

**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

Revised/Effective Date: August 20, 2019

3. The Bylaws

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

**BYLAW I  
Name**

This organization shall be known as the Division of Division of Chemical Health and Safety, Inc., (hereinafter referred to as the "Division") of the AMERICAN CHEMICAL SOCIETY (hereinafter referred to as the "SOCIETY"). The Division is incorporated under the laws of the District of Columbia.

**BYLAW II  
Objects**

Section 1. The objects of the Division shall be those of the SOCIETY as stated in the Charter and Constitution of the SOCIETY. In particular, the objects 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;

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**\*Effective August 20, 2019.** Approved, as amended, by the Committee on Constitution and Bylaws, acting for the Council of the American Chemical Society. (C&B: [bylaws@acs.org](mailto:bylaws@acs.org); [www.acs.org/govdocs](http://www.acs.org/govdocs)).



- 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
- 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.

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

Section 3. The Division is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

### **BYLAW III**

#### **Members and Affiliates**

Section 1. Membership in the Division is open to all MEMBERS and STUDENT MEMBERS (hereinafter collectively referred to as “members”) of the SOCIETY. Any member of the SOCIETY may join the Division by enrolling with the Division and paying the established annual dues as mentioned elsewhere in these bylaws.

Section 2. STUDENT MEMBERS shall be entitled to all privileges of membership except that of holding an elective position of the SOCIETY. A STUDENT MEMBER may not serve as Councilor, Alternate Councilor, or the Temporary Substitute Councilor, but may hold an elective position of the Division as noted elsewhere in these bylaws and may be appointed as a committee chair.

Section 3. The Division may have Division Affiliates as authorized in the Constitution and Bylaws of the SOCIETY. A Division Affiliate shall retain affiliate status only so long as payment is made of Division Affiliate dues of not less than two dollars (\$2.00) per annum. A Division Affiliate may not (1) hold an elective position, (2) vote on Articles of Incorporation and bylaws, (3) vote for Councilor(s) or Alternate Councilor(s), (4) serve as voting member of the Executive Committee, or (5) be appointed as a committee chair. Except as mentioned above, a Division Affiliate may vote for an elective position of the Division.

Section 4. A Society Affiliate may become a Society Affiliate of the Division provided that Division dues established for Society Affiliates are paid. A Society Affiliate may not (1) hold any elective position(s), (2) vote for an elective position of the Division, (3) vote on Articles of

Incorporation and bylaws of the Division, (4) vote for the Councilor(s) or Alternate Councilor(s), (5) serve as a voting member of the Executive Committee, or (6) be appointed as a committee chair.

Section 5. Members and affiliates shall have such rights and privileges as accorded to them by the Constitution and Bylaws of the SOCIETY and these bylaws.

Section 6. Any member or affiliate may resign from membership in the Division by submitting a resignation in writing to the Secretary of the Division; any dues previously paid shall not be refunded.

#### **BYLAW IV**

##### **Officers, Executive Committee, and Councilor(s)**

Section 1. The officers of the Division shall be members of the SOCIETY and the Division and shall consist of the Chair, Chair-Elect, Secretary, and Treasurer, and also the Councilor(s) and Alternate Councilor(s), which must be MEMBERS of the SOCIETY and the Division.

Section 2. The Board of Directors, hereinafter referred to as the “Executive Committee”, shall be the governing body of the Division and as such shall have full power to conduct, manage, and direct the business and affairs of the Division in accordance with the Constitution and Bylaws of the SOCIETY and these bylaws. The Executive Committee shall consist of the officers of the Division, the Immediate Past Chair, two Members-at-Large, and the chairs of the standing committees. The Members-at-Large shall be members of the SOCIETY and the Division.

Section 3. The Chair and Chair-Elect of the Division shall serve for a term of three years beginning on January 1 or until their successors are elected. At the end of the Chair-Elect’s term of office, the Chair-Elect shall succeed to the office of Chair. The Secretary and Treasurer shall serve for a term of three years beginning on January 1 or until their successors are elected; they shall be elected in separate years, whenever possible, to provide for a rotation of terms. The Members-at-Large shall serve for a term of three years beginning January 1, and shall be elected in separate years, whenever possible, to provide for a rotation of terms. With the exception of the Chair and Chair-Elect, the incumbent of any position is eligible for reelection.

Section 4. The duties of the officers, except not for the Councilor(s) and Alternate Councilor(s), whose duties are noted below, and the duties of the Members-at-Large shall be such as usually pertain to their offices, together with those required by these bylaws and by the Constitution and Bylaws of the SOCIETY, and such other duties as may be assigned to them from time to time by the Executive Committee.

- a. The duties of the Chair shall be to preside at meetings of the Executive Committee, to carry into effect the decisions and recommendations of that Committee, to preside at meetings of the Division to conduct governance business, to appoint all committee chairs and

committee members except as stated elsewhere in these bylaws, and to carry out the duties required by the Constitution and Bylaws of the SOCIETY.

- b. The duties of the Chair-Elect shall be to assist the Chair with the direction and management of the Division. In the absence of the Chair, the duties of the office shall devolve upon the Chair-Elect.
- c. The duties of the Secretary shall be to keep a record of the minutes of the meetings of the Division and of the Executive Committee, to maintain a list of members and affiliates, to send to members and affiliates such notices as the business of the Division may require, to submit a report to the Division at its annual meeting, and to carry out the duties required by the Constitution and Bylaws of the SOCIETY and elsewhere in these bylaws. The Secretary shall preside over meetings in the absence of both the Chair and Chair-Elect.
- d. The Treasurer shall have charge of the funds of the Division, keep an accurate record of all receipts and disbursements, receive dues, and make those disbursements approved by the Executive Committee. The Treasurer shall render an account of all transactions and of the financial condition of the Division to the Executive Committee at times set by the Committee, and shall submit such reports as are required by the Constitution and Bylaws of the SOCIETY.
- e. The duties of the Members-at-Large shall include bringing before the Executive Committee such items of concern to members of the Division that have been brought to their attention, as well as any duties assigned by the Executive Committee.

## Section 5. Vacancies

- a. In the event of a vacancy in the office of Chair, the Chair-Elect shall assume the duties of Chair for the remainder of the term. In such case, the Chair-Elect moving into the position of Chair shall also hold that position during the normal term as Chair as part of the leadership transition.
- b. All other vacancies, except for Councilor(s) and Alternate Councilor(s), shall be filled by majority vote of the Executive Committee through interim appointment for the period up to the next annual election. At that time, the procedures for election as outlined in the bylaws of the Division shall be followed.
- c. An interim appointee to the vacated office of Chair-Elect shall not automatically succeed to the office of Chair. At the next election, both a Chair and a Chair-Elect shall be elected.

## Section 6. Councilor(s), Alternate Councilor(s), and Temporary Substitute Councilor

- a. The Division shall have Councilor(s) and Alternate Councilor(s) as provided in the Constitution and Bylaws of the SOCIETY. The Division's Councilor(s) and Alternate Councilor(s) shall carry out those duties assigned to them by the Constitution and Bylaws of the SOCIETY. In particular, the Councilor(s) (or Alternate Councilor(s) or Temporary Substitute Councilor if so designated to serve in place of the Councilor for a particular meeting), shall attend meetings of the Council of the SOCIETY and represent the Division at such meetings.
- b. Councilor(s) and Alternate Councilor(s) shall be elected by ballot from among the MEMBERS for three-year terms beginning January 1. Reelection is permissible. Councilor(s) shall be elected in separate years, whenever possible, to provide for a rotation of terms in accordance with the Constitution of the SOCIETY. A partial term of one or two years shall be used whenever necessary to establish or to restore rotation of three-year terms provided that the Councilor and/or Alternate Councilor agree to the partial term before the election.
- c. In the event that a Councilor is unable to attend a specified meeting of the Council of the SOCIETY, the Chair of the Division shall appoint one of the Alternate Councilor(s) to serve as Councilor at the specified meeting. Such appointment of an Alternate Councilor shall be for only one meeting.
- d. If every Councilor and Alternate Councilor of the Division will be absent from a Council meeting, thus leaving the Division without representation at such meeting, the Executive Committee may designate one MEMBER of the Division as a Temporary Substitute Councilor in accordance with the Bylaws of the SOCIETY.
- e. The Executive Committee shall designate one or more Councilor(s) to be disqualified under the SOCIETY's Bylaw provisions for reallocation of Councilor(s) among the Divisions.
- f. Any vacancy in the position of Councilor or Alternate Councilor shall be filled for the remainder of the unexpired term at the time of the next annual election. The vacancy may be filled until the next annual election by appointment by the Executive Committee.

## **BYLAW V**

### **Manner of Election**

Section 1. The election of officers, except not the Councilor(s) and Alternate Councilor(s), and the Members-at-Large shall be conducted by a ballot distributed to the members and Division Affiliates of the Division in accordance with the Bylaws of the SOCIETY and these bylaws. Society Affiliates may not vote for any elective position(s) of the Division. Councilor(s) and Alternate Councilor(s) shall be elected by a ballot distributed to all members of the Division; affiliates may not vote for Councilor(s), and Alternate Councilor(s).

Section 2. In February of each year, the Nomination Committee shall report to the membership its nominations for each office to be filled. Prior to March 15, any member of the Division may, in writing or from the floor at a meeting to conduct governance business, nominate additional candidates for office, provided that the candidates are members of the Division, except that the Councilor(s) and Alternate Councilor(s) must be MEMBERS as required in the Bylaws of the SOCIETY and elsewhere in these bylaws, if the nomination is seconded by another member. Nominations so made shall be equally valid as those from the Nomination Committee. All candidates nominated shall have indicated willingness to serve if elected.

Section 3. When a ballot is used, the candidates for each office and for Councilor(s)/Alternate Councilor(s) shall be listed in alphabetical order on a ballot to be distributed by November 1, only to eligible voters as noted above except that affiliates may not vote for Councilor(s)/Alternate Councilor(s). The ballot shall provide for a write-in candidate for each position to be filled. A paper ballot shall be provided to any eligible voter who requests it.

