RUBBER DIVISION OPERATIONAL

GUIDE FOR SUBDIVISIONS
(Rubber Groups)

(Revised October 2017)
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Executive Summary for Rubber Group Chairs

This operational guide is intended to provide information necessary to serving as Chair of a Subdivision (Rubber Group) of the Rubber Division. It does not provide details for duties specific to the Rubber Group; however, it does provide details for fulfilling the Rubber Group’s Chair responsibilities to the Rubber Division.

Specific information is available inside regarding Rubber Division staff functions to aid in obtaining assistance from the Division as well as membership benefits provided to the Rubber Groups and individual members. Operational rules are stated in the section “Subdivision Functions” along with necessary forms and deadlines for actions by the Rubber Group Chair. In the final section, responsibilities are listed for a Rubber Group’s Area Director and Alternate Area Director who serve on the Rubber Division’s Executive Committee.

It is imperative that each Rubber Group Chair understand what is required to fulfill the office’s obligations to the Rubber Division as stated in bylaws and operational charters and to assure required deadlines are met. A copy of this operational guide is available on the Division’s web site, www.rubber.org, which also provides more details on submitting specific award and scholarship packages. To help in understanding these responsibilities, the following list of Rubber Group Chair duties is provided and may be accomplished by the Chair or a designated representative of the Rubber Group:

- Rubber Group Chair must be a member of the Rubber Division. American Chemical Society membership is encouraged.
- Submit Annual Report by January 15th to the Division Executive Director on previous year’s activities.
- Submit Area Director/Alternate Area Director nominees by March 1st to the Division Executive Director, if AD/Alternate AD are in their 3rd and final year.
- Submit Application for Undergraduate Scholarship nominations by March 15th to the Division Training & Development Director.
- Submit Application for Rubber Technology Training Award by May 15th to the Division Education & Publications Manager.
- Update Rubber Group information on the Rubber Division web site, www.rubber.org, in the Rubber Group section to include officers and contacts, technical meetings, social events and any news articles. Contact the Division Marketing Manager or Membership Manager if having any problems.
• Advise the incoming Chair to attend the Fall Training Session held at the Rubber Division’s fall meetings. Note that other officers may also attend.

• Update your Rubber Group application form and dues amount if using the on line new member and member renewal application process offered to Rubber Groups via the Division web site in the Rubber Group section. Problems should be addressed to the Division Membership Manager.

• Request a free booth from the Division’s Exposition & Meetings Manager for your Rubber Group at the Rubber Division’s fall meetings, if desired.

• Request a free meeting room from the Division’s Exposition & Meetings Manager for your Rubber Group at the Rubber Division’s fall meetings, if desired.

Edward L. Miller
Executive Director
Rubber Division, ACS
VISION AND MISSION STATEMENTS

VISION

“Enhancing science, technology and business across the evolving elastomeric community”

MISSION

“To promote and advance the evolution of the global elastomeric profession and its relevance to society”
OVERVIEW OF THE RUBBER DIVISION
BRIEF INTRODUCTION TO THE RUBBER DIVISION

The Rubber Division originated as the India Rubber Section of The American Chemical Society in 1909, achieving Division status in 1919 and incorporating in 1963. The Division maintains its outstanding non-profit reputation in education and technology transfer in the rubber industry based on the dedicated work and professional knowledge of distinguished volunteer members and professional staff.

The Rubber Division is one of 34 Divisions of the American Chemical Society. The Division is incorporated in the state of Ohio, with its business offices located in the second floor of the Akron Research Foundation Building at the University of Akron, 411 Wolf Ledges, Suite 201, Akron, Ohio 44311. The Division also has Subdivisions, called Rubber Groups, located throughout the United States, Canada and other countries.

The Rubber Division is under the operational direction of the Executive Director, who provides the daily management of the Division, working with the Chair and within the financial and strategic policies and oversight guidelines of the Steering and Executive Committees. The volunteer members who are elected to the Executive Committee consist of the Steering Committee members and one representative Area Director from each Subdivision. The Steering Committee meets four times per year and the Executive Committee meets twice per year, however, specific actions and voting may also take place periodically via telephone conference and e-mail or fax. The Division staff also work hand-in-hand with various standing committees and ad hoc task forces, consisting of member volunteers. Details of the Steering, Executive and standing committees can be found on its web site, “www.rubber.org”.

The membership of the Rubber Division consists of individuals who have a common interest in the rubber and related industries and who represent hundreds of companies, organizations and educational institutions, both domestic and foreign. As of 2015, it also consists of corporate members in the rubber and related industries. In order to maintain quality service to our membership, the Division is dedicated to the basic idea that learning must be a life-long process. With this commitment in mind, the Division provides the following services:

- Rubber Chemistry and Technology Journals (hardcopy and on-line) to disseminate current information on rubber to the global industry;

- Education and training in rubber science and technology through conferences, workshops, webinars, on line multi-media courses and the Division’s Elastomer Training Center founded in January 2016;

- A one-of-a-kind library and information service on all aspects of rubber and other polymers;

- Technical publications, textbooks and latest research papers in rubber and polymer science;
• State-or-the-Art web site for technical, educational, membership, career services, meeting, exposition and other information;

• Awards and scholarships programs;

• Presentation of technical papers and posters at its national meetings and annual expositions, offering the latest ideas in rubber and polymer science;

• Presentation of high level business topics on issues impacting the industry at its annual exposition;

• Specialty conferences offering new technical and marketing opportunities;

• Division annual sponsorship packages and meeting program advertising opportunities for members’ companies;

• High School and College Student programs to focus on future workforce opportunities;

• A headquarters of professional staff to provide day-to-day operations and management of the Division, assist members and manage the functions of membership, meetings, expositions, courses, workshops, publications, awards, nominations and much more.
ORGANIZATIONAL STRUCTURE

Executive Committee and Chair
(Steering and Area Directors)

Steering Committee and Chair

Executive Director

Other Division Staff
Training & Development Director
Exposition & Meetings Manager
Accounting Manager
Marketing Manager
Technical and Student Programs Mgr
*Membership Manager
*Exposition & Meetings Assistant
*Training & Development Assistant
*Executive Administrative Assistant
& Registration Coordinator
Science Librarian (UA Employee)
* (Indicates a Part Time Position)

COMMITTEES
Advisory on Testing Procedures
Best Paper
Editorial Board of RCT
Education and Publications
Exhibits and Meeting Sites
Finance & Budget
History
Marketing
Membership
Nominating
Program Planning
Science & Technology Awards
Selection for the Rubber Science
Hall of Fame
Service Awards
Strategic Partnership
Student Affairs
Subdivision Advisory
25-Year Club
GENERAL FUNCTIONAL RESPONSIBILITIES OF STAFF

**Executive Director:** The Executive Director is a Division officer and the Chief Paid Administrator of the Division acting under, and responsible to, the Chair of the Division and under the oversight of the Steering and Executive Committees. He or she is charged with “applying the policies of the Steering and Executive Committees, with developing the general activities of the Division and with promoting the best interests of the Division and its Members”. The Executive Director is responsible for overall Division leadership and staff functioning. Any questions or uncertainties about Division policies should be sent to the Executive Director for answer and clarification.

**Training & Development Director:** Facilitates and manages the various education, publications and scholarship programs of the organization including on line correspondence courses, educational workshops, webinars, technical publications, distance learning, undergraduate scholarships and Rubber Technology Training Award. Works with the Education and Publications Committee in developing new educational programs and methods for offering these services and with the Scholarships Committee in offering scholarships and awards. Also works with the Student Affairs Committee in managing the Student Chapters programs. Manages the Elastomer Training Center and supervises the part-time Training & Development Assistant.

**Exposition & Meetings Manager:** Facilitates and manages all aspects of the Division expositions held during the fall meetings including recruiting and working with exhibitors, negotiating exhibitor contracts, handling logistics such as floor space, utilities and decorations, managing exhibitor signups and negotiating global partnership agreements. Manages all logistics for Division semi-annual meetings and specialty conferences such as meeting and event rooms, audiovisual, food and beverage and negotiating decorator contracts. Responsible for visiting and negotiating future meeting sites to include hotel and convention center contracts and associated meeting space. Manages logistics for the Division Science & Technology Awards banquet to include working with the award winners, award sponsors and Division Chair. Works with the Expo & Meeting Sites Committee and manages 25-Year Club functions. Supervises the part-time Exposition & Meetings Assistant.

**Accounting Manager:** Facilitates and manages the day-to-day accounting and financial functions of the organization including financial data transactions and reporting, maintaining effective security and recording systems, invoicing, budget input and controls, developing information for Division audits and financial plans, preparing tax information, managing payroll, managing Division investments and revolving accounts, and other financial programs. Assists Executive Director in human resource management programs and fixed assets such as furniture, computers, telephones and other office supplies. Works with the Finance & Budget Committee and responsible for meeting accounting and registration. Supervises the part-time Executive Administrative Assistant & Registration Coordinator.

**Marketing Manager:** Facilitates and manages all marketing and promotional programs for the Rubber Division to include branding, advertising, communications, public relations and press releases. Works with the Marketing Committee and responsible for Division sponsorship program,
online career center, email blasts, website marketing, social media marketing and meeting notices, as well as the Show Daily, Show Planner and Show Guide, working with trade magazines.

**Technical and Student Programs Manager:** Facilitates and manages all technical and student programming functions, working with the Program Planning and Student Affairs Committees. Programming functions include managing on line technical and student paper/poster system, managing and modifying technical abstract and paper submission process, managing and assisting authors and presenters, selection of approved submitted papers, development of technical symposia and student colloquia and managing poster sessions and job fairs.

**Membership Manager:** Facilitates and manages the Division membership recruitment and retention programs including maintaining the membership database and directories, handling all logistics for membership renewals, promoting new memberships, developing membership marketing programs, and developing long-term strategies for targeting and increasing membership. Works with the Membership Committee and manages the Division’s service awards with the Service Awards Committee. This position is part-time.

**Meetings & Executive Assistant:** Under general supervision of the Exposition & Meetings Manager, assists as needed with exposition logistics held during the Division fall meetings, two scheduled Division semi-annual technical meetings and any specialty conferences. This position is part-time.

**Training & Development Assistant:** Under general supervision of the Training & Development Director, assists as needed with the various education, publications and scholarship programs of the organization as well as the Elastomer Training Center. This position is part-time.

**Executive Administrative Assistant & Registration Coordinator:** Under general supervision of the Accounting Manager, assists the Executive Director with Steering and Executive Committee meetings, election ballot mailings and other administrative activities as required. Assists in managing semi-annual meeting registration and provides general receptionist duties such as answering main office telephone and managing all mail functions. This position is part-time.

**University Science Librarian:** This is not a Rubber Division staff position; however, the Division pays the university for these services. Responsible for the Rubber Chemistry and Technology journal working with the Editorial Board of RCT. Also responsible for conducting technical literature searches, maintaining the Division library and archives, working with the Advisory Committee on Testing Procedures and the History and Best Paper Committees as well as selling Division technical papers.

**TECHNICAL PUBLICATIONS**

The Division publishes *Rubber Chemistry and Technology*; a highly respected journal that publishes the major technical papers issued from around the world, as well as selected papers presented at its semi-annual meetings. The Division also publishes *Rubber Reviews*, which describes major scientific advances relating to rubber and polymer chemistry. Both of these
publications are provided online for free to Division members. Additionally, members can choose to purchase hardcopies of the journal. Non-members can purchase the online version and/or hardcopy.

Additionally, between 150 and 200 individual technical papers per Rubber Division meeting are made available for a fee through the Division’s library and/or on-line service.

The Division also produces and/or sponsors various technical books, which are sold to members at a reduced price from that of non-members. Three of these books are used in our basic, intermediate and advanced correspondence courses.

**Distribution:** Rubber Division literature is produced for educational purposes to further the knowledge of its members and transfer technology in the rubber industry. Certain publications are available free to members as part of their member service. These same publications may be sold to non-members to generate non-dues revenues for the Division. Additionally, other publications are available for sale to both members and non-members. It is the responsibility of the Division staff to manage the sale of publications.

**Inventory Control:** Inventory control for all Division publications is the responsibility of the Training & Development Director. This includes determining the most cost effective number of publications to order at the first printing and subsequent reprints. Quantity discounts and available storage space must be balanced along with past sales trends to avoid investing funds in publications that sit on the shelf for years or are outdated via updates. This same policy holds true for ordering meeting notices or other literature for the Division by other staff managers.

**TECHNICAL COURSES AND SYMPOSIA**

The Training & Development Director maintains overall responsibility for the various educational technical courses offered by the Division. The Division offers two on line correspondence courses to members and non-members, providing informal alternatives to the classroom and laboratory courses at universities involved in polymer and/or material science. The Intermediate and Advanced Correspondence Courses are available year-round. The Basic Correspondence Course has been moved to a series of webinars for easier access to trainees. Other webinars are also offered throughout the year on line.

In addition to correspondence courses, the Division offers technical workshops via its Elastomer Training Center, at its spring and fall meetings and numerous onsite locations in conjunction with Rubber Groups. Details of these courses and workshops may be obtained via the Training & Development Director or the Division’s website. Technical symposia are also held during the fall technical meeting, in which 150-200 technical papers are presented from around the world. The Technical & Student Programs Manager works with the Program Planning and Student Affairs Committees in setting up the symposia.

The Division is now offering various specialty conferences. These are stand alone technical programs that are cosponsored with other associations and companies. Two examples are the
Rubber Modified Asphalt Conferences and the Advanced Materials in Healthcare Conferences.

**SCHOLARSHIPS AND AWARDS**

The Division has excellent scholarships and awards programs to recognize and assist all levels in the industry and academia, from students to career scientists, engineers and chemists. The Training & Development Director works with the Scholarship Committee in the overall administration of the scholarship programs, while the Executive Director works with the Science and Technology Awards Committee in the overall administration of the science awards program. The Executive Administrative Assistant & Registration Coordinator also works with the Service Awards Committee in the overall administration of service awards.

