive Committee of the Division shall appoint a Chair, Chair-designate, and Secretary for the Subdivision with one-year terms of office. The Chair-designate shall assume the office of Chair after one year. In succeeding years, the Subdivision shall elect, at the annual meeting of the

Division, a Chair-designate and a Secretary. These three officers shall constitute a Steering Committee for the Subdivision.

(b) Responsibilities of the Steering Committee. Through the Chair of the Subdivision, the Steering Committee shall report, at least annually at the spring meeting of the Executive Committee to the Executive Committee. The Steering Committee of the Subdivision shall be responsible to the Executive Committee of the Division. Upon petition of a group of Division members, the Executive Committee may remove from office any member of the Steering Committee. The Chair of the Subdivision shall be an ex officio voting member of the Executive Committee of the Division.

Section 4. Funds. There shall be no Subdivision dues. No funds shall be tendered by the Division to the control of the Subdivisions. The necessary expenses for a Subdivision shall be authorized by the Executive Committee of the Division from Divisional funds and shall be paid by the Treasurer of the Division upon the usual authentication in accordance with normal accounting practices.

BYLAW IX Amendments

Section 1. Any petition for amendment of these bylaws and the reasons therefore shall be submitted in writing to the Secretary over the signatures of not less than 3 members of the Executive Committee or not less than 15 members of the Division. The petition may include a recommended effective date.

Section 2. A petition for amendment of these bylaws shall be discussed as Division business at a meeting of the Division, as specified elsewhere in these bylaws, before it is presented to the members for a vote.

Section 3. The Secretary shall send copies of the proposed amendments to these bylaws to the members, together with a ballot that is to be returned to the Secretary, the reasons for the amendments as described by the petitioners, a summary of any supporting or opposing discussions from the meeting of the Division at which the petition was discussed, and the deadline date for receipt of valid ballots.

Section 4. A two-thirds favorable vote of all valid ballots received by the Secretary within six weeks after distribution to the members shall be required for adoption of an amendment to these bylaws.

Section 5. An amendment to these bylaws shall become effective upon approval by the Committee on Constitution and Bylaws of the SOCIETY, acting for the Council of the SOCIETY, unless a later date is specified in the amendments.

BYLAW X

Dissolution

Upon the dissolution of this Division, any assets of the Division remaining thereafter shall be conveyed by action of the governing body of the Division at the time of dissolution to such organization then existent that is dedicated to objects similar to those of this Division and of the AMERICAN CHEMICAL SOCIETY, or to the AMERICAN CHEMICAL SOCIETY, provided that the organization selected by the governing body of the Division at the time of dissolution shall be exempt under Section 501(c)(3) of the Internal Revenue Code of 1954 as amended or under such successor provision of the Code as may be in effect at the time of the dissolution of the Division.

0 Division Organizations

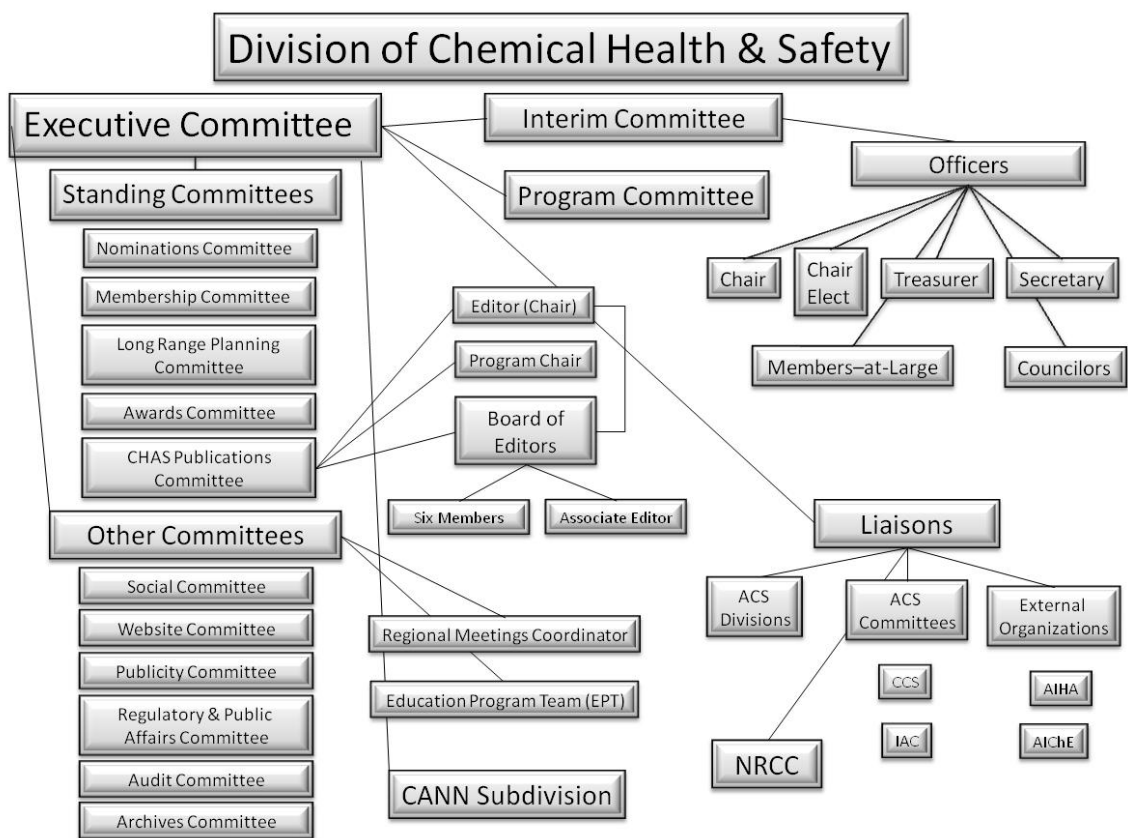
1 Purpose:

To describe the organizational structure of the Division as described in the Bylaws and in practice.

2 Date:

Original Issuance: 2/20/98

Revision: 1/6/15; 3/13/16



0 Stationery

1 Purpose:

To explain the type of stationery and its use.

2 Date:

Original Issuance:

Revisions: 01/01/83, 04/15/09, 01/7/15; 1/24/16; 7/31/16

3 Types of Stationery

In 2008 the Division completed the redesign of its logo and created new stationery. The following year the ACS completed its [branding](#) project that includes a series of templates for stationery, reports, presentations *etc.* An electronic template for the division stationery using the ACS brand is available from the Division Secretary.

5 Use of Stationery

The CHAS stationery can only be used for the normal conduct of Division and Committee business. Issues relating to ACS or Division policy must have the concurrence of the Chair CHAS. The stationery should be modified to reflect the user's name, position, address and phone number.

0 Membership Roster

1 Purpose:

To explain the use and restrictions on the CHAS membership roster.

2 Date:

Original Issuance: April 8, 1998

Revision: April 15, 2009; 08/15

3 Source

The membership roster is provided by the ACS. The roster is provided to the person identified by the Chair, CHAS, usually the Secretary. The roster contains useful information of member dues status, level of membership, address and telephone number. The database can be imported into a spreadsheet or other database for such functions as producing mailing labels and mail merge.

4 Permitted Usage

The American Chemical Society places restrictions on the usage of the roster. The roster is intended for Division business such as dispersing election ballots, producing labels for newsletters and other division publications. American Chemical Society regulations (Regulations, VIII. Publication and Information Services, 7. *Use of Membership Lists*) provide additional guidance. Permission to use the membership list of the SOCIETY or the Division may be granted to an outside organization provided the following conditions are met:

- a. That the Executive Director (of the SOCIETY) or authorized designee approve each proposed use and the terms of said use, and, in addition, for the separate use of the Division list, that the Executive Committee similarly approve;
- b. That the name of an individual member shall, upon request, be excluded from any controlled use;
- c. That substantial and effective safeguards be built into the process to assure protection of the SOCIETY membership list from theft and unauthorized use; and
- d. That the user permit use of its mailing list by the SOCIETY or the Division on a reciprocal basis, should the SOCIETY or the Division request it.

5 Restricted or Not Permitted Usage

The American Chemical Society places restrictions on the use of the roster. The restrictions come with the delivery of the diskette. Once the seal on the mailer is broken the ACS then assumes that the user understands and agrees to the restriction.

6 Producing Copies of the Roster

The American Chemical Society permits to limited copying of the roster for the use by the CHAS officers.

0 Mission. and Vision Statements

1 Purpose:

To expand on Bylaw II Objects in the Division Bylaws. (see p. 8)

2 Date:

Original Issuance: 11/2007

Revision: 1/2008; 08/15

3 Mission Statement

The ACS Division of Chemical Health and Safety provides authoritative technical resources and mentorship in chemical health and safety for all.

4 Vision Statement

Improving people's lives through the power of the best chemical health and safety practices.

0 Division Brand, Logo and Tag Line

1 Purpose:

To explain the Division Logo and Tag Line.

2 Date:

Original Issuance: 03/11/2008

Revision:

3 Original Logo

The original logo was designed and placed into use during the Division's second year as a division. The original logo will be taken out of service before the Fall 2008 Division Executive Committee Meeting



Figure 1 Original Logo

4 LOGO History

For several years, members of the Division of Chemical Health and Safety Executive Committee talked about designing a new logo. Finally, at a Strategic Planning meeting during the 2006 Spring National Meeting in Chicago one of the items to come from the meeting was to have a logo contest and have CHAS members vote and submit designs and suggestions for logos and tag lines.

The division membership voted on a series of logos and the suggested logo number-2 received the greatest number of votes (26.7% of the 130 votes). CHAS member, Alfred M. Bouziane, of the University of Southern California, submitted several designs that looked very interesting. One design was similar to the



Figure 2 Logo Number-2

suggested logo number-2. Working with Alfred M. Bouziane, we arrived at the final version. Several other suggestions were offered but Alfred M. Bouziane was the only member to submit artwork. A few tag lines were offered but the Executive Committee decided to go with the winning tag line “Connecting Chemistry and Safety”. “Connecting Chemistry and Safety” (18.5%) closely followed with “Safe Chemistry” (17.8%) of 135 votes.

5 Creating the logo.

The logos that follow were created using Corel Draw. Adobe or other graphics package can be used to create logo.

- A. Font: HandelGotDBol 200pt. and type CH&S.
- B. Change the point size of the & to 175
- C. Shift the H to the left -10% pt
- D. Shift the & to the left -25%
- E. Shift the S to the left -45%
- F. The properties of the & are
 - a. Outline 4-white
 - b. Color-Cobalt Blue
 - i. RGB (0, 71, 171)
 - ii. HSV (215°, 100%, 67%)
 - iii. Hex triplet #0047AB

6 The Tagline is centered below the logo in 24 pt HandleGotDBol all upper case font in Cobalt Blue.

7 Use of the ACS logo. The following is from the American Chemical Society Charter and Bylaws and explains the use of its logo.

Logos provided by ACS are intended for the use of ACS local sections, technical divisions, student affiliates, regional meeting planners, and anyone else, member or non-member, who has rightful reason to promote ACS programs, products, or services.

The ACS logo is a registered trademark of the Society and its use is under the control of the ACS. Because of its trademarked status, maintaining the integrity of the logo is critical to the Society. Tampering with or misusing the logo could result in the ACS losing this logo as a trademark. Board Regulation X, 2, "Use of SOCIETY Name and Insignia" is the official statement of this subject. Please note that any request for use of the ACS name and insignia by any non-ACS organization must be referred to the Board of Directors, the only body with authority to grant such permission. Although the Society encourages sub-units of ACS to use the ACS logo, some rules for its use must be observed:

- The "new", right-facing logo should be used.
- It cannot be modified or incorporated into another logo.