Section 4. The ballots shall be tabulated and validated not later than July 1. Except as noted below, the candidate for each position receiving the largest number of votes shall be declared elected. The Executive Committee may decide that for Councilor(s), the candidate(s) who receive the majority of votes shall be declared elected as Councilor(s); the candidate(s) who get the next largest number of votes shall be declared elected as Alternate Councilor(s). In case of a tie vote for any position, the Executive Committee, by ballot, shall elect from among the candidates who share the tie vote; the candidate receiving the largest number of votes shall be declared elected.

Section 5. The results shall be announced by the Division Chair or his or her designee as soon as possible after the election, and also published in the Division's newsletter and/or on the Division's website soon thereafter. The results shall be certified to the Executive Director of the SOCIETY not later than December 1.

Section 6. In accordance with the SOCIETY's Bylaws, balloting procedures should ensure fair balloting that is open to all eligible members, protection against fraudulent balloting, and the timely reporting and archiving of balloting results.

## **BYLAW VI**

### **Recall of Elected Officials**

Section 1. The elected officials of the Division (officers and elected Executive Committee members, except not Councilor(s) and Alternate Councilor(s)) are subject to recall for neglect of duties or conduct injurious to the SOCIETY. Recall procedures are not applicable to Councilor(s) and Alternate Councilor(s).

Section 2. 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 members of the Division. In the event the Chair is the official in question, the Chair-Elect shall receive the petition and shall assume the duties of the Chair with respect to this issue until the issue is resolved.

Section 3. 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 days.

- a. The Executive Committee shall promptly continue the recall 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. 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.
- b. If the proceedings continue:
  - (1) The Chair shall assign the duties of the official to another qualified member or MEMBER of the Division, as required elsewhere in these bylaws, until the issue is resolved.
  - (2) The official shall be offered an opportunity to answer the allegations in the petition before the Executive Committee. A certified letter shall be sent to the last known address on the official SOCIETY membership roll. Upon notification, the official shall have thirty days to make a written response to the allegations.
  - (3) The Executive Committee shall decide whether or not 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 the Executive Committee decides that the proceedings shall continue, the official shall choose one of the following options:
    - (a) The official may resign.

- (b) The official may request a recall vote. Division members 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 distributed to the members with the ballot. A paper ballot shall be provided to any member who requests it. At least two-thirds (2/3) of the votes cast shall be required for the official to be removed from office. The membership shall be informed of the results of the recall vote.
- (c) The official may request a hearing and a recall vote by the remaining members of the Executive Committee. At least a two-thirds (2/3) vote of the remaining members of the Executive Committee shall be required to recall the official.
- (d) The official may choose not to respond and thus forfeit the position.

Section 4. The vacancy provisions of these bylaws shall be used to fill a vacancy caused by a recall process. The Executive Director of the SOCIETY shall be informed of the recall and the filling of the vacancy.

## **BYLAW VII**

### **Committees**

Section 1. The Executive Committee shall establish committees as necessary for the proper operation of the Division. All committee members shall be members and/or affiliates of the SOCIETY and the Division.

Section 2. The Division shall have the following standing committees: Awards, Membership, Nominations, Programming, and Long-range Planning. The composition of each Standing Committee shall be at least two Division members, one of whom shall be appointed as chair by the Chair of the Division as mentioned elsewhere in these bylaws. Service on any one committee shall not exceed five years except by majority vote of the Executive Committee.

- a. Awards Committee: this committee shall administer such awards programs as may be established from time to time by the Executive Committee.
- b. Membership Committee: this committee shall solicit new members and affiliates for the Division and encourage members and affiliates to renew their membership or affiliation with the Division.

- c. Nominations Committee: as described elsewhere in these bylaws, this committee shall prepare a slate of candidates for office.
- d. Programming Committee
  - (1) The composition of this committee shall be at least three Division members, shall be appointed as chair by the Chair of the Division as mentioned elsewhere in these bylaws. Another member shall be designated as the anticipated successor to the committee chair.
  - (2) Duties and responsibilities shall include administering the programs and symposia of the Division at national and other meetings of the SOCIETY and at other meetings. The Programming Committee shall have authority to accept or reject papers submitted for presentation, in accordance with the ACS Governing Documents.
- e. Long-range Planning Committee: this committee shall make recommendations to the Executive Committee for policies and decisions that will promote the vitality of the Division, consistent with the objects of the Division.

## **BYLAW VIII**

### **Meetings**

Section 1. The Executive Committee shall designate the times and places of the Division's meetings as it finds necessary or desirable for the proper functioning of the Division. The Division shall hold at least one technical session annually; however, this requirement may be modified by the Executive Committee in accordance with the Bylaws of the SOCIETY.

Section 2. The annual meeting of the Division to conduct governance business shall be held at the time of a national meeting of the SOCIETY. The Chair shall set the order of business for meetings of the Division to conduct governance business. The order of business may be suspended by a majority vote of the members present.

Section 3. The Division may hold special meetings to conduct governance business upon the written request of a majority of the Executive Committee or upon the written request of 15 members of the Division. To be valid, such request shall be received by the Secretary at least ten days before the date requested for the meeting and shall state the exact nature of the business to be transacted. No other business shall transpire at such meetings.

Section 4. Meetings of the Executive Committee and meetings of the Division to conduct governance business, with the approval of the Executive Committee, may be held by means of electronic communications technology that permits those in attendance to read or hear the proceedings substantially concurrently with their occurrence, to vote on matters submitted, to pose questions, and to make comments.



Section 5. The Executive Committee shall meet upon due notice either at the call of the Chair or upon request of a majority of its members. A quorum for an Executive Committee meeting shall consist of a majority of the voting members of the Committee. In the absence of a quorum, called meetings of the Executive Committee shall adjourn to a specific date.

Section 6. Due notice of the Division's meetings, not including committee meetings, shall be sent to each member and affiliate of the Division. A quorum for the transaction of governance business at such a Division meeting shall consist of 10 members of the Division. No governance business shall be conducted in the absence of a quorum.

Section 7. The fee for registration at any special meeting shall be decided by the Executive Committee in accordance with the Constitution of the SOCIETY.

Section 8. The most recent edition of *Robert's Rules of Order Newly Revised* shall be the parliamentary authority for all matters not covered in these bylaws or in the SOCIETY's documents.

## **BYLAW IX**

### **Finances**

Section 1.

- a. Members of the Division shall pay annual dues in an amount set by the Executive Committee. The Executive Committee shall have the option to waive or discount dues for STUDENT MEMBERS and for others as provided in the SOCIETY's Bylaws for waived or discounted dues. A member of the Division who is in arrears in payment of dues for one year shall be removed from the rolls.
- b. Society Affiliates shall pay annual dues in an amount set by the Executive Committee.
- c. The annual dues of Division Affiliates shall be determined by the Executive Committee in accordance with the Constitution and Bylaws of the SOCIETY, and as mentioned elsewhere in these bylaws.

Section 2. The Division may raise or collect funds to be expended for Division purposes, and may have the entire management and control of such funds insofar as such management and control shall not conflict with any provision of these bylaws or with the Constitution or Bylaws of the SOCIETY.

Section 3. The Division may receive donations or bequests made to it, and may expend or invest the same on behalf of the Division. Such expenditures or investments shall be made by the Treasurer of the Division upon authorization by the Executive Committee.

Section 4. An annual audit of the books of the Treasurer and of any other transactions regarding the Division's funds shall be conducted by two or more disinterested members or individuals, appointed by the Executive Committee. The audit report shall be submitted to the Executive Committee prior to the spring national meeting.

## **BYLAW X**

### **Presentation of Papers**

Section 1. The Executive Committee shall be responsible for the selection of papers to be presented at meetings of the Division. It may delegate this authority to a Division member or to a committee created for this purpose.

Section 2. The rules for papers presented before meetings of the SOCIETY as outlined in the Bylaws and Regulations of the SOCIETY shall govern this Division.

## **BYLAW XI**

### **Subdivisions**

Section 1. The 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, the Division.

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 taken by action of the Executive Committee or by a petition signed by at least 15 members of the Division, sent to the Executive Committee. The scope of the activities of a Subdivision shall be defined and monitored by the Executive Committee of the Division. Members and affiliates of the Division may join the Subdivision by request to the Secretary of the Subdivision.

Section 3. Upon establishment of a Subdivision, the Executive Committee of the Division shall appoint members of the Division to serve as Chair, Chair-Elect, and Secretary of the Subdivision. The Chair, Chair-Elect, and Secretary shall serve until the next regular election of the Division. Thereafter, the Chair-Elect shall succeed to the office of Chair and the members of the Subdivision shall nominate and elect the remaining officers, who must be willing to serve in these positions. The officers, who shall be members of the SOCIETY, shall be elected in accordance with election procedures for Division officers and shall serve for one year beginning January 1. The Chair of the Subdivision shall be a member of the Executive Committee of the Division and may appoint

such committees as may be necessary to conduct the activities of the Subdivision. The Secretary of the Subdivision shall maintain a list of members and affiliates of the Subdivision.

Section 4. No funds shall be tendered by the Division to the control of any Subdivision(s). The necessary expenses of the Subdivision shall be authorized by the Executive Committee of the Division from Division funds and distributed by the Division Treasurer upon proper authorization and verification of revenues and expenses submitted by the Subdivision's officers. By majority vote, the officers of the Subdivision may set dues for the Subdivision upon approval of the Division's Executive Committee. Funds, including Subdivision dues and donations, collected by the Subdivision and the expenditure thereof shall be under the control of the officers of the Subdivision.

## **BYLAW XII**

### **Affiliation with Other Technical Organizations**

Section 1. The Division may affiliate with other technical organizations that cover a specified portion of the general field of the Division, both domestically and in countries outside of the United States, provided that such affiliation does not contravene the Charter, Constitution, Bylaws, or Regulations of the SOCIETY. Such affiliation must be approved by the Executive Committee of the Division, by confirmation by the Council Committee on Constitution and Bylaws, and in compliance with the specific requirements of the Bylaws of the SOCIETY.

