



Standing Rules of Order

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Introduction:

1. This document is a set of standing rules of order for various ACS-GA Section Committees. It is meant to be used by all Executive Members and Committee Chairs to better understand their roles and duties and how to execute them and it is a non-binding guide.
2. All Executive Committee meetings shall be conducted according to the Robert's Rules of Order Newly Revised (ACS-GA bylaw IX meetings section 8).
3. If any executive committee member sees the need to amend this document, they need to bring the issue as an agenda item to the executive committee meeting with the details.
4. If the amendment consists of multiple sections, the Chair may appoint a task force.
5. Any proposed amendments to this document shall follow Robert's Rules of Order Newly Revised, specifically all amendments submitted for approval shall be entered at the end of this document in an appendix with the specific amendment requested, disposition (approved, tabled, rejected), any relevant, brief discussion, and the date.
6. The ACS Georgia Section (ACS-GA) Bylaws specify (a) existence of an Executive Committee and who shall be the only members, (b) existence of one standing Nominations Committee appointed yearly, and (c) that other ad hoc committees may be appointed by the ACS-GA Chair yearly as needed for effective operation of the Section.
7. The Chairs of the Nomination and various ad hoc committees listed below, appointed by the ACS-GA Chair, are not automatically members of the Executive Committee. Executive Committee members are all elected.
8. The ACS-GA Bylaws do not require that the many ad hoc committees listed below be appointed each year. Those ad hoc committees shown below are examples of appointed committees often found to be useful in Section operations.
9. "We believe in the strength of diversity in all its forms, because inclusion of and respect for diverse people, experiences, and ideas lead to superior solutions to world challenges and advances chemistry as a global, multidisciplinary science." (Source: www.acs.org).

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1 Executive Committee Members (Elected, known as Excomm members)

1.1. Section Chair (ACS-GA Chair)

1. Preside over every meeting of the Executive committee; if unable to do so, the Chair-elect will preside (or another appropriate executive committee member, as designated (and prepared) by the Chair).
 - Poll Excomm members for the selection of the Excomm meeting date and time six week before the proposed time and date (two weeks to finalize the date of the meeting). Date of the Excomm meeting needs to be finalized at least one month before the Excomm meeting.
 - Solicit agenda items approximately two weeks in advance of each quarterly meeting and send to each Excomm member including committee chairs two days in advance of the committee.
 - Additionally send the previous Excomm meeting minutes for the approval.
 - The agenda for regular meetings should be set at least one week in advance.
 - Conduct four quarterly EXCOM meetings per year.
 - Chair needs to lead the local section with a clear vision.
2. Appoint/approve committee chairs.
3. Make sure that committee chairs submit event reports in a timely manner.
4. Be responsible for the operation of the section and maintain effective relationships with the other officers and committees.
5. Preside at all general meetings of the Section, and represent the Section at sponsored events. By custom, the Chair introduces speakers at all ACS-GA events.
6. The Chair is responsible for carrying out the decisions of the executive committee according to its intent. The Chair may seek the advice of the Executive Committee and may call upon the Executive Committee to decide upon affairs of the Section when appropriate.
7. Support and mentor the Chair-Elect.
8. Help the past chair to prepare the Annual Report submitted to the SOCIETY.
9. Write a summary of the year’s programs, including accomplishments, discussion of problems, and concerns/suggestions for the future for annual report. Discuss with the Executive Committee.
10. Keep open lines of communication with Section members, the EXCOM, the scientific community and the local business and government communities. This includes responding to inquiries from members and the community at large in a timely fashion.
11. Need to sign appropriate documents as quickly as possible to keep efficient running of the section and related activities.
12. Write letters of support and recommendations as requested.

Month	Task
December (after election)	<ul style="list-style-type: none"> • Meet with new officers, especially the Treasurer, secretary, and past chair to finalize the old budget, discuss the new budget, and ensure continuity of activities. • Establish committee chairs, ensure they understand their duties and plan objectives for the following year.

Month	Task
	<ul style="list-style-type: none"> Set the meeting calendar for the following year and communicate with the excomm members for their approval.
January	<ul style="list-style-type: none"> Send request for selection date for Q1 excomm meeting. Organize Q1 excomm meeting. Appoint/approve committee chairs. Attend and preside monthly meeting.
February	<ul style="list-style-type: none"> Attend and preside monthly meeting.
March	<ul style="list-style-type: none"> Attend and preside monthly meeting. Send request for selection date for Q2 excomm meeting.
April	<ul style="list-style-type: none"> Organize Q2 excomm meeting. Attend and preside monthly meeting.
May	<ul style="list-style-type: none"> Attend and preside monthly meeting
June	<ul style="list-style-type: none"> Attend and preside monthly meeting. Send request for selection date for Q3 excomm meeting. Nudge election and nomination committees.
July	<ul style="list-style-type: none"> Organize Q3 excomm meeting.
September	<ul style="list-style-type: none"> Attend and preside monthly meeting.
October	<ul style="list-style-type: none"> Send request for selection date for Q4 excomm meeting.
November	<ul style="list-style-type: none"> Organize Q4 excomm meeting.
December	<ul style="list-style-type: none"> Attend and preside monthly meeting. Present a summary of the section's accomplishments, introduce newly elected excomm members. Plan January monthly meeting (Secure an affordable venue (discuss and finalize the quotation with the treasurer). Determine menu for the meeting discussing with the treasurer before finalizing. Selection of speaker (volunteer, with no fee in consultation with the treasurer).

1.2. ACS-GA Chair-Elect

- Organize and coordinate monthly meetings for the Section. This includes:
 - Secure an affordable venue.
 - Discuss and finalize all quotations (venue, menu, speaker, etc) with the treasurer even though it is in budget, and if needed (for e.g. charge is excessive
 - Determine menu for the meeting discussing with the treasurer before finalizing.
 - Selection of speaker (volunteer, with no fee in consultation with the treasurer) or event (for e.g. wine tasting and chemistry of wine etc., movie watch party etc.).
- Assume the duties of Chair, when Chair is not available.