- It cannot be cut apart or have any of its elements changed or rearranged.
- It cannot touch another logo or be subordinate in size to it. The Society name and logo should never be used in circumstances that might be construed as an endorsement of a commercial product or service.

Any questions on the use of the ACS name and/or logo should be referred to the ACS Office of the Secretary at (202) 872-4464.



Figure 3 Division Logo 2008



Figure 4 Example of Division Logo 2008 with ACS Logo

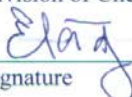
Copyright Transfer Agreement

This Copyright Transfer Agreement ("CTA") is entered into between the Division of Chemical Health and Safety ("DCHAS") and Alfred M. Bouziane, ("Author").

In connection with the division logo and tag line. Accordingly, the Author hereby assigns and transfers to the DCHAS any and all of the Author's right, title, and interest in and to any copyright interest the Author has or might have in the materials produced or developed (whether finished or unfinished) under this CTA.

The DCHAS reserves the right to require the Author (or Authorized Agent) to sign a further release and/or assignment transferring statutory copyright on any such materials to the DCHAS. The Author (or Authorized Agent) grants to the DCHAS for the term of the copyright, and all renewals of the copyright all rights to those materials, including but not limited to, the exclusive right to print, publish, reproduce, lease, copy, distribute and sell the materials produced or developed (whether finished or unfinished) and illustrations, extracts or excerpts from the materials in its own name and others throughout the world without limitation as to territory or language. The DCHAS will have the exclusive right to register all copyrights on the materials produced or developed (whether finished or unfinished) in its own name and to obtain any renewals of the copyrights which may be permitted by law and the Author (or Authorized Agent) assigns to the DCHAS all of the Author's (or Authorized Agent) rights (except those defined below), title and interest in and to said copyrights.

The DCHAS agrees that the disposition of chemical safety resource materials produced under this agreement will be determined by the DCHAS Executive Committee and its authorized officials, subject to the DCHAS By-Laws.

Division of Chemical Health and Safety
 3/19/08
Signature Date

Author (or Authorized Agent)
 3/13/2008
Signature Date

Erik Talley
Printed Name

Alfred M. Bouziane
Printed Name

Chair
Title

Title

0 Records Retention

1 Function:

To preserve division records and history.

2 Date:

Original Issuance: 9/26/08

Revised: 8/21/16

3 Background

The records of the Division of Chemical Health and Safety (“CHAS”) of the American Chemical Society (“ACS”) are important assets. Records include essentially all records produced whether paper or electronic. A record may be as obvious as a memorandum, an e-mail, a contract or a case study, or something not as obvious, such as a computerized desk calendar, an appointment book or an expense record.

The law requires CHAS to maintain certain types of records, usually for a specified period of time. Failure to retain those records for those minimum periods could subject CHAS to penalties and fines, cause the loss of rights, obstruct justice, spoil potential evidence in a lawsuit, place CHAS in contempt of court, or seriously disadvantage CHAS in litigation.

The CHAS Record Retention Policy was developed to be consistent with the Society regulations, which state:

Disposition of Old Files. The officers and heads of SOCIETY activities for which funds are budgeted by the SOCIETY are authorized and instructed to destroy from time to time, in their discretion, old and useless papers not of permanent value, in accordance with retention schedules approved by the Executive Director. Unless other requirements apply, or unless otherwise specified by the Board of Directors, the period of retention of files is seven (7) years.

4 Definition

Record: Correspondence, reports, memoranda, governing documents, contracts, patents, copyrights, employment documents, and other records regardless of form of media.

5 Responsibilities:

The Treasurer with cooperation of the Secretary and Committee Chairs organize and store the Divisions Records.

6 Record Disposition:

RT	- Retained Until Termination, Cancellation or Completion (of contract, project, etc.)
PR	- Permanently Retained
RS	- Retained Until Superseded
LOP	- Retained by Authority Until Record No Longer Serves a Legitimate Operational Purpose

Type of Record

Retention Period

Authority

CORPORATE GOVERNANCE RECORDS

1. Articles of Incorporation, Bylaws,	RS	Treasurer
2. Administrative Manual	RS	Chair, LRP Committee
3. Federal and State Tax Exemption Certificates	PR	Treasurer
4. Federal and State Tax Exemption Certificates	PR	Treasurer
5. Executive Committee Meeting Agendas and Manuals	PR	Secretary
6. Working Papers and Miscellaneous Drafts/Transcripts for the Executive Committee	1 year	Secretary
7. Executive Committee Meeting Minutes	PR	Secretary
8. CHAS Annual Report Final Copy	5 years	Secretary
9. CHAS Annual Report (Secretary/Treasurer Portions)	5 years	Secretary/Treasurer
10. CHAS Committee Agendas & Minutes	5 years	Committee Head

CONTRACTS

1. CHAS purchases of goods and services	RT + 4 years	Treasurer
2. CHAS sales of products and services	RT + 4 years	Treasurer
3. CHAS Workshop Records	4 years	Treasurer
4. Government Contracts	RT + 6 years	Treasurer
5. Other Contracts	RT + 4 years	Treasurer

INTELLECTUAL PROPERTY

1. Copyright and Trademark Registrations	PR	Secretary
2. Registered Patents	PR	Secretary
3. Domain Name Registrations	PR	Secretary

MISCELLANEOUS

1. General Correspondence	2 years or LOP	Originator
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2. General Reading/Chronicle Files	2 years or LOP	Originator
3. Diaries/Calendar/Phone Logs/Meeting Notes/Minutes	1 year	Originator
4. Information Only/Memos/Forms not requiring follow-up	1 year	Originator
5. Working files/Project files	RT + LOP	Originator
6. Annual or Statistical Reports	5 years	Originator

PUBLICATIONS

1. Copies of published journals (at least one archive copy)	PR	Editor, JCHAS
2. Copyright assignment forms	PR	Publisher

FINANCE ADMINISTRATION RECORDS

1. Audits	No more than three on file	Treasurer
2. Bank Statements/Deposit Slips/Cancelled Checks	5 years	Treasurer
3. Bond Records	PR	Treasurer
4. Budgets (including worksheets and detail)	5 years	Treasurer
5. Fixed Asset/Capital Information	PR	Treasurer
6. Insurance Policies/Certificates of Insurance	RT + 4 years	Treasurer
7. Annual Financial Statements	PR	Treasurer/QUICKBOOKS
9. General Ledgers/Journals	PR	Treasurer/QUICKBOOKS
10. Income Tax Returns (correspondence and workpapers)	7 years	Treasurer
11. All Other (invoices, media, vouchers, account records)	5 years	Treasurer
12. Donor/Pledge/Sponsor Records	5 years	Treasurer
13. Investment Records	7 years	Treasurer
14. Expense Reports, Reimbursement Requests	5 years	Treasurer

LEGAL

1. Litigation documents – In the event of litigation, a Defense committee will be established consisting of the elected officers and others as appropriate. All records of this group will be retained by the Treasurer.	RT + 4 years	Treasurer
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MEMBERSHIP

1. Monthly eRoster	RS	Membership Chair
2. Monthly JCHAS subscriptions	RS	JCHAS Editor

7 Storage

The respective officers, and committee chairs are responsible for keeping their reports and materials current and secure. Twice a year following each national meeting, officers and chairs should forward any revised material to the Treasurer for filing. The records

should be stored electronically both on site and remotely as determined by the Treasurer.
The document name shall have a title and include the date.

8 Document Naming

The document shall have a name and date in its title and file name. The following are examples of such file names

CHAS_990EZ_2015
Executive Committee Minutes Fall 2016
Executive Committee Agenda Fall 2016
ADMIN 2016 August
Presentations Fall 2016

DIVISION OF CHEMICAL HEALTH AND SAFETY Administrative Issuance 08

0 Best Practices for Election Procedures: A Guide for Conducting Elections

1 Purpose:

To expand on Bylaw IV Officers in the Division Bylaws (p 10).

2 Date:

Original Issuance: 11/13/2013

Revision: 10/2014; 08/2015

3 Preface

The ACS Constitution mandates that divisions elect their own officers, Councilors and Alternate Councilors. CHAS elected officers are: Chair, Chair-Elect, Past Chair, Secretary, Treasurer, Member-at-Large, Councilors and Alternate Councilors. However, CHAS bylaws govern most of the specifics of the election process. This Administrative Issuance further refines the election process and follows closely the procedures recommended by the ACS Committee on Constitution and Bylaws. Following the Bylaws and Administrative Procedures and revising where appropriate helps ensure that officers are properly in place, and are authorized to act on behalf of CHAS.

4 Manner of Elections

Officers are elected by members for a specific term. All CHAS members per the bylaws are eligible to vote. However, neither Society Affiliates, nor division affiliates may vote. Student members may vote; and if the bylaws permit, they may also hold elected office. The ACS membership office will provide a specific list of eligible voters upon request. This is not the membership list available through eRosters. A list of eligible voters must be requested no later than ten (10) days prior to balloting.

5 Mail Balloting

CHAS Bylaws no longer require Mail Balloting. Mail ballots may be sent to members without an email address.

6 Electronic Balloting

Electronic balloting procedures shall meet the following requirements: 1) fair and open balloting; 2) balloting that is confidential; 3) protection against fraudulent balloting; 4)

ballot archiving; and 5) timely reporting of results. Potential election services vendors include: VR Election Services (VRES), SurveyMonkey, and Survey & Ballot Systems.

Additional information on division electronic balloting is available in the document “Protocols for Conducting Elections in Divisions and Local Sections” on the ACS website at www.acs.org/elections. Ballots must be provided to the members eligible to vote on or before May 5 as defined in the CHAS Bylaw IV Section (4) (p 12).

7 Role of Tellers

The current vendor used for electronic voting will fulfill the role of tellers.

8 Reporting Election Results

The secretary or designated division officer reports the election results to the division. Following this action, the secretary reports the results to the ACS Executive Director at c_vockins@acs.org for certification. The deadline, as designated in the bylaws, is June 17. Following the announcement of election results, ballots and a copy of the ballot mailing should be archived until the completion of the next election but no less than one year.

9 Vacancies

See Bylaw IV (p 10)

10 Election Disputes

If a dispute arises the Executive Committee may resolve it by a majority vote of the Executive Committee or the Executive Committee may decide to have a special ballot of the membership. However, if the dispute cannot be settled, it should be reported to the ACS Committee on Nominations and Elections for resolution. If the Committee on Nominations and Elections finds a significant violation of the Constitution and Bylaw provision regulating procedures which appears to benefit the winning candidate, the committee may declare the election void and order a new election to fill the vacancy

11 Identifying Candidates for Office

Officers of local sections and divisions have reported challenges in identifying candidates to run for officers, Councilors and Alternate Councilors. Below are a few suggestions for identifying candidates:

- ❖ Develop a leadership succession plan Ask the nominating committee to maintain a list of possible candidates that is carried over each year

- ❖ Encourage current officers to mentor members who could possibly become leaders
- ❖ Recognize current officers for their volunteer efforts
- ❖ Consider enrolling in the ACS Leadership Development Course: “Engaging and Motivating Volunteers”
- ❖ The four-hour course, “Engaging and Motivating Volunteers” offers the following:
 - How to ask others to step-up and volunteer
 - How to delegate and share responsibility for projects
 - How to keep projects moving
 - Understand what form of motivation will excite and commit volunteers.

