

# Attachment 9

## Long Range Planning Committee Report – S16, San Diego

The AM has been updated with the items that were discussed and clarified at the Boston EC meeting (F15).

### “CHAS” vs “DCHAS”

**(I can't find my notes on this. I think that we went with CHAS)**

CHAS is the preferred language in the AM. A few instances of DCHAS remain

- In email addresses
- When referring to the listserv
- In the “Copyright Transfer Agreement”

### Still on hold are:

Updating AI 104 – The Audit Committee issuance  
Creating AI 116 – The CHAS Publications Committee

### Newly Added:

AI 09 - Establishment of Subdivisions

DIVISION OF CHEMICAL HEALTH AND SAFETY

Administrative Issuance 09

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.

**Please review the proposed change(s) in the AM for discussion at the San Diego meeting.**

**ITEM 1 – Update Organizational Chart**

**AI 02 Division Organization** has been edited to better reflect Division practice. The flowchart and language recognize that some Division structure is mandated by the Bylaws for the Division.

**Current:**

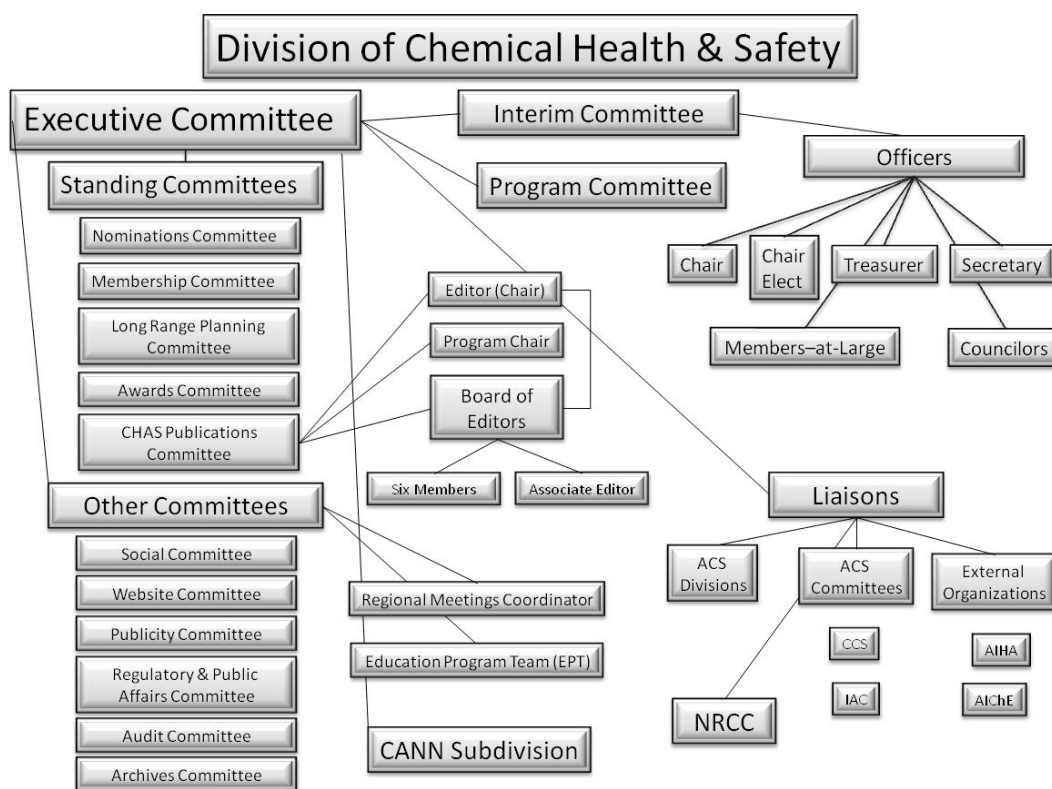
1 Purpose:

To describe the organizational structure of the Division.

**Proposed:**

1 Purpose:

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



ITEM 2 – Add Articles of Incorporation

**Proposed:**

Include the Articles of Incorporation in the Administrative Manual. I will include them in full in the AI10.