3. Chair-Elect is in charge of the Programming Committee of the Section. They should discuss with other committee chairs (for e.g., Women Chemists Committee (WCC), Younger Chemists Committee (YCC) and make sure that there are no time conflicts between the meetings.
4. These duties are not the only duties and may be expanded as needed.
5. Meetings may be held in a virtual or hybrid format; therefore, the Chair-Elect will need to understand how to set-up a meeting using a virtual platform (Zoom, Slack, etc). However, priority should be given to in person meetings if possible.

Month	Task
December (after election)	<ul style="list-style-type: none"> • Attend planning meeting organized by the chair.
January	<ul style="list-style-type: none"> • Present meeting schedule at the Q1 Excomm meeting. • Plan monthly meeting according to the criteria listed in 1 (above). • Have all details confirmed at least five weeks before the meeting. • Make/modify flyers (or use existing flyer) and email to the webmaster, social media committee chair and the publication committee chair weekly. • Prepare meeting evaluation forms. Distribute, collect and assess the completed evaluations • Arrange a photographer for the meeting. Make sure that there are at least six usable photographs (speaker, audience and activities etc) • Write a monthly meeting summary with photographs and evaluation.
February	<ul style="list-style-type: none"> • Plan monthly meeting according to the criteria listed in 1 (above). • Have all details confirmed at least five weeks before the meeting. • Make/modify flyers (or use existing flyer) and email to the webmaster, social media committee chair and the publication committee chair weekly. • Make sure to constant contact with the venue, food and everything is ready to go. • Make a list of meeting attendees for the treasurer (alphabetized using surname) and fees. • On the meeting day, reached the venue at least one hour before the meeting, make sure that lighting, A/V is working fine. • Prepare nametags of the attendees. • Prepare meeting evaluation forms. Distribute, collect and assess the completed evaluations • Arrange a photographer for the meeting. Make sure that there are at least six usable photographs (speaker, audience and activities etc)

Month	Task
	<ul style="list-style-type: none"> • Write a monthly meeting summary with photographs and evaluation.
March	<ul style="list-style-type: none"> • Plan monthly meeting according to the criteria listed in 1 (above). • Have all details confirmed at least five weeks before the meeting. • Make/modify flyers (or use existing flyer) and email to the webmaster, social media committee chair and the publication committee chair weekly. • Make a list of meeting attendees for the treasurer (alphabetized using surname) and fees. • On the meeting day, reached the venue at least one hour before the meeting, make sure that lighting, A/V is working fine. Bring A/V equipment if needed. • Prepare nametags of the attendees. • Prepare meeting evaluation forms. Distribute, collect and assess the completed evaluations • Arrange a photographer for the meeting. Make sure that there are at least six usable photographs (speaker, audience and activities etc) • Write a monthly meeting summary with photographs and evaluation.
April	<ul style="list-style-type: none"> • Plan monthly meeting (Percy-Julian Award) according to the criteria listed in 1 (above). Collaborate with the minority affairs committee chair. • Have all details confirmed at least five weeks before the meeting. • Make/modify flyers (or use existing flyer) and email to the webmaster, social media committee chair and the publication committee chair weekly. • Make a list of meeting attendees for the treasurer (alphabetized using surname) and fees. • On the meeting day, reached the venue at least one hour before the meeting, make sure that lighting, A/V is working fine. Bring A/V equipment if needed. • Prepare nametags of the attendees. • Prepare meeting evaluation forms. Distribute, collect and assess the completed evaluations • Arrange a photographer for the meeting. Make sure that there are at least six usable photographs (speaker, audience and activities etc) • Write a monthly meeting summary with photographs and evaluation. • Present meeting summary at the Q2 Excomm meeting.

Month	Task
May	<ul style="list-style-type: none"> • Plan monthly meeting (Bond-B-Que) according to the criteria listed in 1 (above) and outreach activities. Make/modify flyers (or use existing flyer) and email to the webmaster, social media committee chair and the publication committee chair weekly. • Make a list of meeting attendees for the treasurer (alphabetized using surname) and fees. • On the meeting day, reached the venue at least one hour before the meeting, make sure that lighting, A/V is working fine. Bring A/V equipment if needed. • Prepare nametags of the attendees. • Prepare meeting evaluation forms. Distribute, collect and assess the completed evaluations • Arrange a photographer for the meeting. Make sure that there are at least six usable photographs (speaker, audience and activities etc) • Write a monthly meeting summary with photographs and evaluation.
June	<ul style="list-style-type: none"> • On the meeting day bring (or arrange) all items necessary for the outreach activities. • Bring chips, coke products, paper plates, paper towels, spoons, forks, cups, ice, cooler, sterno, etc. • Reach the venue at least one hour before the meeting, make sure that everything is set-up for the food and for the outreach. • Prepare nametags of the attendees. • Prepare meeting evaluation forms. Distribute, collect and assess the completed evaluations • Arrange a photographer for the meeting. Make sure that there are at least six usable photographs (speaker, audience and activities etc) • Write a monthly meeting summary with photographs and evaluation. • Bond-B-Q or other summer activities (?) – plan activities or assign as nessassary
July	<ul style="list-style-type: none"> • Present meeting summary at the Q3 Excomm meeting.
August	<ul style="list-style-type: none"> • Plan monthly meeting according to the criteria listed in 1 (above). Collaborate with the Herty award committee chair. • Have all details confirmed at least five weeks before the meeting. • Make/modify flyers (or use existing flyer) and email to the webmaster, social media committee chair and the publication committee chair weekly.