For more information on this course and others, visit “[Facilitated Courses Schedule](#)”

0 Establishment of Subdivisions

1 Purpose:

To expand on Divisional Bylaw VIII – Subdivisions ([p. 19](#))

2 Date:

Original Issuance: 11/01/15

Revision Date(s):

3 Preface

This Administrative Issuance is to provide guidance about the Subdivision establishment process beyond that offered in the Divisional Bylaws. As stated in the ACS Bylaws and Constitution (ACS Bylaw VIII, *Constitution Article XIII*):

A Division may organize within itself one or more units, known as Subdivisions, which shall be established to cover a specified portion of the general field of the Division. Each such Subdivision shall operate in conformity with the bylaws of, and shall be responsible to, its parent Division. (1/1/51)

4 The formation, Executive structure, and funding for Subdivisions is outlined in Divisional Bylaw VIII.

5 Subdivision Formation Proposal

- (a) The group proposing to establish a Subdivision should present an informal proposal to the Division Executive Committee in order to gauge Division interest in sponsorship of the Subdivision.
- (b) Once interest in the formation of the Subdivision is established, the group can work with the Division Chair to prepare a formal proposal.
- (c) The submitted proposal for Subdivision formation should address the following points:
 - i. The specific portion of the general field of the Division (Chemical Health & Safety) that will be emphasized in the Subdivision.
 - ii. A suggested name and acronym for the Subdivision.
 - iii. How the activities of the Subdivision will assist and advance the mission of the Division.

- iv. How the Division can advance and assist the growth of the subdivision.

6 Proposal Approval

As mandated in the Division Bylaws, the formation or discontinuance of a Subdivision shall be at the discretion of the Division Executive Committee. No approval from the ACS governance is required. A prepared proposal may be submitted to the Division Executive Committee at any regular committee meeting for a vote of approval.

7 Subdivision Operation

- a. The Subdivision will operate as a normal committee and have regular meetings with minutes. As mandated in the Division Bylaws, the Subdivision Chair shall be an ex officio voting member of the Executive Committee of the Division. The Chair of the Division shall be an ex officio voting member of the Steering Committee of the Subdivision.

- b. Reporting

A report from the Subdivision will be a consent agenda item at each EC meeting and a subdivision report will be expected for the agenda book for each National Meeting.

- c. Funding

- i. As mandated in the Division Bylaws, the Subdivision does not maintain separate operational funds and therefore there is no Treasurer Officer on the Subdivision Steering Committee.

- ii. The Division Treasurer will establish a set of separate line items in the QuickBooks Chart of Accounts. The Subdivision will have its own Profit/Loss statement and its own budget.

- iii. The Subdivision may request money for activities from the Division Executive Committee at any regular meeting.

- d. In addition to participation in Divisional symposia, the Subdivision will be an active participant in Divisional activities by submitting and organizing symposia around the specific area of the field of Chemical Health and Safety covered and submitting articles to the *Journal of Chemical Health & Safety*.

8 Discontinuance of a Subdivision

The most likely reason for the discontinuance of a Subdivision would be if a Subdivision petitions the ACS for Divisional status. At this time, the Subdivision would follow the guidance for establishment of a Division found in the ACS Constitution and Bylaws.

0 Articles of Incorporation

1 Purpose:

To note the location of the Articles of Incorporation in the Administrative Manual

2 Date:

Original Issuance: 03/13/2016

Revision Date(s):

3 The corporate documents are held by the treasurer and backed up by the society as required. The chair of the Long Range Planning Committee has a copy of the Articles of Incorporation.

0 Execution of Contracts

1 Function:

To clarify who may enter into a contract on behalf of the Division

2 Date:

Original Issuance: 03/13/2016

3 Entering into Contracts on Behalf of the Division

The Chair of the Division appoints the treasurer on all contract executions on behalf of the Division.

4. Reporting

The Chair shall report to the Division's Executive Committee as soon as practicable all contracts entered into on behalf of the Division.

PART 1 COMMITTEES 100-199

0 Formation and Dissolution of Committees

1 Purpose:

2 Date:

Original Issuance:

Revision:

3 Creation of a Committee:

Any member of the Division's Executive Committee can suggest the formation of a committee. Suggestions should be supported with a functional statement (example in Section 1 of this manual). Committees will be created when a majority vote of the Executive Committee concurs.

The Chair is empowered to form *ad hoc* committees as may be appropriate. The term of the *ad hoc* committee may not exceed the term of the Chair without the concurrence of a majority of a quorum of the Executive Committee.

4 Dissolution of Committees:

Committees can be dissolved by majority vote of the Executive Committee.

5 Time and place for creating and dissolving committees:

Place - Location of the national ACS meeting.

Time -- Time of the national ACS meeting.

6 Notification:

The creation and dissolution of committees should be placed on the agenda for the Executive Committee meeting for action.

0 Appointment of Committee Chair:

1 Purpose:

To explain the mechanism for appointing the Chair of Committee's (other than the Executive Committee) and the term of office.

2 Date:

Original Issuance:

Revision: 01/01/83

3 Appointment of Chair:

The Chair of each committee serves at the pleasure of the Chair, CHAS.

The Chair-Elect, CHAS, by September 1, requests the continued appointment or resignation of seated committee Chair.

Appointment and removal of a committee Chair can occur anytime.

4 Qualifications:

Committee Chairs must be members in good standing of CHAS. The Chair of the Nominating Committee is traditionally the Past Chair, CHAS.

5 Term of Appointment:

The Chair serves at the pleasure of the Chair, CHAS. The usual term is for one year ending December 31 and is renewable. See functional statements for exact period of term.

6 Exceptions:

Some committee chairs serve longer terms and ascend to another CHAS position - see specific functional statement for exceptions. The program and nomination and elections committees are two such exceptions.

0 Appointment of Committees:

1 Purpose:

To explain how members are added to committees.

2 Date:

Original Issuance:

Revision:

3 Appointment to a Committee:

Appointment to a committee can be made by either the Chair of the respective committee or by the Chair, CHAS with the approval of the committee Chair.

4 Qualifications:

A desire to help the CHAS and devote sufficient time to accomplish the functions of the committee in a timely manner.

5 Term of Appointment:

The committee member serves at the pleasure of the committee Chair. The usual term ends December 31 of each year and is renewable.

0 Audit Committee

1 Function:

The Audit Committee is *ad hoc*, meets at the request of the Division Chair and is tasked with examining the Division's treasurer accounts and/or books, and any other accounts within the division, as needed to ensure the financial integrity of the Division.

2 Date:

Original Issuance:

Revision: 04/93; 08/21/16

0 Regulatory and Public Affairs Committee

1 Function:

The Regulatory and Public Affairs Committee will monitor regulatory issues and social awareness of chemical safety issues and prepare materials that can be used by ACS, Committee on Chemical Safety, and Division officers and division officers to comment on or respond to questions about these concerns.

2 Date:

Original Issuance:

Revision: 04/93, 08/15

3 Tasks:

TASKS	TIME FRAME
The Chair of this committee should, with the aid of a committee, keep abreast of regulatory activities of interest to the Division and if necessary, formulate official comment for approval by the elected CHAS Executive Committee.	This is a continuous activity.
A written report detailing the committee's activities and regulatory developments relevant to the Division shall be submitted to the Division Secretary.	This should be done before each national ACS meeting on a semiannual basis.

4 Term of Chair:

One year, renewable to three years, as appointed by Chair CHAS

0 Member-at-Large

1 Function

The Member-at-Large serves as a member of the elected Executive Committee. He/she aids the Division in coordinating liaison with various outside groups, reviewing the annual report of the Division to ACS, and helping the Division Chair, where requested and time permits.

2 Date:

Original Issuance:

Revision: 04/93; 11/12/15

3 Tasks:

TASKS	TIME FRAME
The member-at-large should attend at least one Executive Committee meeting yearly.	Either Spring or Fall national ACS meetings are appropriate
He/she should contact designated liaisons to ensure that activities of their respective groups are adequately reported in writing before the next Executive Committee meeting. Any difficulty in gaining the cooperation of the liaisons should be reported to the Division Chair-Elect.	This should be done at least three months before the next Executive Committee meeting.
He/she will identify and make new contacts	This is an intermittent activity.
He/she will represent the Division on the Multidisciplinary Program Planning Group (MPPG)	At Spring/Fall National meetings and occasional conference calls.
He/she will review the annual report of the Division to ACS.	The Annual Report is reviewed in February

TASKS

TIME FRAME

He/she will aid the Division Chair in short-term tasks, such as newsletter articles, submission of committee reports, etc., as time permits.

This is an intermittent activity.

4 Term

Three years, elected by popular vote of the CHAS membership.

0 Publicity Committee

1 Function:

The Publicity Committee, through the media, announces the Division's symposia and call for papers, publicizes the awards and accomplishments of Division members, as appropriate, and details significant events from the national CHAS meeting. The Committee markets the Division and promotes Division activities via social media outlets. The Committee should work closely with the Membership Committee to advertise Division activities and recruit new members. This committee is also responsible for preparing written materials promoting the Division and its activities, including social events, workshops, etc.

2 Date:

Original Issuance:

Revision: 04/93; 10/2014

3 Tasks

TASKS	TIME FRAME
The committee through the media announces Divisional symposia and call for papers.	At least four months before both Spring and Fall national ACS meetings is appropriate.
The committee publicizes awards received at national meetings and other accomplishments of Division members, via social media and local media.	This should be done immediately after the ACS national meeting.

TASKS**TIME FRAME**

The committee, as appropriate, reports on Divisional activities at national ACS meetings for relevant magazines and newspapers.

This should be done immediately after the ACS national meeting.

The committee assists the Chair and Secretary at maintaining a presence on social media, including Twitter, Facebook, and LinkedIn.

Year round

The committee prepares printed materials, as appropriate, for the Programming and Social Chair.

Four months before Spring and Fall national meetings

The committee, as appropriate, works closely with the Membership committee in recruiting new members.

Year round

0 Program Committee

1 Function:

The Program Committee selects technical symposia topics, reviews proposed symposia from organizers, prepares the preliminary and final programs for national ACS meetings, provides information for ACS Meeting Calendar and Program Deadlines in *Chemical & Engineering News*, processes sponsored speaker registrations (upon request of symposium organizer) and special audiovisual equipment requests for ACS meetings, reviews and accepts/rejects all abstracts (as appropriate).

The Program Committee reserves locations for Division-Sponsored workshops (typically held on Friday and Saturday before the National meeting) and for the Executive Committee Meeting Breakfast (typically held on Sunday morning of the National meeting) and orders catering for each event (coffee service for Workshops, breakfast for the EC meeting). The Program Committee develops and publishes "CHAS At A Glance" pamphlet for each National meeting, describing the technical program schedule, social events, workshops, and symposia and events of interest to the Membership.

2 Date:

Original Issuance:

Revisions: March 26, 1999, 1/7/15

3 Tasks:

TASKS	TIME FRAME
The committee selects topics for technical symposia and reviews proposed symposia from organizers.	At the national ACS meetings and throughout the year, especially at the time of submission of program deadlines to ACS.
Preliminary and final programs are prepared by this committee, primarily by the Chair. They schedule the symposia and papers within the program, in accordance with ACS requirements.	Deadlines for these programs are set by ACS. They generally are due from 3 to 4 months before the national meeting.

TASKS	TIME FRAME
The Chair of this committee is responsible for sponsored speaker registrations (upon request), as received from symposia organizers and special audiovisual requests for the national meetings. Reserves venue and A/V for Division-sponsored workshops. Orders coffee service.	Sponsored speaker registration and special audiovisual request deadlines are set by ACS, but are at least two months before each national meeting.
The program committee reviews all abstracts for relevance to the planned symposia. They are empowered to reject irrelevant or poor abstracts.	Deadlines for these abstracts and the preliminary and final programs are set by ACS. They generally are due from 3-4 months before the national meeting.
The program Chair (or designee) is expected to attend the Leadership Development Conference sponsored by the ACS Council Committee on meetings and Expositions.	The Leadership Development Conference is usually held in January of each calendar year.
Chair arranges for the Executive Committee Breakfast at each National Meeting.	The Executive Committee breakfast is usually held on Sunday morning.