The Division provides up to two undergraduate scholarships annually to outstanding students in the fields of rubber and polymer science. Additionally, the Division offers the *Rubber Technology Training Award* (formerly called the *A. Wayne Place Memorial Scholarship*) annually to workers who desire to further their education in the rubber and polymer industry. Sponsorship of this award is open to all companies. Management and production personnel are eligible for the scholarship. Details of these scholarships and the application process are found on the Rubber Division’s web site, [www.rubber.org](http://www.rubber.org).

The Division offers up to six awards each year to honor the men and women scientists, engineers and chemists who use their creativity to advance science and technology in the rubber industry. These awards are presented at a special banquet during the Division’s Spring Meeting. The *Charles Goodyear Award* honors individuals for outstanding inventions, innovations or developments that have resulted in a significant change in or contribution to the rubber industry. The recipient is expected to deliver a lecture covering the background, development, implementation and commercialization of the invention or innovation for which the award was given. This award is open to everyone in this category.

The *Sparks-Thomas Award* recognizes the outstanding scientific contributions and innovations in the field of elastomers by younger scientists, technologists and engineers. The *Melvin Mooney Distinguished Technology Award* honors Rubber Division Full Members and Affiliate Members who have exhibited exceptional technical competency by making significant and repeated contributions to rubber technology. The *George Stafford Whitby Award for Distinguished Teaching and Research* honors outstanding international teachers of chemistry and polymer science and recognizing innovative research. The *Fernley H. Banbury Award* recognizes innovations of production equipment widely used in the manufacture of rubber or rubber-like articles. The *Chemistry of Thermoplastic Elastomers Award* recognizes significant contributions to the advancement of the chemistry of TPEs. These awards are open to everyone. Details of these Science and Technology Awards, the application process, and the award sponsors are available on the Rubber Division web site, [www.rubber.org](http://www.rubber.org).
SERVICE AWARDS

Types of Recognition: The Service Awards Committee has at its disposal, three recognition vehicles, all of which are in the form of certificates of award. These awards are, in descending order of importance, shown below:

- Distinguished Service Award
- Arnold Smith Special Service Award
- Certificate of Special Appreciation

The criteria for consideration for the first two awards are the same, that being;

- Minimum of ten (10) years service to the Division
- Service in at least three (3) generic categories as seen below.
  1. Officer of the Division
  2. Area Director
  3. Committee Chair
  4. Division Councilor to the ACS
  5. Committee member
  6. LCC Chairman/member
  7. Editor of RC&T
  8. Symposium Chair/organizer
- Recipient must be living at time of presentation

EXPOSITIONS

The Rubber Division sponsors an exposition every year. In the odd-numbered years, the Division hosts the new “International Rubber and Advanced Materials in Health Care Expo”, formerly called the Rubber Major Expo and which is the largest show focusing on rubber and other materials as well as the health care industry. The expo brings the leading rubber, plastics, polymers and biomaterials industry suppliers together with up to 6,000 decision-makers in the rubber, plastics, automotive, aerospace, health care and related industries. It also includes selected exhibitors from the thermoplastic elastomers, robotics and quality control industries.

In even-numbered years, the Division sponsors the “International Rubber Expo™”, formerly called the Rubber Mini-Expo, which mirrors the odd-year expo, but on a much reduced scale and not direct focus on health care. For this expo, all exhibitors are limited in the size of booths to 10X10, 10X20, or 10X30, with only one booth per exhibitor. This expo draws many of the same industry suppliers and decision-makers. The odd-year and even-year expositions are held in conjunction with the Division’s Fall Meetings.
LIBRARY SERVICES

Library services are provided on a limited basis through a part time Librarian funded jointly by the University of Akron and Rubber Division. Technical papers and RCT Journal articles may be obtained from the Librarian as well as limited literature searches on a fee basis.

The library includes significant holdings such as extensive information on rubber science, technology and business/economics, as well as thermoplastic and polymer science and technology. It also includes books, journals, government documents, symposium proceedings, complete collections of Rubber Division meeting papers and is supplemented by the archives from several major rubber companies and the Paul J. Flory collection of research and scientific papers. The Rubber Division Library (John H. Gifford Memorial Library and Information Service) is housed in the Science/Technology Library, Auburn Science Center, University of Akron.

BUDGETING PROCESS

The Rubber Division budget is based on a two-year cycle running by calendar year. In early April, a call notice is sent to Division staff and committee chairs by the Accounting Manager, asking for input for the next calendar year. The Division staff develops budgets within their own functions and works with their respective committee chairs on appropriate committee budget items. This budget is consolidated by the Accounting Manager and Executive Director, and then presented to the Treasurer and Assistant Treasurer for review and possible modifications. After this review, the budget is submitted to the Finance & Budget Committee for approval. The F&B Committee approved budget is then submitted to the Steering Committee for review and the final budget is submitted to the Executive Committee for approval at the Fall Meeting.

It is the responsibility of the Division staff, working with appropriate committee chairs in certain areas, to monitor and account for budgets within their own areas. It is the responsibility of the Accounting Manager to monitor the overall budget, provide monthly updates to the F&B Committee, Executive Committee and staff, and identify any negative trends to the Executive Director. It is the responsibility of the Executive Director and Treasurer to provide oversight, ensure the budget is followed, and to initiate action if modifications are necessary. It is the responsibility of the Steering and Executive Committees to approve the annual budgets and any revisions to the overall budget.
MEMBERSHIP INFORMATION
MEMBERSHIP AND BENEFITS IN THE RUBBER DIVISION

The Rubber Division maintains a 12-month rolling membership, with five categories of membership in the Division as follows:

- **Member** – a member of both the Rubber Division and the American Chemical Society;
- **Affiliate** – a member of the Rubber Division only;
- **Student Member** – a college student. This category receives reduced dues;
- **Emeritus** – a member or affiliate who has retired from regular employment, is age sixty or greater and has been a Member of Affiliate for the preceding fifteen years. Notification of eligibility must be sent to the Rubber Division’s Executive Director, requesting this status;
- **Life** – a member or affiliate who has performed an exceptional duty or other service and has been granted this status by the Executive Committee, e.g. the Chair of the Division receives this status upon completion of his or her term as the Chair.

A Member has the right to vote on all open positions and hold elected office in the Rubber Division. An Affiliate enjoys all the privileges of a Member, except the right to vote for Councilors, hold elective office in the Division, or to vote on Articles of Incorporation and By Laws of the Division.

Benefits to Individual Members of the Rubber Division:

- **Professional membership** in the only "international rubber" (and affiliated) non-profit technical society in the United States and with the least expensive dues.
- **Free** online Rubber Chemistry and Technology journal.
- **Free** online membership directory of industry and academia contacts.
- **Free membership** upon emeritus status or serving as the Division Chair.
- Access to **Members Only Section information** on the Division web site.
- **Discounts** on Division meetings, symposia, workshops and correspondence courses.
- **Discounts** on Division publications, technical papers and hardcopy RCT Journal.
- **Discounts** on library technical search services.
- **Networking** via meetings and expositions.
- **Networking** via Committees and as an officer or Area Director.
- Eligible for Division’s **member only awards and scholarships**.
- **Career** opportunity **workshops** and **online Career Center**.

Benefits to Companies Supporting Membership in the Rubber Division:

- **Training** and education for employees in technical and business areas.
- **Online** Rubber Chemistry and Technology Journals.
- **Career services** for posting company jobs/searching resumes.
- Opportunity to gain **future employees** via Student Colloquia and Workforce Development Program.
- **Online directory** of members for networking.
- **Networking** opportunities via national meetings & expositions.
- **Networking** and marketing opportunities with other industries via joint conferences.
- Online listing of **global meetings and events**.
- **Advertising** in Rubber Division’s Show Daily, Show Planner, Show Guide and Division Sponsorship Program.
- **Site License** for RC&T Journals and technical papers.
- **Discounts** on meetings, expositions, pubs & workshops.

## RUBBER DIVISION AND ACS APPLICATION FORMS

Application forms for membership into the Rubber Division and into the American Chemical Society may be reproduced or obtained by contacting the Membership Manager of the Rubber Division (Rubber Division application) or the Membership Office of the American Chemical Society (ACS application). They may also be obtained electronically via the Rubber Division’s (rubber.org) and American Chemical Society’s (acs.org) web sites. **It is in the overall interest of the Division to have its Subdivision’s Members become members of the Rubber Division so that they may participate in all activities, receive the many benefits offered, serve as future leaders in the organization and further enhance their careers in the rubber industry.** It is in the overall interest of the American Chemical Society to have all of the Division’s Members become members of ACS to further enhance their careers in the field of chemistry and fully participate in the society.

## MEMBERSHIP RECRUITING/RETENTION IDEAS

The American Chemical Society publishes an excellent Membership Tool Kit for Division Leaders. The tool kit provides information, ideas and sample letters that can be used in a Division or Subdivision’s membership programs. This includes both member recruiting and member retention. ACS copyrights this tool kit; therefore, excerpts cannot be published in this Operational Guide for Subdivisions. For a copy of the Membership Tool Kit, contact the Membership Activities Department of the American Chemical Society, 1155 Sixteenth Street, NW, Washington, D.C. 20036 or go to the ACS web site (acs.org).
INSURANCE OFFERED BY THE RUBBER DIVISION

The Rubber Division carries several insurance policies, which cover its facilities, assets, people and events. These policies do not apply to its Subdivisions; however, four of the Division’s insurance policies do offer protection to Rubber Division Officers, Area Directors and other committee positions while performing Rubber Division business. These policies include Employee (officers too) Dishonesty insurance, Errors and Omissions insurance, Directors and Officers insurance and Fiduciary Liability insurance. If you are serving in one of these positions and would like to learn more about these four policies, you can contact the Executive Director for information.

INSURANCE OFFERED BY ACS

The American Chemical Society offers individual insurance policies to its members at a fee. It also offers a small life insurance policy to its members for free for the first year of membership. After that period, a fee must be paid to retain the life insurance.

The American Chemical Society maintains a Business Insurance Policy that includes General Liability coverage for ACS, its local sections and its Divisions. In accordance with the ACS Insurance Office, this policy also extends to Subdivisions of the Rubber Division. The office telephone number to contact at ACS for this information is 1-800-227-5558, extension 2125.

This coverage protects ACS and its Local Sections and Divisions/Subdivisions against liability lawsuits arising from ACS (or its Local Sections and Divisions/Subdivisions) negligent acts that cause Bodily Injury or Property Damage. NOTE: The coverage is NOT that of an accident policy, which pays anyone who is injured regardless of how the injury was caused or who was at fault. It is a legal liability policy, which pays when the Society or someone acting on its behalf fails to exercise reasonable care. The resulting damage must stem from this negligence. In other words, the Society (or one of its Local Sections or Divisions/Subdivisions) must be legally responsible for causing the injury for insurance coverage to apply.

In addition to covering ACS facilities and events, the intent of this insurance policy is to cover locations of special meetings and events sponsored by the Divisions or Subdivisions. It is not necessary to request a “Certificate of Proof of Insurance” from ACS, unless the owner of the event location (e.g. hotel, etc.) requires one. However, many hotels and convention centers require proof (certificate of insurance) of such coverage prior to the event. The Rubber Division requests individual certificates of insurance from ACS for each location at which a special event is held during our semi-annual meetings. This is accomplished via the Division Expo and Future Sites Manager. This includes the hotels, convention center, restaurant for the awards banquet if used and the Chair-sponsored 5K Run. It is recommended that each Subdivision check each time an event is held to see if a certificate is needed. If one is needed, then the Subdivision must request individual certificates of insurance directly from ACS for locations of meetings and events sponsored by your Subdivision.
If an accident occurs at an event and is covered by this policy, then a full report of should be sent in writing to the address listed in the section on requesting a Certificate of Insurance. This should be done promptly (within 3-5 days) following the incident. It is also a good idea to call the ACS Office of the Treasurer immediately after the incident. The report should include such items as date and time of the incident, a comprehensive statement on what happened to include events immediately preceding and following the occurrence, and the names and addresses of those present.

If a Subdivision is contemplating entering into a lease or other personal or real property rental arrangement, then the agreement should be reviewed for consistency with ACS insurance coverage. Also, many standard contracts require the parties to assume insurance responsibilities that current contracts do not allow us to assume. Many contractual arrangements can affect or materially alter present liability and property coverage. If you have any questions in this area, you can contact the ACS Office of the Treasurer for clarification under the current ACS policy.

REQUESTING ACS CERTIFICATES OF INSURANCE

In order to request a certificate of insurance, the Subdivision must fill out the appropriate ACS form and submit to the American Chemical Society, Office of the Treasurer, 1155 16th Street, NW, Washington, D.C. 20036. Note: The fax number on the form has changed. Fax the form to (202-872-6325). One form should be used for each event location. A copy of this form is included in this manual. The form may also be obtained by contacting ACS or electronically via its web site (acs.org) or the Rubber Division web site’s (rubber.org) Members Only Section.

For dollar amounts of coverage and limitations, please refer to the enclosed copy of the ACS Comprehensive Insurance Policy, Section II General Liability summary sheet. The full policy is not distributed by ACS to its Divisions because it primarily covers other aspects of ACS alone. It is important to note that this policy covers the Rubber Division’s Subdivisions in the United States and Canada. A similar ACS International Business Insurance Policy covers all other legitimate Subdivisions, located outside of the U.S. and Canada. For updated information on policy coverage or to obtain information on the ACS international policy, contact ACS Treasurer or insurance office directly.

Copies of the ACS Business Insurance Policy summary for the U.S. and Canada, form used to request a Certificate of Insurance and Rubber Division letter to ACS identifying its Subdivisions follow.
# ACS INSURANCE

## Type of Coverage
COMPREHENSIVE PACKAGE POLICY

## SECTION II - GENERAL LIABILITY

### Carrier:
Travelers Ins. Company

### Broker:
Acordia

### Premium

- Total Paid: $54,867
- Commission Paid: (See Attached)
- Charged to Columbus: (See Attached)
- Charged to Washington: Belmont (See Attached)

### Policy No.:
P630468A3653-TIL-01

### Issued To:
American Chemical Society and its Local Sections and Divisions

### Expiration Date:
1/1/2001

## Summary of Coverage

Liability for Personal Injury or Property Damage to members of the public arising out of all premises, operations, completed operations, assumed liability and employee benefit liability.