Month	Task
September	<ul style="list-style-type: none"> • Plan monthly meeting according to the criteria listed in 1 (above). • Have all details confirmed at least five weeks before the meeting. • Make/modify flyers (or use existing flyer) and email to the webmaster, social media committee chair and the publication committee chair weekly. • Make a list of meeting attendees for the treasurer (alphabetized using surname) and fees. • On the meeting day, reached the venue at least one hour before the meeting, make sure that lighting, A/V is working fine. Bring A/V equipment if needed. • Prepare nametags of the attendees. • Prepare meeting evaluation forms. Distribute, collect and assess the completed evaluations • Arrange a photographer for the meeting. Make sure that there are at least six usable photographs (speaker, audience and activities etc) • Write a monthly meeting summary with photographs and evaluation.
October	<ul style="list-style-type: none"> • Plan monthly meeting according to the criteria listed in 1 (above). • Have all details confirmed at least five weeks before the meeting. • Make/modify flyers (or use existing flyer) and email to the webmaster, social media committee chair and the publication committee chair weekly. • Make a list of meeting attendees for the treasurer (alphabetized using surname) and fees. • On the meeting day, reached the venue at least one hour before the meeting, make sure that lighting, A/V is working fine. Bring A/V equipment if needed. • Prepare nametags of the attendees. • Prepare meeting evaluation forms. Distribute, collect and assess the completed evaluations • Arrange a photographer for the meeting. Make sure that there are at least six usable photographs (speaker, audience and activities etc) • Write a monthly meeting summary with photographs and evaluation.
November	<ul style="list-style-type: none"> • Plan monthly meeting according to the criteria listed in 1 (above). • Have all details confirmed at least five weeks before the meeting.

Month	Task
	<ul style="list-style-type: none"> • Make/modify flyers (or use existing flyer) and email to the webmaster, social media committee chair and the publication committee chair weekly. • Make a list of meeting attendees for the treasurer (alphabetized using surname) and fees. • On the meeting day, reached the venue at least one hour before the meeting, make sure that lighting, A/V is working fine. Bring A/V equipment if needed. • Prepare nametags of the attendees. • Prepare meeting evaluation forms. Distribute, collect and assess the completed evaluations • Arrange a photographer for the meeting. Make sure that there are at least six usable photographs (speaker, audience and activities etc) • Write a monthly meeting summary with photographs and evaluation. • Present meeting summary at the Q4 Excomm meeting.
December	<ul style="list-style-type: none"> • Plan monthly meeting according to the criteria listed in 1 (above). • Have all details confirmed at least five weeks before the meeting. • Make/modify flyers (or use existing flyer) and email to the webmaster, social media committee chair and the publication committee chair weekly. • Make a list of meeting attendees for the treasurer (alphabetized using surname) and fees. • On the meeting day, reached the venue at least one hour before the meeting, make sure that lighting, A/V is working fine. Bring A/V equipment if needed. • Prepare nametags of the attendees. • Prepare meeting evaluation forms. Distribute, collect and assess the completed evaluations • Arrange a photographer for the meeting. Make sure that there are at least six usable photographs (speaker, audience and activities etc) • Write a monthly meeting summary with photographs and evaluation.

1.3. ACS-GA Past-Chair

1. Write annual report by Feb 15.
2. Self-nominate for ChemLuminary Award(s) on annual report for various activities/events consulting with the committee chairs and executive committee members.
 - If the section is selected as a ChemLuminary Award finalist, complete the response form from the ACS awards.
 - Prepare poster to present at the ChemLuminary Award event.

- Attend the ChemLuminary Award event.
3. Help the Chair and Executive Committee to organize meetings.
 4. Be a mentor to the Chair and the Chair-Elect.

Month	Task
December (after election)	<ul style="list-style-type: none"> • Attend planning meeting organized by the chair. • Look for the report (on the Google Drive) and request the missing reports. • Make sure that all elements of the reports are included for the ACS annual final report and ChemLuminary awards • Use ACS forms as a guide for the need. • Mentor the chair as requested.
January	<ul style="list-style-type: none"> • Continue working on the annual report. • Solicit help from chairs, and Excomm committee chairs as needed. • Mentor the chair as needed
February	<ul style="list-style-type: none"> • Finish working on the annual report by the first week of February. The report needs to be attested by the ACS-GA councilor and submitted by February 15. • Mentor the chair as needed.
March	<ul style="list-style-type: none"> • Mentor the chair as needed.
April	<ul style="list-style-type: none"> • Mentor the chair as needed.
May	<ul style="list-style-type: none"> • Mentor the chair as needed.
June	<ul style="list-style-type: none"> • Mentor the chair as needed.
July	<ul style="list-style-type: none"> • Mentor the chair as needed.
August	<ul style="list-style-type: none"> • Mentor the chair as needed. • Prepare poster and represent the local section at the ChemLuminary event, if the section is selected as a finalist for any ChemLuminary awards.
September	<ul style="list-style-type: none"> • Mentor the chair as needed.
October	<ul style="list-style-type: none"> • Mentor the chair as needed.
November	<ul style="list-style-type: none"> • Mentor the chair as needed.
December	<ul style="list-style-type: none"> • Mentor the chair as needed.

1.4. ACS-GA Secretary

1. Take Executive Committee meeting minutes and send to Excomm meeting for approval within a week of the meeting.
2. Get meeting minutes approved by the Excomm members at next meeting.
3. Before ACS National Meetings, ask the Councilors if they will be attending, and if not, determine which Alt-Councilor will be attending in their stead.
4. ACS National will mail out a yellow card that the Alt-Councilors will need to attend the councilor meeting at ACS National, so that has to be delivered to them. Request more cards if needed.
5. Informally, the secretary has supported the Elections Committee (Count ballots--manage election process) unless otherwise running for a position.
6. By 12/1, submit the following names to ACS Executive Director:

- a. Councilor & Alternate Councilors
 - b. New Officers and Committee Chairs
7. Maintain membership lists/records