Section 2. The affiliation with the technical organization shall become effective upon authorization by the Executive Committee of the Division, by the Council Committee on Divisional Activities, and by confirmation by the Council Committee on Constitution and Bylaws.

Section 3. The Executive Committee may terminate the affiliation with any technical organization by notifying, in writing, the governing body of the technical organization. The technical organization may terminate the affiliation upon written notice to the Division's Executive Committee. Affiliations shall terminate after five years unless reauthorized by the Executive Committee. The term of each subsequent reauthorization shall not exceed five years.

## **BYLAW XIII**

### **Amendments**

Section 1. A petition to amend the bylaws may be initiated by the Executive Committee or by a petition signed by at least 15 members of the Division. If the proposed amendment is approved by the Executive Committee, if practical, it shall be submitted to the SOCIETY's Committee on Constitution and Bylaws for review.

Section 2. The Executive Committee will then incorporate all the required changes and either accept or reject any recommended changes that are suggested by the Committee on Constitution and Bylaws. The revised bylaws shall then be submitted to the Division members for adoption.

This may be accomplished at a business meeting of the Division held during a national meeting of the SOCIETY provided that a minimum of four weeks' prior notice is given to the Division members.

Section 3. If a proposed amendment is not approved by the Executive Committee and if the petition is signed by at least 15 members of the Division, if practical, it shall be submitted to the SOCIETY's Committee on Constitution and Bylaws for review before being distributed to the members of the Division.

Section 4. At least two-thirds (2/3) of the votes cast shall be required to approve the amendment. This may be done at a business meeting of the Division provided a quorum is present. Alternatively, or failing the presence of a quorum, the vote may be taken by a ballot distributed to all members of the Division. At least two-thirds (2/3) of the valid ballots returned must be affirmative for adoption.

Section 5. The Secretary shall distribute the outcome of the vote regarding the amendment(s) to the Division members and within one month shall meet all requirements for submitting the results to the Committee on Constitution and Bylaws.

Section 6. Amendments to these bylaws, after adoption by the Division, shall become effective upon approval by the Committee on Constitution and Bylaws, acting for the Council of the SOCIETY, unless a later date is specified.

#### **BYLAW XIV**

##### **Dissolution of the Division**

Upon dissolution of the Division, any assets of the Division remaining thereafter shall be conveyed to such organization then existent as is dedicated to objects similar to those of the Division and the AMERICAN CHEMICAL SOCIETY, or to the AMERICAN CHEMICAL SOCIETY, so long as whichever organization is 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 Division's dissolution.

0 Division Organization **Error! Bookmark not defined.**

1 Purpose:

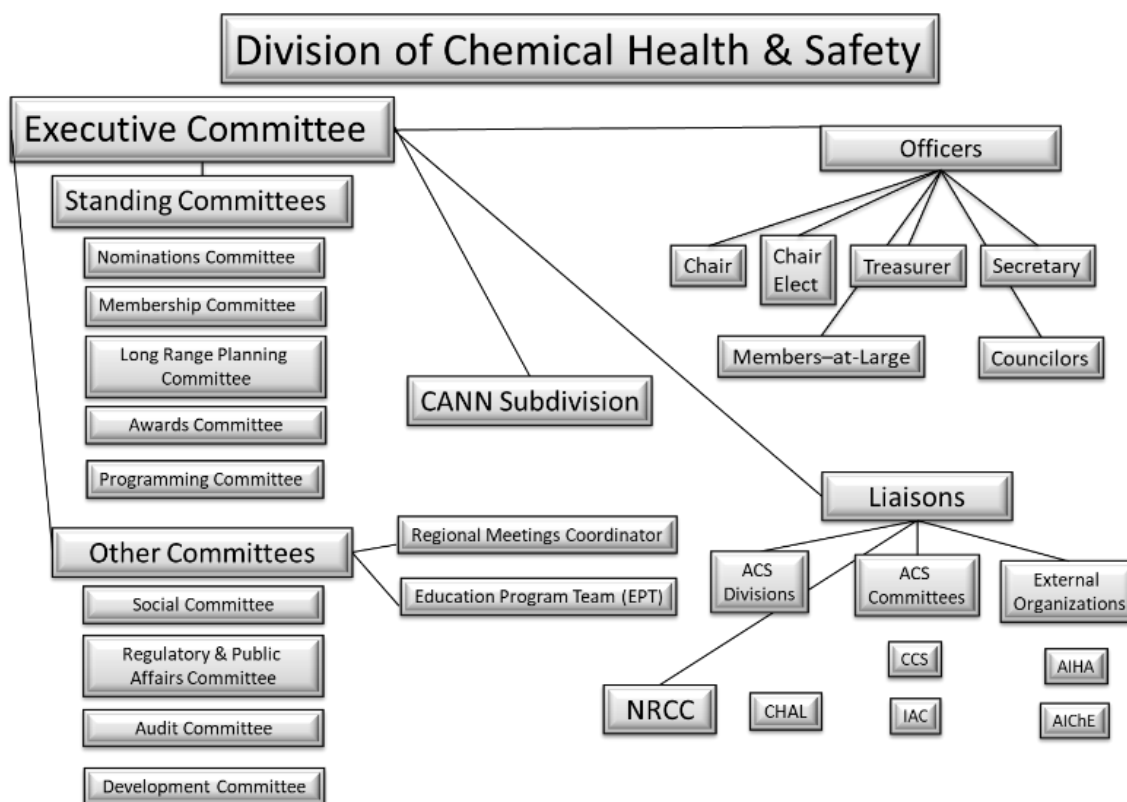
To describe the organizational structure of the Division as described in the Bylaws and in practice.

2 Date:

Original Issuance: 2/20/98

Revisions: 1/6/15; 3/13/16, 1/9/18

Revised/Effective Date: 8/25/19



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

Revised/Effective Date: 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

Revisions: April 15, 2009; 08/15

Revised/Effective Date: 12/20/2018

### 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 producing labels for newsletters and other division publications. [ACS GOVERNING DOCUMENTS Bulletin 5](#) provides additional guidance (Regulations, VI. Publication and Information Services, 7. *Use of Membership Lists*). 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. **Error! Bookmark not defined.** )

2 Date:

Original Issuance: 11/2007

Revision: 1/2008

Revised/Effective Date: 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

Revised/Effective Date: 12/20/2018

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 suggested logo number-2. Working with Alfred M. Bouziane, we arrived at the



**Figure 2 Logo Number-2**

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 HandelGotDBol all upper case font in Cobalt Blue.

7 Use of the ACS logo. The “Usage Agreement” can be found at the following website: [American Chemical Society Branding Guidelines](#).

[ACS GOVERNING DOCUMENTS Bulletin 5](#) provides additional guidance (Regulations, VII. Miscellaneous, 2. *Use of SOCIETY Name and Insignia*)

[The ACS Print Brand Style Guide for Members](#) is a presentation on usage targeted for members and volunteers.



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

Erik Talley 3/19/08  
Signature Date

Erik Talley  
Printed Name

Chair  
Title

Author (or Authorized Agent)

Alfred M. Bouziane 3/13/2008  
Signature Date

Alfred M. Bouziane  
Printed Name

Title

## 0 Records Retention

### 1 Function:

To preserve division records and history.

### 2 Date:

Original Issuance: 9/26/08

Revised: 8/21/16

Revised/Effective Date: 8/20/17

## 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, emails and other records whether in paper or electronic format. Only emails containing the final draft of a written document will be the email of record.

5 Responsibilities:

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

6 Suspension of Records Destruction Policy

Any records retention policy should take great care to forbid any behavior that could be construed as spoliation of evidence. Spoliation of evidence occurs when someone fails to preserve property for use by another as evidence in pending or future litigation. Spoliation is an extremely serious matter and can lead to court sanctions, civil liability, criminal charges and professional discipline.

- a. This policy is intended to prevent spoliation or destruction of evidence. It may be necessary to suspend the records destruction policy set forth herein under the following circumstances:
  - (1) in the event of anticipated or pending civil or criminal litigation, or other legal action, or alternative dispute resolution proceeding such as arbitration or mediation;
  - (2) in the event of an anticipated or pending administrative action, government enforcement proceeding, investigation or audit;
  - (3) in the event of service of a summons or complaint, or receipt of a request for preservation of records; or
  - (4) in the event an officer learns of other circumstances in which the preservation of records may be required.
- b. If an officer learns of any of the above circumstances, he or she should report them immediately to the ACS General Counsel, who may take appropriate action to suspend all destruction of potentially applicable records, including issuance of a litigation hold or preservation notice identifying which categories of records are to be labeled for retention until further notice.

7 Record Disposition:

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

**Type of Record**

**Retention Period**

**Authority**

<b>CORPORATE GOVERNANCE RECORDS</b>		
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

<b>CONTRACTS</b>		
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

<b>INTELLECTUAL PROPERTY</b>		
1. Copyright and Trademark Registrations	PR	Secretary
2. Registered Patents	PR	Secretary
3. Domain Name Registrations	PR	Secretary

<b>MISCELLANEOUS</b>		
1. General Correspondence	2 years or LOP	Originator
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



<b>PUBLICATIONS</b>		
1. <del>Copies of published journals (at least one archive copy)</del>	<del>PR</del>	<del>Editor, JCHAS</del>
2. Copyright assignment forms	PR	Publisher

<b>FINANCE ADMINISTRATION RECORDS</b>		
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

<b>LEGAL</b>		
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

<b>MEMBERSHIP</b>		
1. Monthly eRoster	RS	Membership Chair
2. <del>Monthly JCHAS subscriptions</del>	<del>RS</del>	<del>JCHAS Editor</del>

## 8 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.

## 9. 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

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

### 1 Purpose:

To expand on Bylaw IV Officers in the Division Bylaws ([p 9](#)).

### 2 Date:

Original Issuance: 11/13/2013

Revision: 10/2014

Revised/Effective Date: 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](http://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 **Error! Bookmark not defined.**).