DIVISION OF CHEMICAL HEALTH AND SAFETY

Administrative Issuance 10

0 Articles of Incorporation

1 Purpose:

To include the Articles of Incorporation in the Administrative Manual

2 Date:

Original Issuance: 02/26/2016

Revision Date(s):

O'BRIEN, BUTLER, MCGONIGHE & SCHAEFER, P.L.L.C.

WILLIAM J. BUTLER, JR.†  
MICHAEL H. MCGONIGHE\*  
JEROME C. SCHAEFER\*  
STEVEN P. BENSON  
A. STATTON HAMMOCK, JR.\*†  
MARK B. SANDGROUND, JR.†

\*ADMITTED TO PRACTICE IN MARYLAND  
†ADMITTED TO PRACTICE IN VIRGINIA

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TELEFAX (202) 293-1640

OF COUNSEL  
PAUL L. O'BRIEN  
HARRY TETER\*

RECEIVED

APR 12 1999

Office of the  
Secretary

COPY

April 9, 1999

Ms Ruth Hathaway  
Hathaway Consulting  
1810 Georgia Street  
Cape Girardeau, MO 63701

Re: Division of Chemical Health and Safety of the American Chemical Society.

Dear Ms. Hathaway:

Enclosed please find the original Certificate of Incorporation showing that the Division of Chemical Health and Safety was incorporated in the District of Columbia on April 8, 1999. Please keep this Certificate with your other important documents relating to the Corporation.

Also enclosed is the standard form for the Two-Year Report for Non-Profit Domestic Corporations. This form needs to be completed and mailed to the DC Department of Consumer and Regulatory Affairs with the appropriate fee **no later than January 15, 2000**.

Please let me know when the Corporation plans to have its first Organizational Meeting and approve the By Laws and elect Officers. I am able to provide you with By Law and Minutes for the Organizational Meeting.

If you have any questions please do not hesitate to contact me.

Sincerely,

  
A. Statton Hammock, Jr., Esq.

Enclosures

cc: Halley A. Merrell  
William J. Butler, Jr. (w/o enclosures)

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS  
BUSINESS REGULATION ADMINISTRATION



CERTIFICATE


THIS IS TO CERTIFY that all applicable provisions of the DISTRICT  
OF COLUMBIA NONPROFIT CORPORATION ACT have been complied with  
and  
accordingly, this CERTIFICATE of INCORPORATION is hereby issued to  
DIVISION OF CHEMICAL HEALTH AND SAFETY OF THE AMERICAN  
CHEMICAL SOCIETY

as of APRIL 8TH , 1999 .

Lloyd J. Jordan  
Director

Patricia A. Montgomery  
Administrator  
Business Regulation Administration

Act. Asst.

  
E. J. Fornah  
Superintendent of Corporations  
Corporations Division

Anthony A. Williams  
Mayor

ARTICLES OF INCORPORATION

of the

Division of Chemical Health and Safety

of the

American Chemical Society

FILE  
APR - 8 1999

TO: Department of Consumer and Regulatory Affairs  
Corporations Division  
941 North Capital Street, NE  
Washington, DC 20002

We, the undersigned natural persons of the age of eighteen years or more, acting as incorporators of a corporation adopt the following Articles of Incorporation for such corporation pursuant to the District of Columbia Nonprofit Corporation Act:

FIRST: The name of the corporation is the Division of Chemical Health and Safety of the American Chemical Society.

SECOND: The period of duration is perpetual.

THIRD: The purpose for which this corporation is organized and operated is exclusively scientific, as defined in Section 501(c)(3) of the Internal Revenue Code, as amended, and its regulations as they now exist, or as they may hereafter be amended. The purpose of this corporation shall be the advancement of chemical health and safety, and in specific furtherance thereof:

- a. to focus information on the properties of chemicals that affect humans directly or through the environment;
- b. to monitor the technical aspects of the above;
- c. to develop symposia, workshops and general sessions on topics related to the above at national, regional, divisional, and other meetings of the American Chemical Society;
- d. to foster publication and other modes of dissemination of information pertaining to the above; and,
- e. to provide expertise in chemical health and safety to the American Chemical Society and, in the public interest, to others as specified in the Charter of the American Chemical Society.



