

**AMERICAN CHEMICAL SOCIETY
CENTRAL REGION**

OPERATING RULES AND PROCEDURES

Several Local Sections of the American Chemical Society that lie within the states of Indiana, Kentucky, Michigan, Ohio, Pennsylvania and West Virginia together have decided to sponsor technical meetings, to present awards and other forms of recognition, and to carry out other activities of interest and benefit to those members of the Society who reside in these states.

Article 1. *Name and Organization*

1. The Local Sections within the mentioned states which choose to participate in these common affairs are called collectively the Central Region Sections, or briefly, the Central Region.
2. The administrative officers of the Central Region are the Chairman, the Chairman-Elect, and the Secretary.
3. The governing body of the Central Region is the Steering Committee, made up of the officers of the Region and one representative from each of the participating Local Sections.

Article 2. *Participating Local Sections*

1. Participation in the affairs of the Central Region is restricted to those Local Sections that lie within the mentioned states. The status of participation is granted to a Local Section by the Steering Committee, upon request by the presiding officer of the Local Section.
2. The responsibilities of participation by a Local Section in the affairs of the Central Region include:
 - (a) furnishing a representative to sit on the Steering Committee, and to take part in its deliberations;
 - (b) assuming financial obligation for the support of the activities of the Central Region; and
 - (c) providing leadership from time to time as host Section for the Regional Meeting.

Article 3. *Central Regional Meeting*

1. The Central Region shall from time to time sponsor a technical meeting, called the Central Regional Meeting.
2. Generally, one participating Local Section will serve as the host Section for the Meeting, which will be held within the geographical boundaries of that Section. However, joint sponsorship by two or more Local Sections within the Region is allowed, as is joint sponsorship between Regions.
3. The host Section for each Regional Meeting, and its time and place, shall be decided and approved by the Steering Committee.
4. The arrangement and management of each Regional Meeting, including the selection of its general chairman and all other detailed matters, shall be the concern of the host Section.

5. Any monetary net *surplus* from a Regional Meeting shall accrue to the host Section, except that one-quarter of such surplus shall be placed in the Steering Committee Fund. Under no circumstances shall the Steering Committee Fund be made to exceed \$35,000 through such payments. Any excess over this amount shall be distributed equitably among the participating Local Sections of the Region. Any monetary net *deficit* from a Regional Meeting shall be borne by the host Sections, except that three-quarters of such deficit shall be paid upon request to the host Section from the Steering Committee Fund. Under no circumstances shall the Steering Committee Fund be diminished to less than \$2,000 through such payments.

6. During the twenty-four month period that precedes its Regional Meeting, the host Section may borrow up to a total of \$1,000 from the Steering Committee Fund for its running expenses. Any moneys so borrowed must be repaid to the Fund within three months following the Regional Meeting.

7. The Steering Committee shall provide to the host Section from the Steering Committee Fund a grant of \$2000 for the enrichment of the program of the Regional Meeting.

Article 4. Regional Officers

1. The Chairman of the Central Region is that person who has served most recently as Chairman-Elect. The term of office of the Chairman begins at the close of the Regional Meeting hosted by his or her Local Section and ends at the close of the next following Regional Meeting. The Chairman serves on the Steering Committee and on the Executive Committee, and is the presiding officer of each, *ex officio*.

2. The Chairman-Elect of the Central Region is that person who is serving as general chairman of the immediate next Regional Meeting. Should the general chairman, for any reason, be unable to serve as Chairman-Elect, an alternate from his or her Section may be designated to serve in this office. The term of office of Chairman-Elect begins at the close of the Regional Meeting that immediately precedes the one hosted by his or her Local Section, and ends at the close of the one so hosted, at which time the Chairman-Elect becomes Chairman. The Chairman-Elect serves on the Steering Committee and on the Executive Committee, and acts in place of the Chairman as required.

3. The Secretary of the Central Region is elected by the Steering Committee for a three-year term. The person who serves as Secretary also serves on the Steering Committee and on the Executive Committee.

4. Each officer of the Central Region must also be a member of one of the participating Local Sections of the Region during the entire term of office.

5. Should the office of Chairman become vacant, through resignation or any other reason, the Chairman-Elect becomes Chairman. Should the office of Secretary become vacant, an Acting Secretary may be appointed by the Chairman, to serve until the new Secretary is elected by the Steering Committee.

6. The Chairman and the Chairman-Elect carry out such duties as their offices require, and as suggested by the Articles.

7. The Secretary carries out such duties as the office requires. The Secretary is charged specifically:

- (a) to maintain a list of Local Section representatives to the Steering Committee of the Central Region;
- (b) to notify these representatives at least four weeks in advance of the time and place of meetings of the Steering Committee;
- (c) to record the business carried out at such meetings;
- (d) to maintain the financial records of the Central Region, to manage the Steering Committee Fund and to arrange for an annual audit; and
- (e) to receive and disburse moneys on behalf of the Steering Committee.