- 4 Reference
Bylaw V. Committees and Liaison Representatives, Section 4 (c), page 16.

0 Membership Committee

1 Function:

The Membership Committee is responsible for member recruitment and retention.

2 Date:

Original Issuance:

Revision: 08/93

3 Tasks:

TASKS	TIME FRAME
The committee actively develops member recruitment and involvement programs, such as attendance at Executive Committee meetings.	This is a year-round effort.
The committee updates membership brochures and other materials.	As necessary, with a change in Division Secretary.
The committee prepares and sends letters to dues-delinquent members encouraging their resumption of active membership and exploring their reasons for quitting.	Before each ACS national meeting.
The committee arranges for a membership desk near meeting rooms at ACS national meetings and ensures continuous monitoring with Division members.	At each ACS national meeting.

Reference Bylaw V. Committees and Liaison Representatives, Section 4 (f) (2), page on page 18

0 Nominations and Elections (N&E) Committee

1 Function:

The N&E Committee is responsible for nominating qualified candidates for elected Divisional offices and for overseeing the election process, including certifying the final ballot count.

2 Date:

Original Issuance:

Revision: 08/93, 11/13/2013

3 Chair:

Traditionally the Past Division Chair serves as the Chair of N&E

3 Tasks:

Responsible Person	Task	Conditions	Date
Fall Meeting			
Past Chair and Secretary	Identify vacancies for the coming calendar year.		Fall Meeting

Responsible Person	Task	Conditions	Date
Chair	Following the Fall meeting begin to consider a slate of candidates.	Try to have one more candidate than the number of positions. In the case of Councilor/Alternate Councilor this is required by the bylaws and because the alternate councilor is the person getting the second highest votes on the ballot must have three people running for the position. Another consideration is a person cannot concurrently hold more than one elected EC position.	Immediately following the conclusion of the Fall Meeting

Spring Meeting

Nomination Committee/Past Chair	Confirm upcoming vacancies	Check for potential conflicts and elected officers holding concurrent positions. The candidate if elected may need to resign one of the positions.	1-Jan
Nomination Committee/Past Chair		Assemble a list of candidates with their statements	15-Feb
Nomination Committee/Past Chair	Present Slate		Spring Meeting
Executive Committee	Approve Slate		
Nomination Committee/Past Chair	Get any other Candidates Statements		Immediately following the Spring Meeting

Responsible Person	Task	Conditions	Date
Candidates	Provide Statements		Within 2 weeks following the close of the Spring meeting On or before May 5
Secretary (or by the Treasurer if the Secretary is a candidate).	Assemble and distribute ballot		On or before June 17
Secretary (or by the Treasurer if the Secretary is a candidate).	Receive and Count ballot	Within six weeks after the distribution or before June 17.	
Secretary and Audit Committee	Review Results		Following the close of the election and prior to July 1. On or before July 1
Secretary (or by the Treasurer if the Secretary is a candidate).	Notify the Chair of the results		
Chair	Notify the candidates of the results.		Following receipts of the results.
Chair or Secretary	Forward Results to ACS HQ	NLT December 1	NLT December 1
Note	If the Secretary is running for an elected office the Treasurer assumes the duties of the Secretary. The terms of the offices are staggered to avoid the two positions coming vacant at the same time.		

5 Reference Bylaw V. Committees and Liaison Representatives, Section 4 (f) (2), page 18

0 Social Committee

1 Function:

The Social Committee organizes the social activities including dinners, awards banquets, and other gatherings for the division, primarily at ACS national meetings.

2 Date:

Original Issuance:

Revisions: 08/93; 8/21/16

3 Tasks:

TASKS	TIME FRAME
The committee plans a Divisional social event at the Fall and Spring meetings. This includes arranging for dining facilities.	At least four months before the national ACS meeting, the committee arranges a luncheon or dinner event, with or without partnering with another ACS division.
The committee announces the location and time of the social event in the Divisional newsletter and the official ACS program. It must coordinate with the national ACS office on publicity and ticket arrangements.	This announcement should appear in the issue of the Divisional newsletter that highlights the Divisional meeting program for that ACS national meeting. Time frames for publicity and ticketing are dictated by the ACS national staff and can be checked with the Program Committee or the Division Chairperson.
The committee also helps in other social affairs such as wine and cheese poster sessions and designated formal gatherings of the Division or its officers.	The social chairperson will be approached for help by other committee chairpersons or the Division Chairperson.

0 Awards Committee

1 Function:

The Awards Committee selects recipients for Division awards, formulates policies for selection of award recipients, and works with social and program committees to arrange presentations and symposia related to the awards.

2 Date:

Original Issuance:

Revision: 08/93; 08/21/16

3 Suggested Tasks and Time Frame

TASKS	TIME FRAME
The committee selects recipients for Division awards.	One month before the Spring national ACS meeting, the committee selects recipients and receives assurance the recipient is able to receive the award and attend and present a paper at the annual CHAS Award Symposium at the next Fall National ACS meeting.
	The Committee announces the selection to the Executive Committee.
	The Committee notifies the recipient they have been selected.
The committee formulates policies for selection of award recipients.	When a new award is proposed or an existing award is changed, the committee works with the sponsors or proponents, Executive Committee, especially the CHAS Treasurer, to develop guidelines for selection of recipients and presentation of the Award.

TASKS

TIME FRAME

The committee helps in arranging presentations and symposia.

After selecting a recipient, the Committee notifies the Chair, Social Chair, Program Chair, Treasurer, and JCHAS Editor.

Depending upon the nature of the award, a luncheon or dinner presentation or awards symposia may be arranged.

The Committee arranges for CHAS/ACS Plaques, pins or rosettes, and checks to be prepared in time for the Award presentation.

The Committee Chair contacts the recipients for a short Bio and Presides at the program session.

0 Long-range Planning Committee

1 Function:

The Long-range Planning Committee seeks to develop future direction for the Division, including national program topics, awards expansion, policy changes, bylaw amendments, administrative manual changes, membership involvement, etc.

2 Date:

Original Issuance:

Revision: 02/98

3 Suggested Tasks and Time Frame

TASKS	TIME FRAME
The committee "brainstorms" new ideas and policies and presents these to the Executive Committee for discussion and possible action.	At every national ACS meeting, the committee meets in conjunction with the Executive Committee meeting. A report must be presented at each Executive Committee meeting.
The committee is responsible for the maintenance of the CHAS Administrative Manual.	The committee updates the Administrative Manual based on resolutions agreed upon at the Executive Committee meetings. Updates are provided as soon as possible to committee members but no later than the next Executive Committee meeting.

0 Councilor

1 Function:

The Councilor is a direct representative of the Division with the Council of the Society. He/she represents Division views on governance matters before the ACS.

2 Date:

Original Issuance:

Revised: May 1, 2008 (Approved by EC)

3 Suggested Tasks Time Frame

TASKS	TIME FRAME
The Councilor should bring up matters of interest to the division at the Executive Committee meeting and in conference with the Division Chair.	At every national ACS meetings and as necessary, throughout the year.
File expense reimbursement request	Councilors must file a Division Expense Report within three weeks of the close of a National Meeting. See AI 203, p. 75

0 Website Committee

1 Function:

The Website Committee maintains the Division's website. The website committee serves to facilitate the Division's Executive Committee in its dissemination of information related to the Division and other chemical health and safety information. The chair of this committee will also serve as the Division's Website Administrator. The current Division Chair and Division Secretary will also serve on this committee. Others will be appointed as seen necessary by the Division Chair or Committee Chair.

2 Date:

Original Issuance:

3 Suggested Tasks Time Frame

TASKS	TIME FRAME
The chair of this committee with the aid and approval of the committee will publish via the web information provided by the Executive Committee and other appropriate Division related areas (<i>i.e. CH&S Magazine</i>)	This is a continuous activity.
Semiannual written reports detailing website and other related activities shall be submitted to the Division Secretary	Two months prior to each Executive Committee meeting.

4. Term of Chair

Three years as appointed by the Chair, CHAS.

0 CHAS Publications Committee

1 Function:

The CHAS Publications Committee is defined in Bylaw V(e) 17 of this manual.

2 Date:

Original Issuance:

Revised: January 7, 2015

3 Suggested Tasks Time Frame

TASKS

TIME FRAME

0 Regional Meetings Coordinator

1 Function:

The Regional Meetings Coordinator promotes participation by CHAS members in programming and/or workshops at Regional Meetings.

2 Date:

Original Issuance:

Revision: 1/8/15

3 Suggested Tasks and Time Frame

TASKS

TIME FRAME

Determine dates and locations of Regional Meetings and notify EC and CHAS membership

At least one year in advance.

Contact Regional Meeting Organizers (contact information is available through RM websites) to determine interest in CHAS programming and/or workshops for those meetings EC and/or CHAS members have expressed interest in participating.

TASKS

TIME FRAME

Negotiate any financial arrangements with Regional Meeting Organizers based on Recommended Policies for workshops, available CHAS funds to support programming, and other potential funding sources, as appropriate

Follow through to make sure proposals are submitted, deadlines are met, and arrangements are clarified, as appropriate

Help publicize CHAS involvement at Regional Meetings

Submit information to CHAS Secretary for inclusion on Annual Report

Attend, when financing is available, ACS Leadership Conferences where Regional Meeting Organizers and Regional Meeting Boards are meeting to promote CHAS involvement

Coordinate the use of CHAS promotional materials at Regional Meetings

4. Recommended Administrative and Financial Policies for CHAS Participation at ACS Regional Meetings

The Division of Chemical Health and Safety seeks to participate in ACS Regional Meetings as providers of both workshops and technical sessions. If providing a workshop to a meeting, CHAS will provide a link from its website to the registration sites and promote the meeting among its members. The Meeting will provide registration for workshops. CHAS will endeavor to have a technical program at every meeting where there is a workshop.

The meeting will provide the room and AV needs and promote the workshop and the technical program. Attendees of the workshop, which is generally held before the meeting begins, would not have to pay a registration fee for the meeting. The meeting may consider giving workshop attendees a discount on the meeting registration fee.

The meeting will receive a negotiated amount per workshop attendee or percentage of revenues after presenter expenses for handling promotion plus any A/V or other direct costs. This amount will depend on various factors, including travel & hotel costs for the presenter(s).

A "go - no-go decision" will be made no less than 2 weeks before the workshop is scheduled. Presenters have the right to cancel workshops if reasonable advance attendance is not achieved. If a workshop is scheduled to go on, additional registrations may be accepted up to the time of the workshop.

It is important that CHAS cover all of its costs associated with the meeting through the registration fee for its workshops. The costs include travel & per diem expenses for the speakers & presenters, as well as any direct workshop expenses for materials. Any funds over and above those costs need to be distributed by a formula agreed upon in advance between CHAS and the meeting.

0 Interim Committee and Other Meetings

1 Function:

To clarify the Bylaw V, Section 4 (b). on the formation of an Interim Committee.

2 Date:

Original Issuance: 3/13/2016

3 The Bylaw

(1) Composition: The Chair, Chair-Elect, Secretary, and two other officers named by the Chair with concurrence of the Executive Committee.

(2) Duties and responsibilities include: To act for the Executive Committee on business requiring early decisions in periods between regular meetings of the Executive Committee. The Interim Committee may meet in person, or by telephone or other means of remote communication when convened by the Chair of the Division.

4 Composition of the Interim Committee

To facilitate prompt convening of the Interim Committee to conduct business requiring decisions between regular meetings, the normal composition of this committee will be the Chair, Chair-Elect, Secretary, Treasurer, and one Councilor. This composition was approved by the Executive Committee at the March 13th 2016 spring meeting in San Diego.