The foregoing objects and purposes shall, except when otherwise expressed, be in no way limited or restricted by reference to or interference from the terms of any other clause of this or any other article of these Articles of Incorporation or of any amendment thereto and shall each be regarded as independent and construed as powers as well as objects and purposes.

The corporation shall be authorized to exercise and enjoy all of the powers, rights and privileges granted to or conferred upon corporations of a similar character by the laws of the District of Columbia now or hereafter in force, and the enumeration of the foregoing powers shall not be deemed to exclude the powers, rights, or privileges so granted or conferred.

FOURTH: No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Third hereof. No substantial part of the activities of the corporation shall be the carrying on of propoganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements), or campaign on behalf of any candidate for political office. Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c) (3) of the Internal Revenue Code (or the corresponding provisions of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170(c) (2) of the Internal Revenue Code (or the corresponding provisions of any future United States Internal Revenue Law).

FIFTH: If in any one year the corporation is determined to be a private foundation, then, in that event, its income for each such taxable year shall be distributed at such time and in such manner as not to subject the foundation to tax under Section 4942 of the Internal Revenue Code, and the foundation shall not engage in self dealing as defined in Section 4941(d) of the Internal Revenue Code, and shall not make any investments in such manner as to subject the foundation to tax under Section 4944 of the Internal Revenue Code. and shall not make any taxable expenditures as defined in Section 4945(d) of the Internal Revenue Code.

SIXTH: The Division of Chemical Health and Safety of the American Chemical Society shall be a membership corporation.

SEVENTH: Membership in the Division of Chemical Health and Safety of the American Chemical Society may be divided into such classifications for annual membership dues or for the election of directors or for such other purposes as the bylaws may prescribe. Subject to the provisions of the Articles of Incorporation, the conditions, terms, privileges, rights and duties of membership shall be stated or provided for the bylaws of the Division of Chemical Health and Safety of the American Chemical Society.

EIGHTH: The manner of the election and appointment of the Board of Directors shall be provided for in the corporation's bylaws.

NINTH: The Board of Directors shall be the representatives of the corporation and, as such, shall have, hold and administer all the property, funds, and affairs of the corporation pursuant to the District of Columbia Nonprofit Corporation Act and pursuant to the bylaws of the corporation.

TENTH: Provisions for the regulations of the internal affairs of the corporation shall be provided for by the bylaws of the corporation.

ELEVENTH: In the event of the dissolution or termination of the corporation, the Board shall, after the payment of all of the liabilities of the corporation, dispose of all the assets of the corporation in such a manner and to such organization or organizations organized exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c) (3) of the Internal Revenue Code (or the corresponding provisions of any future United States Internal Revenue Law) as the Board shall determine. Any assets not so disposed of shall be disposed of by a court of competent jurisdiction exclusively for such purposes and to such organization or organizations as said court shall determine are organized and operated expressly for such purposes.

TWELFTH: The address, including street and number, of the corporation's initial registered office is 888 Seventeenth Street, NW, Suite 1000, Washington, DC 20006, and the name of its initial registered agent at such address is William J. Butler, Jr., Esquire.

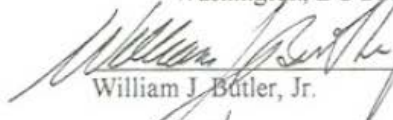
THIRTEENTH: The number of directors constituting the initial Board of Directors is thirteen (13) and the names and addresses, including street and number, of the persons who are to serve as the initial directors until the first annual meeting or until their successors be elected and qualified are:

Ruth Hathaway	Hathaway Consulting 1810 Georgia Street Cape Girardeau, MO 63701
Sung Moon	Chemistry Department Adelphi University Garden City, NY 11530-1299
Peter Ashbrook	304 Elmwood Drive Champaign, IL 61821
Ken Fivizzani	Naleo Chemical Company One Nalco Ctr. Naperville, IL 60563
Mary Ann Solstad	16 Pequot Road Marblehead, MA 01945-1202
Eileen Segal	2701 Liberty Street Easton, PA 18045-2620


Warren Kingsley	400 Bridle Path Road, TH #37 Bethlehem, PA 18017-3148
George Wahl, Jr.	Box 8204, Department of Chemistry North Carolina State University Raleigh, NC 27695-8204
Po-Yung Lu	Oak Ridge National Laboratory 1060 Commerce Park, MS6480 Oak Ridge, TN 37830-6480
Ann Norberg	3M Center, 220-4E-01 P.O. Box 800 St. Paul, MN 55133-0800
Russell Phifer	WCC Environmental Services 439 S. Bolmar St. West Chester, PA 19382
Steve Szabo	Safety & Services, Inc. P.O. Box 108 Ponca City, OK 74602-0108
Diane Grob Schmidt	The Procter & Gamble Company 11520 Reed Hartman Highway Cincinnati, OH 45241-2422

FOURTEENTH: The name and address, including street and number, of each incorporator is:

William J. Butler, Jr.	888 17th Street, NW, #1000 Washington, DC 20006
Jerome C. Schaefer	888 17th Street, NW, #1000 Washington, DC 20006
Steven P. Benson	888 17th Street, NW, #1000 Washington, DC 20006

 date 4/7/99  
William J. Butler, Jr.

 date 4/7/99  
Jerome C. Schaefer

 date 4/7/99  
Steven P. Benson

District of Columbia: ss:

I, A. STATTON HAMMOCK, JR., a notary public, hereby certify that on the 7<sup>th</sup>  
day of April, 1999, personally appeared before me William J. Butler, Jerome  
C. Schaefer, and Steven P. Benson who signed the foregoing document as incorporators, and  
stated that the statements therein contained are true.

  
Notary Public

A. STATTON HAMMOCK, JR.  
MY COMMISSION EXPIRES  
My Commission Expires: JUNE 14, 2003

ITEM 3 – Add AI for Interim Committee

Add a new Administrative Issuance (AI 118) to the AM to clarify of the function and composition of the Interim Committee.

**Proposed:**

DIVISION OF CHEMICAL HEALTH AND SAFETY      Administrative Issuance 118

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.

#### ITEM 4 – Add Treasurer Job Description to AI 504

Update **AI 504 Treasurer** to include Job Description. Since Neal has written such a complete description of this, it seems like a good time to add it to the manual for the next time.

#### **Current:**

DIVISION OF CHEMICAL HEALTH AND SAFETY      Administrative Issuance 504

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. 5)

2      Date:

Original Issuance: July 8, 1999

Revision:

3      Schedule

AUGUST--DECEMBER prior to taking office

Arrange with current Treasurer for transfer of funds.

FEBRUARY 1

Send 1099-MISC Forms to individuals receiving more than \$400 of taxable income from CHAS in previous year.

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 5 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.

JUNE

If current Secretary is running for office, the Treasurer counts the ballots for Division elections.

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 5 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.

**Proposed:**

DIVISION OF CHEMICAL HEALTH AND SAFETY      Administrative Issuance 504

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. 5)

2      Date:

Original Issuance: July 8, 1999

Revision:

3      Treasurer Description and Duties

For purposes of continuity and electing new treasurers, trainees should be solicited two years prior to the end of a current treasurer's term. Trainees will be reimbursed at the



current applicable rate for appointed positions. The treasurer will be reimbursed at current applicable rate for appointed positions.