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](mailto: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 “[ACS Leadership Development System](#)”

## 0 Establishment of Subdivisions

1 Purpose: Administrative Issuance 201Administrative Issuance 201Administrative  
Issuance 201

To expand on Divisional Bylaw VIII – Subdivisions ([p. 15](#))

## 2 Date:

Original Issuance: 11/01/15

Revision Date(s): 12/21/19 (journal reference only)

## 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 *ACS Chemical Health & Safety* journal.





## 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: Administrative Issuance 201Administrative Issuance 201Administrative  
Issuance 201

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.

**0 Leadership Institute****1 Function:**

To establish a process for selecting those in divisional leadership roles attending the annual [ACS Leadership Institute](#).

**2 Date:**

Original Issuance: 8/19/18

**3 Eligible Persons**

Newly elected officers, committee chairs, and active committee members are eligible to attend the ACS Leadership Institute.

The Division will cover the attendance of up to two persons per year.

**4. Order of Selection**

Members can self-identify. Preference is given to those who have not previously attended a Leadership Institute. Additionally, preference is given in the following order:

Chair Elect

Additional new officers

Newest Chair of a Standing Committee (Membership, Program, Nominations, Long Range Planning, Publications Committee)

Newest Chair of any non-standing committee

Active committee members

**5. Subdivision Member Participation**

If a subdivision member wishes to attend the Leadership Institute, they can request sponsorship from the subdivision.

**6. Nominations**

The Executive Committee will nominate its delegation for the January Leadership Institute at the fall meeting.

**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 each 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 Programming 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 Purpose:

To supplement information in BYLAW IX Finances Section 4 (add link in Admin Man) which requires an annual audit of CHAS.

## 2 Function:

3 This group is tasked with performing an internal audit by examining the Division's treasurer accounts and/or books, and any other accounts within the division.

## 4 Date:

Original Issuance:

Revision: 04/93; 08/21/16; 4/16/2020

Revised/Effective Date: 02/18/2021

## 5 Composition and Meeting

The committee consists of the Chair, Chair Elect, the Immediate Past Chair, and the Treasurer who serves as is a non-voting member.

The Audit Committee is ad hoc and meets at the request of the Division Chair but must meet *at least annually shortly after the annual report has been submitted to ACS* to ensure the financial integrity of the Division.

## 6 Relevant Materials for Review

The Treasurer shall provide the following documents for review by February 1

- ACS Financial Annual report
- Annual Profit and Loss Statement
- Any other documents requested by the Audit Committee.

The Treasurer shall schedule a call in February to review the documents submitted to the Audit Committee.

7. The Chair Elect shall issue a short summary of the meeting as part of the Chair Elect Report.

## 0 Government Relations 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: 04/1993

Revision: 08/2015; 08/20/17

Revision/Effective Date: 01/20/18 (Name Change)

## 3 Tasks:

## TASKS

## TIME FRAME

The committee should, keep abreast of regulatory activities of interest to the Division.

If necessary, the committee will work with any ACS committee and the Office of Public Affairs to formulate public comment.

CHAS input in comments shall be approved by the elected CHAS Executive Committee.

This is a continuous activity

Public comments which have been approved by the CHAS EC shall be submitted to the soliciting agency by an official representative of the Society.

TASKS	TIME FRAME
See Bylaw II, Section 3(e). Additional Guidance can be found in ACS BYLAWS ARTICLE XIII Divisions ( <a href="#">ACS GOVERNING DOCUMENTS Bulletin 5: Sec. 3</a> ).	
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

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

Revised/Effective Date: 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:

Revisions: 04/93; 10/2014

Dissolved: 08/20/17

## 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.

# Dissolved

TASKS	TIME FRAME
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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

# Dissolved

## 0 Programming Committee

## 1 Function:

The Programming 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 Programming 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 Programming 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

Revised/Effective Date: 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 Programming 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 Programming 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 VII. Committees, Section 2 (d), [p. 16](#).

## 0 Membership Committee

## 1 Function:

The Membership Committee is responsible for communication and outreach to CHAS members and other ACS stakeholders in order to encourage member recruitment and retention.

## 2 Date:

Original Issuance:

Revisions: 08/93

Revision/Effective Date: 03/18/2018

## 3 Tasks:

## TASKS

## TIME FRAME

The committee develops member recruitment and involvement programs, such as contributing technical papers and presentations, participation in national and regional meetings, and attendance in Executive Committee subcommittees meetings.

This is a year-round effort, with special focus around national and regional meetings.

The committee maintains the divisional website, DCHAS-L e-mail list and other electronic outreach efforts.

Ongoing

The committee monitors membership activities (additions and drops) in order to identify patterns that suggest improvements in outreach.

Ongoing

The committee sets goals for the membership activities in order to assess the success of its work and identify new opportunities for membership development

Annual goals are set in January

4. Reference Bylaw VII. Committees, Section 2 (b) [p. 15](#).

DIVISION OF CHEMICAL HEALTH AND SAFETY      Administrative Issuance 110

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

4      Tasks:

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

<b>Responsible Person</b>	<b>Task</b>	<b>Conditions</b>	<b>Date</b>
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
<b>Spring Meeting</b>			
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		

<b>Responsible Person</b>	<b>Task</b>	<b>Conditions</b>	<b>Date</b>
Nomination Committee/Past Chair	Get any other Candidates Statements		Immediately following the Spring Meeting
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		
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.	On or before June 17
Secretary and Audit Committee	Review Results		Following the close of the election and prior to July 1.
Secretary (or by the Treasurer if the Secretary is a candidate ).	Notify the Chair of the results		On or before July 1
Chair	Notify the candidates of the results.		Following receipts of the results.
Chair or Secretary	Forward Results to ACS HQ	Not later than December 1	Not later than 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		

Responsible Person	Task	Conditions	Date
	coming vacant at the same time.		

5      Reference Bylaw VII. Committees, Section 4 (c), [p. 16](#)

## 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 Programming 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, identifies potential award recipients, and works with the Social and Programming Committees to arrange presentations and symposia related to the awards.

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. Specific guidance on new award development is provided in Section 5 of this issuance.

The committee helps in arranging presentations and symposia.

2 Date:

Original Issuance:

Revisions: 08/93; 08/21/16; 11/15/2018; 12/21/2019

Last Revision/ Effective Date: 4/16/2020

3 To accomplish these, the Awards Committee is comprised of two subcommittees each with distinct functions. The Awards Committee Chair will oversee both subcommittees.

3.1 Awards Committee Chair

3.1.1 Appointment & Term

As outlined in AI 102, [p. 47](#)

3.1.2 Duties

In addition to those listed in the Tasks and Time Frame Table, the Awards Committee Chair provides education to the Awards committee members about award criteria and nomination processes.

The Awards Committee Chair prepares reports for the spring and fall National Meeting agenda books and for CHAS EC meetings as needed.



It is recommended that a new Awards Chair be identified at least one year before the current awards chair leaves the position, allowing for a smooth transition and adequate training. The Awards Committee Chair arranges for the awards email address (for soliciting and receiving nominations, announcements of recipients, etc.) to be forwarded to the new Chair at the appropriate time.

The Awards Committee Chair shall maintain an up-to-date list of committee members and an up-to-date a detailed operation manual for the committee.

### 3.2 Awards Canvassing Subcommittee

#### 3.2.1 Purpose:

To identify potential nominees for each of the CHAS Awards.

#### 3.2.2 Membership:

Members are appointed by the Awards Committee Chair and selected from a list of potential volunteers maintained by the chair. This subcommittee will work with the Regional Meeting Committee to identify potential volunteers from regional event organizers to assist with canvassing, but members of the Canvassing Subcommittee must also be CHAS members. The Canvassing Subcommittee ensures that the nominees selected, meet eligibility requirements of ethical behavior and award criteria.

Members of the Canvassing Subcommittee and/or their institutions are eligible for awards.

The member roster for this subcommittee is not considered confidential.

There is no limit (min or max) to the number of people who can serve on the Canvassing Subcommittee. Members will serve for at least three award cycles, at which time the Awards Committee Chair will confirm their intention to continue for another three years.

Members of the Canvassing Subcommittee should familiarize themselves with the criteria for each CHAS Award.

Each Canvassing Subcommittee member is expected to produce at least one potential nominee for at least one of the awards each awards cycle.

### 3.3 Awards Selection Subcommittee

Purpose:

To determine a recipient for each CHAS award (AIs 701 – 706), [p. 117](#)

Membership:

The Awards Selection Subcommittee shall consist of five (5) members in addition to the Awards Chair. The members are appointed by the Awards Committee Chair and selected from a list of potential volunteers maintained by the Chair. Members of the subcommittee shall serve terms of three (3) years and may serve subsequent terms following a one year hiatus from service on the committee following completion of the previous term.

The Awards Selection Subcommittee member list is confidential and known only to the Awards Committee members, the division chair, and the chair elect. Members of the selection committee may not directly submit a nomination, provide a letter of support for a nomination, or be a nominee for an award without recusal from the selection decision for that award.

Members of the Selection Subcommittee cannot directly submit a nomination, provide a letter of support for a nomination, or be a nominee for an award, unless they recuse themselves from the selection decision for that award. A member should declare to the Awards Committee Chair any conflicts of interest or personal connection to any of the nominees and recuse themselves from voting on any award for which they have a conflict of interest.

A Selection Subcommittee member should declare to the Awards Committee chairperson any known ethical issues about any of the nominees.

Members will participate in conference calls to discuss the award criteria and nominations and vote on the recipient selection for each award.

Member will participate in revisions of criteria and procedures for existing awards and in development of issuances for newly created CHAS awards.