### Commercial General Liability Coverage Form

<table>
<thead>
<tr>
<th>Coverage Form</th>
<th>Limits of Insurance*</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Aggregate (Other than Products-Completed Operations)</td>
<td>$3,000,000</td>
</tr>
<tr>
<td>Products-Completed Operations Aggregate Limit</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Personal &amp; Advertising Injury Limit</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Each Occurrence Limit</td>
<td>$1,000,000</td>
</tr>
</tbody>
</table>

**NOTE:** Coverage extends to such specific coverages as:

- (a) Personal Injury - Libel, Slander, False Arrest, Wrongful Eviction, etc.
- (b) Host Liquor Law Liability
- (c) Incidental Medical Malpractice
- (d) Employees as Additional Insureds
- (e) Fire Legal Liability - $50,000 per occurrence
- (f) Blanket Contractual - Oral & Written Agreements
- (g) Premises Medical - $15,000 per person
- (h) Members of Peer Review Committee
- (i) Employee Benefit Liability - Claims-Made - $1,000,000 - $1,000 Deductible
- (j) Ohio Stop Gap Liability - $1,000,000
- (k) Liquor Liability

*FOR ADDITIONAL LIMITS SEE "UMBRELLA LIABILITY"

## IMPORTANT EXCLUSIONS (See Next Page)
Important Exclusions

(1) Workers' Compensation Claims
(2) Damages for other than Bodily Injury & Property Damage losses (these are intangible losses, which may be covered under the Professional Liability Policy).
(3) Damage to Property in ACS's care, custody or control.
(4) War and Nuclear Perils
(5) Liability arising from aircraft, water craft or automobiles
(6) Publishers Errors and Omissions
(7) Total Pollution and Contamination
(8) Discrimination
(9) Employment related practices
(10) Data Processing Errors & Omissions

NOTE: No Joint Venture Exclusion but must advise of any.
AMERICAN CHEMICAL SOCIETY
REQUEST FOR CERTIFICATE OF INSURANCE
(Please print or type)

NAME OF EVENT

LOCATION

ACS CONTACT (INCLUDE DIVISIONS and LOCAL SECTIONS) FOR FURTHER INFORMATION:

PHONE NUMBER(S):

ADDRESS:

CITY: STATE: ZIP:

ESTABLISHMENT (COMPANY OR INDIVIDUAL) REQUESTING THE CERTIFICATE:
(This can be more than one company, for example: a current lease holder and the owner of the property also.)

MAILING ADDRESS:

ATTN:

PHONE NUMBER(S):

CITY: STATE: ZIP:

HAS THE REQUESTING PARTY ASKED TO BE A "NAMED INSURED"? YES ____ NO ____

If "YES", specify the additional named insureds:

ADDITIONAL INFORMATION: Please attach a description (or brochure or flyer) of the event being held and any lease/contractual agreements related to this event. Questions? Call 202 452-2125.

Submit this form by fax (202) 872-4604 or mail to:
American Chemical Society
Office of the Treasurer
1155 16th Street, NW
Washington, D.C. 20036
SUMMARY OF TAX INFORMATION

Basic Information: The American Chemical Society is a nonprofit scientific and educational organization, and has tax exempt status under Section 501(c)(3) of the IRC, with “public charity” foundation status under Section 509(a)(2). Its charitable contribution requirements are listed under IRC Sections 170 and 6115. The Rubber Division and its Subdivisions receive their tax exemption from the ACS tax exemption authority. The subsequent information offers some guidance on tax requirements for the Rubber Division and its Subdivisions. It comes from ACS procedures and IRS guidelines. Additionally, information has been included from the IRS web site (irs.gov). It is recommended that Subdivisions check the IRS web site and with their tax consultants for the latest information for filing requirements in order to avoid any IRS penalties.

ACS TAX EXEMPTION PROCESS FOR SUBDIVISIONS

In accordance with ACS procedural guidance, Subdivisions (Rubber Groups) do not have to apply for 501(c)(3) status using the Form 1023. Once a Rubber Group is formed, or merger occurs, the group can apply for incorporation (if desired) as well as for an EIN number. The Rubber Group should also apply for Subdivision status via the Sunrise and/or Merger Rules of the Executive Committee of the Rubber Division. Once approved as a Subdivision, the Rubber Division Executive Director will advise the appropriate departments of the American Chemical Society so that the Rubber Group is covered under the ACS liability insurance. ACS will notify the IRS.

The following documents follow: Copies of the recent list of Rubber Groups, IRS Group Exemption Letter to ACS and ACS letter to the Chicago Rubber Group. If your group would like a copy of the ACS letter specific to your Rubber Group, contact the Executive Director.
This list of Subdivisions was sent to the American Chemical Society in 2017. ACS will include these Subdivisions in their notice to the Internal Revenue Service of the umbrella 501(c)(3) status.

U.S. Subdivisions of the Rubber Division, ACS

<table>
<thead>
<tr>
<th>ORGNAME</th>
<th>Articles of Inc.</th>
<th>Federal ID #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue Ridge Rubber Group</td>
<td>14-Sep-00</td>
<td>56-2218139</td>
</tr>
<tr>
<td>Chicago Rubber Group, Inc.</td>
<td>8-Dec-51</td>
<td>36-3007362</td>
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<tr>
<td>Detroit Rubber Group</td>
<td>10-Dec-74</td>
<td>38-2580711</td>
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<tr>
<td>Fort Wayne Rubber &amp; Plastics Group, Inc.</td>
<td>27-Feb-59</td>
<td>35-6042259</td>
</tr>
<tr>
<td>The Los Angeles Rubber Group, Inc.</td>
<td>29-Sep-43</td>
<td>95-6113650</td>
</tr>
<tr>
<td>MidAtlantic Rubber and Plastics Group, Inc.</td>
<td>Jan-07</td>
<td>65-1283441</td>
</tr>
<tr>
<td>The New England Rubber and Plastics Group, Inc.</td>
<td>21-Mar-07</td>
<td>20-8695151</td>
</tr>
<tr>
<td>Ohio Rubber Group, Inc.</td>
<td>30-Jul-07</td>
<td>42-1749594</td>
</tr>
<tr>
<td>Southern Rubber Group</td>
<td>8-Apr-82</td>
<td>23-7014611</td>
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<tr>
<td>Twin Cities Rubber Group</td>
<td>24-Apr-63</td>
<td>41-1321821</td>
</tr>
<tr>
<td>Michigan Rubber Group, Inc.</td>
<td>1978</td>
<td>38-2259841</td>
</tr>
</tbody>
</table>
Dear Applicant:

We have considered your application for a group exemption letter recognizing your subordinates as exempt from federal income tax under section 501(a) of the Internal Revenue Code as organizations of the type described in section 501(c)(3).

Our records show that you were recognized as exempt from federal income tax under section 501(c)(3) of the Code. Your exemption letter remains in effect.

Based on information you supplied, we recognize your subordinates whose names appear on the list you submitted as exempt from federal income tax under section 501(c)(3) of the Code.

Additionally, we have classified the organizations that you operate, supervise, or control, and that are covered by your notification to us, as organizations that are not private foundations because they are organizations of the type described in section 509(a)(2) of the Code.

Your subordinates whose gross receipts each year are normally more than $25,000 are each required to file Form 990, Return of Organization Exempt From Income Tax, by the 15th day of the fifth month after the end of their annual accounting period. If you prefer, you may file a group return for those subordinates that authorize you in writing to include them in that return. If you are required to file Form 990 for your own activities, you must file a separate return and may not be included on any group return that you file for your subordinates. The law imposes a penalty of $20 a day when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty imposed cannot exceed $10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding $1,000,000 in any year, the penalty is $100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding $1,000,000 shall not exceed $50,000. This penalty may also be charged if a return is not complete, so your subordinates should make sure their returns are complete before filing them. Please advise your subordinates that, if they receive a Form 990 package in the mail, they should file the return even if their gross receipts do not exceed the $25,000 minimum. If not
required to file, a subordinate should simply attach the label provided, check
the box in the heading to indicate that its annual gross receipts are
normally $25,000 or less and sign the return. This will allow us to
update our records to show that the subordinate is not required to file and
to delete that subordinate from the list of organizations that will receive
Form 990 packages in future years.

Your subordinates are required to make their annual information return,
Form 990 or Form 990-EZ, available for public inspection for three years after
the later of the due date of the return or the date the return is filed. You
and your subordinates are also required to make available for public inspection
your group exemption application, any supporting documents and this exemption
letter. Copies of these documents are also required to be provided to any
individual upon written or in person request without charge other than reason-
able fees for copying and postage. You may fulfill this requirement by
placing these documents on the Internet. Penalties may be imposed for
failure to comply with these requirements. Additional information is
available in Publication 557, Tax-Exempt Status for Your Organization, or you
may call our toll free number shown above.

Your subordinates are not required to file federal income tax returns
unless subject to the tax on unrelated business income under section 511 of the
Code. Each organization subject to this tax must file Form 990-T, Exempt
Organization Business Income Tax Return. In this letter we are not determining
whether any of your subordinates' present or proposed activities are unrelated
trade or business as defined in section 513 of the Code.

Each year, at least 90 days before the end of your annual accounting
period, please send the items listed below to the Internal Revenue Service
Center at the address shown below.

1. A statement describing any changes during the year in the purposes,
   character, or method of operation of your subordinates;

2. A list showing the names, mailing addresses (including postal zip
codes), actual addresses if different, and employer identification numbers
   of subordinates that, since your previous report:
   a. Changed names or address;
b. Were deleted from your roster; or
c. Were added to your roster.

3. For subordinates to be added, attach:
   a. A statement that the information on which your present group
      exemption letter is based applies to the new subordinates;
   b. A statement that each has given you written authorization to
      add its name to the roster;
   c. A list of those to which the Service previously issued
      exemption rulings or determination letters;
   d. A statement that none of the subordinates is a private
      foundation as defined in section 509(a) of the Code if the
      group exemption letter covers organizations described in

Letter 2419 (DO/CG)
section 501(c)(3);
e. The street address of each subordinate whose mailing address is a P.O. Box; and
f. The information required by Revenue Procedure 75-50, 1975-2 C.B. 587, for each subordinate that is a school claiming exemption under section 501(c)(3). Also include any other information necessary to establish that the school is complying with the requirements of Revenue Ruling 71-447, 1971-2 C.B. 230. This is the same information required by Schedule B, Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code.

4. If applicable, a statement that your group exemption roster did not change since your previous report.

Please mail the information requested in this letter to the following address:

Internal Revenue Service
Ogden UT 84201

Your Group Exemption Number is 0945. Your subordinates are required to include this number on each Form 990, Return of Organization Exempt From Income Tax, and Form 990-T, Exempt Organization Business Income Tax Return, that they file. Please advise your subordinates of this requirement and provide them with the Group Exemption Number.

If the heading of this letter indicates that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about the exempt status and foundation status of your subordinates, you should keep it for your records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

Lois G. Lerner
Director, Exempt Organizations

Enclosure(s):
Addendum

Letter 2419 (DO/CG)
AMERICAN CHEMICAL SOCIETY

This letter supersedes all previous letters issued.
Charitable Contributions - Substantiation and Disclosure Requirements

UNDER THE NEW LAW, CHARITIES WILL NEED TO PROVIDE NEW Kinds OF INFORMATION TO DONORS. Failure to do so may result in denial of deductions to donors and the imposition of penalties on charities.

Legislation signed into law by the President on August 10, 1993, contains a number of significant provisions affecting tax-exempt charitable organizations described in section 501 (c)(3) of the Internal Revenue Code. These provisions include: (1) new substantiation requirements for donors, and (2) new public disclosure requirements for charities (with potential penalties for failing to comply). Additionally, charities should note that donors could be penalized by loss of the deduction if they fail to substantiate.

THE SUBSTANTIATION AND DISCLOSURE PROVISIONS APPLY TO CONTRIBUTIONS MADE AFTER DECEMBER 31, 1993.

Charities need to familiarize themselves with these tax law changes in order to bring themselves into compliance. This Publication alerts you to the new provisions affecting tax-exempt charitable organizations. Reference below are brief descriptions of the new law’s key provisions. The Internal Revenue Service plans to provide further guidance in the near future.

Donor’s Substantiation Requirements

Documenting Certain Charitable Contributions. — Beginning January 1, 1994, no deduction will be allowed under section 170 of the Internal Revenue Code for any charitable contribution of $250 or more unless the donor has contemporaneous written substantiation from the charity. In cases where the charity has provided goods or services to the donor in exchange for making the contribution, this contemporaneous written acknowledgement must include a good faith estimate of the value of such goods or services. Thus, taxpayers may no longer rely solely on a cancelled check to substantiate a cash contribution of $250 or more.

The substantiation must be "contemporaneous." That is, it must be obtained by the donor no later than the date the donor actually files a return for the tax year in which the contribution was made. If the return is filed after the due date or extended due date, the substantiation must be obtained by the due date or extended due date.

The responsibility for obtaining this substantiation lies with the donor, who must request it from the charity. The charity is not required to record or report this information to the IRS on behalf of donors.

The legislation provides that substantiation will not be required if, in accordance with regulations prescribed by the Secretary, the charity reports directly to the IRS the information required to be provided in the written substantiation. At present, there are no regulations establishing procedures for direct reporting by charities to the IRS of charitable contributions made in 1994. Consequently, charities and donors should be prepared to provide/obtain the described substantiation for 1994 contributions of $250 or more.

There is no prescribed format for the written acknowledgement. For example, letters, postcards or computer-generated forms may be acceptable. The acknowledgement does not have to include the donor's social security or tax identification number. It must, however, provide sufficient information to substantiate the amount of the deductible contribution. The acknowledgement should state the amount of any cash contribution. However, if the donation is in the form of property, then the acknowledgement must describe, but need not value, such property. Valuation of the donated property is the responsibility of the donor.

The written substantiation should also note whether the donee organization provided any goods or services in consideration, in whole or in part, for the contribution and, if so, must provide a description and good-faith estimate of the value of the goods or services. In the new law these are referred to as "quid pro quo contributions."