Monthly conference calls are considered Interim Committee meetings and any other Officers (Secretary, Treasurer, two Members-at-Large, Councilors and Alternate Councilors) on the call fulfill the requirements for the meeting.

PART 2 TRAVEL 200-299

DIVISION OF CHEMICAL HEALTH AND SAFETY

Administrative Issuance 201

0 Speaker Travel

1 Function:

To provide an opportunity to defray the costs of speakers essential to the content of CHAS programs, thereby encouraging quality speakers who might not otherwise be able to attend.

2 Date:

Original Issuance:

Revision: March 26, 1999

3 Guidelines:

Invited speakers in need of financial support should request possible travel reimbursement as soon as possible through the Session Chair and/or Program Chair.

Speaker travel reimbursement does not cover meeting registration. Session and/or Program Chairs should request guest registration for speakers not eligible for ACS membership as soon as their paper is accepted to the program.

Under no circumstances will reimbursement be made to any speaker who owes any debt to the Division.

All foreign travel shall be reviewed and approved before expenses are incurred with the Executive Committee.

For budgetary purposes, potential travel reimbursements for national ACS meetings shall be estimated by the Program Chair when the Treasurer or his/her designee requests budget figures.

Travel reimbursement is defined as reimbursement for transportation, room, and food.

Room reimbursement shall not exceed that set for the Executive Committee members for that national ACS meeting (see Administrative Issuance 203, page 75). Food reimbursement, generally, should be within the federal government per diem table or

ACS rate, whichever is less. As a guide the Federal per diem rates for meals and lodging for different cities can be found at the following Internet URL
<http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml>

4 Reimbursement:

Reimbursement will not be made until after the meeting. Expenses must be submitted along with receipts (original receipts are preferred) to the Program Chair, who will certify these requests for payment and forward them to the Treasurer. Generally, the speaker should submit a copy of the presentation to either an ACS peer reviewed journal or the Division for possible publication.

Other References:

See Administrative Issuances 203 (page 75) and 502 (page 88).

0 Executive Committee Meeting Reimbursement

1 Function:

To provide an opportunity for individuals from all sectors of CHAS to share their talents in an executive and advisory capacity without undue personal hardship. Because the Division is a voluntary organization, not all personal expenses of either time or money should be expected to be reimbursed. The election of specific Executive Committee members by the Division involves the delegation of certain power and responsibility which it is assumed is best exercised at a national ACS meeting.

2 Date:

Original Issuance:

Revised: 04/93
08/20/2001
05/01/2008 (Approved by EC)
08/21/2016 (Approved by EC)

3 Guidelines

Generally, one night's room and one day's meals will be made available to elected CHAS Executive Committee members and the Program Committee Chair whose attendance is required at meetings preceding the start of the national ACS meetings and who have no form of financial support for attending these meetings.

Active Committee Chairs (appointed) will be reimbursed.

Registration at the national ACS meeting will not be reimbursed since registration is not required for attendance at the Executive Committee meeting.

For budgetary purposes, potential reimbursements for national ACS meetings should be determined when the Treasurer or his/her designee requests budget figures.

Under no circumstances will reimbursement be made to any Executive Committee member who owes any debt to the Division.

4 Reimbursement:

Reimbursement will not be made until after the meeting. Expenses must be submitted

along with receipts (original receipts are preferred) to the Division Treasurer. Electronic submission is preferred. Expense reimbursement requests must be received by the Treasurer within three weeks of the close of a National Meeting or the date upon which the expenses were incurred. Failure to file an expense report in a timely manner may result in the denial of the expense reimbursement claim. Use the Microsoft Excel spreadsheet which is posted on the CHAS web site <http://dchas.org/about-us/>

Maximum allowable reimbursement rates are set from time to time by the Executive Committee. The maximum rates appear on the Reimbursement report spreadsheet which is available at the above-cited URL.

5. Reimbursement for other expenses

An authorized expense incurred on behalf of the Division will be reimbursed upon receipt of an Expense Report by the Treasurer. Use the above-cited expense report to claim such expenses.

0 Speaker Registration

1 Function:

To provide eligibility and limitations of speaker registration.

2 Date:

Original Issuance:

3 Guidelines:

Session Chair and/or speakers should inform the Program Chair of all those invited speakers in need of one-day speaker registration as soon as possible and no later than two months before the national ACS meeting. Chemists, biochemists, chemical engineers, and other eligible for ACS membership should be identified to the Program Chair.

Speaker registration is not available for ACS members. Spouses are not usually provided guest registration.

Special guest registrations should be treated like speaker registrations.

4 Reimbursement

The Division is billed for all speaker registrations after the meeting. Ordinarily, all speakers are sent registration materials in advance and do not have to purchase on-site registration. In exceptional cases, registration reimbursement should be submitted along with receipts (original receipts are preferred) to the Program Chair, who will certify these requests for payment and forward them to the Treasurer.

5 Other References

See Administrative Issuances 201 (see page 73) and 203 (see page 75).

0 Individual and Corporate Reimbursements

1 Function:

To reimburse individuals and corporations who perform pre-approved services to the Division.

2 Date:

Original Issuance: April 15, 2009

Revised:

3 Guidelines

Generally, pre-approved expenses will be paid to individuals performing services to the Division.

Registration at the national ACS meeting will not be reimbursed..

For budgetary purposes, potential reimbursements should be determined when the Treasurer or his/her designee requests budget figures.

Under no circumstances will reimbursement be made to any individual or corporation who owes any debt to the Division.

This Administrative Issuance does not cover Executive Committee and Speaker expenses. See ¶ 5 below.

4 Reimbursement:

Reimbursement will not be made until after the meeting or completion of services. Expenses must be submitted along with receipts (scanned original receipts are preferred) to the Division Treasurer. Electronic submission is preferred. The Treasurer must receive request for expense reimbursement within three weeks of the close of a National Meeting or the date upon which the expenses were incurred. Failure to file an expense report in a timely manner may result in the denial of the expense reimbursement claim. Use the Microsoft Excel spreadsheet that is posted on the CHAS web site http://membership.acs.org/c/chas/adminarchives/chas_expense_report.xls

5 See also:

Administrative Issuance 201 Speaker Travel (page 73)
Administrative Issuance 203 Executive Committee Reimbursement (page 75)
Administrative Issuance 204 Speaker Registration (page 76)
Administrative Issuance 506 Workshops (page 98)
Administrative Issuance 507 Workshops Manual (page 99)

PART 3 BUDGET PREPARATION 300-399

PART 4 BOOKS AND PUBLICATIONS 400-499

DIVISION OF CHEMICAL HEALTH AND SAFETY Administrative Issuance 401

0 Publishing Agreement for Editors

1 Purpose:

To provide guidelines of for book editors wishing to publish books based on CHAS sponsored symposia.

2 Date:

Original Issuance:

Revised: March 26, 1999

3 Guidelines:

The following is an example of an agreement for publishing a book. This is only a guideline. However, the royalty split for the CHAS part of a CHAS Executive Committee motion which was passed at the April 28, 1985 meeting.

PUBLISHING AGREEMENT FOR EDITORS

[PROVIDE THE NAME AND ADDRESS OF THE PERSON EDITING THE BOOK]

Thereinafter called the Editor, hereby agrees to prepare and deliver to [NAME OF PUBLISHER], a corporation organized and existing under the laws of the State of [GIVE THE STATE], having its principal business at [GIVE THE COMPLETE MAILING ADDRESS], hereinafter called the Publisher, a work tentatively entitled:

[PROVIDE THE TITLE OF THE BOOK]

The said work shall comprise a typewritten, double spaced manuscript, acceptable to the Publisher in content and form with chapters conforming to the requirements provided by the Publisher, including camera-ready photographs, drawings and diagrams.

The Editor shall endeavor to deliver said work by [PROVIDE THE DATE].

The Editor hereby grants and conveys to the Publisher the sole right to publish and sell the said work including all revisions and future editions thereof; translate, publish and sell the work in foreign languages; to obtain and/or transfer the copyright throughout the world in the name of the Publisher the work and revision or future edition thereof.

The Publisher agrees to publish and advertise said work at its own expense, in suitable style as to paper, printing, and binding, and to use all ordinary means to market said work, upon terms as follows:

1. ROYALTIES

(a) The Publisher agrees to pay the Editor a royalty of six percent of the total money received by the Publisher (after all CHAS expenses have been paid) for all copies sold, less returns.

(b) The Publisher agrees to pay the ACS Division of Chemical Health and Safety a royalty of ten percent of the total money received by the Publisher for all copies sold, less returns until all CHAS expenses have been reimbursed. After all CHAS expenses have been paid than the Division shall receive four percent of the total money received by the Publisher for all copies sold, less returns.

(c) The Editor will receive twenty free copies of the work. Each Contributing Author will receive one free copy of the work.

(d) The Publisher agrees to pay annually in September the accrued royalties for the preceding twelve months ending June 30 and will provide a statement of account.

(e) The Publisher will pay the Editor a [PROVIDE A VALUE] dollar royalty advance on [PROVIDE A DATE], to pay for clerical and other costs necessary to prompt finalizing of manuscript (this is optional).

(f) If appropriate, "Editor" shall be read as "Editors", and the singular as the plural. If more than one Editor joins in this agreement, the royalties provided for herein shall be divided among them in the following manner:

[PROVIDE THE NAMES AND ADDRESSES AND RELATIVE AMOUNTS]

2. MANUSCRIPT REVISIONS

The Publisher will copy-edit the manuscript and query the Editor when required.

3. EDITORS' CORRECTIONS

The Editor is responsible for reading page proofs, making all necessary corrections. If alterations, other than corrections of typographical errors, exceed ten percent of the cost: of composition, they will be charges against Editor's royalty.

4 PUBLICATION SCHEDULE

The work will be published within [PROVIDE A TIME (FOUR MONTHS IS REASONABLE)] months of receipt of all corrected page proofs with prepared index.

[NAME]

PUBLISHER'S NAME AND AGENT DATE

[NAME]

TREASURER, CHAS DATE

U.S. Citizens and Resident Aliens, please provide Social Security Number:

PART 5 NATIONAL MEETINGS 500-599

0 CHAS Chair Schedule

1 Function:

To help the Chair plan his/her commitments during the term of office (see bylaws for duties. p. 10)

2 Date:

Original Issuance:

Revised: 04/93, 08/01

3 Schedule

EARLY AUGUST (as Chair-Elect)

Before the fall ACS meeting, read the ACS Publication: "Division Officer's Books" get copy from ACS Divisional Activities Office.

SEPTEMBER 1

On or shortly before the fall ACS meeting have next Chair appoint new or reappoint old committee chairs and members for term beginning January 1 of next year.

Write letter to C&E News announcing division award winners and other important chemical health and safety information. (See page 113 and **Error! Bookmark not defined.** for a sample letter.)

OCTOBER 1

Send list of officers and committee chairs to all officers and editors of newsletter for publication. Be sure that Secretary advises ACS Divisional Activities Office of:

Division dues for next year (June)
Names of ALL new Committee Chairs

DECEMBER 1

Have Program Chair arrange for needed space at spring meeting ACS through ACS Divisional Activities Office.

Chair is responsible for:

Executive Committee Meeting, Sunday, 8:00 a.m. to noon (30-40 people). At the Fall 2001 Executive Committee meeting the EC voted to combine the Business Meeting with the Executive Committee Meeting.

Chair's Breakfast, Sunday, 7:30 a.m. or so, Executive Committee officers and Program Chair (above days and time at Chair's option, of course).

Program Chair's Luncheon, Tuesday, noon, or so, CHAS officers, symposium chairs and prospective speakers and symposium organizers (above time and days at Chair's option).