Month	Task
December (after election)	<ul style="list-style-type: none"> • By 12/1, submit the following names to ACS Executive Director: <ol style="list-style-type: none"> 1. Councilor & Alternate Councilors • Attend planning meeting organized by the chair.
January	<ul style="list-style-type: none"> • Take executive committee meeting minutes and send to excomm meeting for approval within a week of the meeting. • New Officers and Committee Chairs. •
February	<ul style="list-style-type: none"> • Confirm the ACS National meeting attendance with the Councilors. Assign Alternate Councilors as needed.
March	
April	<ul style="list-style-type: none"> • Take executive committee meeting minutes and send to excomm meeting for approval within a week of the meeting. • Send out Yellow Cards to Alternate Councilors attending ACS National Meeting.
May	
June	<ul style="list-style-type: none"> • Confirm the ACS National meeting attendance with the Councilors. Assign Alternate Councilors as needed.
July	<ul style="list-style-type: none"> • Take executive committee meeting minutes and send to excomm meeting for approval within a week of the meeting.
August	<ul style="list-style-type: none"> • Send out Yellow Cards to Alternate Councilors attending ACS National Meeting.
September	
October	<ul style="list-style-type: none"> • Request voting member eRoster from Nationals, and add current list to mail server for emails. Determine list of members who do not receive email from Section to send out postcard announcements.
November	<ul style="list-style-type: none"> • Take Executive Committee meeting minutes and send to Excomm meeting for approval within a week of the meeting.
December	<ul style="list-style-type: none"> • By 12/1, submit the following names to ACS Executive Director: <ol style="list-style-type: none"> 1. Councilor & Alternate Councilors

1.5. ACS-GA Treasurer

The Treasurer is responsible for the operational control of all funds for his/her local section. Treasurer should be fully cognizant of the duties and responsibilities of the treasurer before accepting the position.

The following are the primary functions of the local section treasurer:

1. Retain accurate and proper records (Quicken), including bank statements, checkbooks, ledger(s) of cash revenue and expense transactions, invoices, correspondence, and tax returns in accordance with the section's record-retention policy. The ACS policy for retaining financial records generally follows a 7-year period.
2. Represent the section in all transactions with banks.
3. Maintain accounts showing the details of all revenues and expenses. The account should reflect an itemized record of section monies received or disbursed to carry out the mission of the section.
4. Maintain a checking and any investment accounts set up by the local section.
5. Handle section funds in accordance with good business practices. Policies and procedures for handling section funds.
6. Deposit and disburse all funds accurately, in a timely manner, and in accordance with established policies and procedures described in ACS Treasurer's Handbook.
7. Prepare and submit quarterly and annual financial reports. Simply stated, the Treasurer is the financial officer of the section. Detailed specifications of the Treasurer's duties should be enumerated in a procedures manual that is prepared and maintained by the section to ensure consistency and continuity over the Section's finances.
8. Ensure that annual IRS information and income tax returns are prepared accurately and filed in a timely manner.
9. Receive and deposit funds transmitted to the section as soon as possible, at least within 2 days of receiving the funds. This ensures that no receipts are misplaced or lost.
10. Receive bills to be paid. Section members submitting bills for payment should properly authorize the amounts to be paid. Disburse funds that are provided for in the current budget approved by the Excomm.
11. Disburse the unbudgeted funds only after getting approval by the Executive Committee.
12. Use a standard bookkeeping method, such as a cash or running balance method of accounting, and keep a complete record of all revenues and expenses
13. Coordinate the preparation of and compile the annual operating budget for the succeeding year during the last quarter of the local section fiscal year. (See section 4.0 on expenses and financial controls.) Seek input from officers and members for planned activities and the cost of engaging in those activities. Present a final draft of the budget for consideration by the Executive Committee.
14. Prepare all financial reports for the section. Reporting should include providing an overall summary of the section's financial position to the Executive Committee at their meetings:

Reporting on variances between actual performance and budget and other reports deemed necessary by the treasurer or section.

15. Prepare the ACS annual financial report.
16. Prepare and file annual IRS Form 990, 990-EZ, or 990-N and other necessary IRS forms.
17. Ensure all allotments are received and properly accounted for. Return vouchers to national ACS requesting the local section’s annual allotment for the succeeding year. (The form to request payment for the allotment is sent by ACS to section treasurers on or about November 1 for return by December 1.) .
18. Obtain reimbursement, as appropriate, from the Society for expenses for councilor travel to national meetings, adhering to the following schedule:
No later than:
 - **4 weeks prior to the meeting** — take action on requests from the section’s councilors for seeking reimbursement for councilor travel expenses from ACS.
 - **3 weeks after the meeting** — obtain records of travel expenses and the appropriate receipts from authorized councilors.
 - **4 weeks after the meeting** — apply for councilor travel expense rebate from ACS.
19. Arrange for examination of the section’s financial records. The examination may be conducted by an independent agency or by an internal committee composed of section members other than the treasurer. Submit financial records for examination as soon as possible after the end of the fiscal year (or at any time, if requested to do so by the chair.) Report results of the examination to the Executive Committee.

Source:

Month	Task
December (after election)	<ul style="list-style-type: none"> • Send budget request for the upcoming year to Excomm and committee chairs. • Complete the Treasurer’s yearly report • Remit payment for the section’s activities, and deposit any income received. • Request annual allotment from the National office
January	<ul style="list-style-type: none"> • Present year to date expenses and budget at the Excomm • Get approval of the yearly budget from the Excomm members • Remit payment for the section’s activities, and deposit any income received
February	<ul style="list-style-type: none"> • Submit Treasurer’s report on ACS annual report by Feb 5 • Remit payment for the section’s activities, and deposit any income received.
March	<ul style="list-style-type: none"> • Remit payment for the section’s activities, and deposit any income received.

Month	Task
	<ul style="list-style-type: none"> Take action on requests from the section’s councilors for seeking reimbursement for councilor travel expenses from ACS.
April	<ul style="list-style-type: none"> Remit payment for the section's activities, and deposit any income received. Prepare and file annual IRS Form 990, 990-EZ, or 990-N and other necessary IRS forms.
May	<ul style="list-style-type: none"> Obtain records of travel expenses and the appropriate receipts from authorized councilors. Apply for councilor travel expense rebate from ACS.
June	<ul style="list-style-type: none"> Present year to date expenses and budget at the Excomm Remit payment for the section's activities, and deposit any income received.
July	<ul style="list-style-type: none"> Remit payment for the section's activities, and deposit any income received. Take action on requests from the Section’s Councilors for seeking reimbursement for councilor travel expenses from ACS.
August	<ul style="list-style-type: none"> Remit payment for the section's activities, and deposit any income received.
September	<ul style="list-style-type: none"> Obtain records of travel expenses and the appropriate receipts from authorized councilors. Apply for councilor travel expense rebate from ACS. Remit payment for the section's activities, and deposit any income received.
October	<ul style="list-style-type: none"> Remit payment for the section's activities, and deposit any income received.
November	<ul style="list-style-type: none"> Present year to date expenses and budget at the Excomm. Remit payment for the section's activities, and deposit any income received.
December	<ul style="list-style-type: none"> Complete the Treasurer’s yearly report Remit payment for the section's activities, and deposit any income received. Request annual allotment from the National office.

