

Procedures Manual – Division of Professional Relations

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Introduction

The purpose of this document, the Procedures Manual for the Division of Professional Relations is:

- To formalize the duties and responsibilities of all elected officers;
- To formalize the duties and responsibilities of Division committees and task forces; and
- To provide a calendar/timeline with all recurring events so that these events can be adequately planned for and completed in a timely fashion.

Division Mission and Objectives:

The mission of the Division of Professional Relations (DPR) is:

To help members effectively manage their careers in the chemical and allied fields

The objectives of the Division are:

- To represent its membership and to inform general membership in professional rather than scientific matters;
- To increase awareness of members and to influence SOCIETY policies on professional matters through the organization of appropriate programs, conferences and discussion groups;
- To assess member opinions on professional matters and to make this information available to SOCIETY members through appropriate means.

Division Officers: Duties and Responsibilities

Administration of the Division: The Executive Committee shall manage all affairs of the Division, including its finances. The Executive Committee shall consist of a Chair, Chair-Elect, Secretary, Treasurer, the Division Councilors, the Division Alternate Councilors, six Members-at-Large, and the immediate Past Chair. If not holding an elected office, the Program Chair shall be a non-voting member of the Executive Committee.

The Executive Committee shall meet at least twice each year, at the national meetings of the SOCIETY. The fall meeting shall be the annual meeting. Additional meetings may be called at any time by the Chair or at the request of any three members of the Executive Committee. Notice shall be sent to each Executive Committee member at least 10 days prior to the date of the meeting. Divisional meetings are open to all registered members of the SOCIETY.

Chair (See Appendix A for Past Chairs): The chair is the leader of the Division. His/her primary responsibility is to ensure that the business of the Division is carried out properly and in a timely fashion. The term of office for the Chair is one year. The Chair-Elect automatically succeeds to the office of Chair on January 1 of the year following his/her term as Chair-Elect.

The duties of the Chair are listed below.

- The Chair shall prepare agendas and preside at meetings of the Executive Committee. The Executive Committee meets at each National meeting.
- The Chair shall carry into effect the decisions and recommendations of that Committee,
- The Chair shall preside at business meetings of the Division,
- The Chair shall appoint all committees, including members of the Nominating Committee, the Teller Committee, the Henry Hill Award Committee and other such committees as needed.
- The Chair shall maintain communications with and coordinate activities and programs with all officers of the Division.
- The Chair shall represent the Division at DAC and DOG functions, and/or appoint a representative to attend these functions.
- The Chair shall communicate with members of the Division through appropriate means. This should include a “Chair’s Article” in the DPR bulletin.
- The Chair shall serve as the official contact between the Division, ACS Headquarters and other ACS bodies to ensure that the Division’s activities are consistent with ACS policies and regulations.
- The Chair shall review the annual reports prepared by the Secretary and Treasurer for accuracy and comprehensiveness.

Chair-Elect: The primary responsibility of the Chair-Elect is to become familiar with the responsibilities of the office of Chair, since he/she will be assuming the role of Chair. The term of office for Chair-Elect begins January 1 of the year immediately following his/her election.

The duties of the Chair-Elect are given below.

- The Chair-Elect shall preside over meetings in the absence of the Chair.
- The Chair-Elect shall attend Executive Committee and business meetings.
- The Chair-Elect shall become familiar with the Division’s activities. This should include attending the ACS Division Officer’s Training Conference.

Immediate Past Chair: The Immediate Past Chair shall serve as an advisor to the Chair and Executive Committee to ensure continuity. The term of office begins on January 1, following the year as Chair.

The duties of the Immediate Past Chair are given below.

- The Immediate Past Chair shall attend Executive Committee meetings and offer counsel in the deliberations of the Executive Committee.
- The Immediate Past Chair shall assist in the smooth transfer of operations during changes in personnel of the Executive Committee.
- The Immediate Past Chair shall serve as the Chair of the Nominating Committee in that year, except as specified in Section 5(d) of the Division's Bylaws.
- The Immediate Past Chair should assist the Secretary in the preparation of the annual report covering the year of his/her office as Chair.

Secretary: The Secretary records and maintains the official business of the Division. The term of office of the Secretary is two years, beginning January 1, following election. The Secretary is elected in the alternate years, when the Treasurer is not elected. The main duties of the Secretary are given below.