JANUARY 10

Write letters of appreciation to outgoing officers, committee chairs and committee members whose terms expired on December 31.

Participate in ACS Division Chairs training sessions.

FEBRUARY 1

The annual report is due in one month, prompt Secretary and Treasurer.

Send appropriate announcements, letters, *etc.* to all speakers in Division sessions at the spring ACS meeting.

FEBRUARY 28

Plan agendas for spring Executive Committee and Business meetings.

MARCH 1

Have Program Chair invite spring meeting Division session chairs to Program Chair's breakfast - invite others besides the session chairs, as desired.

APRIL 1

Start work regarding fall ACS meeting. See December 1.

Appoint Elections Committee, if not done already.

Alert Secretary to his/her part in announcing candidates; names, biographies, and ballot in issue of next Newsletter.

JULY 15

As soon as election results are known, congratulate newly-elected persons. Notify ACS of election results. Be sure Secretary certifies all newly elected officers to ACS Divisional Activities Office and ACS Executive Director.

Refer to February 28. Time to plan agendas for the fall meetings.

See February 1. Send announcement letter to session speakers.

JULY 20

Repeat March 1, but for the fall ACS meeting.

On December 31, turn over reins to successor.

0 Guest Registration

1 Function:

To provide eligibility and limitations of guest registration

2 Date:

Original Issuance:

Revised

3 Guidelines:

Registration reimbursement is limited to only the day of the talk (i.e., single day registration). If the guest will be conducting CHAS talks on several days, the registration cost will be limited to the cost of the one week registration.

Guest registration is not available to American chemists, chemical engineers, biochemists and others eligible for ACS membership. Spouses will not be provided guest registration.

4 Reimbursement:

Guest registration reimbursement will not be made until after the meeting (unless prior arrangements have been made by the Chair of the Program Committee) and the expenses have been submitted in writing to the Treasurer and through the Chair of the Program Committee.

0 Secretary

1 Function:

To help the CHAS Secretary fulfill his/her commitments and responsibilities during the term of office (see bylaws for duties. p. 10).

2 Date:

Original Issuance:

Revision: August 14, 2008, 11/13/2013

3 Schedule

MONTHLY

- a. Answer all correspondence in a timely manner.
- b. Add new members to the DCHAS-L e-mail list.

JANUARY

Prepare annual report and circulate to officers for their comments and input.

FEBRUARY

Send annual report to ACS by deadline set by Divisional Affairs Committee.

- a. Request reports from all Executive Committee members to be received one month prior to spring national meeting.
- b. In the years that the Secretary is not up for election or current secretary is not running for an office, the secretary assists on the Nominations and Elections Committee, Chaired by the past chair. Request short vita, picture and a short statement from each candidate.

MARCH

- a. Prepare spring national meeting agenda book.
- b. The following items should always appear on the spring agenda:
 - (i) Dues for the following year.
 - (ii) Proposed election slate
- c. Request for the following year's budget items by July to the treasurer.
- d. Assemble and distribute agenda books three weeks prior to meeting.
- e. Attend spring national meeting or arrange for coverage of on-site duties (when in March).

APRIL

- a. Attend spring national meeting or arrange for coverage of on-site duties (when in April).
- b. Send minutes from both the Executive Committee meeting and the open business meeting within 2 weeks of meeting for review and approval. Send to all Executive Committee members. Also, send to all CHAS members who attended the Executive Committee business meeting.
- c. Perform all tasks and correspondence assigned during business meeting.
- d. Prepare ballots for election (if serving on the Nominations Committee).

MAY

- a. Work with electronic balloting contractor to implement the election.
- b. E-Mail ballots no later than May 5 (if serving on the Nominations Committee).

JUNE

- a. Receive election results from the contractor (if on the Nominations Committee)
- b. Notify Chair of election results. The Chair is responsible to send out congratulation or regret letters.
- c. Notify ACS office of election results. The deadline is June 17.
- d. If ballot contained any amendments, forward results and a copy of the ballot package to the ACS Committee on Constitution and Bylaws.
- e. Request reports from all Executive Committee members to be received one month prior to fall national meeting.

JULY

- a. Prepare fall national meeting agenda book.
- b. The following items should always appear on the fall agenda:
- c. Nomination for the Committee on Science.
- d. The following year's budget.

AUGUST

- a. E-Mail agenda books three weeks prior to meeting.
- b. Attend fall national meeting or arrange for coverage of on-site duties (when in August).

SEPTEMBER

- a. Attend fall national meeting or arrange for coverage of on-site duties (when in September).
- b. Send minutes from both the Executive Committee meeting and the open business meeting within 2 weeks of meetings send to all Executive Committee members. Also, send to all CHAS members that: attended the Executive Committee business meeting.
- c. Perform all tasks and correspondence assigned during business meeting.

OCTOBER

- a. Remind Chair-elect that committee assignments are needed by November 1.
- b. Remind Chair that a letter for the annual report is needed by January 1.

NOVEMBER

Send committee assignments for the ACS Yellow Book to ACS Divisional Activities.

Office.

DECEMBER

- a. E-Mail Executive Committee Roster to all Executive Committee members.

Miscellaneous

- a. Incoming Secretary:
 - i. Should read CHAS Bylaws and administrative manual.
 - ii. Should become acquainted with ACS Constitution and Bylaws.
 - iii. Should work with outgoing secretary starting no later than mid-July.
- b. Outgoing Secretary:
 - i. Should work with incoming secretary no Later than mid-July to ensure a smooth transition.
 - ii. Should make every effort to pass on records not needed for the annual report by January.
 - iii. Is responsible for the annual report his/her last year as secretary.

The secretary is responsible for adequate supply of Division stationery.

4. Agenda Book

AGENDA TOPIC	APPROXIMATE TIME
Welcome from the Chair	5
Officers' Reports	40
Chair	
Secretary	
Treasurer	
Chair-Elect	
Immediate Past-Chair	
Councilors' Reports	5
Member-at-Large Report	5
Old Business (As required)	
New Business	
Nominations/Elections	5
Dues	10

Secretary	
Treasurer	
Committee Reports	30
Awards	
Long-Range Planning	
Membership	
Publications	
Public Relations	
Regulatory and Public Affairs	
Social	
Training and Workshop	
Web	
Liaison Reports	30
ACS	
CCS	
DAC	
WCC	
CHAL	
ENVR	
AIChE	
NCS Campus Safety	
AIHA	
PHARMA	

0 Treasurer

1 Function:

To help the CHAS Treasurer fulfill his/her commitments and responsibilities during the term of office (see Bylaws for duties p. 10)

2 Date:

Original Issuance: July 8, 1999
 Revisions: 03/13/16; 08/21/2016

3. Treasurer Description and Duties

TASKS

Managing the Division (and Subdivision) finances by paying invoices, tracking income and responding to questions	Paying all bills Accepting, depositing and documenting all funds received Managing donations to the Division a 501(c)(3) Acting as a “Business Manager” for publication of the Division journal (Journal of Chemical Health & Safety)
Reconciling the bank account on a monthly basis	
Preparing the Financial Report and presenting it to the Division at each National Meeting	
Managing the Division’s Exhibit Hall presence	Booking the booth space Signing the contract Paying for the space Preparing all the materials Shipping the space supplies to and from meetings and storing them between meetings Obtaining the Exhibitor badges for Division members who will need them Overseeing the set up and breakdown the space
Within 30 days of each National Meeting, reviewing and paying reimbursements to Division members who attend National Meeting executive sessions	

Managing the Division workshop
registration and finances

Interacting with SOCIETY staff by

preparing the Annual Treasurer's Report and
submitting it to the
submitting the coming year's Budget to the
SOCIETY

Consulting SOCIETY staff about specific
financial and logistical requirements related
to division activities and national meetings

Preparing an IRS 990 EZ Tax Return

Monitoring investment accounts to assure a
proper balance between risk and income

Advising the Division Executive Committee
about the potential logistical and financial
impacts of program ideas and strategic
initiatives.

4. Schedule

AUGUST to DECEMBER prior to taking office

Arrange with current Treasurer for transfer of funds.

JANUARY

Send 1099-MISC Forms to individuals receiving more than \$600 of taxable income from CHAS in previous year.

Complete Treasurer's Report on ACS Forms

FEBRUARY

1. Prepare Treasurer's Report for inclusion in packet for Executive Committee Meeting at the Spring ACS Meeting.

2. Send annual report to ACS.

MARCH 1

File Form 1096 and copy A of the 1099-MISC Forms with the Internal Revenue Service.

MAY 1 (approximately)

Within 3 weeks after Spring ACS meeting file request with ACS for sharing the costs of Councilor attendance. ACS will NOT reimburse CHAS for these costs if the forms are filed late.

MAY 15

File Form 990-EZ (or alternate form if revenues exceed \$100,000) with the Internal Revenue Service. Determine whether a state tax return will also need to be filed.

JULY 15

Treasurer's Report and Proposed Budget for next year due to Secretary for inclusion in packet for Executive Committee Meeting at the Fall ACS National Meeting.

SEPTEMBER 1 (approximately)

Within 3 weeks after Spring ACS meeting file request with ACS for sharing the costs of Councilor attendance. ACS will NOT reimburse CHAS for these costs if the forms are filed late.

OCTOBER

Update webpage with workshops information for next year.
Begin advertising workshops
Set-up QB and Registration forms

ONGOING

Monthly download of membership information. Maintain database.
Pay bills
Reconcile accounts

0 CHAS Sponsor's Table

1 Function:

To promote sponsorship of CHAS Scientific Meetings

2 Date:

Original Issuance: March 28, 2004 (Based on the approved minutes of the September 7, 2003 CHAS Executive Committee meeting.

Revision:

3 Responsible Officer:

The Chair Elect will be responsible soliciting vendors and for setting up the table.

4 Sponsors:

Organizations who contribute at least \$100 in a calendar year to CHAS will be free to advertise on the table.

5 Description of the Table:

There will be a sign on the table listing official sponsors to tell if additional materials are being placed on the table. This table will be for the exclusive use of CHAS sponsors with limits on the volume and the nature of the materials that can be placed on the table.

0 Educational Program Team

1 Function:

To facilitate the training and education of chemical professionals in health and safety

2 Date:

Original Issuance:

Revision: 01/18/16

3 Responsible Officer:

Educational Program Chair

4 Costs:

Workshops are expected to be self-sustaining and a source of revenue for CHAS. Workshop expenses should be covered wholly by workshop registration fees.

5 Distribution of Fees:

Presenter expenses will be paid first with any remaining income split equally between the presenters and CHAS.

6 Scheduling

Workshops are generally scheduled before the technical program. Workshop sponsors must work with the program chair for times and locations.

7 Presenter Responsibilities

0 Workshops Manual

Prepared by Russ Phifer
March 17, 2005

Revisions
January 7, 2015
January 20, 2017

INTRODUCTION

The purpose of this manual is to provide a schedule and list of responsibilities associated with presenting Division of Chemical Health & Safety workshops at ACS National Meetings. The same principles can be extended to presentation at ACS Regional Meetings if approved by the Regional Meeting Organizer. The objective is to provide for well attended, properly planned workshops with good accounting for attendees and presenters, as well as prompt, correct expense reimbursements and revenue sharing for presenters and the Division. Included in this manual is a compilation of the existing DivCHAS Workshop Policies.

WORKSHOP POLICIES

The Division of Chemical Health and Safety manages a program of instructional workshops in conjunction with the American Chemical Society national meetings. These workshops are typically held in advance of the formal technical program and do not require registration for the ACS meeting. Workshops may be on any topic related to chemical safety. Applications to present a workshop should be submitted to the Workshop Committee chair at least four months in advance of the National ACS meeting at which presentation is anticipated. This is necessary to assure proper promotion of the workshop and provide as much time advance notice for registration as possible.