4 Suggested Tasks and Time Frame

TASKS	TIME FRAME
The Awards Committee Chair appoints or reappoints members to the subcommittees.	January
New members read AI on each award to	

TASKS	TIME FRAME
familiarize themselves with the criteria	
The Awards Selection Committee reviews nominations and selects recipients	January/February
The Awards Committee Chair organizes meetings for recipient selection and prepares ballots. Balloting can be done electronically or by tele- or web-conferencing.	January/February
The Awards Committee Chair notifies recipients and receives assurance they can receive the award and attend and present a paper at the annual CHAS Award Symposium at the fall ACS meeting.	One month before the spring national ACS meeting.
The Awards Committee Chair notifies the Division Chair, Social Chair, Programming Chair, Treasurer, and ACS JCHS Editor	Prior to spring meeting
The Awards Committee Chair announces the selections to the Executive Committee.	At the spring meeting
Announcements of award recipients to membership DCHAS-L, ACS JCHS, CE&N, etc.)	Following spring meeting
The Awards Committee Chair arranges for CHAS/ACS Plaques, pins or rosettes, and checks to be prepared in time for the Award presentation and contacts the recipients for a short Bio and Presides at the program session.	March – August
The Awards Committee Chair puts out the call for nominations.	September
The Awards Canvassing Committee begins collecting names for recipients of divisional awards for the following year cycle.	November

## 5 Development of a New Division Award

### 5.1 Initial Discussion

Discussions for development and of a new CHAS award are directed to the Awards Committee Chair who has discretion to further the proposal. Awards brought forth to the Executive Committee without involvement of the Awards Committee Chair or without financial backing will not be considered. The Awards Committee Chair will form an *Ad Hoc* committee consisting of the Chair, Treasurer, and Development Committee Chair to further determine if the suggested award idea is viable.

## 5.2 Financial Commitment and Award Naming Rights

Exclusive sponsorship with award naming rights begins at \$1000/year with a minimum five-year commitment. Below that threshold, CHAS reserves the right to seek additional sponsorship and shared naming rights. A letter of support signed by the Development Committee Chair and the Treasurer is required to confirm financial backing.

In cases where a donor requests anonymity, their identity shall be known to the Awards Committee Chair, the Treasurer, and the Development Committee Chair. The identity of the donor may be disclosed to other members of the Development Committee or to the Chair on a need-to-know basis.

## 5.3 Award Proposal

After financial backing is confirmed, the Awards Committee Chair will present a written proposal to the Executive Committee for discussion at a regular division meeting. The proposed award should be evaluated for alignment with the Division's mission.

Upon proposal approval by the EC, the Awards Committee Chair will work with the sponsor and members of the Awards Committee to develop an Administrative Issuance for the proposed award. Final approval of the new award AI will be at a spring or fall National Meeting.

Following final approval, the new award will be announced to the membership.

The award proposal must include the following information:

- Year first awarded (intended)
- Sponsor name and contact information (unless donor is anonymous)
- Award amount + other recognition (pins, plaques, etc.)
- Intended use of honorarium (if applicable)
- Number of awards granted per year
- Individual or team award
- Eligible sources of nominations

- Whether a confirmation site visit shall be required
- Statement of award purpose
- Description of eligible nominees
- Award criteria
- Required support for nomination
- Site visit criteria (if applicable)
- What, if any, involvement will the donor have in evaluating nominees?
- What, if any, are the expectations of the award recipient?
- What, if any, suggested methods are there for sourcing nominations specific to this award?
- Notes on award notification process (if applicable)
- Notes on award origin/background

The Awards Chair will notify the sponsor/donor of the results of the Executive Committee vote and will proceed with developing nomination applications and submission guidelines for approved awards.

## 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. 84

## 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:

Dissolved: 08/20/17

## 3 Suggested Tasks Time Frame

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TASKSTIME FRAME

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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.e. CH&S Magazine*)

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:

Obsolete. Simply a place holder for historical reference.

2 Date:

Original Issuance:

Revised: 12/7/15, 12/21/19

Effective Removal Date: 01/21/2021

## 0 Regional Meetings Committee

## 1 Function:

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

## 2 Date:

Original Issuance:

Revisions: 1/8/15; 9/21/2017

Last Revision/Effective Date: 03/18/2018

## 3 Suggested Tasks and Time Frame

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TASKSTIME FRAME

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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

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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

CHAS will support regional activities up to \$500 per year, per region, for a maximum of \$2500 per year. An invoice should be sent to the treasurer when payment is requested.

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 define the purpose, composition, and formation of an Interim Committee.

2 Date:

Original Issuance: 3/13/2016

Revision/Effective Date: 12/19/19

3. Purpose

To facilitate prompt convening of the Interim Committee to conduct business requiring decisions between regular meetings,

4 Composition of the Interim Committee

The composition of this committee will be the Chair, Chair-Elect, Secretary, Treasurer, and one Councilor to be named by the Chair in January. This composition was approved by the Executive Committee at the March 13<sup>th</sup> 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.

## 0 Development Committee

## 1 Function:

The Development Committee serves to support the mission of CHAS by holding responsibility for the solicitation of funding (primarily external to ACS and CHAS membership) for CHAS activities such as: National Award for Achievement in Chemical Safety, other awards under CHAS stewardship, grants and fellowships, CHAS-operated workshops, outreach events, etc.

The Committee is responsible for preparing and publishing materials that promote funding opportunities in close collaboration with CHAS Executive Committee, CHAS Awards Committee, ACS National Awards program, the ACS Development Office.

## 2 Date:

Original Issuance: 8/20/2017

Revision/Effective Date: 03/18/2018

## 3. Suggested Tasks and Time Frame

TASKS	TIME FRAME
Update AI 804 "CHAS Underwriting Opportunities"	As needed
The Chair of this committee is the designated liaison to the ACS Development Office and should report fundraising activities to that office while stay abreast of sponsorship activities of the ACS. The Chair will also convey official comment to the ACS Development Office, if necessary, and provide the CHAS Executive Committee with updates from the ACS Development Office.	This is a continuous activity
A written report detailing the committee's activities and sponsorship opportunities relevant to the Division shall be submitted to the Division Secretary.	This should be done before each national ACS meeting on a semiannual basis.

The Chair will maintain a sponsorship database, prepare and sends correspondences to current and potential sponsors, and serve as the primary contact for all fundraising activity.

This is an intermittent activity

## 0 Liaisons

## 1 Function:

Liaisons serve as information conduits between CHAS and their designated group.

## 2 Date:

Original Issuance: 12/19/19

Revision/Effective Date: 12/19/19

## 3 Reporting:

Liaisons should provide oral reports as needed throughout the year at meetings. Written reports should be provided for the spring and fall National Meeting agenda books.

## 4 Written Report Template

The following template is provided as an example of the information to be included in a Liaison written report.

**American Chemical Society  
Division of Chemical Health & Safety  
Liaison Reporting Template**

Liaison Name	
Representing (Group)	
Report Date/Meeting	
Item of Interest 1	Summary:
	Action Needed:
	Responsible Person(s):
	Estimated Completion:
Item of Interest 2	Information:
	Action Item:
	Responsible Person(s):
	Estimated Completion:
Item of Interest 3	Information:
	Action Item:
	Responsible Person(s):
	Estimated Completion:



**PART 2 TRAVEL 200-299**

## 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 Programming Chair.

Speaker travel reimbursement does not cover meeting registration. Session and/or Programming 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 Programming 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 84). 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  
<https://www.gsa.gov/travel/plan-book/per-diem-rates>

#### 4 Reimbursement:

Reimbursement will not be made until after the meeting. Expenses must be submitted along with receipts (original receipts are preferred) to the Programming 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 ([p. 84](#)) and 502 ([p. 101](#)).

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:

Revisions: 04/9; 8/20/2001;05/01/2008, 08/21/2016

Last Revision: 11/15/2018 Effective Date

3 Guidelines

Generally, one night's room and one day's meals will be made available to elected CHAS Executive Committee members and the Programming 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.

The Appointed or Elected Chair, Vice Chair and Secretary of the subdivision(s), as established in BYLAW V, Section 1 ([p. 13](#)), will be reimbursed. The Chair shall be reimbursed using CHAS funds, while the Vice Chair and Secretary of the subdivision(s) shall be reimbursed with funds generated by the subdivision, subject to their availability.

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 website <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 (p. 87).

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 Programming 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 Programming 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 Programming Chair, who will certify these requests for payment and forward them to the Treasurer.

5      Other References

See Administrative Issuances 201 (see [p. 82](#)) and 203 (see [p. 84](#)).

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 also posted on the CHAS website [https://dchas.org/wp-content/uploads/2020/01/CHAS\\_EXPENSE\\_REPORT\\_2020.xlsx](https://dchas.org/wp-content/uploads/2020/01/CHAS_EXPENSE_REPORT_2020.xlsx)

- 5      See also:
- Administrative Issuance 201 Speaker Travel ([p. 82](#))
  - Administrative Issuance 203 Executive Committee Reimbursement ([p. 84](#))
  - Administrative Issuance 204 Speaker Registration ([p. 85](#))
  - Administrative Issuance 506 Workshops ([p. 110](#))
  - Administrative Issuance 507 Workshops Manual ([p. 111](#))



**PART 3    BUDGET PREPARATION    300-399**

**PART 4   BOOKS AND PUBLICATIONS   400-499**

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 then 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 Succession Schedule

1      Function:

To help the Chair plan his/her commitments during the three-year succession (Chair Elect; Chair; Immediate Past Chair). See Bylaw IV; Section 4, [p.10](#) for duties.

2      Date:

Original Issuance:

Revisions: 04/93, 08/01, 6/27/19

Revised/Effective Date: 12/19/19

3      **Chair Elect Year**

JANUARY

Attend the [ACS Leadership Institute](#) meeting. The Division will cover the expenses for this. The Chair Elect should book travel and submit receipts to the Treasurer for reimbursement.

Begin participating in monthly coordination calls with Current Chair, CCS Chair and ACS Safety Manager

FEBRUARY

The Chair-Elect should prepare a short summary of the audit to include in their report for the spring meeting.

SPRING

Review most recent CHAS Annual Reports (Located at the [Annual Reporting](#) site) and CHAS Strategic Plan (Located in CHAS Projects on Basecamp).