Please note that there is a new law requiring charities to furnish disclosure statements to donors for each quid pro quo donations in excess of $75. This is addressed in the next section regarding Disclosure By Charity.

If the goods or services consist entirely of intangible religious benefits, the statement should indicate this, but the statement need not describe or provide an estimate of the value of these benefits. "Intangible religious benefits" are also discussed in the following section on Disclosures By Charity. If, on the other hand, the donor received nothing in return for the contribution, the written substantiation must so state.

The new law remains in effect that, generally, if the value of an item or group of like items exceeds $5,000, the donor must obtain a qualified appraisal and submit an appraisal summary with the return claiming the deduction.

The organization may either provide separate statements for each contribution of $250 or more from a taxpayer, or furnish periodic statements substantiating contributions of $250 or more.

Separate payments are regarded as independent contributions and are not aggregated for purposes of measuring the $159 threshold. However, the Service is authorized to establish anti-shuffle rules to prevent avoidance of the substantiation requirement by taxpayers writing separate smaller checks on the same date.

If donations are made through payroll deductions, the deduction from each paycheck is regarded as a separate payment.

A charity that knowingly provides false written substantiation to a donor may be subject to the penalties for aiding and abetting an understatement of tax liability under section 6701 of the Code.

Disclosure by Charity of Receipt of Quid Pro Quo Contribution

Beginning January 1, 1994, under new section 6115 of the Internal Revenue Code, a charitable organization must provide a written disclosure statement to donors who make a payment, described as a "quid pro quo contribution," in excess of $75. This requirement is separate from the written substantiation required for deductibility purposes as discussed above. While, in certain circumstances, an organization may be able to meet both requirements with the same written document, an organization must be careful to satisfy the section 6115 written disclosure statement requirement in a timely manner because of the penalties involved.

A quid pro quo contribution is a payment made partly as a contribution and partly for goods or services provided to the donor by the charity. An example of a quid pro quo contribution is when the donor gives a charity $100 in consideration for a concert ticket valued at $40. In this example, $60 would be deductible. Because the donor's payment (quid pro quo contribution) exceeds $75, the disclosure statement must be furnished, even though the deductible amount does not exceed $75.

Separate payments of $75 or less at different times of the year for separate fundraising events will not be aggregated for purposes of the $75 threshold. However, the Service is authorized to develop anti-shuffle rules to prevent avoidance of this disclosure requirement in situations such as writing of multiple checks for the same transaction.

The required written disclosure statement must:

(i) Inform the donor that the amount of the contribution that is do-
The disclosure must be in writing and must be made in a manner that is reason-ably likely to come to the attention of the donor. For example, a disclosure in small print within a larger document might not meet this requirement.

In the following three circumstances, the disclosure statement is not required.

(1) Where the only goods or services given to a donor meet the standards for "insubstantial value" set out in section 281, paragraph 2 of Rev. Proc. 90-12, 1990-1 C.B. 471, as amplified by section 261 of Rev. Proc. 92-49, 1992-1 C.B. 987 (or any updates or revisions thereof).

(2) Where there is no donation element involved in a particular transaction with a charity, such as in a typical museum gift shop sale.

(3) Where there is only an insubstantial religious benefit provided to the donor. The insubstantial religious benefit must be provided to the donor by an organization organized exclusively for religious purposes, and must be of a type that generally is not sold in a commercial transaction outside the donor-recipient context. An example of an insubstantial religious benefit would be admission to a religious ceremony. The exception also generally applies to de minimis tangible benefits, such as wine, provided in connection with a religious ceremony. The insubstantial religious benefit exception, however, does not apply to such items as payments for tuition for education leading to a recognized degree, or for travel services, or consumer goods.

A penalty is imposed on charities that do not meet the disclosure requirement. For failure to make the required disclosures in connection with a quid pro quo contribution of more than $75, there is a penalty of $10 per contribution, not to exceed $5,000 per fundraising event or mailing. The charity may avoid the penalty if it can show that the failure was due to reasonable cause.

Please note that the prevailing basic rule allowing donor deductions only to the extent that the payment exceeds the fair market value of the goods or services received in return still applies generally to all quid pro quo contributions. The $75 threshold pertains only to the obligation to disclose and the imposition of the $10 per contribution penalty, not the rule on deductibility of the payment.
August 23, 2010

Re: Local Section and Division Tax Exempt Status

To Whom It May Concern:

The American Chemical Society (ACS), a national organization which qualifies for tax exempt status under Section 501(c)(3) of the Internal Revenue Code, was founded in 1876 as a U.S. not-for-profit corporation for the purpose of encouraging the advancement of chemistry, promoting research in chemical science and industry; increasing and diffusing chemical knowledge; and promoting scientific interests and inquiry through its meeting, reports, papers, and publications. The Society’s national charter was approved by Congress on August 25, 1937.

Chicago Rubber Group, Inc. of the American Chemical Society, with federal identification number 36-3007362, is an organization that is closely affiliated with ACS. It is a separate legal entity with its own federal identification number. A local section is a group of 50 or more members covering a territory approved by the Council of the ACS. A division is a group of members with a common interest in a particular field of Society interest authorized by the Council of the ACS. Each local section and division has a tax exempt status under Internal Revenue Code Section 501(c)(3) via the ACS’s group exemption number 0945 pursuant to Federal Revenue Procedure 80-27.

This letter is confirmation of the tax exempt status of our local sections and divisions. If you have any further questions, I can be reached at the address below, or at (202) 872-6395.

Sincerely,

Liping Gao

American Chemical Society
1155 Sixteenth Street, N.W. Washington, D.C. 20036  T (202) 872-6306  F (202) 872-6336  lgao@acs.org
IRS Requirements for Filing

When are you required to file Forms 990 and 990EZ?: Forms 990 and 990EZ are informational returns, not to be confused with the income tax return Form 990T. If your gross receipts are "normally" greater than $25,000 (up to $100,000) and your total assets equal less than $250,000 you must file Form 990EZ. If you do not meet the requirements for Form 990EZ, then file Form 990.

"Normally" means that your gross receipts average in excess of $25,000 over a three-year period before you are required to file. Those three years equal the two immediately preceding tax years and the current tax year. Gross receipts include the following: contributions, program service revenue, membership dues & assessments, interest from savings/temporary investments, dividends & interest-securities, other investment income, sale of assets other than inventory, special events, gross sale of inventory and other revenue.

Both forms are due by the 15th day of the 5th month after your accounting period ends. Generally, this date is May 15th if your accounting period ends December 31st. If you are unable to file by this time, filing Form 2758 will extend the time period three more months, up to a maximum of six months. There are penalties for this, however: $10 per day, not to exceed $5,000 or 5% of gross receipts for late or incomplete/inaccurate filing.

When are you required to file Form 990T?: As Form 990T is an income tax return form, your gross income from unrelated trade or business must be greater than or equal to $1,000. Unrelated trade or business income is "...any regularly carried on trade or business, the conduct of which is not substantially related to the exercise or performance of your organization's charitable, educational, or other purpose of function constituting the basis for your group's exemption." Like Forms 990 and 990EZ, Form 990T is also due on the 15th day of the 5th month after your accounting period ends. To extend this time, you must file Form 7004. It, too, has penalties for extended time: 5% of the unpaid tax for each month up to a maximum of 25% for late filing and one half of 1% of the unpaid tax for each month up to a maximum of 25% for late payment.

When are you required to file Form 990N?: Divisions that were not required to file an information return for 2006 because of gross receipts of $25,000 or less are now required to file an electronic notice for periods beginning in 2007 (filed in May 2008). Legislative changes require those not subject to filing the Form 990 (or 990-EZ) to file the electronic notice Form 990-N. Organizations that do not file the notice will lose their tax exempt status.

The notice will require the following information:
1. Organizations Legal name (found on the notice)
2. Any names that the organization uses
3. Organization’s mailing address (officer’s mailing address)
4. Organization’s Employer Identification number (found on notice)
5. Name and principal officer of the organization (local section or division officer)
6. Organization’s annual tax period
7. Verification that the organization’s annual gross receipts are still normally $25,000 or less and
8. Indicate if the division has terminated (is no longer in business)

Public Inspection: Form 990 will be made available for inspection during your regular business hours at your primary location for a three-year period beginning with the date it is filed with the IRS. If a request to view Form 990 is made in person, a copy will be provided immediately. If the request is made in writing, a copy will be provided within 30 days. A reasonable fee may be charged for reproduction and mailing costs. The penalties for willful failure to make these forms public have been increased from $10 a day up to a maximum of $5,000, to $20 a day up to a maximum of $10,000. The names of contributors and their addresses may be removed from the public copy of Form 990.

Donor Acknowledgement Rules: The donor acknowledgement rules provide guidance regarding (1) the allowance of certain charitable contribution deductions, (2) the substantiation requirements for contributions greater than or equal to $250 and, (3) the disclosure requirements for quid pro quo contributions greater than $75. Under substantiation, contributions of $250 or more are not deductible as a charitable contribution unless the donor received and maintains a contemporaneous written acknowledgement of the amount given. These rules apply when the donor intends to and makes a gift of $250 or more, and it is the responsibility of the donor to obtain the acknowledgement from the donating organization.

Under quid pro quo, contributions in excess of $75 must be reported in writing to the donor. The gift is part charitable contribution and part of the purchase of a product or service. Unlike substantiation, quid pro quo requires that the donating organization provide the acknowledgement to the donor.

What Must Be Disclosed?: For substantiation, the amount of cash or property contributed must be disclosed and if the contribution is of property, the type of property should be described. Also, whether or not the donor received anything in return for his gift should be disclosed, because if the donor did receive anything, the quid pro quo rules may apply. For quid pro quo, the amount of the deductible is limited to the excess of the amount given over the value of the goods or services received by the donor.

An estimate in good faith of the fair market value of the goods and/or services given to the donor must be disclosed as well. However, disclosure is not required for goods and services that are insubstantial in value. This means either the fair market value of the benefits is less than 2% of the contribution or $66, whichever is less, or the contribution must be at least $33 and the cost to the organization, or items provided to the donor, cannot exceed $6.60. The items must be tokens such as bookmarks, calendars, key chains, mugs, etc. that display the organization's name or logo.

Awards, Speaker Fees, and Travel Reimbursements: Awards and speaker fees are taxable to United States citizens and non-resident aliens because of the first principle of taxation: gross income consists of all income, from all sources. Only items specifically exempted may be excluded through Revenue Procedure 87-54, which provides a limited exception for award payments. Under Revenue Procedure 87-54, gross income excludes amounts received as prizes and awards, which are made primarily in recognition of religious, charitable, scientific, or educational achievement. However, the recipient must
be selected without any action taken on the recipient's part to apply for the award/prize; the recipient is not required to render substantial future services as a condition to receiving the award/prize; the award/prize is transferred by the payer (not the recipient) to a governmental unit or charitable organization.

Travel reimbursements are taxable to the recipient unless the recipient provides the payer with an adequate accounting of the amounts to be reimbursed, and an adequate accounting is comprised of supporting documentation that substantiates the following four items of business travel: amount, destination, time, and business purpose. Supporting documentation includes receipts, canceled checks, bills (such as hotel bills), credit card statements, etc.

Payments to United States citizens require the following reports to be filed:

- Form W-9 Request for Taxation Identification Number Certification;
- Form 1099 Miscellaneous Income;
- Form 1096 Annual Transmittal and Summary of US Information Returns;
- Form 945 Annual Return of Withheld Federal Income Tax;
- Form 8109 Federal Tax Deposit Coupons.

Payments to non-resident aliens require the following reports to be filed:

- Form W-9 Request for Taxation Identification Number Certification;
- Form 1042 S Foreign Person's US Source Income Subject to Withholding;
- Form 1042 Annual Withholding Tax Return for US Source Income of Foreign Persons;
- Form 8109 Federal Tax Deposit Coupons;
- Form 8233 Exemption From Withholding on Compensation for Independent Personal Services of a Non-Resident Alien Individual.

**SCHOLARSHIPS:**

**Recipient's Point of View:** A qualified scholarship grant is tax free only if the recipient is a candidate for a degree at an educational institution. (See Section 117 of the Internal Revenue Code for more information). Only amounts for tuition, fees, books, supplies and equipment that are required for course work are non-taxable. Amounts for other expenses, such as room & board, travel, suggested supplies and other incidentals are taxable. The exclusion from income tax does not apply to any payments received for teaching, research or providing any other services required as a condition of the scholarship.

**Division's Point of View:** Generally, granting academic scholarships is considered to be a proper purpose under IRC Section 501(c)(3) and is therefore not considered private immurement, per se. However, it is important to remember that scholarships are grants to specific individuals, and, as such, are not the same as grants to institutions that are open to many different people. Therefore, the class of individuals eligible to receive scholarships must be appropriate. If not, the scholarship program ceases to be a true charitable or educational activity and becomes, instead, private payments to individuals.
To be charitable and educational, scholarships must be awarded in a non-discriminatory manner. However, when a race, gender or other group has suffered historic discrimination, scholarship preference may be given to members of that group. National Science guidelines for ethnic groups that are significantly underrepresented at advanced levels of U.S. science and engineering are African Americans, Native Americans, Alaskan Natives, Hispanics, and Native Pacific Islanders.

**Record keeping:** The scholarship recipient must establish that the requirements for the exclusion under IRC Section 117 have been met and that none of the conditions of the grant allow prohibited transactions (such as performance of services for compensation). This can be done by maintaining invoices, receipts, canceled checks or other similar documents. The recipient must also demonstrate receipt of the scholarship grant, date of notification and the conditions and requirements of the grant.

The scholarship grantors should notify recipients as to which portions of the scholarship payment are non-taxable (tuition, fees, books, supplies, and equipment that are *required* by the courses) and which are includable in income (salaries, wages, room & board, travel and suggested books, supplies, and equipment). If the purpose of the scholarship is to provide excludable assistance to the recipient, then the scholarship should be carefully worded so as to limit its use for those items that qualify for exclusion.

The grantor must take care when structuring the terms and conditions of its scholarship fund or program to prevent private immurement and discrimination. If taxable payments are made to the scholarship recipient, then the grantor must comply with all the withholding and reporting regulations (not covered here).