- The Secretary shall attend and keep minutes of all business meetings of the Division and of the Executive Committee. These minutes should be distributed to all members of the Executive Committee in a timely fashion prior to the next meeting.
- The Secretary shall handle all of the Division's correspondence, as directed by the Chair.
- With the assistance of the Treasurer, the Secretary shall maintain a list of Division members and Affiliates and send them such notices as the business of the Division may require.
- The Secretary shall submit a report to the Division at its annual meeting.
- The Secretary shall submit an annual report of the Division to the SOCIETY's Divisional Activities Committee.
- The Secretary shall prepare a draft ballot and send the list of nominations to each Division member by May 1 or three weeks after conclusion of the Spring meeting, whichever is later.
- Based on the input received from Division members, the Secretary shall send ballots to Division members so that the election may be completed by October 15.
- The Secretary shall certify promptly all elections for and changes in office.
- The Secretary shall preside at Executive Committee and Division business meetings in the absence of the Chair and Chair-Elect.

Treasurer: The Treasurer coordinates and monitors the financial activities of the Division. The term of office of the Treasurer is two years, beginning January 1, following election. The Treasurer is elected in the alternate years, when the Secretary is not elected. The main duties of the Treasurer are given below.

- The Treasurer shall have charge of the funds of the Division, with their disposition subject to the approval of the Executive Committee.
- The Treasurer shall assist the Secretary in maintaining a list of members and Affiliates and in sending them such notices as the business of the Division may require.

- The Treasurer shall submit a report to the Division at its annual meeting
- The Treasurer shall submit an annual report of the Division to the SOCIETY's Divisional Activities Committee
- The Treasurer shall provide a financial report to the members of the Executive Committee in advance of each national meeting.
- The Treasurer shall prepare a draft budget and distribute this draft to members of the Executive Committee for approval at the Fall Annual meeting.
- The Treasurer shall prepare a balance sheet for the previous year for publication in the Division's newsletter once a year.

Councilor/Alternate Councilor: The Councilors and Alternate Councilors shall represent the Division on the Council of the SOCIETY. The term of the Councilors and Alternate Councilors is three years. Election should take place such that alternation is produced. The duties of the Councilors/Alternate Councilors are given below.

- The Councilors and Alternate Councilors shall represent the Division on the Council of the SOCIETY
- The Councilors and Alternate Councilors shall attend Executive Committee meetings.
- Councilors shall inform the Division's members of internal ACS activities. One suggestion would be to provide a report to be included in the Newsletter following each National meeting.

Members-at-Large: The Members-at-Large shall be voting members of the Executive Committee and shall discharge such responsibilities as are laid down by the Executive Committee of the Division. Three Members-at-Large are elected each year and shall serve two years terms.

- Members-at-Large shall attend Executive Committee meetings.

Program Chair: The Program Chair shall have the responsibility for planning and coordinating symposia and other programs for divisional sponsorship. The Program Chair shall be a non-voting member of the Executive Committee, unless they have another position giving them voting privileges on the Executive Committee. The Program Chair shall attend Executive Committee meetings and present program proposals to the Executive Committee for approval. The Program Chair shall be appointed with the approval of the Executive Committee to serve for three years.

Regional Meeting Coordinator: The Regional Meeting Coordinator shall be appointed by the Executive Committee to coordinate programs at Regional Meetings. The Regional Meeting Coordinator shall work with the Program Chair to plan and coordinate symposia offered at regional meetings. The Regional Meeting Coordinator may attend Executive Committee meetings, but is not a member of the

executive Committee, in this capacity. The Regional Meeting Coordinator shall be appointed with the approval of the Executive Committee.

Newsletter Editor: The Editor of the newsletter, The Professional Relations Bulletin, shall be responsible for all aspects of the production of the newsletter, including development of content, arranging for its production and arranging for its distribution to members. The Newsletter Editor may attend Executive Committee meetings, but is not a member of the executive Committee, in this capacity.

At least two issues of the newsletters shall be issued each year. Preferably, these issues should be timed so that Division members receive newsletters just prior to the national meetings of the ACS.

The Newsletter Editor shall be appointed with approval of the Executive Committee.

Webmaster: The Webmaster is responsible for maintaining the Division's webpage and for ensuring that all content on the Division's web page is up to date and of use to the Division's membership. The Webmaster may attend Executive Committee meetings, but is not a member of the executive Committee, in this capacity. The Webmaster shall be appointed with approval of the Executive Committee

Committees and Task Forces

1. **Nominating Committee:** The Chair shall appoint two (non-officer) members in good standing to serve on the Nominating Committee with the immediate Past Chair, who is the ex-officio Chair. At the Executive Committee meeting during the spring national meeting of the SOCIETY, the Nominating Committee shall report with a list of one or more Division members as candidates for each opening to be filled on the Executive Committee in the fall election.
2. **Teller Committee:** The Chair shall also appoint a Teller Committee of at least two members in good standing.
3. **Henry Hill Award Committee:** The Chair shall appoint a Henry Hill Award Committee by July 1. The duties of this committee shall be to gather nominations and select no, one, or more awardees for the following year. The Committee shall comprise a Chair and four additional members who shall be members of the Division. The Chair of the committee shall be a former winner of the Henry Hill Award.