Article 5. Regional Steering Committee

1. The Steering Committee of the Central Region shall hold an annual business meeting, and any other meetings as may be necessary to carry out its affairs.
2. The time and place of the annual business meeting, and of any other meetings, shall be fixed by the Chairman, with notice sent by the Secretary to the presiding officer of each participating Local Section at least four weeks in advance of the time of the meeting.
3. At any meeting of the Steering Committee, fixed by the Chairman and announced by the Secretary as stated above, those members present shall constitute a proper quorum for conducting business.
4. The members of the Steering Committee of the Central Region include:
 - (a) the Chairman, the Chairman-Elect, and the Secretary of the Region; and
 - (b) the current presiding officer of each of the participating Local Sections within the Region, or a designate from the Section. It is strongly recommended that each Local Section have a designate who will serve as its member on the Steering Committee for a three-year period, to insure continuity.
5. Any member of the Steering Committee may have the Secretary vote in his or her stead, as proxy, in any or all matters that come before the meeting. A proxy request must be made in writing in advance of the opening of the meeting.
6. The responsibilities of the Steering Committee are:
 - (a) to name the host Section, the time and the place for each Central Regional Meeting;
 - (b) to maintain a Steering Committee Fund for use by the host Sections;
 - (c) to provide counsel and guidance for host Sections, and to approve the plans and proposed budgets for Regional Meetings; and
 - (d) to lend continuity to the management of the Central Regional Meeting and to all other matters which relate to the Central Region.
7. The order of business at the annual meeting of the Steering Committee shall include:
 - (a) the reading of the minutes of the previous annual meeting, and the minutes of any following meetings of the Steering Committee and the Executive Committee;
 - (b) the reporting of the financial status of the organization;
 - (c) the reporting by various *ad hoc* committees;
 - (d) the reporting by the general chairman of the current Central Regional Meeting;
 - (e) the reporting by the general chairman of the next Central Regional Meeting, and the approval of the plans and proposed budget;
 - (f) the approval of host Sections, times and places for future Meetings; and
 - (g) the consideration of any other matters pertinent to the affairs of the Region.
8. The three officers of the Central Region shall serve as its Executive Committee, with authority to carry out such business as may be required, except for those items specifically reserved for the action of the Steering Committee. Actions of the Executive Committee are to be reported at the next following meeting of the Steering Committee.

Article 6. Steering Committee Fund

1. The Secretary serves as manager of the Steering Committee Fund.

2. The primary purpose of the Fund is to aid in the implementation of Regional Meetings. This should not prevent its use for other purposes pertinent to the affairs of the Central Region. Expenditures from the Fund, other than those related directly to Regional Meetings, shall be approved by a majority of the members of the Steering Committee.

3. From time to time, means of augmenting the Steering Committee Fund, other than those associated with surplus from Regional Meetings, may be suggested. Where such involve requests for contributions from the participating Local Sections, approval of a majority of the members of the Steering Committee is required.

Article 7. *Ad hoc Committees*

1. The Chairman may appoint *ad hoc* committees to assist in the carrying out of the business of the Region and its Steering Committee.

2. Any such *ad hoc* committee shall report on its activities and accomplishments at the annual business meeting of the Steering Committee. The committee is dissolved following its report, unless specifically continued by the Chairman.

Article 8. *Central Regional Award*

1. The Central Region may from time to time offer an award, called the Central Regional Award in High School Chemistry Teaching. The candidates for this award during a given time period shall be those nominated by participating Local Sections for the ACS James Bryant Conant Award in High School Chemistry Teaching.

2. The selection of the recipient shall be through an *ad hoc* committee of three appointed by the Chairman.

3. The Award shall be presented to the recipient during a Central Regional Meeting. The Award consists of an appropriate certificate or plaque, and an honorarium of \$500. Travel, housing, registration and meal expenses of the recipient are paid for by the Steering Committee.

Article 9. *Amendment of These Rules*

1. These Articles may be amended following approval of the suggested change by at least two-thirds of the members of the Steering Committee. The suggested amendment must be received in writing by the Secretary, with the approval of not fewer than six members of the Steering Committee, together with reasons for the change; it shall be distributed by the Secretary for approval or disapproval to each member of the Steering Committee. Should the suggested amendment not be approved within twelve months of the date of its distribution, it is considered disapproved, and void.

Article 10. *Dissolution*

1. The organization defined by these Articles may be dissolved on approval of two-thirds of the members of the Steering Committee.

2. Any moneys held by the organization at the time of its dissolution are to be dispersed among the participating Local Sections in a fair and appropriate manner.

Article 11. *Enabling Clause*

1. Any policies and practices previously established by the Steering Committee that are inconsistent with any part or parts of these Articles are declared void upon adoption of the Operating Rules and Procedures. The provisions given herein become effective immediately upon adoption. Adoption requires approval of at least two-thirds of the members of the Steering Committee.

Adopted July 12, 1976 by action of the participating Local Sections.

Amended April 14, 1982 (Articles 3 and 8) by action of the participating Local Sections.

Amended May 28, 1986 (Article 3) by action of the participating Local Sections.

Amended May 12, 1987 (Article 3) by action of the participating Local Sections.

Amended June 2, 1988 (Article 5) by action of the participating Local Sections.

Participating Local Sections:

Akron	Northeastern Ohio
Central Ohio Valley	Northern West Virginia
Cincinnati	Northwest Central Ohio
Cleveland	Penn-Ohio Border
Columbus	Pittsburgh

Dayton	Southern Indiana
Detroit	Toledo
Erie	Upper Ohio Valley
Huron Valley	Western Michigan
Indiana	Wooster

Indiana-Kentucky Border
Kanawha Valley
Michigan State University
Midland
Northeastern Indiana

May 1, 1992