JULY

Before the fall ACS meeting, become familiar with relevant information in the [ACS Legal Resource Manual for Technical Divisions and Local Sections](#)

Prepare a Chair Elect Report to enable the incoming Chair to appoint new or reappoint old committee chairs and members for term beginning January 1 of next year at the fall

meeting.

The report should be sent to the Secretary for the spring National Meeting Agenda Book.

## DECEMBER

Prepare the “Chair’s Message” for the CHAS website. Send picture and message to webmaster.

At DECEMBER MEETING announce when monthly meetings will be held for the coming year.

Prompt Chair to ensure that the Election Certification letter has been prepared by the Secretary and sent by December 1 to ACS (C\_Vockins@acs.org).

## 4 Chair Year

The Chair is responsible for setting up the teleconference calls for the Monthly Executive Committee Meetings. The calls are currently on the third Thursday of the month at 8:30 PST; 9:30 MST; 10:30 CST; or 11:30 EST.

## MONTHLY

- Send out reminder and call for agenda items (1-1.5 weeks before)
- Send out final agenda 1-3 days before
- Ensure that you have a working conference line and correct dial in information!

## JANUARY

Write letter of appreciation to outgoing Chair (optional).

Coordinate with webmaster to ensure elected and appointed CHAS leadership is correct on webpage

Send an email to the DIVISION to introduce yourself, outline status of division, goals for the coming year, and upcoming spring meeting, etc.

Coordinate next election timeline with Immediate Past Chair (Nomination Committee Chair) and Secretary.

Begin working with Awards chair, and Immediate Past Chair to identify candidates for ACS fellows and develop plan to obtain candidate(s) information and 3 letters of recommendation. NOTE: The Chair MUST SUBMIT the list or write a letter delegating this. For information and instructions see the [ACS Fellows Program](#). The nominations are



due in March or April.

Confirm Councilor who is willing to serve on the Interim Committee and submit their name to the EC for approval.

Work with Immediate Past Chair, Treasurer, and Secretary on Annual Report due mid-February.

In consultation with CCS CHAIR and CHAS Programming Chair decide when the CHAS EC meeting will be held at the spring meeting, if it will be joint with CCS, and who will cover the breakfast and lunch.

## FEBRUARY

Annual Report is due February 15. Upload report at [Annual Reporting](#). The division may not receive its full allocation from the ACS if reports are not uploaded prior to February 15.

Plan agenda for spring Executive Committee and Business meeting. Work with Secretary to determine when committee reports are due and when agenda will be issued.

## MARCH/APRIL

Nominations for ACS Fellows Due April 1. Write nomination letter(s) or write letter delegating submission of ACS Fellow nominations from Division. See [ACS Fellows Program](#)

Alert Secretary to his/her part in announcing candidates; names, biographies, and ballot. The ballots are due out by May 5 as designated in the Bylaws.

Chair is responsible for:

Executive Committee Meeting 30-40 people. HISTORICAL NOTE: At the fall 2001 Executive Committee meeting the EC voted to combine the Business Meeting with the Executive Committee Meeting.

Chair's Meal either before or after the meeting as appropriate. Executive Committee officers and Programming Chair. The day and time are Chair's option and may be coordinated with the Committee on Chemical Safety meeting.

## APRIL/MAY

As soon as the ACS Committee on Nominations and Elections announces the slate of

candidates for the fall ACS National Election (N&E), invite the President-elects to address CHAS at the fall EC meeting. NOTE: There are very specific guidelines on communicating with candidates and ACS staff must be copied on all correspondence. Guidance will be in the N&E email and can also be found at <http://www.acs.org/elections> (click on “Campaign Guidelines”).

#### MAY/JUNE

Ensure that Awards Chair sends letter to C&E News announcing division award winners and other important chemical health and safety information. Also, ensure Awards Chair sends email to DCHAS-list serv.

See [AI 801, p. 139](#) for a sample letter.

Be sure Secretary certifies all newly elected officers to ACS Divisional Activities Office and ACS Executive Director. 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](mailto:c_vockins@acs.org) for certification.

As soon as election results are known, congratulate newly-elected persons.

#### JUNE 17

The deadline for conducting the election, as designated in the bylaws, is June 17. See AI 08, Section 8. (link in manual).

The Chair is responsible to send out congratulation or regret letters or emails.

#### JULY 15

Begin planning agenda for the fall meetings. Refer to February 28.

#### AUGUST

Executive Committee Meeting 30-40 people. HISTORICAL NOTE: At the fall 2001 Executive Committee meeting the EC voted to combine the Business Meeting with the Executive Committee Meeting.

Chair's Meal either before or after the meeting as appropriate. Executive Committee officers and Programing Chair. The day and time are Chair's option and may be coordinated with the Committee on Chemical Safety meeting. Select candidates for Leadership Conference.

## OCTOBER 1

Be sure that Secretary advises ACS Divisional Activities Office of:

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

## OCTOBER/NOVEMBER

Announce preparation of Annual Report at the monthly Teleconference and request items from EC, Treasurer, and Secretary.

## DECEMBER 1

Write letters of appreciation (or emails) to outgoing officers, committee chairs and committee members whose terms expired on December 31. (Optional)

Ensure that the Election Certification letter has been prepared by the Secretary and sent by December 1 to ACS (C\_Vockins@acs.org).

On December 31, turn over reins to successor.

## 5      **Immediate Past Chair Year**

## JANUARY

As Immediate Past Chair you are Chair of Nominations Committee. Coordinate next election timeline with Chair and Secretary and identifying and wooing candidates for roles.

Slate due to Division Chair by February 15 per Bylaw IV, Section 4, a.

## FEBRUARY

The Division Annual report is due at the end of the month. The Immediate Past Chair is responsible for writing and uploading the report for the previous year (their Chair year).

## EARLY SPRING and EARLY FALL

The Immediate Past Chair or their designee, working with the Programing Chair and the Treasurer, is responsible for compiling CHAS at a Glance (CAAG) for the National Meetings. CAAG is formatted in PowerPoint as a trifold. The suggested schedule is shown.

TASKS	TIME FRAME
Obtain final program from Program Chair	6 to 8 weeks prior to National Meeting
Format CHAS @ a Glance using PowerPoint 8 x 14 paper	4 to 6 weeks prior to National Meeting
Have a small group review for edits	4 weeks prior to National Meeting
Send final pdf to Treasurer for Printing	3 weeks prior to National Meeting

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 Programming Committee) and the expenses have been submitted in writing to the Treasurer and through the Chair of the Programming Committee.

0 Secretary

1 Function:

To help the CHAS Secretary fulfill his/her commitments and responsibilities during the term of office (see Bylaw III; section 3 for duties).

2 Date:

Original Issuance:

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

Revision/Effective Date: 03/18/2018

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:
  - Dues for the following year
  - 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

<b>AGENDA TOPIC</b>	<b>APPROXIMATE TIME</b>
<b>Welcome from the Chair</b>	5
<b>Officers' Reports</b>	40
Chair	
Secretary	
Treasurer	
Chair-Elect	
Immediate Past-Chair	
Councilors' Reports	5
Member-at-Large Report	5
<b>Old Business</b> (As required)	
<b>New Business</b>	
Nominations/Elections	5
Dues	10
<b>Committee Reports</b>	30
Awards	
Long-Range Planning	
Membership	
Publications	
Regulatory and Public Affairs	
Social	
Educational Program Team	
Development Committee	
<b>Liaison Reports</b>	30
IAC	
CCS	
DAC	
CHAL	
AIChE	
AIHA	

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

Revision/Effective Date: 01/20/2017

3. Treasurer Description and Duties

### **TASKS**

### **TIME FRAME**

Managing the Division (and Subdivision) finances by paying invoices, tracking income and responding to questions including:

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

Monthly

Preparing the Financial Report and presenting it to the Division

Spring and Fall National Meetings

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

Prior to Spring and Fall National Meetings

Overseeing the set up and breakdown the space

Spring and Fall National Meetings

Reviewing and paying reimbursements to Division members who attend National Meeting executive sessions	Within 30 days of each National Meeting
Managing the Division workshop registration and finances	Ongoing
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	Ongoing
Consulting SOCIETY staff about specific financial and logistical requirements related to division activities and national meetings	Ongoing
Preparing an IRS 990 EZ Tax Return	Prior to April
Monitoring investment accounts to assure a proper balance between risk and income	Ongoing
Advising the Division Executive Committee about the potential logistical and financial impacts of program ideas and strategic initiatives.	Monthly

#### 4. Schedule

AUGUST to DECEMBER prior to taking office

Arrange with current Treasurer for transfer of funds.

#### JANUARY

Send appropriate 1099 forms to individuals receiving \$600 or more of taxable income from CHAS in previous year, including CHAS workshop presenters and award recipients.

Complete Treasurer's Report on ACS Forms.

Prepare documents for Audit Committee.

- ACS Financial Annual report
- Annual Profit and Loss Statement
- Any other documents requested by the Audit Committee.

#### 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/Effective Date: 01/21/2021

3      Responsible Officer:

The Development Committee Chair 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 CHAS 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 CHAS 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 workshops. Schedule sessions in conjunction with presenters and CHAS Programming Chair,
2. Schedule rooms & AV equipment (in conjunction with presenters and the CHAS Programming 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 CHAS with accounting.

#### **Financial policies:**

1. CHAS 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<sup>1</sup> to cover travel-related expenses.

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<sup>1</sup> 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



- 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. CHAS 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 CHAS 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.

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\$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 registrants 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

Revisions: 03/26/99, 04/14, 06/27/2019

Revision/Effective Date: 02/18/2021

3 Nature:

The award consists of a commemorative plaque and a \$500 prize.

Note: This award amount is below the \$600 threshold triggering a 1099 form from CHAS, but monetary awards are considered taxable income for the recipient.

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 was 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, gender, or race. Nominees are not required to be members of the Division of Chemical Health and Safety. An individual may be named as the nominee or an organization (company, department, etc.) may be named. If a team is nominated, an individual must be identified as the primary contact to represent the team.