1.6. ACS-GA Councilor

- Councilors attend each National Meeting to represent the local section in the Council Meeting of each meeting.
- Councilors communicate any important issues learned at the Council meeting or through contacts at the National Meeting back to the local section.

3. Councilors also participate in National-level committees.
4. Councilors also advise the local section about best-practice procedures and policies based on multiple years of prior experience with the local section.

Month	Task
December (after election)	
January	
February	Confirm the ACS meeting attendance with the Secretary
March	
April	Attend ACS national meeting, write a summary of the councilor’s meeting and present at the next Excomm meeting
May	
June	Confirm the ACS meeting attendance with the Secretary
July	
August	Attend ACS national meeting, write a summary of the councilor’s meeting and present at the next Excomm meeting
September	
October	
November	
December	

1.7. ACS-GA Alternate Councilors

1. Attend the National Meeting if the Councilor is unable to attend and take upon the duties of the Councilor.

Month	Task
December (after election)	
January	
February	<ul style="list-style-type: none"> • Confirm the ACS meeting attendance with the Secretary if needed (Secretary will reach out to Alternate Councilor).
March	
April	<ul style="list-style-type: none"> • If attending National Meeting make sure yellow card is received and correct. • Attend ACS National meeting, write a summary of the councilor’s meeting and present at the next Excomm meeting if needed
May	
June	<ul style="list-style-type: none"> • Confirm the ACS Meeting attendance with the Secretary if needed (Secretary will reach out to Alternate Councilor).
July	
August	<ul style="list-style-type: none"> • If attending National Meeting make sure yellow card is received and correct. • Attend ACS National Meeting, write a summary of the councilor’s meeting and present at the next Excomm meeting if needed
September	

October	
November	
December	

1.8. ACS-GA Member-at-large

1. Attend EXCOM meetings and give input as needed.
2. Attend as many section meetings as possible (including monthly meetings, committee meetings).
3. Do other duties as assigned by the Chair.

2 Committee chairs (Appointed by the Section Chair). If not elected Executive Committee members, Chairs may be invited to attend excomm meetings

2.1. Administration

2.1. 1. Nomination

1. Throughout the year identifying candidates for all different offices.
2. Chair of the nomination committee organize a meeting (in person or virtual) with the committee members to identify possible candidates for the office.
3. Send email to excomm members for their suggestion
4. Recruit the identified the candidate, make sure that the candidate understand the role of the job that they are recruited for.

Month	Task
December (after election)	
January	Send out an email to entire ACS GA members about actively involving in the local section.
February	Nomination committee organize a meeting (in person or virtual) with the committee members to identify possible candidates for the office.
March	Send email to excomm members for their suggestion for the candidates
April	
May	
June	Recruit the identified the candidate, make sure that the candidate understand the role of the job that they are recruited for.
July	Hand over the information to the election committee by July 1.
August	
September	
October	
November	
December	

2.1. 2. Elections

1. Start planning the election on July 1
2. Chair will organize a meeting with the elections and nomination committee beginning of July.
3. Make plans about publicizing and holding the election, tabulating the results and formulating the timeline.
4. Order mailing materials in a timely manner.
5. Conduct the elections to be held starting October 15- November 15.
6. Send reminder message about the elections to ACS GA members.
7. Optional- Organize town halls (in-person or virtual) with the candidates, to spread awareness.
8. Report the results to the Secretary by the November last week, per the bylaws

Month	Task
December (after election)	
January	
February	
March	
April	
May	
June	
July	<ul style="list-style-type: none"> • Start planning the election on July 1 • Organize a meeting with the elections and nomination committee beginning of July. • Make plans about publicizing and holding the election, tabulating the results and formulating the timeline.
August	<ul style="list-style-type: none"> • Start publicizing about the elections • organize town halls with the candidates • Mailing materials should be ordered.
September	<ul style="list-style-type: none"> • Start publicizing about the elections • organize town halls with the candidates
October	<ul style="list-style-type: none"> • Town hall event with the candidates • Conduct the elections to be held starting October 15- November 15 • Send reminder message about the elections to ACS GA members.
November	<ul style="list-style-type: none"> • Send reminder message about the elections to ACS GA members. • Tabulate and finalize the election results • Write a report about the elections and present at the next Excomm meeting. • Submit the results to the Secretary.
December	

2.1.3. Historian

- Keep the historical records of the local section.

- Write ACS GA history on the Filter Press.
- Write a report about accomplishments and challenges and present at the Excomm meetings.

2.2. Membership Services

2.2.1. Newsletter committee (Filter Press)

1. Publish quarterly/monthly (except for summer)
2. Contact Excomm members and committee chairs to collect reports of the events that occurred in the preceding time period.
3. Write a report about accomplishments and challenges and present at the Excomm meetings.

2.2.2. Awards and recognition

1. Identify all [awards](#) including local, regional and national and potential recipients including ACS Fellow each year.
2. Chair of the Awards and recognition committee organize a meeting (in person or virtual) with the committee members to identify possible candidates for the award.
3. Optional-Create a nomination form and send to ACS GA members.
4. Send email to Excomm members for their suggestions.
5. Recruit the identified the candidate and submit the nominations by the deadline.
6. Write a report about accomplishments and challenges and present at the Excomm meetings.