**Answers to Frequently Asked Questions:** There are no real restrictions on who may apply; however, you must avoid private immurement and discrimination. There are no real restrictions on the field of study other than that the scholarships must be given in accordance with your organization's exempt purpose. Selecting candidates being selected by an independent source is "nice to have," but not necessary as long as you are able to implement procedures for preventing prohibited transactions. The solicitation and awarding process impacts the tax status if there is private immurement or discrimination.

**INCORPORATION INFORMATION AND RUBBER DIVISION ARTICLES OF INCORPORATION**

The following includes a letter from the American Chemical Society, dated August 10, 1962, offering guidance on whether to incorporate or not. The Rubber Division decided to incorporate. Copies of the Rubber Division’s Articles of Incorporation and Amendments, dated July 1963, December 1963 and December 1972 may be obtained from the Executive Director.
Chairmen, Secretaries, and Treasurers
Divisions of the American Chemical Society

Gentlemen:

The possibility of incorporation currently is being studied by the Division of Chemical Education. At the Division's request, the matter has been discussed with Mr. Arthur B. Hanson, Associate Counsel of the American Chemical Society. Recently we learned that the Division of Rubber Chemistry also plans to incorporate. Mr. Hanson sees no apparent disadvantages to incorporation and many advantages, particularly to those divisions which own and publish journals or other literature.

The Division of Chemical Education inquired about a suitable place of incorporation. Few, if any, divisions have permanent headquarters. Usually business is conducted from the address of the secretary and this changes frequently. Since it is difficult to move the official address of an incorporated organization, Mr. Hanson recommends that all divisions wishing to incorporate do so in the District of Columbia and use the headquarters address of the American Chemical Society. This is common practice; the place of incorporation of a company often has no relationship to the location of its plants or business offices.

Mr. Hanson estimates that incorporation of a single division in the District of Columbia probably would cost about $200. However, if all or a majority of the divisions were incorporated at one time, total expense would be about $2,000.

The advantages and disadvantages of incorporation for divisions and local sections are presented in the attached statement recently prepared by Mr. Hanson.

We should like to know as soon as convenient what divisions feel that their incorporation might be advisable. This should be a topic for discussion at your meetings in Atlantic City. Also, Mr. Hanson will be present at the open meeting of the Committee on National Meetings and Divisional Activities in Atlantic City (Tuesday, September 11, 3:30 P.M.) to discuss advantages and disadvantages of incorporation and to answer questions.
If the Division you represent reaches a decision soon, please notify us promptly. In the meantime, some indication of current opinion, if known, will be helpful. Please send your comments to me and a carbon copy to Alden H. Emery.

Sincerely yours,

T. E. Larson
Chairman

TEL: 62-543
Enclosure
cc: Members, Committee on National Meetings and Divisional Activities
    Members, Committee on Constitution and Bylaws
    Mr. Alden H. Emery
    Mr. Arthur B. Hanson
    Miss Frances S. Sansbury
    Dr. B. R. Stannerson
    Mr. R. M. Warren
AMERICAN CHEMICAL SOCIETY

INCORPORATION OF
DIVISION OR LOCAL SECTION

The following information, which is furnished with the approval of legal
counsel to the Society, may be of assistance to divisions and local sections that
are considering the relative advantages and disadvantages of incorporation.

General Considerations

One of the fundamental considerations favoring the adoption of a corporate
form relates to the handling of financial matters. There is apparently little reason
to incorporate a division or local section, absent substantial funds or property. On
the other hand, one must anticipate the possibility of substantial contingent liabil-
dies. As an example, we call to your attention the fact that nearly all sections and
divisions from time to time have one or another type of demonstration of chemical ap-
paratus or experiment. There have been occasions where personal injury has resulted
to third persons and where, if appropriate precautions had not been taken, substantial
contingent liability would result against the individual members of the section or
division affected.

Where funds and other property have accumulated and where, as in divisions
and local sections of the Society, there is a continuous turnover of personnel, con-
sideration should be given to a corporate form because it supplies a more formal
continuity of management than does an unincorporated association. Each member of an
unincorporated organization has a prorata interest in the property of the group and
may question the manner in which property is handled or invested.

Other possible contingent liabilities should be considered. Nonprofit
groups are subject to law suits where the rights of third parties are violated. This
liability extends to individual members of unincorporated groups. On the other hand,
individuals ordinarily are not liable for corporate defaults and liabilities. There
are many sources of contingent liabilities. For example, if a division or section
publishes a newspaper, magazine, or even a pamphlet, individual members may be sued
for libel. Contracts or agreements to which an unincorporated division or section is
a party may result in individual liability. Guests attending division or section meet-
ings may be injured. Many other examples can be cited.

Insurance to cover such contingent liabilities is much more readily avail-
able to corporate than to unincorporated groups.

A corporation assures a continuity of existence and a permanence not usually
found in unincorporated groups. Incorporation would not impair the power of members
to control the actions of their unit through their elected officers.

Place of Incorporation

In the case of local sections, which are subject to geographical limitations
and are local in their interest, it is recommended that competent local counsel be
employed to ascertain the relative advantages and disadvantages of incorporation under
local laws since each state (and the District of Columbia) has its own laws governing the incorporation of nonprofit scientific and educational institutions and the attendant benefits and burdens thereof.

On the other hand, a division is national in its scope since the interest of its members relates to a specific field of society interest rather than to the affairs of chemists in any particular state. Those divisions which have no permanent office or situs may want to consider incorporation under the laws of the District of Columbia where the national offices of the Society are maintained.

Cautions

Many years ago the Internal Revenue Service formally ruled that the American Chemical Society was exempt from the payment of Federal income taxes. In 1946 that ruling was broadened to extend exempt status to all divisions and local sections of the Society. Donations and bequests to divisions and sections are tax deductible to the donor. Accordingly, members of divisions and local sections who decide to incorporate themselves are reminded that the Internal Revenue Code of 1954 as amended, the regulations of the Internal Revenue Service, and applicable decisions must be considered carefully in connection with either the incorporation or the conduct of business by an incorporated division or section. Each division or section must continue to meet the operational as well as the organizational tests if it is to retain the tax-exempt status in its corporate form. Nothing must be done which would jeopardize the exempt status of the Society or any of its divisions or local sections.

Divisions and local sections must carry on their activities in full compliance with the Charter, Constitution, and Bylaws of the American Chemical Society, and they are required to obtain prior approval by the Society’s attorneys and by the Committee on Constitution and Bylaws of their proposed articles of incorporation and bylaws before effecting their incorporation. Documents should be sent to the Executive Secretary for this purpose.

Attention is directed to the provisions of the Society’s Constitution and Bylaws applicable to divisions and to local sections which should be considered in preparing the incorporation papers. Provisions applicable to divisions are set forth in the Constitution, Article XIII, and Bylaw VIII. Provisions applicable to local sections are set forth in the Constitution, Article XII and in Bylaw VII.
SUBDIVISION FUNCTIONS
SUBDIVISION (RUBBER GROUP) INFORMATION AND BENEFITS

As a Subdivision of the Rubber Division, it is imperative that there are close communications and interaction between activities and services. The Chair, Chair-Elect and Executive Director have a responsibility to attend Subdivision meetings periodically so that open communication exists and relationships are maintained. In a similar fashion, the (Subdivision) Rubber Group Chairs have a responsibility to attend Rubber Division meetings, to include attending the Rubber Group Roundtable discussion at the Division’s fall meetings.

Benefits for Rubber Groups:

- **Non-profit status as a 501(c)(3)** currently through the Rubber Division (via ACS).
- **Free liability insurance** for meetings and events.
- **Free online Rubber Group membership application.**
- **Free advertisement** on our web site in the Rubber Group Section via news articles, technical meeting, events and officers information; all **updated electronically by you at any time.**
- **Free (or at cost) Fall Meeting Expo Booth.**
- **Free (or at cost) Room for your meetings** at Division meetings.
- **Free advertisement** in Rubber Division booth via your fliers and brochures.
- **Problem resolution** and information exchange via **Rubber Groups Roundtable** at fall Division meetings.
- **Answers** to your questions on non-profit operations.
- **Access** to Chair, Executive Director or other Rubber Division officers to speak to your group.
- **Influence** direction of Rubber Division via Area Director nominated to sit on the Division Executive Committee.
- **Nominate** people for S&T Awards and Rubber Division undergraduate scholarships.

It is the responsibility of each Rubber Group to assign a member to update their Rubber Group information on the Division web site, in the Rubber Group section. This can be done at any time throughout the year, from any computer, and from any location. The responsible person must contact the Membership Manager or Marketing Manager to obtain the initial password to get into the update site area. As a minimum, the following information must be kept up to date: Rubber Group officers and contact information, meetings and social events. Other pertinent information and advertising can also be updated in the newsletter section. This section offers all Rubber Groups a central location to find future speakers for their own meetings. **It is the responsibility (and opportunity) of the Rubber Group Chair, or designated individual, to update information for their Rubber Group.**

Each year, the Rubber Division is required by ACS to fill out an Annual Report that is due to ACS by February 15th. This report allows ACS to know what is going on within a Division and its Subdivisions, to review for possible ACS awards (e.g. ChemLuminary Awards) and to send the Division a small amount of ACS dues back if the Division submits the report on time. **It is important that the Rubber Division receive information from each Subdivision that can add to the**
information and value of this report, as your activities are a key aspect of overall Division activities. The Rubber Group Chairs are responsible for submitting this information to the Division. A call letter (and form) will be sent to the Rubber Group Chairs in December requesting that the form be returned to the Division not later than January 15th, to allow time to consolidate the information and meet the ACS deadline. A copy of this form follows.
RUBBER GROUP ANNUAL REPORT
(Deadline: January 15th)

Each Rubber Group Chair must submit this form annually to the Rubber Division’s Executive Director at Rubber
Division, ACS, P.O. Box 499, Akron OH 44309-0499. It may also be faxed at 330-972-5269 or sent via e-mail to
emiller@rubber.org. This information is based on the previous year for your Rubber Group and is required for the
Rubber Division’s Annual Report to the American Chemical Society.

Rubber Group Name: _____________________________________________________________________________

Total Number of Members: _____________________________________________________________________________

  Members of Rubber Group Only: _____________________________________________________________________________
  Members of Rubber Group and Rubber Division: _____________________________________________________________________________
  Members of Rubber Group, Rubber Division and ACS: _____________________________________________________________________________

Number of Rubber Group Officers: _____________________________________________________________________________

Number of Newsletters Published Annually: _____________________________________________________________________________

Number of Technical Meetings Held: _____________________________________________________________________________

Number and Type of Social Events Held: _____________________________________________________________________________

Number, Type and Amounts of Scholarships Awarded: _____________________________________________________________________________

Student Chapters Sponsored by Your Rubber Group and Contact Information: _____________________________________________________________________________

Note: The Rubber Division is required to verify your Rubber Group’s membership to show how many members
are also Rubber Group members. Please submit your latest membership list along with this report.
SUBDIVISION SUNRISE RULES

NOTE: The Sunrise and Sunset Rules for Subdivisions are also stated in the Rubber Division’s Bylaws, under Bylaw VIII, Affiliation with Other Technical Organizations and Bylaw IX, Rubber Group Subdivisions.

A group requesting affiliation as a Subdivision of the Rubber Division, ACS, must meet the following criteria:

- The group must consist of persons having a mutual interest in the science and technology of the rubber industry.

- Officers must be elected, operating on a calendar year basis, and a Constitution and Bylaws must be drafted. The group’s objective as stated in the Bylaws must reflect its interest in and close association with the rubber industry. A Board of Directors must be formed to include the elected Officers and the Area Director from the Rubber Division, ACS. The Chair of the group must be a Full Member or Affiliate Member of the Rubber Division.

- The group must include twenty-five Full Members or Affiliate Members of the Rubber Division who are not field salespeople.

- The group must hold technical meetings at least twice a year and notify the Rubber Division of its meetings in advance.

- The group must obtain its 501(c)3 status prior to requesting approval to become a Subdivision of the ACS Rubber Division.

- Upon receiving its 501(c)3 status, the group must submit documentation of meetings and a membership roster to the Executive Director of the Division who will forward to the Subdivision Advisory Committee. The roster must indicate Rubber Division and ACS membership status of all members. The Subdivision Advisory Committee will recommend eligible groups to the Executive Committee for acceptance as a Rubber Division Subdivision or Affiliated Technical Organization.

- All Rubber Division Subdivisions based in the United States must incorporate under Section 501(c)3, non-profit organization, of the Internal Revenue Code.

- All Rubber Division Subdivisions or Affiliated Technical Organizations must follow the current Bylaws of the Rubber Division.

The Subdivision Advisory Committee is prepared to assist the groups in these organizational activities and can be reached through the Rubber Division headquarters.
SUBDIVISION SUNSET RULES

Survival Period: One year must be devoted to the resolution of problems based on suggestions made by the Subdivision Advisory Committee.

Review by Peers: Prepare a five-year summary (by year) for: Membership, Technical Programs (number of speakers and attendance) and Social Events (attendance). Prepare a list of special campaigns attempted during the past five years to resolve the problems. Review the above with the Subdivision Advisory Committee at the next two consecutive Division meetings. Present a progress report for review by the Subdivision Advisory Committee at the next two consecutive Division meetings. If problems are resolved, the Subdivision should return to normal operations; if not, continue to the next section.

Disbandment: A majority vote of the Subdivision must be in agreement for voluntary disbandment. A majority decision by the Executive Committee must be achieved for involuntary disbandment.

A letter must be sent to the Executive Director of the Rubber Division (who will send copies to the Division Secretary and Subdivision Advisory Committee Chair) requesting the presentation of a motion to the Executive Committee for disbandment approvals. This letter should be typed on the Subdivision’s letterhead stationary and signed by its Officers.

After the Executive Committee approves, the following actions are required:

- The Subdivision shall provide the Executive Director with a final audit or the Subdivision’s financial records and any other records.
- A letter must be mailed to all Members stating that the Subdivision has been disbanded.
- Any monies or other assets shall be distributed as directed by the Division Bylaws.
- File all necessary federal, state or local documents for dissolution of corporation and forward copies to the Secretary.

