

SETAC NORTH AMERICA
REGIONAL CHAPTERS COMMITTEE
STANDARD OPERATING PROCEDURES

July 1, 2010

I. COMMITTEE CHARGE

A. Purpose

The purpose of local or regional SETAC chapters is 1) to address those needs of SETAC-North America (SNA) members, as well as other persons with interests in environmental toxicology and chemistry, which can best be served at the local or regional level, 2) to offer those persons an opportunity to exchange ideas with their peers, 3) to offer an opportunity to deal with local environmental concerns, 4) to generate interest in the Society, 5) to promote membership, and 6) to permit more people to be active in the organization.

B. Duties

The duties of the Regional Chapters Committee (RCC) are 1) to provide an avenue of communication among regional chapters and the Board, 2) to ensure that the activities of regional chapters are carried out in accordance with the SNA charter and in a manner that serves the best interest of the Society as a whole, and 3) to give assistance and guidance to existing chapters and newly forming chapters.

II. MEMBERSHIP

The RCC of SNA is composed of the presidents and vice-presidents of Regional Chapters, the local coordinators of chapters which are forming, and the chairperson and co-chairperson of the RCC. A Regional Chapter immediate past president may attend an RCC meeting and participate in an RCC conference call if the chapter president or vice president is unavailable. The chairperson or co-chairpersons (hereafter referred to as chairperson) is the contact with the SNA Board of Directors but does not have to be a member of that Board. Presidents and vice presidents of active chapters are generally limited in their term of service as described in the by-laws of their own chapters.

The RCC chairperson will be appointed by the President of the SNA Board, subject to recommendations from the SNA Board of Directors, the RCC Board liaison, and the RCC. The chairperson should have been a Board member of one of the Regional Chapters or served as a SNA Board member. There is no limitation on length of service by the chairperson at this time.

III. OPERATING PROCEDURES

A. Initiation and Incorporation of a Chapter

1. Chapters are organized around geographic boundaries, which the members choose. Where no active chapter exists, the chairperson may assign areas to person(s) volunteering to act as local coordinators.

2. Local coordinators may request membership lists for their areas from the SNA office. Coordinators canvass the membership in the area to determine interest in forming a chapter.

3. Once it has been determined that sufficient interest has been generated to form a regional chapter, the following steps are suggested as a guideline to incorporation.

a. The chairperson will identify a local chapter coordinator who will organize the formation of an ad hoc committee to define the following:

- i. Name and geographical region of the chapter.
- ii. Purposes and objectives of the chapter (which should mirror those of SNA).
- iii. Membership demographics.
- iv. Proposed Board of Directors
- v. Committees e.g.:
 - Incorporation
 - Program Planning
 - Publications
 - Financial Business
 - Membership/nominations
 - Coordination with SNA

b. Representatives of the ad hoc committee should then meet with the RCC chairperson to obtain guidelines from SNA, including model Articles of Incorporation, Constitution and By-Laws. SNA and the proposed chapter should then reach agreement on all aspects of the chapter's incorporation.

c. The ad hoc committee should then call an organizational meeting at which the chapter will adopt these documents, designate its initial Board of Directors, officers, and committees and conduct any business deemed appropriate by the chapter members.

d. The chapter president and/or chairperson of the Board of Directors of the Regional Chapter should contact SNA to obtain assistance in legally incorporating the proposed chapter.

e. SNA or their designated legal counsel, the RCC chairperson, and the president and/or chairperson of the Board of Directors of the proposed chapter will then finalize

these documents and the Articles of Incorporation will then be submitted to the appropriate state or province for approval.

f. Once the Articles of Incorporation have been filed, the chapter is then free to open its own bank account and conduct any and all business appropriate to a non-profit professional society.

4. The RCC chairperson and SNA are to receive copies of all chapter constitutions, chapter by-laws and of any chapter-approved changes to these documents. The chairperson and SNA staff will review these documents for consistency with SNA procedures and will seek approval of these documents by the SNA Board.

B. Active Chapters

1. Active chapters operate according to their own constitution and by-laws 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.

C. Communication

1. It is the responsibility of the RCC chairperson to communicate committee business between SNA and the RCC committee members.

2. The RCC chairperson will provide a semi-annual regional chapters report for the SNA Board. In addition, an annual report of the committee's activities will be compiled and submitted to the SNA Board by October 15. Prior to its submission, a draft of each report will be made available to the membership of the RCC for the purpose of obtaining comments and suggested amendments.

3. The Board of Directors liaison will provide the RCC chairperson with a summary of those SNA Board of Directors actions related to RCC activities within 30 calendar days. The chairperson will provide the summary to the committee membership as soon as reasonably possible, but within 30 days of receiving it from the Board of Directors liaison.

4. The committee holds at least one 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 Board. It is recommended that the committee also hold conference calls, on a regular basis (e.g., quarterly).

5. The Board of Directors liaison will present any items of question to the Board either that have not been previously decided by the Board, or that, in the opinion of the RCC, require further clarification. The chairperson will prepare proposals for Board 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 chairperson on his/her initiative, or on the recommendation of the RCC, to deal with particular issues of important chapter business.

7. An annual report from each chapter will be submitted to the chairperson by August 30 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 Committee's annual report. Both the Committee's annual report and copies of the individual chapter reports will be due at SNA headquarters by October 15 of each year.

D. Short Courses 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 at regional chapter meetings.

2. The RCC chairperson will present a proposed budget for the Regional Chapters short course program annually to the SNA Board of Directors, along with all necessary justifications and background information. The Board will consider and revise the budget as deemed necessary. Subsequent to passage of the budget, it is the responsibility of RCC chairperson to administer distribution of the funds allocated.

3. The RCC chairperson will solicit proposals for financial support for short courses to be held at regional chapter meetings by February 1 of each year. The RCC chairperson will decide upon what information is needed from the regional chapters and insure its submission. At the discretion of the RCC chairperson, there may be a second call for short course proposals later in the year.

4. The RCC chairperson will forward proposals deemed worthy of consideration for funding to the Short Course Committee chairperson for review by the Short Course Committee. The Short Course Committee 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 Short Course Committee will provide a summary of the evaluations submitted by participants in that course. The Short Course Committee will return an advisory evaluation of the proposal to the RCC chairperson.

5. The RCC chairperson will use the advisory opinion from the Short Course Committee and any other information available about the proposed course and/or the requesting regional chapter to decide whether to accept the proposal. The RCC chairperson will inform the requesting regional chapter of the decision and will maintain communications with the chapter to ensure the short course 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 chairperson,

for submission to the Short Course Committee for consideration and possible solicitation for inclusion at a SNA meeting.

E. 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 February of each year, a solicitation is made to all chapters 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 one-page applications are due March 1 of each year and are sent to the RCC Board liaison for action by the Board. Copies of the applications are sent as a courtesy to the Education Committee chairperson and the Science Fair Subcommittee Chairperson for their information.

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 that 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

Dues and donations may be solicited by forming chapters prior to the anticipated incorporation of 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. Active chapters may solicit dues and donations.

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 Board of Directors.

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.