Month	Task
December (after election)	
January	
February	
March	
April	April 1, ACS Fellow nomination deadline
May	
June	
July	
August	
September	Select Georgia Section Outstanding Service Award winner
October	
November	
December	

2.2.3. Younger chemists committee (YCC)

1. Host two events (see [here](#)) per quarter
2. Collaborate with other committee (WCC, MAC etc)
3. Write a report about accomplishments and challenges and present at the Excomm meetings.
4. Organize an event planning meeting with the Chair-Elect
5. Confirm with the Chair-Elect event dates to ensure there are no conflicts or overlaps.
6. Have all details confirmed at least five weeks before the meeting.
7. Make/modify flyers (or use existing flyer) and email to the webmaster, social media committee chair and the publication committee chair weekly.
8. Prepare meeting evaluation forms. Distribute, collect and assess the completed evaluations

9. Arrange a photographer for the meeting. Make sure that there are at least six usable photographs (speaker, audience and activities etc)
10. Write a monthly meeting summary with photographs and evaluation.

2.2.4. Senior Chemists

1. Host two events (see [here](#)) per quarter
2. Collaborate with other committee (WCC, MAC etc)
3. Write a report about accomplishments and challenges and present at the excomm meetings.
4. Organize an event planning meeting with the chair-elect
5. Confirm with the Chair-Elect event dates to ensure there are no conflicts or overlaps.
6. Have all details confirmed at least five weeks before the meeting.
7. Make/modify flyers (or use existing flyer) and email to the webmaster, social media committee chair and the publication committee chair weekly.
8. Prepare meeting evaluation forms. Distribute, collect and assess the completed evaluations
9. Arrange a photographer for the meeting. Make sure that there are at least six usable photographs (speaker, audience and activities etc)
10. Write a monthly meeting summary with photographs and evaluation.

2.2.5. Women Chemists Committee

1. Host one event (see [here](#)) per quarter
2. Collaborate with other committee (YCC, MAC etc)
3. Write a report about accomplishments and challenges and present at the excomm meetings.
4. Organize an event planning meeting with the chair-elect
5. Confirm with the Chair-Elect event dates to ensure there are no conflicts or overlaps.
6. Have all details confirmed at least five weeks before the meeting.
7. Make/modify flyers (or use existing flyer) and email to the webmaster, social media committee chair and the publication committee chair weekly.
8. Prepare meeting evaluation forms. Distribute, collect and assess the completed evaluations
9. Arrange a photographer for the meeting. Make sure that there are at least six usable photographs (speaker, audience and activities etc)
10. Write a monthly meeting summary with photographs and evaluation.

2.2.6. Minority Affairs Committee

1. Host two events per quarter
2. Collaborate with other committee (YCC, WCC etc)
3. Write a report about accomplishments and challenges and present at the excomm meetings.
4. Organize an event planning meeting with the chair-elect
5. Confirm with the Chair-Elect event dates to ensure there are no conflicts or overlaps.
6. Have all details confirmed at least five weeks before the meeting.
7. Make/modify flyers (or use existing flyer) and email to the webmaster, social media committee chair and the publication committee chair weekly.
8. Prepare meeting evaluation forms. Distribute, collect and assess the completed evaluations
9. Arrange a photographer for the meeting. Make sure that there are at least six usable photographs (speaker, audience and activities etc)
10. Write a monthly meeting summary with photographs and evaluation.

2.2.7. Government Affairs

In an effort to promote ACS member involvement and to increase the Society's impact on public policy, the ACS will have a Government Affairs Committee. The committee allows ACS members to identify their federal legislators, learn about the legislative process and key issues, and send letters or e-mail messages to Congress.

1. Write a report about accomplishments and challenges and present at the excomm meetings.
2. Organize an event planning meeting with the chair-elect
3. Have all details confirmed at least five weeks before the meeting.
4. Write a quarterly meeting summary with photographs and evaluation.

2.2.8. Social media

1. Primarily, update section's news on social media. In general, help to increase interest and awareness in chemistry through outreach activities and media broadcasting.
2. Keep up with all social media pages (FB, LinkedIn, Instagram, Twitter)
3. Post about all upcoming events in a timely fashion, during all events and after all events, with pictures and comments.
4. Write a report about accomplishments and challenges and present at the excomm meetings.

2.2.9. Webmaster

1. Create and maintain the section web presence, receiving content from other members of the local section leadership.

2.2.10. Herty Award Committee

Organize the annual solicitation of nominations, the selection committee (consists of multiple members including ACS GA Past chair), annual selection meeting, communication with nominees and awardee, coordinate with local section programming for award banquet and HMURS.

Month	Task
December (after election)	
January	Insure that medals are on-hand (usually 3 years stock) and order additional copies of the Herty biography as needed.
February	Award selection committee meeting
March	Award announcement (local and national). Contact awardee and non-winning nominators.
April	
May	
June	
July	
August	Produce award dinner program and arrange printing. Help with program organization.
September	Begin publicizing open nomination period. Connect with Division II and IV Directors, SE regional department chairs.
October	Communicate with committee members to make sure they wish to continue serving. Appoint new members as necessary.
November	

December	Nomination period closes Dec 15. Create secure website for review of nominations by the committee and organize committee meeting.
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2. 3 Education and outreach

2. 3.1. Project SEED

1. Contact HS teachers and solicit and review applications from economically-disadvantaged high school students.
2. Contact potential mentors (academia, industry, and government) for mentoring project seed students.
3. Contact potential donors (industries, individual members) for the matching funding and present at the excomm meeting.
4. Write a quarterly meeting summary with photographs and evaluation.

Month	Task
December (after election)	<ul style="list-style-type: none"> • Contact HS teachers, and potential mentors • Submit budget for upcoming year (including matching funds) to the treasurer. • Present the Project SEED plan and budget at the excomm meeting.
January	<ul style="list-style-type: none"> • Contact the potential mentors, for research proposals, complete the proposal and submit to the American Chemical Society by the deadline. • Contact HS teachers and solicity applications from economically disadvantaged HS students. • Contact potential donors (local industries, local section members) for supporting the Project SEED program.
February	<ul style="list-style-type: none"> • Contact HS teachers and solicity applications from economically disadvantaged HS students. • Contact potential donors (local industries, local section members) for supporting the Project SEED program.
March	<ul style="list-style-type: none"> • Contact HS teachers and solicity applications from economically disadvantaged HS students. • Contact potential donors (local industries, local section members) for supporting the Project SEED program.
April	<ul style="list-style-type: none"> • Contact HS teachers and solicity applications from economically disadvantaged HS students. • Review the applications, and send email to the selected students • Present the update at the excomm meeting
May	<ul style="list-style-type: none"> • Submit the selected students' information to the American Chemical Society. • Organize Project SEED orientation and Get-together.
June	<ul style="list-style-type: none"> • Project SEED program

