

**SETAC NORTH AMERICA**  
**REGIONAL CHAPTERS COMMITTEE**  
**STANDARD OPERATING PROCEDURES**

**October 2018**

**I. MISSION**

The Regional Chapters Committee (RCC) was established by SETAC-North America (SNA) to:

- 1) Coordinate among regional chapters and support the regional chapters in developing programs.
- 2) Address the needs and concerns of SNA members, and SETAC regional chapter members, at the local and/or regional level.
- 3) Provide a forum for SETAC members to exchange ideas with their peers at a regional level.
- 4) Generate interest in the Society at national and regional levels.
- 5) Promote Society membership including communication and the exchange of knowledge amongst Regional Chapters.
- 6) Provide greater opportunities for members to be active in the organization, at both the national and regional levels.
- 7) Coordinate effective communication among regional chapters and the SNA Board of Directors (BoD).
- 8) Ensure the activities of regional chapters are carried out in accordance with the SNA charter in a manner that serves the best interest of the Society as a whole.
- 9) Provide support and guidance to existing regional chapters and newly forming chapters.

**II. MEMBERSHIP AND GOVERNANCE**

- A. The RCC of SNA is composed of one regional chapter board representative [(president, vice-president (president-elect) or their designee] , a local coordinator of chapters that are newly forming, the, the RCC steering committee and the Chair and Co-chair of the RCC. The SNA Office Coordinator, the SNA Executive Director, and the SNA BoD liaison(s) are ex-officio members of the RCC.
- B. The RCC leadership will consist of a Chair, a Co-Chair, and an Immediate Past Chair to ensure continuity. Each incoming Co-Chair assumes a three (3) year term (including 1 year as

Immediate Past chair). A new Co-Chair will be appointed each year. The Immediate Past Chair will assist with any carryover business as needed. It is preferred to have at least six months notification of departing leadership for appointment of incoming co-chair to allow sufficient onboarding.

- C. The RCC Chair/Co-chairs will be appointed by the President of the SNA BoD, subject to recommendations from the SNA BoD, the RCC Board liaison, and the RCC. It is preferred that the Chair/Co-chairs have experience as a Board member of one of the Regional Chapters, served as a SNA BoD member or is experienced regarding SETAC Committee participation and/or leadership.
- D. The RCC steering committee will be appointed by the President of the SNA BoD, subject to recommendations from the SNA BoD, the RCC Board liaison and the RCC. It is preferred that members of the steering committee have experience as regional chapter board members or served as a SNA BoD member or is experienced in SETAC committee participation and/or leadership. Steering committee members will serve a 3-5 year term on a rotating basis to promote continuity and transfer of knowledge from year to year. The RCC steering committee will be comprised of three to five individuals to aid the RCC leadership in various RCC-related projects including, but not limited to, the following:
  - a. Assisting the Membership Committee in attracting and maintaining membership
  - b. Working with the Science Committee on virtual tools to enhance communication amongst Regional Chapters.
  - c. Documenting Regional Chapters' best practices for connecting RC members.
  - d. Exploring opportunities to expand successful communication techniques to the greater SNA membership.

### III. OPERATING PROCEDURES

#### A. Initiation and Incorporation of a Chapter

1. See the Standard Operating Procedure for developing a regional chapter.

#### B. Active Chapters

1. Active chapters operate according to their own constitution and bylaws but these activities must not conflict with SNA's charter, constitution, or by-laws. They must hold at least one meeting each year. Officers are elected as specified in the chapter by-laws. The RCC Chair and Co-chair and SNA office are to receive copies of any chapter-approved changes to constitution and bylaw documents. The Chair, Co-chair and SNA representatives will review these documents for consistency with SNA procedures and will seek approval of these documents by the SNA Board.

#### C. Inactive Chapters

1. If a regional chapter is out of communication with the RCC for a year (i.e., does not update its officers, fails to file an annual report, does not attend RCC meetings), the RCC will attempt to reach the Chapter leadership to determine its status. If the RCC is unable to contact the Chapter leadership or discussions with the Chapter leadership indicate a risk of the Chapter becoming inactive, the RCC will notify the SETAC Office to determine the best course of action for supporting the Chapter's activities including management of financial resources and dues collected by the Chapter.

#### D. Communication

1. The RCC Chair and Co-chair will provide a Year Plan regional chapters report for the SNA BoD which is part of the annual report to be delivered to SNA office, with copy to BOD liaison by Oct 31.

2. The SNA BoD liaison will provide the RCC Chair and Co-chair with a summary of those SNA BoD actions related to RCC activities within 30 calendar days of the SNA BoD request. The Chair and Co-chair will provide the summary to the committee membership as soon as reasonably possible, but within 30 days of receiving it from the SNA BoD liaison.

3. It is the responsibility of the RCC Chair and Co-chair to communicate committee business between SNA BoD and the RCC committee members.

4. The RCC holds at least one face to face meeting per year at the SNA annual meeting. The purpose of this meeting is to introduce newly elected chapter officers, to discuss matters of chapter business and concern, and to outline potential items which may require action by the SNA BoD. It is recommended that the committee also hold conference calls, on a regular basis (e.g., quarterly).

5. The SNA BoD liaison will present any items of question to the BoD either that have not been previously decided by the Board, or that, in the opinion of the RCC, require further clarification. The RCC leadership will prepare proposals for BoD action in conjunction with the advice and comment of the RCC, regardless of whether the proposed action will affect one or more of the chapters.

6. Subcommittees may be formed by the RCC Chair and Co-chair on his/her initiative, or on the recommendation of the RCC, to address key issues of important chapter business.

