

PREFACE

This manual details Chapter guidelines for Chapter Officers and Chapter Committees, and includes a Checklist of Responsibilities. It also details National policies of importance to the membership at large (such as Rebates, Reimbursements, Charitable Donations and Scholarship Programs). This Manual supplements the Society's Constitution and Bylaws and should be read so that Chapter Officers are acquainted with the workings of the Society and its policies. It is especially important that Chapter Officers know the relationship between their functions and those of other Officers and Committees.

This manual is a condensed version of the National Policy Manual. If more detailed information is necessary, a complete Policy Manual is available online and from the National Office.

Some points to remember for the coming year as Officer:

- ◆ Copies of all Chapter correspondence can be sent to the Manager, Membership and Chapter Relations at the National Office so that the National Office is aware of goings-on within Chapters and can coordinate getting Chapter events listed on the National website. It is also imperative that Chapters maintain copies of their Minutes, Financial Reports, IRS Filings and Newsletters for Chapter Archives.
- ◆ Statements which set or clarify Society policy must be reviewed by the Board of Directors before they are presented either orally or in printed form.
- ◆ The National Board and National Office are at your disposal. Your Area Directors should be available to answer any questions and to offer assistance to make your role as Chapter Officer as easy as possible. The National Office staff is also available to answer any questions or to offer assistance. It is our goal to help Chapters run as efficiently and professionally as possible.

SOCIETY OF COSMETIC CHEMISTS ♦ 2017 CHAPTER POLICY MANUAL
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SOCIETY OF COSMETIC CHEMISTS

CODE OF ETHICS

The profession of cosmetic chemistry has become an increasingly important factor in the economic and social welfare of the community. It is our intention to assure the public of the integrity of ~~its its~~ members and to maintain and advance the honor and dignity of the profession. The Society of Cosmetic Chemists has prepared the following code to define the rules of professional conduct and ethics binding on ~~its its~~ members.

1. Every individual, on entering the profession of chemistry and thereby becoming entitled to full professional fellowship, incurs an obligation to advance the science and art of chemistry, to search diligently for truth, and to maintain established principles of professional conduct. He shall therefore:

- (a) conduct his professional affairs in such a manner as to avoid grounds for litigation between himself and his employer, his clients, his colleague or his employee.
- (b) cooperate in upbuilding the profession by exchanging general information and experience with his fellow chemists and the technical press unless such information is of confidential nature.
- (c) make certain that the first publication regarding inventions or other scientific advances be made through the technical societies and technical publications and not through the public press.
- (d) strive to ~~ensure insure~~ that credit for technical work be attributed as far as possible to the real authors of the work.

2. A Cosmetic Chemist has the duty as a scientist and as a citizen to consider his part in sustaining the laws, instructions and burdens of his communities.

3. A Cosmetic Chemist shall not engage in illegal work or cooperate with those who are so engaged. He shall refrain from associating with or allowing the use of his name by any enterprise of questionable character.

4. A Cosmetic Chemist shall carry on his professional work and act in a strict spirit of fairness to employers or employees, contractors and clients and always act in a spirit of personal helpfulness and fraternity toward other members of the chemical profession.

- (a) He shall advertise only in a dignified manner, being careful to avoid misleading statements.
- (b) He shall not use any unfair, improper or questionable methods of securing professional work or advancement.
- (c) He may use all honorable means in competition to secure professional employment but shall not, by unfair means, injure directly or indirectly, the professional reputation, prospects or business of a fellow chemist after definite steps have been taken toward the latter's employment.
- (d) He is obligated to give his employer reasonable notice when resigning his position. As an employer or superior, he shall be obliged to give his employee adequate notice.

5. If, in the Cosmetic Chemist's opinion, work requested of him by clients or employers seems to present improbability of successful results, he shall so advise before undertaking the work.

6. A Cosmetic Chemist shall be conservative in all estimates, reports, testimony, etc., and especially so if these

are in connection with the promotion of a business enterprise or the protection of public interest.

7. A Cosmetic Chemist shall not accept compensation, financial or otherwise, from more than one interested party without the consent of all parties concerned and shall not accept commissions from outside parties on sales to his client or employer without their knowledge. He is, however, in no way debarred from accepting employment from more than one employer when there is no conflict of interests.

8. A Cosmetic Chemist shall exhibit all the fairness at his command whenever he reviews the professional work of chemists

- (a) under his supervision or employ according to contract or otherwise;
- (b) for proposals for grants and contracts;
- (c) in connection with submitted papers and patents, etc.;
- (d) for reasons of litigation;
- (e) for other reasons. He shall not divulge matters which should be confidential.