Awards

The Henry A, Hill Award: The purpose of the Henry Hill Award is to honor persons who have served the profession in the area of professional relations in a unique and distinguished manner. The award may be given annually to one or more members of the SOCIETY, living or deceased. Whenever possible, the Award shall be presented at the Spring National Meeting.

Selection of Henry Hill Awardees shall be by vote of four-fifths of the membership of the Henry Hill Award Committee. The results of the selection process shall be communicated to the members of the Executive Committee no later than January 15 of the year of the award. The names of unsuccessful nominees shall not be revealed. Whenever possible, the Award shall be presented at the Spring National Meeting. A List of previous Henry A. Hill Awardees is given in Appendix B.

The Lou Sacco Award: The Lou Sacco Award is given to honor persons who have served the Division of Professional Relations in a meritorious and exemplary manner, over a significant period of time. The Lou Sacco Award shall consist of a suitably inscribed certificate.

Written nominations shall be sent to the Chairman or Secretary of the Division. Nominations may be submitted at any time, but awards shall be announced not more than once per year. Subsequent to receiving one or more nominations, the Chairman shall appoint a Lou Sacco Award Committee comprising a chairman and four additional members who shall be members of the Division. The terms of members of the Committee shall not exceed one year. The Committee shall determine if one or more of the nominees is worthy of the award. Selection of an awardee shall be by four-fifths vote of the membership of the Committee. The names of unsuccessful nominees shall not be revealed. A List of previous Lou Sacco Awardees is given in Appendix C.

Calendar/Timeline

Month	Officer	Task	Date/Deadline
January	All	All newly elected officers begin their terms of office.	January 1
January	Chair	Appoint at least two additional Division members to serve with Immediate Past Chair on Nominating Committee.	
January	Henry Hill Award Committee	Communicates the results of the Committee's deliberations to the Executive Committee	January 15

Month	Officer	Task	Date/Deadline
January, February	Secretary, Treasurer, Imm. Past Chair, Chair	Prepare Division's Annual Report, due to Divisional Activities Committee by February 15.	February 15
January, February	Chair-Elect, Treasurer and/or Secretary	Attend Divisional Officer's Training Conference	
January, February	Program Co-chairs, Chair	Make room and meeting arrangements for Spring ACS National Meeting.	
February	Treasurer	Prepare balance sheet for Previous Year to be published in Newsletter.	
February	Chair	Prepare Chair's Column to be published in Newsletter.	
February, March	Chair	Prepare and distribute agenda for Division Executive Committee Meeting at National ACS meeting	30 days prior to Executive Committee Meeting
February, March	Treasurer	Submit financial report to Executive Committee	30 days prior to Executive Committee Meeting
February, March	Newsletter Editor	Prepare and publish Newsletter prior to Spring ACS Meeting.	
March, April	Chair	<i>Spring ACS Meeting:</i> 1) Chair Executive Committee Meeting; 2) Attend Divisional Officer functions	
March, April	Secretary	<i>Spring ACS Meeting:</i> 1) Attend and record minutes of Executive Committee Meeting; 2) Attend Divisional Officer functions	
March, April	Treasurer	<i>Spring ACS Meeting:</i> 1) Attend and present financial report to Executive Committee Meeting; 2) Attend Divisional Officer functions	
March, April	Councilor	<i>Spring ACS Meeting:</i> 1) Attend and present Councilor's report to Executive Committee Meeting; 2) Attend ACS Council meeting	
March, April	Program Co-chairs	<i>Spring ACS Meeting:</i> Attend and present report on programs to Executive Committee Meeting.	
March, April	Imm. Past Chair	<i>Spring ACS Meeting:</i> Attend and present Nominating Committee report to Executive Committee Meeting.	

Month	Officer	Task	Date/Deadline
April	Secretary	Prepare draft ballot and send out to members.	May 1
April	Treasurer	Prepare IRS forms and submit.	May 15
April	Councilors	Prepare Councilor Reimbursement Forms and Submit to Treasurer within 3 weeks of the end of the Spring ACS National Meeting	3 weeks after end of Spring National Meeting
April, May	Councilors	Prepare report of Council meeting for inclusion in next DPR Newsletter.	
May, June	Program Co-chairs, Chair	Make room and meeting arrangements for Fall ACS National Meeting.	
May, June	Secretary	Distribute Spring Executive Committee Meeting minutes for comment and corrections. Redistribute and archive.	
June	Chair	Appoint Henry Hill Award Committee [4 members plus chair (past award winner)]	July 1
June	Chair	Prepare Chair's Column to be published in Newsletter.	
June, July	Chair	Develop and distribute agenda for Annual Meeting at Fall ACS National Meeting.	30 days prior to Annual (Executive Committee) Meeting
June, July	Treasurer	Prepare and submit financial report for Annual (Executive Committee) Meeting	30 days prior to Annual (Executive Committee) Meeting
June, July	Secretary	Prepare and submit report for Annual (Executive Committee) Meeting	30 days prior to Annual (Executive Committee) Meeting
June, July	Newsletter Editor	Prepare and publish Newsletter prior to Fall ACS Meeting.	
August	Secretary	Send ballots to all Division members.	August 15
August, September	Chair	<i>Fall ACS Meeting:</i> 1) Chair Annual (Executive Committee) Meeting; 2) Attend Divisional Officer functions	
August, September	Secretary	<i>Fall ACS Meeting:</i> 1) Attend and record minutes of Annual (Executive Committee) Meeting; 2) Present report at Annual (Executive Committee) Meeting; 3) Attend Divisional Officer functions	