SUBDIVISION CONTINUATION RULES

Maintain elected Officers and Board of Directors. Chairman/President must be a Full Member or Affiliate Member of the Rubber Division. Hold at least one Technical Meeting per year. Maintain at least twenty-five Subdivision Members, fifteen of whom must be Full Members or Affiliate Members of the Rubber Division. Submit an Annual Report to the Rubber Division. Submit all appropriate documentation to state, federal and other government agencies as required. Send copies of all documents to the Rubber Division headquarters, attention Executive Director. In the event that a Subdivision fails to comply with any of the above rules for continuing operation, then that Subdivision will enter the survival period of the Subdivision Sunset Rules; and the Executive Committee will be informed immediately.
SUBDIVISION MERGING RULES

There are two methods by which Subdivisions may elect to merge. These are as follows:

**Merger by Combination**: If two or more Subdivisions decide to combine into one, a new Subdivision with a new name will be created. In this case, each of the original Subdivisions will disband according to the rules stated in the Disbandment section of the Sunset Rules. The sections entitled Survival Period and Review by Peers do not apply in the case of a merger. The newly merged Subdivision will then follow the policy stated in the Sunrise Rules, except the two-year waiting period does not apply in this case.

**Merger by Absorption**: If one or more Subdivisions decide to be absorbed into another Subdivision, the Subdivision being absorbed must disband in accordance with the *Disbandment* section of the Sunset Rules. Sunrise Rules do not apply.

SUBDIVISION AREA DIRECTOR/ALTERNATE AD NOMINATIONS

Each Subdivision is responsible for nominating an Area Director and Alternate Area Director for their Rubber Group. The Area Director and Alternate Area Director must be a member of the Rubber Division and the American Chemical Society. Upon election of the Area Director/Alternate Area Director, by the general membership, the new Area Director will become a Board member on the Rubber Division Executive Committee.

In January, the Executive Director will send a call letter to each Rubber Group Chair who has an Area Director who is completing his or her three-year term at the end of the year. The call letter will request the Subdivision’s nominees for Area Director/Alternate Area Directors for the new three-year period. The call letter will include a form to be filled out for each Area Director/Alternate Area Director nominated. A copy of this form is included at the end of this section. Note: The Canadian Rubber Groups and the Canadian Institute of Canada have separate elections and report their winning Directors and Alternates.

In January, a call letter will also be sent to the Executive Committee and Rubber Group Chairs, announcing Division officer positions that will be vacant as of the end of the year and requesting nominations. This information will also be placed in the Division web site to allow the general membership to submit nominations.

Nominations for Area Directors, Alternate Area Directors and Officers are due back to the Division by the end of February. These will be compiled and provided to the Nominating Committee. In March, the Nominating Committee will meet to consider all nominees and determine their recommended slate of nominees.

At the Spring Meeting of the Rubber Division, the Chair of the Nominating Committee will present the slate of recommended nominees to the Steering and Executive Committees for approval.
The final approved slate of nominees will then be read during the Business and Awards Meeting. The Executive Director will send a letter to each nominee, requesting their biographical information, due back to the Rubber Division by the first week of June.

By the end of June, a ballot and biographical sketches will be available to the general membership via the Division website, advising that they have until August 31st to electronically vote for the candidates of their choice. Hardcopies will be mailed to those without internet access. Final results will then be announced in the Fall Meeting Show Daily as well as at the Fall Business and Awards Meeting.
Nominee Form
Area Director or Alternate Area Director
(Revised October 2003)

Rubber Group Name: ________________________________

Position (Area Director or Alternate Area Director): ________________________________

Name: _____________________________________________

Title: ______________________________________________

Company: __________________________________________

Address: ____________________________________________

_________________________________________________

E-mail Address: _____________________________________

Telephone #: _______________________________________

Fax #: _____________________________________________

ACS Number (Not Rubber Division Number): __________
(Note: Area Directors and Alternate Area Directors must be a member of the Rubber Division and
a member of the American Chemical Society.)

Education/Technical Training: __________________________

_________________________________________________

Professional Career: _________________________________

_________________________________________________
SUBDIVISION ADVISORY COMMITTEE

Committee Charters have been developed for each standing committee. These charters contain the committee structure, procedures and other information pertinent to how the committees operate. The charter for the Subdivision Advisory Committee (and all other committees) can be found in the Members Only Section of the Rubber Division web site, under the section on committees. The following are guidelines regarding the procedures of the Subdivision Advisory Committee.

Committee Objective: To communicate to the rubber groups the activities of the Division and demonstrate how these resources can serve them, while also presenting a forum for introduction and informational exchange between the rubber groups at each semi-annual meeting. The committee is also responsible for reviewing all groups annually for maintaining their rubber group status as well as reviewing Rubber Group requests to form a new group, to merge or to disband a Rubber Group.

Committee Structure: This committee consists of up to nine members: A Chair, five appointed members, and the following Ex-Officio members: Division Chair-Elect (Steering Liaison), Director’s Representative-Elect and the Executive Director. The term for appointed members is three years. In the final year of the chair’s term, a member of the committee will be named to chair this Committee for the next three-year term.

KEY DEADLINES FOR SUBDIVISIONS

The following timeline/deadlines are provided for your information:

**JANUARY 15**: Deadline date for Subdivisions to complete the Annual Report Form and submit it to the Rubber Division Office, attention Executive Director.

**MARCH 1**: Deadline date to submit Area Director/Alternate Area Director Nominee Form to the Rubber Division, attention Executive Director, if your current Area Director is in the third year of his or her term.

**MARCH 15**: Deadline date to Submit Application for Undergraduate Scholarship nominations to the Education & Publications Manager.

**MAY 15**: Deadline to submit candidate name and nomination package for the Rubber Technology Training Award to the Education and Publications Manager.

**JUNE 30**: Deadline to submit nomination packages for the Science & Technology Awards to the Executive Director.

**ON-GOING**: Update your Rubber Group information on the Division web site.
**TAX FILING**: Each U.S. Subdivision must file a return with the Internal Revenue Service. The form required is dependent on the amount of gross revenue generated. The deadline for filing is the 15th day of the 5th month after your accounting period ends (generally May 15th if you have a year end of December 31st).

**INSURANCE FORM COMPLETION**: Complete an insurance certificate request form for each technical session or other Subdivision-sponsored event and location if the location agency requires written proof from ACS that the event is insured.

**CONTINUED EXISTANCE FORM**: This form must be completed every five years. A form is available from an attorney or from your tax accountant.
OFFICERS, OTHER STEERING MEMBERS, AREA DIRECTORS, ALTERNATE AREA DIRECTORS AND RUBBER GROUP CHAIR

“DUTIES”
OFFICER DUTIES

Chair

The Chair is the Chief Elected Officer and a Trustee of the Rubber Division, who presides over the meetings of the Steering and Executive Committees as well as all Division events such as the Business and Awards Meeting and the Science and Technology Awards Banquet. The Chair is responsible for reading or making reference to the Antitrust Statement that is included in all Steering and Executive Committee agendas. The Antitrust Statement reads as follows:

**Antitrust Statement**: “The Rubber Division, ACS, is a professional society of members who function as individuals and not as agents or representatives of any organization with which they may be associated. It is the strict policy of the Division, in all its meetings, to adhere to its objective to promote the education, professional growth and betterment of those individuals associated with the rubber and associated industries. This policy is essential to avoid violating federal and state antitrust laws. It is the policy of the Rubber Division and its members not to: (1) illegally agree or conspire to take any action that constitutes price fixing, or to discuss, consider or debate prices and production costs, production targets, market allocation or division; (2) illegally agree or conspire to take action or engage in discussion relating to the boycott, refusal to deal with, or exclusion of competitors; (3) illegally agree or conspire to improperly set or discuss standards or codes or ethics that unreasonably inhibit or restrict competition; and (4) not to engage in or discuss any other subject prohibited by the antitrust laws. If there are any violations of this policy, the offending member will be ruled out of order immediately and appropriately disciplined if necessary, and any action taken in violation of this policy immediately will be null and void, and a record minute will be made to that effect.”

The Chair is responsible for working with and evaluating the Executive Director. The Chair must be a member of the Rubber Division and the American Chemical Society. The Chair should attend at least one American Chemical Society National meeting during his or her term. As an officer, the Chair may attend any Division committee meeting. In recognition of this position, the Chair is entitled to complimentary housing at each of the Division’s Semi-Annual meetings. The Chair will serve a term for one year.

The Chair is responsible for appointing a replacement to fill any vacant chair positions in current standing and ad hoc committees. The Chair will also work with the Executive Director and respective committee chairs to appoint other committee members to each committee. All such appointments should be made by the fall semi-annual meeting so the committees may function punctually and efficiently. The Chair shall also appoint a chair for any special task forces created by the Steering or Executive Committees to handle specific assignments during the year.

The Chair is a member of the Science & Technology Awards Committee, which is responsible for selection of award winners. The Chair presides at the spring meeting Science and Technology Awards Banquet. The Chair presents the Charles Goodyear Medal and honoraria and introduces the award sponsor representatives to present the appropriate medals, plaques, certificates and honoraria to their respective award winners. The Chair, Executive Director and Science & Technology Awards Committee Chair may also entertain the winner of the Goodyear Medal and
spouse, and the biographer and spouse, at a dinner at a date and time mutually agreeable during the Rubber Division spring meeting.

The Chair presides at the fall meeting training session, which is under the responsibility of the Executive Director. The training session is intended for new and incoming officers, Area Directors, Rubber Group chairs and committee chairs. This session is also used to distribute the Rubber Division Operational Guide for Subdivisions to those attending.

The Chair works with the Executive Director in maintaining good communications with all Division officers and the Area Directors. The Chair also works with the Executive Director in developing goals for the current year and in assuring the overall health of the Division and its activities, such as finances, service to members, communication to ACS headquarters, outreach efforts and maintaining a strong membership. The Chair is authorized to sign checks for the Division, in accordance with policy set by the Executive Committee.

The Division Chair’s most important roles are leadership of the governing board, maintaining overall health of the Division through the Executive Director and helping to set the strategic direction of the Division. One of the Chair’s biggest challenges is recruiting active volunteers to serve the Division in key officer and committee roles. This process is done by using the potential candidate list maintained by the Nominating Committee and is typically accomplished during the end of his or her term as Chair-Elect.

It is the responsibility of the Chair to inform the Executive Director of any change in his or her company, address or other pertinent information. In the event a Chair is unwilling or unable to complete his or her term, the Chair-Elect would fulfill the balance of that term as Chair. The Chair-Elect would then complete his or her elected term as Chair. If the Chair-Elect moves up to fill a vacancy in the Chair position or is unable to serve, the Chair and Past Chair would then serve up to two (2) years and the Chair-Elect position will remain open for up to one (1) year. None of these positions are funded by the Division for any travel expenses; however, the Chair may have a discretionary fund in the budget for Division activities, if approved by the Executive Committee.

**Chair-Elect**

The Chair-Elect is an Officer and Trustee of the Division and must be a member of the Rubber Division and the American Chemical Society. The Chair-Elect should attend at least one American Chemical Society National Meeting during his or her term. The Chair-Elect is a member of the Steering and Executive Committees, with reporting responsibility to the Executive Committee for the Nominating Committee. The Chair-Elect shall attend as many committee and topical group meetings as possible, which report through this position. As an officer, the Chair-Elect may attend any Division committee meeting. The Chair-Elect will serve a term for one year and then automatically become Chair.

The Chair-Elect may work with the Executive Director to visit and speak at Subdivision meetings to promote and communicate Rubber Division activities and membership. The Chair-Elect, in cooperation with an Area Director and the Executive Director, shall visit area company managers/vice presidents/directors to discuss the benefits of Rubber Division membership. The
Chair-Elect also appoints the Director of Bylaws and Procedures when a vacancy exists. This appointment must be approved by the Executive Committee.

The Chair-Elect’s most important roles are to assist the Chair as required, to become familiar with Division activities in preparation for becoming Chair and to work with the Executive Director in establishing goals for the coming year. These goals will be presented at the December Steering Committee meeting when he or she assumes the role of Chair for the New Year. This will further his or her experience base for the year to come. The Chair-Elect is authorized to sign checks for the Division, in accordance with policy set by the Executive Committee. It is the responsibility of the Chair-Elect to inform the Executive Director of any change in his or her company, address or other pertinent information.

The Chair-Elect is the chair of the Nominating Committee, which is responsible for developing the slate of new officers, councilors and Area Directors/Alternate Area Directors. In this position, the Chair-Elect works with the Executive Director and Nominating Committee to develop and maintain a list of potential nominees. The Chair-Elect is also responsible for presenting the nominating slate to the Steering and Executive Committees for approval at the spring meeting.

The Chair-Elect has additional important roles to assist in selection of the best candidates in the S&T Award process and to assure the best candidates are selected in the new officer, councilor and Area Director/Alternate Area Director nominating process, as well as to provide council and guidance in the deliberations of the Steering and Executive Committees. This position also provides continuity and the benefit of past experience to the Division. The Chair-Elect is authorized to sign checks for the Division, in accordance with policy set by the Executive Committee.

If the Chair-Elect has not attended a special training session at the fall meeting in a previous position, then he or she must attend this session prior to assuming his or her new position. In the event a Chair is unwilling or unable to complete his or her term, the Chair-Elect would fulfill the balance of that term as Chair. If the Chair-Elect moves up to fill a vacancy in the Chair position or is unable to serve, the Chair-Elect position will remain open for up to one (1) year. None of these positions are funded by the Division for any travel expenses.

**Secretary**

The Secretary is an Officer and Trustee of the Rubber Division and must be a member of the Rubber Division and the American Chemical Society. The Secretary is also a member of the Steering and Executive Committees, with reporting responsibility to the Steering Committee for the following committees: Advisory on Testing Procedures Committee, 25 Year Club Committee, Best Paper Committee, Exhibits and Meeting Sites Committee, Student Affairs Committee, Marketing Committee and the Program Planning Committee. The Secretary shall attend as many committee meetings as possible, which report through this position. As an officer, the Secretary may attend any Division committee meeting. The Secretary will serve a term for one year and then move up to the Assistant Treasurer position.
It is the Secretary’s responsibility to work with the Executive Director in guiding the Chair, Chair-Elect and the Directors in the exercise of their duties. These officers look to the Secretary and Executive Director to give them information regarding past actions of the Division, which they may need to consider in connection with current issues. The Secretary is authorized to sign checks for the Division, in accordance with policy set by the Executive Committee.