	<ul style="list-style-type: none"> • Make sure that all mentors follow ACS safety guidelines • Make sure that all students completed photo release form. • Collect addresses from the students to send the project SEED stipend. • Send the detailed project SEED program information to project SEED students. • Send students addresses to the treasurer and dates stipend installments.
July	<ul style="list-style-type: none"> • Project SEED program • Make sure that all mentors follow ACS safety guidelines • Remind the treasurer to send the first check to the students • Contact the students about presentation at the Fall National meeting. • Organize Project SEED research symposium • Make sure that all students complete SEED evaluation and also submit their research reports.
August	
September	
October	
November	
December	

2. 3.2. Chemistry Olympiad

- 1 Communicate with USNCO, high school chemistry teachers and science coordinators, and high school students participating in events. I handle the logistics for all Chemistry Olympiad events, including tutorials to help students prepare for the competition, the local exam, and the national exam. Additionally, Coordinator is responsible for analyzing and reporting results.
- 2 Write a summary with photographs and evaluation.

2. 3.3. Chemist Celebrate Earth Week (CCEW)

- 1 Organize and coordinate Chemists Celebrate Earth day activities in the Georgia section.
- 2 Communicate upcoming activities to the Filter Press editor and webmaster ahead of time so that the members are aware of them.
- 3 Help arrange volunteers for some of the larger activities. Order and provide giveaways and supplies to some of the activities, as appropriate.
- 4 Collect reports and pictures from activities.
- 5 Make/modify flyers (or use existing flyer) and email to the webmaster, social media committee chair and the publication committee chair weekly.
- 6 Prepare meeting evaluation forms. Distribute, collect and assess the completed evaluations
- 7 Arrange a photographer for the meeting. Make sure that there are at least six usable photographs (speaker, audience and activities etc)

- 8 Write a summary with photographs and evaluation and the summary to the webmaster and social media committee chair.
- 9 Collect signed photo release forms from parents, for the minor's photographs

Month	Task
December (after election)	<ul style="list-style-type: none"> • Plan the CCEW budget for the upcoming year and email the treasurer.
January	<ul style="list-style-type: none"> • Report at the excomm meeting about the CCEW event planning. • Solicit volunteers • Start planning the virtual/in-person activities • Contact/confirm the venues.
February	<ul style="list-style-type: none"> • Solicit volunteers • Start planning the virtual/in-person activities • Contact/confirm the venues.
March	<ul style="list-style-type: none"> • Solicit volunteers • Start planning the virtual/in-person activities • Contact/confirm the venues. • Order CCEW giveaway items/beginning of March 1 • Contact K-12 schools about the CCEW poem contest
April	<ul style="list-style-type: none"> • Present the update at the excomm meeting • Organize and coordinate Chemists Celebrate Earth day activities in the Georgia section. • Communicate upcoming activities to the Filter Press editor and webmaster ahead of time so that the members are aware of them. • Help arrange volunteers for some of the larger activities. Order and provide giveaways and supplies to some of the activities, as appropriate. • Collect reports and pictures from activities. • Write a summary with photographs and evaluation and the summary to the webmaster and social media committee chair. • Submit the summary to American chemical society with photographs.
May	
June	<ul style="list-style-type: none"> • Present the summary at the excomm meeting
July	
August	
September	
October	
November	
December	

2.3.4. National Chemistry Week (NCW)

- 1 Organize and coordinate National Chemistry Week activities in the Georgia section. Communicate upcoming activities to the Filter Press editor and webmaster ahead of time so that the members are aware of them. Help arrange volunteers for some of the larger activities. Order and provide give-aways and supplies to some of the activities, as appropriate. Collect reports and pictures from activities, write summary report, and communicate report to webmaster. Also send short summary report to ACS National NCW office when requested (NCW chair's contact information should be listed with the National NCW office).
- 2 Write a summary with photographs and evaluation.

Month	Task
December (after election)	
January	
February	
March	
April	
May	
June	
July	
August	
September	
October	National Chemistry Week Events
November	
December	

2.3.5. You be the chemist challenge

- 1 Contact the middle school chemistry teacher/coordinator about participating in YBTC.
- 2 Send the study guide materials to school teachers for YBTC
- 3 Plan and organize YBTC regional/national event, report the selected date to web master, social media chair, and newsletter chair.
- 4 Make/modify flyers (or use existing flyer) and email to the webmaster, social media committee chair and the publication committee chair weekly.
- 5 Prepare meeting evaluation forms. Distribute, collect and assess the completed evaluations
- 6 Arrange a photographer for the meeting. Make sure that there are at least six usable photographs (speaker, audience and activities etc)
- 7 Write a summary with photographs and evaluation and the summary to the webmaster and social media committee chair.
- 8 Collect signed photo release forms from parents, for the minor's photographs

Month	Task
December (after election)	<ul style="list-style-type: none"> • Submit YBTC budget to the treasurer. • Contact middle school teachers/coordinators about participating in YBTC. • Present the updates at the excomm meeting.

January	<ul style="list-style-type: none"> • Plan YBTC regional/national event, report the selected date to web master, social media chair, and newsletter chair. • Make/modify flyers (or use existing flyer) and email to the webmaster, social media committee chair and the publication committee chair weekly. • Prepare meeting evaluation forms.
February	<ul style="list-style-type: none"> • Organize YBTC regional/national event, report the selected date to web master, social media chair, and newsletter chair. • Make/modify flyers (or use existing flyer) and email to the webmaster, social media committee chair and the publication committee chair weekly. • Prepare meeting evaluation forms. Distribute, collect and assess the completed evaluation • Write a summary with photographs and evaluation and the summary to the webmaster and social media committee chair. • Collect signed photorelease forms from parents, for the minor's photographs
March	
April	<ul style="list-style-type: none"> • Present the summary at the excomm meeting and submit event report
May	
June	
July	
August	
September	
October	
November	
December	

2.3.6. Science Coaches

- 1 Write a summary with photographs and evaluation.

