

**SOP MANUAL**  
**LEHIGH VALLEY SECTION**  
**ACS**

This SOP Manual further describes the duties and responsibilities of the officers and councilors of the Lehigh Valley Section of the American Chemical Society as laid out in the Section Bylaws.

Section 1. The duties of the officers shall be those customarily performed by such officers, together with those responsibilities prescribed by the Constitution and Bylaws of the SOCIETY and by the Bylaws of the Lehigh Valley Section and such other duties as may be assigned by the Executive Committee.

- a. The duties of the Chair shall be to preside at meetings of the Executive Committee, to carry into effect the decisions and recommendations of that Committee, to preside at business meetings of the Section, to appoint all committees, and to carry out all those duties required by the Constitution and Bylaws of the SOCIETY and elsewhere in this Job Manual. In the absence of the Chair, the duties of the office shall devolve upon the Chair-Elect.
- b. The duties of the Chair-Elect shall be to preside in the absence of the Chair and to act as chair of the Program Committee.
- c. The duties of the Secretary shall be to keep a record of the proceedings of the Section and of the Executive Committee, to maintain a list of members and affiliates, to send to members and affiliates such notices as the business of the Section may require, to prepare and distribute ballots and to carry out the duties required by the Constitution and Bylaws of the SOCIETY and elsewhere in this Job Manual.
- d. The Treasurer shall have charge of the funds of the Section, keep an accurate record of all receipts and disbursements, manage ACS dues allotment process, and make those disbursements approved by the Executive Committee. The Treasurer shall render an account of all transactions and of the financial condition of the Section to the Executive Committee at times set by the Committee, and shall submit such reports as are required by the Constitution and Bylaws of the SOCIETY. An annual audit shall be conducted by two or more disinterested members, appointed by the Immediate Past Chair.

Section 2. The Chair of the Section shall serve as Chair of the Executive Committee and shall appoint members and/or affiliates to all committees authorized in the Bylaws of the Lehigh Valley Section or by the Executive Committee.

- a. The Nominating Committee, appointed annually by the Section Chair, consisting of a Chair and two or more members not later than September of each year. Not more than two members of the Executive Committee may be a member of the Nominating Committee. The Nominating Committee shall nominate one or more MEMBERS for each elective position for which a vacancy will occur and

shall make a report at a regular meeting of the Section. It is traditional for the Section to have a Chair and Chair-elect

b. The Program Committee, to determine the venue, arrangements and principal speaker at the regular meetings of the Section. The Chair-Elect of the Section shall be Chair of this committee. Normally, there shall be eight meetings per year, held at different locations throughout the geographic area of the Section. The Section Chair shall preside at each meeting and introduce Section business as required. A quorum for transaction of business at a Section meeting shall consist of 15 members of the Section. No business shall be transacted in the absence of a quorum. The meetings shall be arranged by a local host, appointed by the Program Committee. The host for each meeting shall have responsibility for all of the detailed arrangements for that meeting including: securing the appropriate facilities and food service at the chosen venue, providing information to the Publicity Committee and greeting/local assistance for the speaker.

c. The Publicity Committee, to provide appropriate notices of the meetings and other activities of the Section. The Secretary of the Section shall be Chair of this committee and will be assisted by the Editor of the Octagon Newsletter. The Octagon Newsletter will normally be issued eight times per year, prior to each scheduled Section meeting, and posted on the Section's website [presently <http://www.lvacs.net>]. The Octagon will contain minutes from past meetings, the schedule of upcoming meetings and such other items as are pertinent and interesting to Section members. In addition to the upcoming meeting notice in the Octagon, an email reminder will be sent to each MEMBER just prior to the meeting reservation deadline. The Editor of the Octagon Newsletter, serving at the behest of the Executive Committee, shall receive appropriate remuneration for services performed.

d. The Professional Relations Committee, to promote the study, understanding and history of Chemistry in the Lehigh Valley community. The Chair of the Section shall be Chair of this committee.

e. The Audit Committee, to provide a mechanism for Annual audits of the records of the Treasurer. The Immediate Past Chair shall annually appoint two or more disinterested MEMBERS to be the Audit Committee on an annual basis.

Section 3. The Executive Committee shall be the governing body of the Section, and, as such, shall have full power to conduct, manage, and direct the business and affairs of the Section in accordance with the Constitution and Bylaws of the SOCIETY and the Bylaws of the Lehigh Valley Section. All members are strongly encouraged to bring matters involving the Lehigh Valley Section or the SOCIETY to the attention of the Executive Committee including input on operations, ideas for potential action such as availability of grants and suggestions for improvement.

a. The executive Committee shall meet at least biannually, normally in January

and May. A quorum for conduct of Section business constitutes a majority of its members.

b. The Councilors and Alternate Councilors shall report to the Executive Committee, from time to time, any matters concerning the actions or welfare of the SOCIETY and, upon instruction from the Executive Committee, shall lay before the Council matters for its consideration.