The Secretary works with the Executive Director to maintain a complete set of minutes for all official Steering Committee, Executive Committee and Business and Awards meetings of the Division. The Executive Committee minutes will reflect that approved changes to bylaws were read during the Business and Awards meeting, as applicable. The original set of signed minutes will be maintained at the Division Office. The Executive Director will send copies of the minutes to the Executive Committee, Division staff and committee chairs.

The Secretary handles the seating of any Alternate Directors who are filling in for their Area Directors at the semi-annual Executive Committee meetings as well as voting to approve minutes of previous meetings. He or she also handles the action on motions at the Executive Committee meetings and reads the Necrology List at Business & Awards Meetings. The Secretary is responsible for announcing the results of the general membership election of new officers, Councilors/Alternate Councilors and Area Directors/Alternate Area Directors to the Executive Committee at the fall meeting.

It is the duty of the Secretary to prohibit any official encouragement of employment bureaus to operate in connection with our meeting. It is the duty of the Secretary and/or Executive Director to approve or not approve requested distribution of the Division’s membership list.

It is the responsibility of the Secretary to inform the Executive Director of any change in his or her company, address or other pertinent information. If the Secretary has not attended a special training session at the fall meeting in a previous position, then he or she must attend this session prior to assuming his or her new position. This position is not funded by the Division for any travel expenses.

**Treasurer**

The Treasurer is an Officer and Trustee of the Rubber Division and must be a member of both the Rubber Division and the American Chemical Society. The Treasurer is also a member of the Steering and Executive Committees, with reporting responsibility to the Executive Committee for the following committees: Finance and Budget Committee. The Treasurer shall attend as many committee meetings as possible, which report through this position. As an officer, the Treasurer may attend any Division committee meeting. The Treasurer will serve a term for one year and then move up to the Chair-Elect position.

The Treasurer works with the Executive Director and Accounting Manager to maintain the overall financial health of the Division and must keep abreast of major financial transactions. In this capacity, the Treasurer provides financial oversight to the Executive Director in monitoring financial transactions of the Division. He or she shall work with the Accounting Manager to assure
prudent expenditures of Division funds are followed. The Treasurer is authorized to sign checks for the Division, in accordance with policy set by the Executive Committee.

The Treasurer shall review the monthly financial statement updates provided by the Accounting Manager. These updates will also be sent to the Finance & Budget Committee, Division Staff, Executive Committee and committee chairs. It is the responsibility of the Treasurer and Finance & Budget Committee to work with the Accounting Manager and Executive Director to evaluate any significant deviations from the approved budget. A financial report will be prepared by the Accounting Manager and presented by the Treasurer at each semi-annual Steering and Executive Committee meeting.

The Treasurer is the chair of the Finance & Budget Committee and works with the Accounting Manager when planning any meeting of this committee. The Treasurer will provide a written agenda to the committee members in advance of each Finance & Budget Committee Meeting. The Treasurer shall review the Division’s financial strategy with the Executive Director, Accounting Manager and Finance & Budget Committee on an annual basis. He or she will present any recommended changes to the Steering Committee for approval, such as changes to investment agencies or strategies. The Treasurer will assure that every price/fee within the area of responsibility of each committee is evaluated once per year by the committee and this is done by the end of each spring meeting. He or she will also assure that the Finance and Budget Committee reviews all prices and fees annually and that any recommended changes are sent to the appropriate committee for review prior to presenting to the Steering Committee.

The Treasurer is responsible for the investments of the Division and, in conjunction with the Accounting Manager, is responsible for transferring funds between the checking account and the investment funds. The Accounting Manager is responsible for maintaining a cash flow model to anticipate expenditures and receipts. The Executive Director and Accounting Manager monitor the cash flow model continually and use it to assure adequate funds are in the checking account prior to paying Division financial obligations. If shortfalls are anticipated, then the Accounting Manager will contact the Treasurer for approval to transfer funds.

The Treasurer, along with the Finance & Budget Committee, is responsible for review and initial approval of the annual budget as submitted by the Executive Director and Accounting Manager, with input from the Division staff and committee chairs. The Treasurer and Assistant Treasurer meet with the Executive Director and Accounting Manager to review and approve the proposed draft annual budget. The Treasurer then meets with the Finance and Budget Committee to review and approve the proposed annual budget. The Treasurer presents the Finance and Budget Committee approved annual budget to the Steering Committee and the Executive Committee for final approval at the Division’s fall meeting. The Accounting Manager is responsible for sending the Executive Committee’s approved annual budget to the Division staff, Finance & Budget Committee, Executive Committee and committee chairs.

The Treasurer is responsible for appointing new members each year to fill any vacancy in the Finance & Budget Committee. This appointment is to be approved by the Executive Committee at the Division’s fall meeting.
The Finance & Budget committee serves as the Investment Fund review committee for all division reserves and short-term holdings. The Treasurer is responsible for working with the Accounting Manager and Finance & Budget Committee to review investment strategies and to recommend any changes to the Steering Committee for approval. The Treasurer must ensure that the Division operates according to the approved investment policy.

The Accounting Manager prepares the end of year financial report and works with the auditor to prepare the annual audit. The Treasurer meets with the Accounting Manager and Executive Director to review the final audit, and then presents it to the Executive Committee with recommendations for any required action. It is the responsibility of the Treasurer to inform the Executive Director of any change in his or her company, address or other pertinent information.

If the Treasurer has not attended the special training session at the fall meeting in a previous position, then he or she must attend this session prior to assuming his or her new position. This position is not funded by the Division for any travel expenses.

Assistant Treasurer

The Assistant Treasurer is an Officer and Trustee of the Rubber Division and must be a member of both the Rubber Division and the American Chemical Society. The Assistant Treasurer is also a member of the Steering and Executive Committees, with reporting responsibility to the Steering Committee for the following program and committees: Rubber Chemistry and Technology program, Editorial Board of RC&T, Education and Publications Committee, Membership Committee and the Scholarship Committee. The Assistant Treasurer shall attend as many committee meetings as possible, which report through this position. As an officer, the Assistant Treasurer may attend any Division committee meeting. The Assistant Treasurer will serve for a term of one year and then move up to the Treasurer position.

The Assistant Treasurer shall familiarize himself or herself with the duties of the Treasurer so that he or she can step in and assume the position when necessary. He or she must actively participate in assigned committees and Division financial issues. The Assistant Treasurer meets with the Treasurer, Executive Director and Accounting Manager to review and approve the proposed draft annual budget.

The Assistant Treasurer is authorized to sign checks for the Division, in accordance with policy set by the Executive Committee. It is the responsibility of the Assistant Treasurer to inform the Executive Director of any change in his or her company, address or other pertinent information.

The Assistant Treasurer must attend a special training session held at the fall meeting, prior to assuming his or her new position. This position is not funded by the Division for any travel expenses.

Executive Director

The Executive Director is an officer of the Rubber Division, an ex-officio non-voting member and recording secretary of the Steering Committee, an ex-officio voting member and recording
secretary of the Executive Committee, and the paid chief administrator responsible for the daily operations of the Division and the salaried staff. The Executive Director is elected by the Steering Committee until such time as the Steering Committee deems replacement is necessary. The Executive Director must be a member of the American Chemical Society. The Executive Director should attend one American Chemical Society National meeting each year. The Executive Director may attend any Division committee meeting.

The Executive Director works with the Division Chair in developing and conducting Steering and Executive Committee meetings. He or she is also responsible for recording minutes of these meetings, in conjunction with the Division Secretary. The Executive Director is also responsible for conducting e-mail votes by the Steering and Executive Committees to include sending an e-mail, with appropriate information on the vote and background attached, and requesting that the Steering or Executive Committee members respond back in ten days with their comments on the issue. The Executive Director will then send a second e-mail requesting the actual vote, and include the comments received.

The Executive Director is charged by the Executive Committee with the authority and responsibility to manage and direct the daily operations of the Rubber Division, to execute the actions needed to meet the strategic direction and to make the decisions necessary to accomplish this. He or she is directly responsible for all human resources and other personnel actions, to include hiring and termination of employees, conducting the search and interview process, developing and signing letters of hire, directing and managing all Division policies relating to personnel such as position descriptions, performance evaluations and salary adjustments (within Executive Committee approved adjustment pool), developing and maintaining the Employee Handbook, and other policy decisions in accordance with the handbook. The Executive Director is not a Trustee of the Corporation; however, he or she serves as Trustee of and is responsible for the administration and execution of all personnel benefit programs such as the 401K Retirement Plan and the Medical, Dental, Long Term Disability and Life Insurance plans.

The Executive Director serves as a spokesperson for the Rubber Division and is responsible for developing partnerships with other organizations to include Student Chapters of the Division. Working with the Chair, Chair-Elect and Area Directors, he or she attends Subdivision meetings to promote Rubber Division membership, disseminate information and build relationships. The Executive Director also works with the American Chemical Society to stay abreast of current policies and programs and to capitalize on appropriate ACS services available to the Rubber Division.

The Executive Director works with the Chair in maintaining good communications with all Division officers and the Area Directors and in assuring the overall health of the Division and its activities, such as finances, service to members, communication to ACS headquarters, outreach efforts and maintaining a strong membership. The Executive Director is also responsible for implementation of the Division’s Strategic Plan and works with the Chair-Elect in developing joint goals for the ensuing year.

The Executive Director, in conjunction with the Division staff and committee chairs, is responsible for developing the annual budget. He or she is also responsible for managing and
monitoring the overall finances of the Division, within the oversight and policies set by the Executive, Steering, and Finance and Budget Committees. The Executive Director works with the Treasurer and Finance and Budget Committee in the budgeting process and in reviewing monthly financial updates provided by the Accounting Manager to evaluate any significant deviations from the approved budget. He or she continually monitors the cash flow model provided by the Accounting Manager and uses it to assure adequate funds are in the checking account prior to paying Division financial obligations. The Executive Director is authorized to sign checks up to ten thousand dollars, with a second officer signature required on checks over ten thousand dollars, in accordance with policy set by the Executive Committee.

The Executive Director works with the Director of Bylaws and Procedures to keep the bylaws of the Rubber Division current and consistent with the Bylaws of the American Chemical Society. Upon ACS approval of Division bylaw changes, the updated Division bylaws are sent to the Executive Director, who forwards copies to the Executive Committee and maintains the original in Division headquarters. The Executive Director works with the Director of Bylaws and Procedures to assist in interpreting the bylaws and procedures at Division meetings and providing guidance and direction to the Steering, Executive and other standing Committees. The Executive Director works with the Director of Bylaws and Procedures, staff and Committee chairs to develop appropriate Division Committee Charters, which must be approved by the Steering Committee.

The Executive Director is responsible for initiating, evaluating and managing contracts for the Rubber Division, within the Executive Committee approved budget. Contract approval authority for all operational contracts such as printing, publishing, etc. may be executed solely by the Executive Director as long as the total contract exposure is under $25,000 and is a budgeted line item in the current budget year. Contracts over $25,000, whether budgeted or on a non-budget item, will require the review, approval and signature of the Treasurer (or Assistant Treasurer in the absence of the Treasurer). Contracts over $100,000 require the additional review, approval and signature of the Chair (or Chair-Elect in the absence of the Chair). The contract negotiation process is as follows:

**Hotel/Convention Center Contracts:** Site locations for future Division meetings will be selected in accordance with the procedures established in the Exhibits and Meeting Sites Committee Charter. Once a site has been established, then the Exposition and Future Sites Manager will visit the site and begin negotiations with hotels and Convention Center (as applicable). Every effort will be made to eliminate or reduce attrition clauses, negotiate less expensive room rates and maintain reasonable room blocks that reduce financial risk to the Division.

The Executive Director will then review the contract, request additional information and/or negotiations on key points as necessary and check the room blocks compared to past performance, meeting location and room rates. The Exposition and Future Sites Manager (and Executive Director if necessary) will conduct additional negotiations based on any points of contention.

Contracts will then be sent to the Division attorney as necessary, e.g. convention center contracts and any controversial contracts are sent to the attorney for language clarification. The modifications will then be presented back to the hotel for acceptance and/or negotiation. If problems occur with hotel contracts or if reasonable room rates cannot be negotiated, then the
Executive Director will check with the appropriate corporate headquarters for possible resolution.

Once the contract has been negotiated as much as feasible and in accordance with the guidelines established under contract authority, the entire contract will be faxed to the Treasurer and Division Chair for review, noting any remaining points of contention if applicable. If the Treasurer and/or Division Chair want additional items contested, then the Exposition and Future Sites Manager will attempt to renegotiate those items. Once the Treasurer and Division Chair are satisfied with the contract, they will then sign and fax back the signature page of the contract. The Executive Director will then sign the actual contract “For the Treasurer and Division Chair” and attach the Treasurer and Division signature pages to the contract.

The Exposition and Future Sites Manager will then set up a matrix of dates under each contract that are deadlines for lowering the room blocks, and actively monitor these dates. The Exposition and Future Sites Manager and the Executive Director will jointly review the room blocks and lower them if warranted. Additionally, if lowering the room block creates any additional costs for meeting space, then they will attempt to renegotiate to the best financial advantage of the Division. This information will then be passed on to the Steering Committee. Additional negotiations will take place between the Exposition and Future Sites Manager (and Executive Director as necessary) and the hotel or convention center during and after the meeting, if there are any areas of contention and/or attrition issues.

Other Contracts: Contracts that are periodically approved and implemented throughout the year in many of the functional areas, such as computer system development and RC&T Journal publishing, will be handled similarly to the hotel and convention center contracts. The appropriate staff person will conduct initial contract negotiations, with Executive Director assistance. The draft contract will then get a legal review, depending on the complexity of the contract. The final contract will then be reviewed and signed in accordance with the guidelines established under contract authority.