7. An annual report from each chapter will be submitted to the chairperson by September 30<sup>th</sup> of each year. Annual reports will consist of a list of the chapter's previous year's activities, newly elected officers, and a brief financial statement. The chairperson will incorporate the individual chapter's annual reports into the RCC annual report which will be circulated to the RCC for comment prior to submission to the SNA BoD. Both the RCC annual report and copies of the individual chapter reports will be due at SNA headquarters by October 31<sup>th</sup> of each year.

8. The RCC Chair, Co-chair and SNA Executive Director are to receive copies of all chapter constitutions, chapter by-laws and of any chapter-approved changes to these documents. The Chair,

Co-chair and SNA Executive Director will review these documents for consistency with SNA procedures and will seek approval of these documents by the SNA BoD.

#### E. Short Courses and Guest Speakers at Regional Chapter Meetings

1. It is the responsibility of the RCC to administer the program whereby SNA provides funds to support the presentation and implementation of short courses and travel for guest speakers at regional chapter meetings.
2. The RCC Chair and Co-Chair will present a proposed budget for the Regional Chapters short course/guest speaker program annually to the SNA Office, along with all necessary justifications and background information. The SNA Office will consider and revise the budget as deemed necessary. After passage of the budget, it is the responsibility of RCC Chair and Co-chair to coordinate with the SNA Office for the distribution of the funds allocated.
3. The RCC leadership will solicit proposals for financial support for short courses and guest speaker travel to be held at regional chapter meetings by February 1<sup>st</sup> of each year. The RCC Chair and Co-chair will decide upon what information is needed from the regional chapters and insure its submission. At the discretion of the RCC Chair and Co-chair, there may be a second call for short course/guest speaker proposals later in the year.
4. The RCC leadership will review proposals for completeness, technical merit, qualifications of instructors, adherence to SETAC policies, cost estimates, etc. If the proposed course has been taught at a national meeting, the RCC leadership will provide a summary of the evaluations submitted by participants in that course. The RCC leadership will provide their recommendations to the SETAC Office for approval.
5. The RCC Chair and Co-chair will inform the requesting regional chapter of the decision and will maintain communication with the chapter to ensure the short course/guest speaker is presented as proposed.
6. When available, the Regional Chapter that presented the short course will forward evaluations of the supported short course or a summary thereof, to the RCC Chair and Co-chair, for submission to the SETAC Office for consideration and possible solicitation for inclusion at a SNA meeting.

#### F. Science Fair Awards

1. It is the responsibility of the RCC to administer the program whereby SNA provides funds to support the presentation and implementation of science fair awards at regional chapter locations.
2. In January of each year, all chapters are asked to submit their proposals for awards at local or regional science fairs. These awards are modest, but SNA hopes that these awards bring prominence and recognition to the organization beginning with future environmental scientists. No regional chapter is obligated to solicit for science fair awards. Science fair awards may be for local or regional science fairs within their chapter.

3. The applications for Science Fair Awards are due January 10<sup>th</sup> of each year. Recommendations are presented to the SETAC Office for discussion/confirmation. Copies of the applications are sent as a courtesy to the Education Committee chairperson.

#### IV. LIMITATIONS

##### A. Affiliation with other Societies

No chapter coordinator or officer has the authority to agree to or suggest affiliation with another local society. Presently SETAC has chosen not to affiliate with other societies on the national or global level because it is felt that such affiliation would dilute SETAC's efforts and involve SETAC with organizations whose basic goals and interests may not completely coincide with those of SETAC.

##### B. Sponsorship of Programs or Workshops

Regional chapters may co-sponsor workshops, meetings, etc. on a local level; however, SETAC's separate identity should be clearly maintained, and it should be made clear that SETAC's affiliation with the other sponsors does not extend beyond the sponsorship of the specific program. It is the responsibility of the chapter to ensure that the goals and objectives of co-sponsored programs coincide with those of SNA.

##### C. Finances

Chapters incorporated as SNA Regional Chapters may solicit dues and donations. Dues and donations may be solicited by chapters prior to their anticipated incorporation as a SNA Regional Chapter. However, in the event that the proposed chapter does not become incorporated within a reasonable period of time, these funds must, upon request, be returned to the prospective member(s). Because no corporation would exist in that case, the return of said funds would be the financial responsibility of those individuals comprising the chapter's organizing committee. SNA takes no financial responsibility, and is not liable, for these actions.

##### D. Membership

The membership structure (i.e. classes of membership and cost of dues) will be established by the respective Regional Chapters. Regional Chapter dues may not be substituted for national dues. If approved at the regional level, an individual may hold membership in a regional chapter independent of membership in SNA. However, the Regional Chapter will provide a list of its membership to the SNA office.

##### E. Representation of SETAC

No chapter shall claim to represent SNA as a whole or make any statement in the name of SNA without first receiving approval of the SNA BoD.

## F. Publishing

SETAC regional chapters may develop their own logos. In order to provide continuity between SNA and SNA regional chapters and to preserve the integrity of the trademarked SETAC logo, chapter logos must meet SNA Board of Directors' approval. Regardless of whether a chapter chooses to develop and use its own logo, the SNA logo must be used on all published material (e.g., newsletters, stationary, etc.). The unadulterated SNA logo should appear in the upper left-hand corner of official chapter stationary and publications whether or not a SETAC regional chapter logo is in use. The SNA logo shall not be incorporated into the Regional Chapter logo in whole or in part.

## V. ANNUAL MILESTONES

<b>Date</b>	<b>Activity</b>
January 10	Science Fair Award requests due to RCC leadership
	Science Fair Award funding announced
February 1	Short Courses/guest speaker travel requests due to RCC leadership
	Short Course/guest speaker travel requests announced
September 30	Regional Chapter Annual Reports due to RCC leadership
October 31	RCC Annual Report and Year Plan due to SNA BoD
November	RCC Meeting at SETAC NA meeting