6 Selection of the Recipient

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

Nomination must describe details of the nominee's accomplishments in the field of chemical health and safety. The nomination must include a cover letter from the nominator describing why the nominee is deserving of this award. The letter should describe the nominee's work and how it is aligned with the purpose, eligibility, and/or

criteria of the award. The letter must detail the nominee's accomplishments and identify the work to be recognized. The nomination application form must include a brief biological sketch of the nominee and a list of any relevant publications authored by the nominee.

## 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 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

Revisions: 03/26/99, 03/18/18, 2/20/2018

Revision/Effective Date: 06/27/2019

3 Nature (Suggestions):

Service Awards are given to the immediate past division Chair at the end of their term. The chair receives an ACS past chair's pin and plaque.

0 [Tillmanns-Skolnik 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

Revisions: 03/27/1999, 03/18/2018, 06/27/2019

Revision/Effective Date: 02/18/2021

## 3 Award:

The award consists of a commemorative plaque and a \$500 prize.

Note: This award amount is below the \$600 threshold triggering a 1099 form from CHAS, but monetary awards are considered taxable income for the recipient.

## 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, 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.

## 9 Selection of the Recipient

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

The nomination must include a cover letter from the nominator describing why the nominee is deserving of this award. The letter should describe the nominee's work and how it is aligned with the purpose, eligibility, and/or criteria of the award.



## 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

Revisions: 04/93, 3/99, 11/07, 1/08, 4/14, 2/18, 03/18/2018, 06/27/2019

Revision/Effective Date: 02/18/2021

## 3 Award:

The award consists of a plaque recognizing the accomplishment and a \$1000 honorarium. The prize is provided by CHAS, along with any sponsors that can be found. An award acceptance talk at the fall CHAS awards symposium is expected.

Note: Monetary awards are considered taxable income. A 1099 form from CHAS would only be required if a check for \$600 or greater is written to an individual (person) winner. This award is almost always split between two departments (\$500 each), which of course, should not be *assumed* for all future award years. When checks are written payable to the *department* at an institution meeting the requirements of a nonprofit, the award is not taxable.

## 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 the Awards Selection Subcommittee is responsible for evaluating the nominees and selecting a winner.

If, in the opinion of the judges, no candidate meets an “outstanding” level in qualifications no award will be given. Award sponsors will be made aware of this situation as soon as it occurs.

## 5 Eligibility:

The nominee may be a college/university chemistry academic department, an entire campus, or an EH&S office. Joint nominations, including chemistry departments and

other offices will also be accepted. Submissions which include participation from the chemistry department are desired.

Previous recipients of this award become eligible again after ten (10) years with the condition that their current undergraduate lab safety program differs significantly from the program as it was when the award was previously received. In this case, supporting documentation must highlight the program improvements.

6 Criteria:

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

- 1) Chemistry Department's safety policy statement
- 2) Chemical Hygiene Plan(s) for instructional laboratories
- 3) Evidence that safety concepts, such as risk assessment and utilization of chemical-safety information, are included in the teaching curriculum.

Evidence may include the following:

- a) Safety rules for students
  - b) Course syllabus showing covered safety topics
  - c) Laboratory manuals with safety guidance
  - d) Examinations or exercises used to teach or reinforce safety concepts
  - e) Safety course offerings
  - f) Description(s) of offered seminar(s) on safety topics
  - g) Results of safety research
  - h) Other examples as appropriate
- 4) Description of, or documentation for, chemical waste collection policies and procedures for instructional courses and prep lab.
  - 5) Chemical Storage policies

This may include descriptions of:

- a) Access control
  - b) Segregation
  - c) Protected storage
  - d) Inventory tracking methods
  - e) Storage quantity limitations, approvals for ordering new chemicals, etc.
- 6) Policies relating to the prep-lab space (if applicable), as well as written safety requirements for instructors and teaching assistants working during non-class times.

This may include:

- a) Separate Chemical Hygiene Plan for prep lab (or clear inclusion in the department CHP)

- b) General policy and procedures, for use of and access to the space (e.g., restricted access, policy for not working alone in the lab, etc.)

7) Evidence of waste-minimization and green-chemistry strategies.

This may include:

- a) Policies for waste minimization or a list of prohibited materials
  - b) Description of green practices used in the instructional labs
  - c) Incorporation of sustainability concepts into the curriculum
- 8) Evidence of faculty and teaching-assistant safety training and development

This may include:

- a) Description of safety training requirements and policies for individuals overseeing, or directly supervising, laboratory classes
- b) Copy of safety training materials for training instructors and T.A.s, if applicable
- c) Seminars, workshops, production of videotapes, slides, etc.

9) Lab Safety Event (incident and near miss) reporting

Documentation may include:

- a) Policy for reporting incidents
- b) Summary reports and analysis
- c) Summary of lessons learned from events and corrective actions taken
- d) Example reports with root cause analysis and corrective actions

10) Policy, procedure, and frequency for routine assessments of laboratory's physical condition (i.e. audits/inspections). Assessments may be internal (self-inspection) or external (e.g. EH&S department inspections)

Supporting documentation may include:

- a) Description of inspection process, frequency, and responsible parties
- b) Copy of inspection checklist

7 Site Visit:

If a nominee is eligible based on supporting documentation, a committee member or other ACS delegate will perform a site visit to verify.

As part of the site visit, the following laboratory and chemical-use area conditions of the undergraduate laboratory facility may be assessed:

- A. General ventilation
- B. Engineering controls in working order
- C. Housekeeping and general facility condition including chemical storage areas

- D. Adequate student supervision
- E. Security of chemical storage areas and general lab spaces
- F. Emergency irrigation tested and working
- G. Emergency response equipment and supplies stocked and inspected (spill kits, fire extinguishers, etc.)
- H. Personal protective equipment available and in good condition
- I. Posted emergency procedures and contact numbers

8 Sponsor Recognition:

Sponsors shall be recognized by including the sponsor's name in the title of the award and by including the sponsor's name and logo on the award plaque and in all correspondence relating to the award.

9 Related Issuances

AI 201 ([p.82](#)) related to Speaker Travel

AI 801 ([p.139](#)) related to Letter to C&E News

AI 802 ([p. 140](#)) related to acknowledgement of support

## 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

Revisions: 10/19/12

Revision/Effective Date: 06/27/2019

## 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. 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 the CHAS Awards Selection Subcommittee is responsible for evaluating the nominations and selecting winners.

0      The ElSohly Award (financially administered by CHAS)

1      Function:

This award recognizes outstanding contributions and/or commitments to cannabis chemistry and cannabis science.

2      Date:

Original Issuance: 03/02/2017

Revisions: 02/09/2018, 03/18/2018

Revision/Effective Date: 8/25/2019

3      Nature of the Awards

Management information on this award is in the [CANN Administrative Manual](#).

## 0 Lifetime Achievement Award

## 1 Function:

To recognize a lifetime of dedication and service to the Division of Chemical Health and Safety of the American Chemical Society and to advancing the principles and ideals of health and safety in the chemistry enterprise.

## 2 Date:

Original Issuance: 03/18/2018, 06/27/2019

Revision/Effective Date: 02/18/2021

## 3 Nature:

A large, laminated plaque (~ 11" X 14") with the above wording to which is affixed a double-bladed, stainless steel spatula (~ 7" long). One blade of the spatula will be engraved with ACS in shaded letters. The other blade will be similarly engraved with CHAS.

The award will be made at the fall CHAS Awards Symposium. The awardee will give an award address.

It is not anticipated that this will be an annual award. The award will not be because of length of service, or retirement.

## 4 Criteria:

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

Awardee must have been an active member of the Division for at least five years.

Activity is indicated by the following, e.g.: participation in or moderation of technical sessions at national meetings and / or regional meetings, contributions of articles and service to *ACS Chemical Health and Safety* or other publications related to chemical health and safety, holding offices in the division, chairing or serving on division committees, serving on ACS Committee's and task forces, etc.

Awardee has shown support for the goals and activities of CHAS, the ACS, and the chemical health and safety community; and has, through personal effort, helped CHAS and the ACS reach those goals.



**0** CHAS Student Registration Award**1** Function:

To encourage student participation in CHAS programming at ACS national meetings.

**2** Date:

Original Issuance: 03/31/2019

**3** Award:

Reimbursement in the amount of full-conference registration fee (undergraduate, graduate, or pre-college teacher student rate, as applicable).

**4** Criteria:

Awardee must qualify for the undergraduate or graduate student or pre-college teacher registration fee and must be participating in a CHAS symposium or poster session as a speaker or poster presenter at an ACS national meeting.

**5** Administration of Award:

The Division will support up to 2 student registrations per National meeting.

The award will be administered through the awards committee in consultation with the Treasurer.

## 0 Laboratory Safety Institute Graduate Research Faculty Safety Award

1 To recognize graduate-level academic research faculty who demonstrate outstanding commitment to chemical health and safety in their laboratories.

2 Date:

Original Issuance: 06/27/2019

Revision/Effective Date: 02/18/2021

3 Award:

Up to \$1,000 to support:

- Travel expenses to attend the ACS national meeting and deliver a 15 – 20 min presentation at the CHAS Awards Symposium, and/or
- A grant to be used for safety enhancements in the faculty member's research group.

The award also includes an engraved plaque including the name of the recipient and sponsor logo, and an award certificate, which is mailed to the president of the university of which the recipient is affiliated.

Note: No money is awarded directly to the awardee. Since the money will be either a travel reimbursement or grant to the institution, it will not be taxable income. When the winner is notified, they will be informed that they are expected to present at the CHAS Awards Symposium. If, desired, they can use the CHAS expense form to submit their travel receipts for reimbursement up to \$1,000.

If travel is not possible, is not necessary (e.g. virtual meeting), or if some or all of the \$1,000 is not needed for travel (e.g. other funding source available), the balance can be provided as a restricted grant for the faculty member to use for safety enhancements in their own research group.

It is possible that some portion of the \$1,000 could be left un-requested. One option could be that the balance be carried over to increase or extend the award in a future year.