For any contract that is critical in nature such as those between the Rubber Division and the University of Akron, the Steering Committee will be fully involved in the process to include Executive Committee approval if necessary. These types of contracts will always be reviewed by the Division attorney.

The Executive Director works with the Councilors for guidance and assistance on procedural matters as relating to the American Chemical Society. The Executive Director is responsible for the administration and approval of Councilor requests for travel reimbursement to ACS meetings, within the Executive Committee approved budget. He or she also works with the Councilors in providing information to ACS and representing the Division when appropriate at national ACS meetings. The Executive Director is also responsible for developing and submitting the Division annual report to ACS. He or she works with the Secretary, Treasurer and Chair in this process.

The Executive Director is responsible for managing the daily operations within the Rubber Division, working with the staff and committee members. Additionally, he or she is directly responsible for specific major programs such as working with the Science and Technology Awards
Committee Chair in managing the Science and Technology Awards process. The Executive Director also works with the Secretary in the collection of Executive Committee ballots and contact of approved award winners. The Executive Director may join the Division Chair and Past Chair in entertaining the Charles Goodyear Medal award winner and spouse, and the biographer and spouse, at a date and time mutually agreeable during the Spring Rubber Division meeting. The Executive Director and Chair sign all award certificates from the Rubber Division.

The Executive Director works with the Chair-Elect in conducting the nomination programs for new officers, councilors, Area Directors and Alternate Area Directors. He or she is responsible for management of this program to include contacting the Subdivision chairs to identify new Area Director and Alternate Area Director nominees and working with the Nominating Committee in maintaining a potential candidate list. The Executive Director is responsible for conducting and monitoring results of the electronic and hardcopy (as necessary) general membership election and balloting process. He or she works with the nominees to obtain their bio information for the Biographical Sketch included with the ballot. The Executive Director also assures that the new Executive Committee, to include member and company names, is listed in the first day Show Daily for the fall meeting. This information is published by the Division after the Secretary has announced the results of the general election to the Executive Committee.

The Executive Director is responsible for the fall training session for new members of the Executive Committee, new Alternate Area Directors, new Subdivision chairs and new Committee chairs. He or she works with the Division Chair to develop and conduct the meeting. The Executive Director also develops and distributes the Rubber Division Operational Guide for Subdivisions, presents Division information at the training session and works with the Chair, Directors Representative, Councilor, legal representative, and others to develop appropriate functional area presentations.

The Executive Director works with the Division Chair to fill any vacant chair positions in current standing and ad hoc committees. He or she also works with the Chair, staff and other respective committee chairs to appoint other committee members to each committee. All such appointments should be made by the fall semi-annual meeting so the committees may function punctually and efficiently. The Executive Director shall assign a staff representative to each standing or ad hoc committee of the Rubber Division. The staff representative works with the chair of the respective committee to address issues pertinent to that committee’s function.

The Executive Director provides the daily operational leadership of the Rubber Division. In this capacity, his or her most important roles are directing Division operations within overall policies set by the Executive Committee, decision-making and working with the Chair and other key officers, managing and maintaining a professional staff, ensuring overall financial health of the Division and directing programs that meet the objectives of the Strategic Plan.

**Other Steering Committee Members Duties**

**Councilor and Alternate Councilor**
The Councilors for the Rubber Division must be members of the Rubber Division and the American Chemical Society. A Councilor will be assigned with reporting responsibility to the Steering Committee for the following standing committees: History Committee, Service Awards Committee and the Partnership Development Committee. For each Councilor, there is an Alternate Councilor, who will assume the duties and responsibilities of the Councilor, if required, and who must also be a member of the Rubber Division and the American Chemical Society.

The Division will elect Councilors and an equal number of Alternate Councilors to represent the Division at the Council Meetings of the American Chemical Society. The number of Councilors is defined by the American Chemical Society Bylaws. It is based upon the number of Division members that are also members of the American Chemical Society and a divisor number “n” that is established every four years by ACS. Each Councilor will serve a three-year term and is encouraged to succeed himself or herself in order to acquire more understanding of and become a more contributing member to the ACS committees.

The Council is the popular deliberative assembly of the American Chemical Society. Furthermore, the Council is an advisory body in matters pertaining to the general management of the Society. The Council meets twice a year at the ACS National Meetings.

A Councilor acts on behalf of not only the Division, but also the entire Society. A Councilor’s function includes participation in the deliberative actions of the Council, and may also include participation in its committees, subcommittees and other governance groups. The Division encourages its Councilors to seek and accept appointment or election to ACS committees. A Councilor represents the Division to the Council and vice versa.

The Councilors are the direct interface between the Rubber Division and the ACS. The Rubber Division must be fully represented at every ACS Council Meeting. If a Councilor cannot attend an ACS Meeting, he or she must contact an Alternate Councilor, update him or her on pertinent issues and notify the Executive Director and the ACS Secretary of the substitution. The Councilors will prepare a report to the Executive Committee on their Council-related activities. Additionally, the Councilors will serve to provide guidance and assistance to the Executive Director on procedural matters as relating to the American Chemical Society.

It is the responsibility of the Councilor (and Alternate Councilor) to inform the Executive Director of any change in his or her company, address or other pertinent information. The Councilor position may be jointly funded by the Division and the American Chemical Society for travel expenses directly related to attending the semi-annual National ACS Meetings. Procedures are outlined in the ACS Bylaws. Requests for Division and ACS funding must be submitted to the Executive Director on an approved ACS form for Councilor travel reimbursement, prior to attending the meeting.

**Director of Bylaws and Procedures**

The Director of Bylaws and Procedures is an appointed member of the Steering and Executive Committees. He or she is appointed by the Chair-Elect for the ensuing year, which is the beginning of a three-year term. This appointed position must be approved by the Executive
Committee. He or she may serve more than one term. The Director of Bylaws and Procedures has reporting responsibility to the Steering Committee for the following standing committee: Subdivision Advisory Committee. The Director of Bylaws and Procedures must be a member of the Rubber Division and the American Chemical Society.

The Director of Bylaws and Procedures shall work with the Executive Director to keep the bylaws of the Rubber Division current and consistent with the Bylaws of the American Chemical Society. He or she shall prepare the text for any bylaw changes. All bylaw changes are subject to approval by the Executive Committee and the general membership at the semi-annual Business Meetings. Each change shall have a first and second reading to the general Division membership. Upon approval of the general membership, the Director of Bylaws and Procedures is responsible for submitting all bylaw changes, which have been read and approved for the second time, to the American Chemical Society for approval. Upon ACS approval of Division bylaw changes, the updated version of the Division’s bylaws are sent to the Executive Director, who forwards copies to the Executive Committee and maintains the original in Division headquarters.

The Director of Bylaws and Procedures, in conjunction with the Executive Director, shall assist in interpreting the bylaws and procedures at Division meetings and provide guidance and direction to the Steering, Executive and other Standing Committees. The Director of Bylaws and Procedures shall also work with the Executive Director to provide guidance and direction for the Division’s Committee Charters, which must be approved by the Executive Committee. This includes the duties and responsibilities for all Executive Committee positions, which may be found in appendices to the Steering Committee Charter. Each committee should review its respective Committee Charter annually and submit any recommended changes to the Director of Bylaws and Procedures and the Executive Director for review, prior to requesting approval from the Executive Committee.

It is the responsibility of the Director of Bylaws and Procedures to inform the Executive Director of any change in his or her company, address or other pertinent information. It is also his or her responsibility to be thoroughly familiar with the bylaws of the Rubber Division and the American Chemical Society, as well as with the Committee Charters.

If the Director of Bylaws and Procedures has not attended a special training session at the fall meeting in a previous position, then he or she must attend this session prior to assuming his or her new position. This position is not funded by the Division for any travel expenses.

Directors’ Representative

The Directors’ Representative is a person who has served as an Area Director and has been elected at the fall meeting by the Area Directors to represent them at the Steering Committee level. In this capacity, he or she serves as the liaison between the Steering Committee and all Area Directors. The Director’s Representative must be a member of the Rubber Division and the American Chemical Society.

The Directors’ Representative serves a fourth year of a normal three-year term. The Directors’ Representative does not represent any rubber group while serving in this capacity. He or she will have
served the previous year as the Directors’ Representative-Elect while in the third year of a three-year Area Director term.

The Directors’ Representative will provide a written agenda to the Area Directors in advance of the semi-annual meetings. He or she will chair the Directors’ Meeting and report on key Steering Committee action items, while encouraging open discussion.

The Directors’ Representative will report the recommendations and discussion items of the Area Directors at each Steering Committee meeting. He or she is a member of the Membership and Finance & Budget committees. It is the responsibility of the Directors’ Representative to monitor the Rubber Group membership numbers for continued qualification as a Subdivision of the Rubber Division.

It is the responsibility of the Directors’ Representative to work with the Chair, Chair-Elect and Executive Director on Area Director and Subdivision issues and communications. It is also his or her responsibility to inform the Executive Director of any change in his or her company, address or other pertinent information. This position is not funded by the Division for any travel expenses.

Directors’ Representative-Elect

The Directors’ Representative-Elect will be elected at the fall meeting by the Area Directors, from a pool of eligible Directors, i.e. any Director currently serving in the second year of his or her term. He or she will serve as Directors’ Representative-Elect concurrent with the third year of his or her term as Area Director. In the event the Directors’ Representative-Elect cannot complete his or her term, the Area Directors would elect from the third year Area Directors class someone to be Directors Representative for the following year. The Director’s Representative-Elect must be a member of the Rubber Division and the American Chemical Society.

The Directors’ Representative-Elect is a voting member of the Steering Committee for that year. In the absence of the Directors’ Representative, the Directors’ Representative-Elect will carry out his or her duties and have a vote on the Steering Committee. The Directors’ Representative-Elect automatically becomes the Directors’ Representative beginning January 1st, after his or her year of serving as the Directors’ Representative-Elect.

It is recommended that the Directors’ Representative-Elect work with the Directors’ Representative, Chair, Chair-Elect and Executive Director to familiarize himself or herself on Director and Subdivision issues and communications. It is his or her responsibility to inform the Executive Director of any change in his or her company, address or other pertinent information. This position is not funded by the Division for any travel expenses.

AREA DIRECTOR/ALTERNATE AREA DIRECTOR DUTIES

Area Directors

Area Directors are elected representatives of Rubber Groups that are officially affiliated with the Rubber Division as Subdivisions. In this capacity, Area Directors serve on the Executive Committee of
the Rubber Division. The Bylaws of the Division specify the number of Area Directors each group may have as well as details of their election. The Bylaws also provides for the election of Alternate Area Directors to assume the role of Area Director, if required. Area Directors must be members of the Rubber Division and the American Chemical Society. It is advised that the elected Area Director also have the right to vote on the executive board of his or her rubber group.

It is the prime responsibility of the Area Director to be informed on Division issues and to vote when called upon. He or she is expected to attend all meetings and special functions of the Area Directors and the Executive Committee. A summary of key meetings and functions at the semi-annual meetings include the Chair’s Reception, Area Directors Meeting, Executive Committee Meetings, Business and Awards Meeting, Science and Technology Awards Banquet at the spring meeting and Sponsors or Exhibitors Receptions. Additionally, new Area Directors must attend a special training session held at the fall meeting, prior to assuming their role as Director.

If the Area Director is unable to attend a semi-annual meeting, then he or she must provide the Alternate Director with sufficient information to serve in this capacity and vote on motions brought before the Executive Committee. When this occurs, it is also the Area Director’s responsibility to notify the Executive Director and the Directors’ Representative, who will advise the Secretary for seating of the Alternate Area Director.

Area Directors will communicate the interests of their Rubber Groups to provide guidance for Division planning, however, they also have the primary responsibility to serve in the overall best interest of the Rubber Division. As such, they are encouraged to attend any open Division committee meeting of particular interest.

Area Directors should maintain informal contacts with members and be willing to assist the Chair, Chair-Elect and Executive Director in promoting the benefits of the Rubber Division to upper management of industry companies. They should actively pursue new members for the Rubber Division and their own Rubber Groups. They should also be willing to serve on other Division committees or assume other duties as requested by the Division Chair, Executive Director or Directors’ Representative.

Area Directors are expected to give a talk at their respective Rubber Group meetings regarding Division activities, meetings and membership. Examples of items to discuss are forthcoming Division semi-annual meetings, educational courses and workshops, library services, publications, membership benefits, Subdivision reporting responsibilities to the Division, opportunities to serve on the Executive Committee and other standing committees, and new Division programs. This information can be found in the Rubber Division Operational Guide to Subdivisions, Division web site and communications from the Executive Director. Additional information can be obtained from appropriate staff representatives.

It is the responsibility of the Area Director to inform the Executive Director of any change in his or her company, address or other pertinent information. The Division does not fund any travel expenses for this position.
Alternate Area Directors

Alternate Area Directors are also elected representatives of Rubber Groups that are officially affiliated with the Rubber Division as Subdivisions. The primary responsibility of an Alternate Area Director is to serve in the capacity of Area Director in his or her absence. It is the responsibility of the Area Director to assure that the Alternate Area Director is current on key issues within the Division. The Alternate Area Director must be a member of the Rubber Division and the American Chemical Society.

The Alternate Area Director is encouraged to attend, as an observer, the Area Directors meetings and Executive Committee meetings to learn more about Division and Rubber Group issues. In the event an Area Director is unable to attend a meeting or to fulfill his or her term, the Alternate Area Director may fulfill this obligation until the next general election. If the Alternate Area Director has not attended a special training session at the fall meeting in a previous position, then he or she must attend this session prior to assuming his or her new position.

It is the responsibility of the Alternate Area Director to inform the Executive Director of any change in his or her company, address or other pertinent information. The Division does not fund any travel expenses for this position.

THIS IS THE LAST PAGE OF THIS OPERATIONAL GUIDE. THE DIVISION STAFF HOPE THAT THIS MANUAL WILL HELP IN YOUR DUTIES AS A (SUBDIVISION) RUBBER GROUP CHAIR, AREA DIRECTOR OR OTHER KEY POSITION IN THE RUBBER DIVISION.