A suitable candidate for Division Treasurer must

- Be a regular member of SOCIETY and the Division
  - Spend between 5 and 20 hours per week, 52 weeks per year, on the duties
  - Be familiar with QuickBooks and have some bookkeeping experience
  - Plan to attend every National Meeting and the monthly Executive Committee conference calls. When attendance is not possible, reports must be filed in advance

The specific duties of a treasurer include, but may not be limited to:

- Managing the Division finances by paying invoices, tracking income and responding to questions. This includes:
  - 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 – including
  - 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
- Review and pay reimbursements to CHAS members who attend National Meeting executive sessions within 30 days of the meeting
- Manage Workshop registration and finances
- Interact with ACS staff by preparing Annual Treasurer’s Report to ACS & submitting the coming year’s Budget to ACS
- Consult ACS staff about specific financial and logistical requirements related to division activities and national meetings.
- Prepare IRS 990 EZ Tax Return
- Monitor investment accounts to assure a proper balance between risk and income
- Advise the Executive Committee about the potential logistical and financial impacts of program ideas and strategic initiatives.



#### 4 Schedule

For the complete list and schedule of duties for the Treasurer, refer to the “Operation Manual for Treasurer” [SHOULD THIS BE INCLUDED]

AUGUST--DECEMBER prior to taking office

Arrange with current Treasurer for transfer of funds.

FEBRUARY 1

Send 1099-MISC Forms to individuals receiving more than \$400 of taxable income from CHAS in previous year.

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 5 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.

JUNE

If current Secretary is running for office, the Treasurer counts the ballots for Division elections.

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 5 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.

## ITEM 5 – Add AI 011 - Contracts

Add a new Administrative Issuance (AI 011) to the AM to clarify who can enter into contracts for the Division.

I contacted Barbara Pol Barbara Polansky the Staff Liaison and Senior Program Manager on the Committee on Constitution and Bylaws (C&B) to ask if the SOCIETY had any specific language. She contacted ACS legal counsel and they gave me the language used here.

### **Proposed**

DIVISION OF CHEMICAL HEALTH AND SAFETY      Administrative Issuance 011

0      Execution of Contracts

1      Function:

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

2      Date:

Original Issuance: xx/xx/xxxx

3      Entering into Contracts on Behalf of the Division

The Chair of the Division shall be the sole person authorized to execute contracts on behalf of the Division, except that the Chair may designate in writing any other officer of the Division to execute contracts.

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.

## ITEM 6 – Discuss Affiliates, Subdivisions, Membership forms

**Question:** Does the membership form for affiliates need to have an issuance in the AM? Can we add this to AI 09 - Establishment of Subdivisions. Excerpt below is from ACS Bylaws. Bulletin 5 January 2016. <http://www.acs.org/content/dam/acsorg/about/governance/charter/bulletin-5.pdf>

### **Sec. 2.**

a. No person who is not a member of the AMERICAN CHEMICAL SOCIETY shall become a member of any Division; but Divisions may provide in their bylaws to have Division Affiliates, not members of the SOCIETY, who shall be entitled to all the privileges of membership in the Division, as provided in the Division bylaws, except that of holding an elective position of the Division, or voting on Articles of Incorporation and bylaws for the Division, or serving as a member of its Executive Committee or equivalent policymaking body, or voting for Councilor(s) or Alternate Councilor(s) from the Division. In their bylaws, Divisions may either provide or withhold the privilege of voting by Division Affiliates for an elective position (other than Councilor or Alternate Councilor) of the Division. (6/14/81)

b. 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. (6/30/09)

c. A Division Affiliate shall not be entitled to any privileges of the SOCIETY other than those herein specified. (1/1/63)

### From our Bylaws: BYLAW III Members and Affiliates

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.

## ITEM 7 – Discuss AI 07 - Record Retention

**Question:** Does this need to be updated for the electronic age?

### **Current**

DIVISION OF CHEMICAL HEALTH AND SAFETY      Administrative Issuance 07

#### 0 Records Retention

##### 1 Function:

To preserve division records and history.

##### 2 Date:

Original Issuance: 9/26/08

Revised:

##### 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. Annual or Statistical Reports	5 years	Originator
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### **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

IRS Form 1040 2007

Executive Committee Minutes Fall 2008

Executive Committee Agenda Fall 2008

Administrative Manual May 2008

Presentations Fall 2008