Workshop Presenter responsibilities:

1. Develop programs
2. Prepare handouts and other presentation materials
3. Assist in fee accounting
4. Help with workshop promotion
5. Print certificates for attendees

Executive Committee responsibilities:

1. Assist the Chair of DivCHAS with the selection of the chair and members of the Workshop Committee
2. Review workshop programs for financial accountability during each Executive Committee meeting

3. Set fees for workshops, in consultation with the Workshop Committee Chair and presenters
4. Provide guidance on workshop policies and practices to Workshop Committee

Workshop committee responsibilities:

1. Solicit, review and approve or disapprove applications to present workshopsSchedule sessions in conjunction with presenters and DivCHAS program chair,
2. Schedule rooms & AV equipment (in conjunction with presenters and the DivCHAS program chair)
3. Handle promotion/publicity for workshop program
4. Manage the registration and fee collection process. On-line registration through the
5. Division's website is encouraged.
6. Determine whether workshops will be held based on advance registration.
7. Respond to questions regarding the program from presenters and participants.
8. Maintain a traceable document trail for all questions regarding finances and program quality.
9. Assist the Treasurer of DivCHAS with accounting.

Financial policies:

1. DivCHAS expenses related to the Workshops will be paid first. Workshop presenters' expenses will then be paid. Any remaining revenues will be then be divided equally among the presenters and the Division. Anticipated expenses consist of workshop-specific per diem costs (not associated with attendance at the ACS meeting), handouts (printing cost only, not development cost), handout shipping (if applicable), room costs, and A/V equipment. All expenses for reimbursement must be supported by appropriate documentation. Presenters are encouraged to request a determination prior to incurring the expense.
 - a. Acceptable Presenter expenses include:
 - i. Cost of materials distributed to participants
 - b. Acceptable Venue expenses include:
 - i. Room use fee
 - ii. A/V use fee
 - c. When more than one individual presents a single workshop, the remaining revenues are split as if only one presenter is present (i.e., the Division gets 50% of the excess revenues and all presenters split the remaining 50%)
2. No reimbursement or Presenter Fee payment will be made to presenters until final accounting is complete except as noted in item #5, below.
3. The Division (Workshop Committee) reserves the right to cancel any presentation with two weeks advance notice, based on advance registration, as established by Executive Committee policy.
4. Presenters will be reimbursed for expenses claimed in a separate payment from sharing remaining revenues. A presenter's share of remaining revenues will be reported as income on a federal form 1099. If no reimbursement of expenses is requested, all revenue will be reported as income. Presenters must provide social security number or Federal Tax Identification Number and a correct mail address to receive payment.

5. The Presenter of each Workshop will receive a payment of \$300.00^a to cover travel-related expenses.
 - a. If a Presenter is responsible for two or more workshops on different days, the Presenter will receive an additional \$200.00 per additional full day of workshop.
6. DivCHAS will provide up to \$200.00 in advance of each national or regional meeting for the Workshops Chair to locally promote the workshops

SCHEDULE / SPECIFIC WORKSHOP CHAIR RESPONSIBILITIES

Approximately six months before meeting:

1. Confirm which workshops are planned by sending a notice to all interested parties. Determine whether a specific planned workshop is viable; request an abstract if one has not already been developed and approved. Obtain opinions if necessary on whether or not new workshops would be viable. Determine which day(s) the workshop(s) will be held. It is normally preferable to hold workshops on the Friday and Saturday preceding a National Meeting or Regional Meeting, though Regional Meeting Organizers may schedule concurrently to the Technical Sessions (during the week instead of the prior weekend)
2. Develop a list of approved workshops and abstracts.
3. Review and revise/establish fee structure for each workshop.

Approximately five months before meeting:

1. Consider any advance publicity, including a notice in the Local ACS Section Newsletter for the hosting city. The Division provides automatically for up to \$200.00 for advance advertising based on approved Workshop Policies.
2. Notify the ACS Programming Chair for the specific meeting of:
 - The names of all workshops, with presenter(s)
 - Provide abstracts, fees, preferred dates & times.
 - Audio/ Visual equipment needs (check with presenters)
 - Any specific room design or size requirements
3. Provide Division webmaster with workshop schedule dates, abstracts & fees for posting on website and any appropriate Listservs (including the DivCHAS Listserv). Make sure all registration information is provided, including dates, times & fees. Include contact information (who will provide information about the workshops, how attendees can register, and how they can pay). Note: credit card payments MUST include Name on Card, credit card billing address, type of card, credit card number, expiration date and email address. These are recorded and forwarded to Tara Bailey of Advanced Chemical Safety ONLY when sufficient registrations for the specific workshop are guaranteed.

The Division recognizes the long history and contribution of Russ Phifer and Jim Kaufman by presenting the CHO Workshop. With this recognition, the Division will cover these individual's expenses with a flat sum of \$300 each. This "grandfather" exception will not apply to any other person or Workshop without the express approval of the Division.

Approximately three months before meeting:

Open on-line registration. Open off-line registration for those without internet access. Payment options are personal check, company check, or credit card (only Visa and MasterCard are accepted). All checks should be made out to ACS Division of Chemical Health and Safety. **VERIFY ONLINE REGISTRATION CONTAINS CORRECT INFORMATION AND THAT SYSTEM WORKS.**

One to three months before meeting -

1. Workshops Committee should promote workshops on Listservs.
2. Answer any questions that come in by phone or email regarding classes. If necessary, forward questions to presenters. Make sure all prospective attendees know that Classes May Be Canceled If There Is Not Sufficient Advance Registration!
3. Begin sending weekly notices to presenters regarding registration numbers. The cutoff for workshops being held should be 4 attendees for single presenter workshops and 5 attendees for multiple presenter workshops.
4. Get workshop location from Meeting Programming Chair and post to website.

Two to three weeks before meeting -

1. Go - no go decision must be made no later than two weeks in advance, preferably three if there is sufficient advance registration. Cancellations should be made as early as possible.
2. Notify presenters and attendees if class will or will not be held. If class is not to be held, offer advance registrations the opportunity to transfer into a class that will be held. Process refunds for those who register for classes which are canceled.
3. Provide presenters with names & contact information for attendees. If not already done, determine workshop location, available from Meeting Programming Chair, and provide to presenters and attendees.
4. Arrange to cancel room reservation for any workshop which has been canceled.
5. Provide presenters with advance accounting; note any attendees who are to bring a check or credit card with them.
6. Provide presenters with copies of an On-Site Registration Form which includes name, address, email address, affiliation, and payment information if by credit card. Address provided for credit card must match the credit card company records. Remind presenters to bring extra course materials for 2-3 on-site registrants.

Upon completion of workshops -

1. Within one week of the Workshop, presenters shall provide all available accounting to Workshops Chair, who shall forward to Division Treasurer within two weeks, if possible. All direct and indirect expenses shall be itemized, and receipts provided to the Division Treasurer.
2. Workshops Bookkeeper will process credit cards once the workshops are complete, and email receipts to all attendees.
3. Workshops Chair should prepare a summary report for the next Executive Committee meeting's agenda book and submit to the Division Secretary.

PART 6 PLACEMENT 600-699

PART 7 AWARDS 700-799

0 Howard Fawcett Chemical Health and Safety Award

1 Function:

To recognize and encourage outstanding contributions to chemical health and safety.

2 Date:

Original Issuance: Before April 8, 1998

Revised: 03/26/99, 04/14

3 Nature:

The award consists of a commemorative plaque and a \$500 prize for expenses so that the recipient can be present at an award symposium at the fall ACS national meeting. The allowance may cover expenses incurred in travel to the ACS meeting, and hotel/meal costs at the meeting. It may not be used to pay meeting registration.

4 Establishment and Support:

The award, originally called the Chemical Health and Safety Award, was established in 1983 by the ACS Division of Chemical Health and Safety and partially supported by the Safety and Occupational Health Division of E.I. DuPont de Nemours, and by Jay A. Young.

5 Eligibility:

The award is to be granted for outstanding contributions in the field of chemical health and safety without regard to age, nationality, race, or gender.

Each nomination must be accompanied by a letter, no more than five pages long, that:

- a. Details the nominee's accomplishments,
- b. Identifies the work to be recognized,
- c. Gives a biographical sketch of the nominee,
- d. Lists publications by the nominee, and
- e. Letter(s) of support.

Reprints of not more than five publications may be included. Books or tapes should not be included in the nomination package; abstracts or published reviews may be used in their place, or in place of extensive publications.

Six copies of all items used for nominations should be sent by February 15 to the Awards Committee Chair to be certain that the award can be announced at the spring Executive Committee meeting and plans can be made for a fall meeting Awards Symposium.

6 Selection of the Recipient

Nominations will be solicited via channels customarily used for other ACS awards and by an Awards Committee.

7 Awards

The Chair of the Awards Committee shall notify the Division Chair of the identity of the winner in advance of the spring Executive Committee meeting. Should the Awards Committee consider that no nominee merits the award, no award will be given that year.

8 Disbursement of Award Funds

The money and travel funds associated with this Award will be given to the award winner unless the award winner's employer has established policies regarding the acceptance of cash. If the employer has policies on the acceptance of cash or in-kind awards the cash amount will be disbursed according to those policies or retained by the division at the election of the Executive Committee.

0 Service Award

1 Function:

To recognize services by individuals to the Division of Chemical Health and Safety.

2 Date:

Original Issuance: April 1993

Revised: March 26, 1999

3 Nature (Suggestions):

An ACS Past Chair's pin and an appropriate plaque of appreciation to be presented at a Divisional function during the year following the Chair's term.

An appropriate plaque of appreciation to be presented to the past Divisional secretary and treasurer at a Divisional function during the year following the term of office.

An appropriate plaque or certificate for appreciation to be presented to any individual for exceptional services if deemed merited by the Awards Committee. This is not expected to be an annual award. (See also Administrative Issuance 703, page 108, "Tillmanns-Skolnick" Award.)

0 Tillmanns-Skolnick Award

1 Function:

To recognize outstanding, long term service by an individual to the Division of Chemical Health and Safety.

2 Date:

Original Issuance: 09/89

Revised: March 27, 1999

3 Award:

A plaque commemorating the award.

A \$500 prize for expenses so that the recipient can be present at an award symposium at the fall ACS national meeting. The allowance may cover expenses incurred in travel to the ACS meeting, and hotel/meal costs at the meeting. It may not be used to pay meeting registration.

4 Criteria

Must be a member of the Division of Chemical Health and Safety and of ACS.

Must have been an active member of the Division for at least five years. Activity is indicated by participation in or moderation of technical sessions at national meetings, repeated contributions of articles to CHAS Notes, holding offices in the division, chairing division committees, etc.

Has shown support for the goals and activities of CHAS; and has, through personal effort, helped CHAS reach those goals.

0 College and University Health and Safety Award

1 Function:

To recognize the community college, college or university demonstrating an exceptional undergraduate program of chemical laboratory safety

2 Date:

Original Issuance: 08/90

Revised: 04/93, 3/99, 11/07, 1/08, 4/14

3 Nature of the Awards

A Panel of Judges:

The panel of judges will be made up of three members of CHAS. If possible one member should also serve on the ACS Committee on Chemical Safety and one on the ACS Committee on Chemical Education.

B Deadline:

Nominations should be submitted to the Awards Committee Chair no later than January 1.