Month	Officer	Task	Date/Deadline
August, September	Treasurer	<i>Fall ACS Meeting:</i> 1) Attend and present financial report at Annual (Executive Committee) Meeting; 2) Present proposed budget to Executive Committee for approval; 3) Attend Divisional Officer functions	
August, September	Councilor	<i>Fall ACS Meeting:</i> 1) Attend and present Councilor's report at Annual (Executive Committee) Meeting; 2) Attend ACS Council meeting	
August, September	Program Co-chairs	<i>Fall ACS Meeting:</i> Attend and present report on programs at Annual (Executive Committee) Meeting.	
August, September	Imm Past Chair	<i>Fall ACS Meeting:</i> Attend Annual (Executive Committee) Meeting.	
September	Councilors	Prepare Councilor Reimbursement Forms and Submit to Treasurer within 3 weeks of the end of the Fall ACS National Meeting	3 weeks after end of Fall National Meeting
September, October	Councilors	Prepare report of Council meeting for inclusion in next DPR Newsletter.	
September	Chair	Appoint Teller Committee	October 1
September, October	Secretary	Distribute Fall Executive Committee Meeting minutes for comment and corrections. Redistribute and archive.	
October	Teller Committee	Ballots from Division members should be sent to Secretary by October 1. Ballots opened, checked against Division roster and counted.	October 16
October	Teller Committee	Final vote counts shall be reported to the Secretary and Chair.	November 1
October, November	Chair-Elect	Develop goals and objectives for upcoming year.	
November	Secretary	Certify election results to SOCIETY	November 16

Appendix A: Division of Professional Relations Chairs

CHAIR	YEAR
James Walsh	2006
Fran Kravitz	2005
Barbara E. Moriarty	2004
Seymour Patinkin	2003
James P. Shoffner	2002
John Massingill	2001
Grace Borowitz	2000
Brian Treco	1999
Attila Pavlath	1998
E. Ann Nalley	1997
Diane Grob Schmidt	1996
Arthur J. Stipanovic	1995
Michael J. Brownfield	1994
Raquel Diaz-Sprague	1993
John M. Ruth	1992
Mordecai Treblow	1991
Bela Buslig	1990
John Connolly	1989
Louis Sacco	1988
Jo Anne A. Jackson	1987
Alan C. Nixon	1986
Margil W. Wadley	1985
Dennis J. Runser	1984
Mark E. Cohen	1983
Dennis Chamot	1982
Stanley Drigot	1981
Madeleine Joullie	1980
Don Baker	1979
Eugene Garcia	1978
Frederick H. Owens	1977
Warren D. Niederhauser	1976
Gordon Nelson	1975
Thomas Fitzsimmons	1974
Thomas Fitzsimmons	1973

Appendix B: Previous Henry A. Hill Awardees

<u>Awardee</u>	<u>Year</u>
Alan Nixon	1984
Warren Neiderhauser	1985
Gordon Nelson	1986
Fred Owens	1987
William Bailey	1988
Attila Pavlath	1989*
Clayton Callis	1990
Tom Fitzsimmons	1991
Dennis Chamot	1992
Madeleine M. Joullie	1993
John S. Connolly	1995
Stanley Kirshner	1995
E. Ann Nalley	1996
James Shoffner	1997
Susan R. Fahrenholtz	1998
Grace Borowitz	1999
John Ruth	2000
James Burke	2000
Tom Kucera	2001
Eli Pearce	2002
John Borchardt	2003
Ray O'Donnell	2004
Gordon McCarty	2004
Alfred Bader	2005
Stephen Quigley	2005
Seymour Patinkin	2006

* Conferred in Boston, Spring 1990

Appendix C: Previous Lou Sacco Awardees

<u>Awardee</u>	<u>Year</u>
Lou Sacco (Posthumously)	1993
Tom Kucera	1997