2.3.7. Atlanta Science Festival

- 1 Organize and coordinate outreach booth(s) at ASF.
- 2 Communicate upcoming activities to the Filter Press editor and webmaster ahead of time so that the members are aware of them.
- 3 Help arrange volunteers for some of the larger activities. Order and provide giveaways and supplies to some of the activities, as appropriate.
- 4 Collect reports and pictures from activities.
- 5 Make/modify flyers (or use existing flyer) and email to the webmaster, social media committee chair and the publication committee chair weekly.
- 6 Prepare meeting evaluation forms. Distribute, collect and assess the completed evaluations.

- 7 Arrange a photographer for the meeting. Make sure that there are at least six usable photographs (speaker, audience and activities etc.).
- 8 Write a summary with photographs and evaluation and the summary to the webmaster and social media committee chair.
- 9 Collect signed photo release forms from parents, for the minor's photographs.

Month	Task
December (after election)	Submit budget for the upcoming year
January	<ul style="list-style-type: none"> • Report at the Excomm meeting about the CCEW event planning. • Solicit volunteers • Start planning the virtual/in-person activities • Apply for the booth(s)
February	<ul style="list-style-type: none"> • Solicit volunteers • Start planning the virtual/in-person activities • Contact/confirm the venues. • Order giveaway items/beginning of Feb 1
March	<ul style="list-style-type: none"> • Organize and coordinate ASF day activities • Send reminder to the Filter Press editor and webmaster ahead of time so that the members are aware of them. • Help arrange volunteers for some of the larger activities. • Collect reports and pictures from activities. • Write a summary with photographs and evaluation and the summary to the webmaster and social media committee chair. • Submit the summary to American chemical society with photographs.
April	<ul style="list-style-type: none"> • Present the summary at the Excomm meeting.
May	
June	
July	
August	
September	
October	
November	
December	

2.4.Symposia

2.4.1. Herty Medalist Undergraduate Research Symposium

- Communicate with the Herty Award committee about the selection of date.

- Select a conference committee (room setups and catering), and a separate group for programming (proposal review and selection, speaker management). Assign an associate chair to each committee that works with the conference chair.
- Determine the process for documenting decisions made and information shared with the venue, suppliers, and committee members. This can be done using a shared Google folder or Dropbox folder
- All decisions must be documented in writing. If decisions are made during conference calls or meetings, assign someone to take notes and share them immediately with the meeting's participants.

Month	Task
December (after election)	<ul style="list-style-type: none"> • Submit budget for the upcoming year to the treasurer
January	<ul style="list-style-type: none"> • Present an update at the Excomm meeting.
February	<ul style="list-style-type: none"> • Communicate with the Herty Award committee about the selection of date.
March	<ul style="list-style-type: none"> • Select a conference committee (room setups and catering), and a separate group for programming (proposal review and selection, speaker management). Assign an associate chair to each committee that works with the conference chair.
April	<ul style="list-style-type: none"> • Schedule initial committee meeting, create symposium flyer
May	
June	<ul style="list-style-type: none"> • Start publicizing about the symposium • Invite speakers • Present update at the Excomm meeting
July	
August	
September	<ul style="list-style-type: none"> • Make/modify flyers (or use existing flyer) and email to the webmaster, social media committee chair and the publication committee chair weekly. • Prepare meeting evaluation forms. Distribute, collect and assess the completed evaluations • Arrange a photographer for the meeting. Make sure that there are at least six usable photographs (speaker, audience and activities etc) • Write symposium summary with photographs and evaluation.
October	
November	<ul style="list-style-type: none"> • Present summary at the Excomm meeting
December	<ul style="list-style-type: none"> • Submit budget for the upcoming year to the treasurer

2.4. 2. ACS Georgia Symposium

1. Communicate with the Excomm committee about the selection of date.

2. Select a conference committee (room setups and catering), and a separate group for programming (proposal review and selection, speaker management). Assign an associate chair to each committee that works with the conference chair.
3. Determine the process for documenting decisions made and information shared with the venue, suppliers, and committee members. This can be done using a shared Google folder or Dropbox folder
4. All decisions must be documented in writing. If decisions are made during conference calls or meetings, assign someone to take notes and share them immediately with the meeting's participants.

Month	Task
December (after election)	<ul style="list-style-type: none"> • Submit budget for the upcoming year to the treasurer
January	<ul style="list-style-type: none"> • Present an update at the Excomm meeting.
February	
March	
April	
May	<ul style="list-style-type: none"> • Select a conference committee (room setups and catering), and a separate group for programming (proposal review and selection, speaker management). Assign an associate chair to each committee that works with the conference chair.
June	<ul style="list-style-type: none"> • Schedule initial committee meeting, create symposium flyer
July	
August	<ul style="list-style-type: none"> • Start publicize about the symposium
September	
October	<ul style="list-style-type: none"> • Make/modify flyers (or use existing flyer) and email to the webmaster, social media committee chair and the publication committee chair weekly. • Prepare meeting evaluation forms. Distribute, collect and assess the completed evaluations • Arrange a photographer for the meeting. Make sure that there are at least six usable photographs (speaker, audience and activities etc) • Write symposium summary with photographs and evaluation.
November	
December	

2.4.3. Academia and Industry Forum

1. Communicate with the Excomm committee about the selection of date
2. Select a conference committee (room setups and catering), and a separate group for programming (proposal review and selection, speaker management). Assign an associate chair to each committee that works with the conference chair.
3. Determine the process for documenting decisions made and information shared with the venue, suppliers, and committee members. This can be done using a shared Google folder or Dropbox folder

4. All decisions must be documented in writing. If decisions are made during conference calls or meetings, assign someone to take notes and share them immediately with the meeting's participants.

Month	Task
December (after election)	<ul style="list-style-type: none">• Submit budget for the upcoming year to the treasurer
January	<ul style="list-style-type: none">• Present an update at the Excomm meeting.
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	