4 Award:

The award consists of a plaque recognizing the accomplishment and a \$1000 prize to the institution's chemical sciences department or in a science department closely related to chemistry (Chemical science comprises chemistry, chemical engineering, and multiple disciplinary chemistry-centered sciences), to be used to support its Laboratory Safety Program. The prize is provided by CHAS, along with any sponsors that can be found. Travel expenses to the meeting to accept the award will be provided in accordance with Administrative Issuance [201](#) and an award acceptance talk at the fall CHAS awards symposium is expected.

5 Administration of Award

The administration of this award resides with CHAS through its Awards Committee. The CHAS Awards Committee Chair is responsible for soliciting nominations for the award and for convening the panel of judges to select the award winner.

If, in the opinion of the judges, no candidate for the award is of sufficient quality to be recognized as "outstanding", no award will be given. Award sponsors will be made

aware of this situation as soon as it occurs.

Nomination and/or verification may be made by a local ACS section or nearby ACS member with expertise in laboratory safety.

6 Criteria

There will be ten categories for judging. Submitted materials for each should include:

- i. Institutional safety policy.
- ii. Chemical hygiene plans for instructional laboratories.
- iii. Evidence of incorporation of safety concepts and sources of information into the curriculum:
 - (1) student rules
 - (2) examinations safety course offerings
 - (3) seminars on safety topics
 - (4) results of safety research
 - (5) others
- iv. Chemical waste guidelines, documents, and statistics.
- v. Storage: written policies and description of procedures.
- vi. Prep room: chemical hygiene plan, general policy and procedures.
- vii. Waste minimization: policy, practice, incorporation into curriculum.
- viii. Faculty development: seminars, workshops, production of videotapes, slides, *etc.*
- ix. Laboratories and chemical use areas: conditions:
 - (1) ventilation
 - (2) housekeeping
 - (3) supervision
 - (4) security
 - (5) emergency equipment
 - (6) personal protective equipment:
- x. Accident reports: maintenance, analysis, use.

7 Sponsor Recognition:

Sponsors shall be recognized with the following statement on the award certificate and other correspondence: "CHAS Collegiate award sponsored through generous contribution from [insert the name(s) of the sources of support]."

8 Other References

See Administrative Issuance 201 related to Speaker Travel (page 73), Administrative Issuance 801 related to Letter to C&E News (page **Error! Bookmark not defined.**), and Administrative Issuance 802 related to acknowledgement of support (page 16).

0 CHAS Fellow

1 Function:

Recognition of CHAS members in good standing who have provided continuous, active service to CHAS and who have made significant contributions to the Division during their active service.

2 Date:

Original Issuance: 3/21/99

Revised: 10/19/12

3 Nature of the Awards

A. Criteria:

Both of two criteria must be met:

1. Active, continuous CHAS membership for fifteen years or members with less than fifteen years continuous membership but more than seven years of active, continuous service.
2. Members who have made significant contributions during active service to the Division.

B. Panel of Judges:

The panel of judges will be made up of three CHAS Fellows who are also CHAS Award Committee members.

C. Award:

The award will consist of a certificate and a lapel pin. The awardee will be recognized at the fall national meeting during the Awards ceremony.

4 Administration of Award

The administration of this award resides with CHAS through its Awards Committee. The CHAS Awards Committee Chair is responsible for soliciting nominations for the award and for convening the panel of judges to select the award winner.

PART 8 MEMORANDA, CORRESPONDANCE AND MISCELLANY
800 – 899

0 Chair Annual Letter for C&E News

1 Purpose:

To announce winners of CHAS honor, service and university awards.

2 Date:

Original Issuance: August 20, 2000

Revision:

3 General Letter Outline

The Division of Chemical Health and Safety brings contemporary issues to the attention of the American Chemical Society membership. Each year the division recognizes a scientist who makes significant contributions in the field of health and safety. In 1999 xxx, [list position], was awarded the division's Howard Fawcett award in Chemical Health and Safety. Xxx, was recognized for [get information from the nomination].

The Division of Chemical Health and Safety sponsors [list workshops and upcoming symposia].

Please join me in congratulating xxx for their contribution to the field of chemical health and safety.

3 Frequency and Time

C&E News permits the Chair of each division to publish a letter once a year in the magazine. This permits the Executive Committee to bring significant events and items of note to the attention of the ACS membership.

Frequency: Once a Year

Time: Shortly after the award recipient receive the award at the fall meeting. (See Chair's Schedule page 85)

0 Thank You Letter for Collegiate Award Support

1 Purpose:

To thank organizations, corporations, agencies, *etc.* for their generous support of the CHAS collegiate awards.

2 Date:

Original Issuance: TBA

Revision:

3 Letter Example

Dear John:

At the recent Boston ACS Meeting, the Division of Chemical Health and Safety presented the 2007 College and University Health and Safety Award to Delaware Community College for the most comprehensive undergraduate laboratory safety program in the nation. This award was made possible by you and your colleagues at NIOSH and we thank you for your generosity and commitment to excellence in laboratory safety.

The CHAS Awards Committee is in the process of reviewing nominations for the 2008 College and University Health and Safety Award and will announce the recipient during the April ACS Meeting in New Orleans. The award will be presented during our Awards Symposium at the Philadelphia ACS Meeting in August 2008.

The members of CHAS hope that NIOSH will provide support for the 2008 award. I look forward to hearing from you regarding this award and thank you again for your actions which make possible this CHAS award to recognize safety excellence in colleges and universities.

I invite you to attend our Executive Committee meetings in New Orleans and Philadelphia so that our members may meet you and have the opportunity to personally thank you and so that you can learn more about the work of the division.

Sincerely,

Barbara L. Foster

Chair, ACS Division of Chemical Health and Safety

4 Time:

Shortly after receiving the grand or making the collegiate award. (See Chair's Schedule page 85 and Collegiate Award AI 704 page 40.)

0 Model Intellectual Property Agreements/Copyright Transfer Agreements

1 Function:

To serve as a model agreement for transferring material developed for the Division to be retained and used by the Division. The agreement can be initiated by any Executive Committee member and signed by either the Chair, the Secretary or the Treasurer. This is a model agreement and intended to be modified to suit the specific circumstance.

2 Date:

Original Issuance: 5/08

Revised:

9 Disposition of Signed Agreements:

The Secretary should retain original, signed agreements and an electronic image provided to the Editor of the Administrative Manual for inclusion into the Manual.

10 Model Agreement

Copyright Transfer Agreement

This Copyright Transfer Agreement (“CTA”) is entered into between the Division of Chemical Health and Safety (“DCHAS”) and _____, (“Author”).

In connection with [Identify the Intellectual Property being transferred]. Accordingly, the Author hereby assigns and transfers to the DCHAS any and all of the Author's right, title, and interest in and to any copyright interest the Author has or might have in the materials produced or developed (whether finished or unfinished) under this CTA.

The DCHAS reserves the right to require the Author (or Authorized Agent) to sign a further release and/or assignment transferring statutory copyright on any such materials to the DCHAS. The Author (or Authorized Agent) grants to the DCHAS for the term of the copyright, and all renewals of the copyright all rights to those materials, including but not limited to, the exclusive right to print, publish, reproduce, lease, copy, distribute and sell the materials produced or developed (whether finished or unfinished) and illustrations, extracts or excerpts from the materials in its own name and others throughout the world without limitation as to territory or language. The DCHAS will have the exclusive right to register all copyrights on the materials

0 CHAS Underwriting Opportunities

1 Function:

To serve as a uniform statement to present to potential benefactors considering becoming a sponsor of CHAS events and awards.

2 Date:

Original Issuance: 1/20/17



CHAS UNDERWRITING OPPORTUNITIES

Thank you for considering becoming an underwriter of the Division of Chemical Health & Safety of the American Chemical Society. The Division is an IRS 501(c)(3) corporation and, as such, your generous donation may be deductible from your taxes. Donations can be made in response to an invoice, by check or credit card, or by PayPal. Current underwriting opportunities are described below.

CHAS Networking & Social Event

CHAS sponsors a networking and social event during each National meeting, usually on Monday evening. The event is generally held from 5-7 pm, and features finger-food and drinks. It is an excellent venue to meet health and safety professionals in a casual atmosphere.

CHAS requests a minimum donation of \$500 per event, with no long-term commitment. CHAS will acknowledge the underwriter and provide a representative with a chance to formally greet the group. Underwriters may place one announcement on the CHAS list server (2200 safety professionals) in conjunction with the social event.

Upcoming National Meetings are San Francisco, April 2017 and Washington DC, August, 2017.

CHAS Awards

CHAS recognizes the contributions of individuals or groups annually during the Fall National Meeting. The awards can be supported by an underwriter, whose name is then associated with the award. Two of the three annual awards are currently available for sponsorship. These are:

➤ **TILLMANN-SKOLNICK AWARD**

The Tillmanns-Skolnick Award was established in 1984 to recognize and honor outstanding, long-term service to the Division of Chemical Health and Safety. Originally named the Distinguished Service Award, it was renamed the Tillmanns-Skolnick Award in 1986 to honor Emma Jean Tillmanns-Skolnick. Nominees must have been an active member of the division for at least five years and have shown, through personal effort, outstanding support for the realization of CHAS's goals in Chemical Health and

Safety. The award consists of a commemorative plaque and a \$500 prize for expenses so the recipient can be present at an award symposium at the fall ACS national meeting. The recipient is expected to invite presenters for the award symposium.

➤ **HOWARD FAWCETT CHEMICAL HEALTH AND SAFETY AWARD**

Established in 1983, the Howard Fawcett Chemical Health and Safety Award recognizes outstanding individual contributions to the field of Chemical Health and Safety. The award consists of a commemorative plaque and a \$500 prize for expenses so the recipient can be present at an award symposium at the fall ACS national meeting. The recipient is expected to invite presenters for the award symposium.

The underwriter is asked to provide \$750 per year for either of these awards and make a five- year commitment. The award will be known by the underwriter's name in conjunction with the current award name for the duration of the sponsorship. A representative of the underwriter is invited to present the award to the recipient during the Awards Symposium

➤ **COLLEGE AND UNIVERSITY HEALTH AND SAFETY AWARD**

The SafetyStratus College and University Health and Safety Award is given to recognize the comprehensive laboratory safety programs in higher education (undergraduate study only). The award consists of a commemorative plaque and a \$1000 prize for expenses so the recipient can be present their program at an award symposium at the fall ACS national meeting. The current underwriter is committed through 2019, with a first right of continuation of their sponsorship.

Underwriters of any CHAS award may place up to six (6) announcements on the CHAS list server (2200 safety professionals) per year. They also will receive all list server traffic during the tenure of their underwriting. Additional information is available on the CHAS website: www.dchas.org

NIH "Safety by Design" Conference, 2018

This is a continuation of the 2016 conference organized and sponsored by the National Institutes of Health, Northwestern University, the University of California Center for Laboratory Safety, and the University of California Office of the President. The 2018 conference will be organized by NIH, National Science Foundation, and the ACS, among others. CHAS, through the ACS will be assisting with technical input. The details of this conference are not available currently, but it will most likely be during the first quarter of 2018 in the Washington DC area.

The underwriting opportunity is a single investment of \$5,000. The funds do not need to be provided until sometime in 2017, but the commitment is needed soon. Since the funding will flow through CHAS, the tax-exempt status of the donation will be protected.

SCHOLARSHIPS

➤ CHAS MEMBERSHIP

Support a new member to CHAS, particularly a graduate student, or other interested chemist with no direct means of financing membership. The cost is \$300 per year to support five (5) new members.

➤ WORKSHOP ATTENDANCE

Support attendance at any CHAS workshop, either at a National or Regional Meeting. CHAS will select the recipients from a pool of qualified chemists and scientists. The cost is \$1,000 per year to support two workshop attendee scholarships. Additional scholarships may be added in \$500 increments.

The point-of-contact for underwriters is the CHAS Treasurer.

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