4 Eligibility:

Eligible nominees are faculty members who have responsibility for a graduate-level research laboratory, and who demonstrate values and behaviors consistent with the criteria of this award. The faculty member's laboratory may be part of any academic department at the institution, provided that chemical use is a significant part of the laboratory's research.

The recipient of this award is expected to deliver a 15-20 minute presentation at the CHAS Awards Symposium at the ACS Fall national meeting in the year that they receive the award. The presentation may be on any topic related to chemical safety.

## 5 Award Criteria

### A. Sets Safety-Compliance Expectations:

Enforces all institutional health and safety practices, protocols, and rules within his or her laboratory space. Examples include:

- a) Participates in formal laboratory inspections and group safety committee meetings.
- b) Maintains safety in the laboratory by conducting unannounced walk-throughs.
- c) Ensures all members of the research group and visitors (including vendors and contractors) read, understand, agree to follow, and realize the consequences of not following the safety rules.
- d) Actively demonstrates his/her commitment to laboratory health and safety.
- e) Personally provides a “new employee/student safety orientation” for each new member of the research group.

### B. Monitors and Provides Safety Information and Training:

Insists that everyone who works in the lab receives comprehensive, lab-specific safety information and training. Examples include:

- a) Ensures students and others who work in his or her research lab are educated, informed, and trained in the safety skills they need to conduct research safely and work independently.
- b) Establishes coaching and mentoring relationships to enable new researchers to receive hands-on training in safety practices from more experienced researchers.
- c) Requires a structured lab-orientation, including emergency information and safety rules, for new lab workers.
- d) Annually and as needed, reviews and revises the lab safety manual and chemical hygiene plan (if separate from the lab safety manual).

### C. Models Safe Behaviors:

Serves as a role model by personally exhibiting good safety behavior. Examples include:

- a) Wears proper lab attire and PPE when entering laboratories or handling research materials.
- b) Completes, at a minimum, the same institutional safety training requirements as lab workers and signs the group’s rules agreement.

- c) Personally proposes new safety initiatives and/or shares safety best practices with the department and/or Health and Safety department.
- d) Actively participates in research group or department safety committees and Joint Safety Teams.
- e) Includes safety information in published research and requires it in their students' thesis proposals and thesis defenses.

**D. Assesses Hazards and Evaluates Risks:**

Examples include:

- a) Ensures that lab members complete hazard analyses prior to conducting experimental procedures.
- b) Identifies the hazards, types of emergencies that could occur, and what needs to be done to be prepared for them.
- c) Implements prudent practices, protective facilities, and PPE needed to minimize risk.
- d) Reviews new laboratory procedures for potential risks.
- e) Requires hazard analyses to be incorporated into lab notebooks prior to an experiment.
- f) Expects hazard analysis to be included in thesis proposals, dissertation proposals, and published research.
- g) Requires hazard analysis to be revisited if a experimental procedure yields unexpected results or if the procedure requires changes before conducting the experiment.

**E. Creates Safety Leaders:**

Empowers researchers to assume leadership roles in establishing safety practices within research groups and for entire departments. Examples include:

- a) Encourages lab members to participate in department safety committees or Joint Safety Teams.
- b) Encourages lab members to propose new safety initiatives and/or share safety best practices with the department and/or Health and Safety department.
- c) Rewards good safety performance.

**F. Promotes Positive Safety Culture:**

Takes actions to encourage safety and promote a strong, positive safety culture in the research lab. Examples include:

- a) Provides instruction and encouragement to lab members for reporting all incidents and injuries.
- b) Fosters a nonthreatening atmosphere for free expression of safety concerns or questions.

- c) Provides ample budgetary support for safety supplies such as PPE and engineering controls.
- d) Recognizes that psychological stress can undermine safety culture and performance.
- e) Provides and encourages lab members to take advantage of resources for stress management.
- f) Encourages open and ongoing safety dialog.
- g) Requires “safety moments” at laboratory group meetings and/or incorporates safety into research discussions.
- h) Encourages and acknowledges lab members for working safely.
- i) Accepts responsibility for safety.
- j) Takes initiative to reduce waste and promote greener, more sustainable research practices in his or her lab.

## 6 Required Submission Materials

- a) A cover letter from the nominator describing why the nominee is deserving of this award. The letter should describe the nominee's work and how it is aligned with the purpose, eligibility, and/or criteria of the award.
- b) A letter of support from the institution's EH&S office. In cases when the nominator (author of the cover letter) is a member of the EH&S office or a senior administrator, an additional letter of support from that party is not required.
- c) A letter of support from a senior administrator such as the head of the academic department, the vice provost for research, or the dean of the school.

Support letter writers are not required to be members of the ACS or CHAS. The supporter's contact information must be included in the letter. The support letter should clearly describe the impact of the nominee's work and the ways in which they have met the purpose and criteria of the award.

## 7 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 the Awards Selection Subcommittee is responsible for evaluating the nominees and selecting a winner.

If, in the opinion of the judges, no candidate meets an “outstanding” level in qualifications no award will be given. Award sponsors will be made aware of this situation as soon as it occurs.

The sponsor will serve as a reviewer of the nominations for this award. The sponsor's evaluation will be given no more or less weight than the evaluations of the other members of the Awards Selection Subcommittee.

8      Sponsor Recognition:

The Sponsor shall be recognized by including the sponsor's name in the title of the award and by including the sponsor's name and logo on the award plaque and in all correspondence relating to the award.

## 0 CHAS Graduate Student Safety Leadership Award

## 5 Function:

To recognize a graduate student researcher or recent graduate (within 3 years of latest degree) who demonstrates outstanding leadership in chemical health and safety in their laboratory, research group, or department.

## 6 Date:

Original Issuance: 12/2020

## 7 Nature:

Each year, the award will be dedicated to a different historical figure in chemical health and safety. The initial list of dedicatees is Alice Hamilton, Rachel Carson, Karen Wetterhahn, Lois Gibbs, and Sheharbano "Sheri" Sangji.

Each year, the award name will reflect the name of the historical figure as, "CHAS Graduate Student Safety Leadership Award in honor of \_\_\_\_\_".

## 8 Establishment and Support

This award was proposed by an anonymous donor in 2020. The donor contact is known to CHAS Awards Committee Chair, Treasurer, and Sponsorship Chair only.

## 9 Award:

One award per year will be given to an individual meeting the award criteria. A second eligible awardee may be considered for select years at the donor's discretion.

The awardee will receive a \$500 honorarium and an additional optional \$2,000 to be used as described below. They will also be invited to speak at the CHAS Awards Symposium in the year the award is given and will receive a certificate that includes information about the historical dedicatee for that year's award.

Subject to Executive Committee approval, an optional additional \$2,000 will be made available to support a project that promotes graduate student safety at the home school and/or for travel expenses to the CHAS Awards Symposium at an ACS national meeting, as applicable.

Note: Monetary awards are considered taxable income. The honorarium does not meet the \$600 threshold triggering a 1099 form from CHAS. The remaining \$2000 would be paid such that it was not awarded directly to the person, but rather, would be designated for the individual's project at their "home school"; thus, the payment would be made to the school and/or department with instructions for what it is meant to be spent on. The travel expenses, if requested, would be reimbursed via the CHAS expense form.

Upon notification of award, the recipient will be asked to submit the optional funding proposal for a graduate student safety project at their home school. The proposal shall be submitted no later than the date of the CHAS Awards Symposium and is subject to approval by the CHAS Executive Committee. The recipient is also expected to provide a report to the CHAS-EC on the project outcome within one year of the symposium.

The recipient of this award is expected to deliver a 15–20-minute presentation at the CHAS Awards Symposium at the ACS Fall National meeting in the year that they receive the award (in-person or virtual). The presentation should describe the work recognized by the award.

#### 10 Eligibility Criteria:

Non-ACS and CHAS members are eligible for this award.

Eligible nominees are current masters or doctoral candidates in research fields, or those who have graduated within the past three years, who demonstrate values and behaviors consistent with the criteria of this award.

The researcher may be a member of any academic department at their institution provided that chemical use is a significant part of their research.

The primary criterion for this award is demonstrated leadership of specific project(s) that support a proactive safety culture in the laboratory, research group, and/or department where the student's research or teaching responsibilities take place. Such projects empower their peers and students to address technical and cultural safety concerns related to chemical usage, in either the teaching or research environment.

The examples of other safety leadership skills given below will support the award application, but not replace the need for a specific example of project-based leadership.

- Participation in external safety conferences and organizations.
- Publication of safety related information in research papers.
- Development of new approaches to safety education in the laboratory.

A site visit will not be required for this award.



## 11 Selection of the Recipient

Self-nomination accepted. Additional nominations accepted from administrators (e.g., Vice Provost for Research), Departmental Chair or other faculty, EH&S staff, and/or peers at home institution. The Donor is eligible to nominate candidates for the award, but will not be part of the evaluation process

Nominations specific to this award may be sourced through normal avenues for CHAS awards (DCHAS-L email listserv and the CHAS Awards Canvassing Subcommittee), on other safety listservs, by direct messaging to administrators at academic research institutions, by contacting ACS Student Chapters, and by contacting Joint Safety Teams.

Required support for nomination:

- Cover letter from the nominator describing why the nominee is deserving of this award.
- Two letter(s) of support from institution's Environmental Health and Safety Office, Senior Administration or Departmental leadership.
- Descriptions of or samples of research safety projects or initiatives lead by nominee.

When a winner has been selected, the CHAS Awards Committee Chair will notify the award recipient as well as the nominator and those who provided a letter of support for the selected nominee.

**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 95)

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 95 and Collegiate Award AI 704 page 38.)

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:

3 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.

4 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

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

Author (or Authorized Agent)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

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

Updated/Effective Date: 04/02/2017





## 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:

### TILLMANNS-SKOLNIK AWARD

The Tillmanns-Skolnik 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-Skolnik Award in 1986 to honor Emma Jean Tillmanns-Skolnik. 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](http://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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