9. When undertaking work for a client or employer, a Cosmetic Chemist preferably should enter into an agreement regarding the ownership of any and all data, plans, improvements, patents, designs or other records which he may develop or discover while in the employ of such a client or employer. He shall be diligent in fulfilling the requirements of such an agreement. In the absence of a written understanding he shall be guided by the following principles:

- (a) If he uses information obtainable *only* from his clients or employer and which is not common knowledge or public property, any results in the form of designs, plans, inventions, processes, etc., shall be regarded the property of the employer.
- (b) Special data or information obtained by a chemist from his client or employer or which he creates as a result of such information should be considered confidential.
- (c) All work and results accomplished by the chemist outside of the field for which he was employed or retained are the property of the chemist.

10. A Cosmetic Chemist has the obligation to inform his employer or client and, if necessary, the appropriate Public Authorities of any product, offered for sale or otherwise distributed, which may injure or which does not conform to the standards and regulations promulgated by Public Authorities for the protection of the consumer.

11. A Cosmetic Chemist shall be diligent in exposing and opposing such errors and frauds as his special knowledge enables him to recognize.

12. All members and affiliates of the Society of Cosmetic Chemists are obligated to report any infractions of the principles of professional conduct coming to their attention to the Secretary of the Society of Cosmetic Chemists.

NATIONAL INFORMATION
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2017 CHAPTER CHAIRS

<u>Chapter</u>	<u>Chair</u>	<u>Phone</u>	<u>E-Mail</u>
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Twin Cities	Samantha Guertin	651-278-0758	sguertin@aveda.com

NATIONAL OFFICE STAFF

For those of you who are not familiar with the SCC Staff:

Latasha Archer, Marketing Manager – Latasha is the primary point person for all marketing, advertising and social media at the National office. (larcher@scconline.org)

Colleen Daddino, Manager, Membership and Chapter Relations - Colleen maintains the member database, receives applications, makes changes of addresses, sends dues invoices, generates your Chapter Reports and serves as a primary contact for Chapters. (cdaddino@scconline.org)

Kenisha Beaupierre, Bookkeeper – Kenisha is primarily responsible for the accounts receivable and accounts payable functions at the National office. She is increasingly involved in National CEP events. (kbeaupierre@scconline.org)

David Smith, I am here to answer your questions and aid in the smooth operation of your Chapter. If you have a question or suggestion, if you'd like to brainstorm around ideas for your Chapter and/or National, if you have a complaint - please call or email me at dsmith@scconline.org.

Whereas we all have individual responsibilities, anyone in the National Office can help or will direct your call to the proper person.

Our regular office hours are 8:00 a.m. to 4:00 p.m. If we've left for the day or no one is available in the office to answer your call, please leave a message and we'll get back to you as soon as possible.

NATIONAL OFFICE INFORMATION

**Society of Cosmetic Chemists
120 Wall Street, Suite 2400
New York, NY 10005-4088**

(212) 668-1500 (Phone); (212) 668-1504 (Fax)

E-Mail: scc@scconline.org

Website: www.scconline.org

REBATE SCHEDULE

Number of members as of December 31		Increment	=	Rebate money sent to Chapters
0- 49		\$2,400	=	\$2,400
50-99	+	\$ 400	=	\$2,800
100-149	+	\$ 400	=	\$3,200
150-199	+	\$ 200	=	\$3,400
200-299	+	\$ 200	=	\$3,600
300-399	+	\$ 200	=	\$3,800
400-499	+	\$ 200	=	\$4,000
500-599	+	\$ 200	=	\$4,200
600-699	+	\$ 200	=	\$4,400
700-799	+	\$ 200	=	\$4,600
800-899	+	\$ 200	=	\$4,800
900-999	+	\$ 200	=	\$5,000
1,000-1,099	+	\$ 200	=	\$5,200
1,100-1,199	+	\$ 200	=	\$5,400
1,200-1,299	+	\$ 200	=	\$5,600
1,300-1,399	+	\$ 200	=	\$5,800
1,400-1,499	+	\$ 200	=	\$6,000
1,500-1,599	+	\$ 200	=	\$6,200

Rebates are paid in two installments as follows: ½ after approval of the year-end report and ½ after approval of the midyear report.

MEMBERSHIP INFORMATION

Society of Cosmetic Chemists was founded in 1945 to promote high standards of practice in the cosmetic sciences and to serve as a focus for the exchange of ideas and new developments in cosmetic research and technology. The Society has a membership of over 4,600 individuals.

OBJECTIVES:

- To promote research in cosmetic science and the industry.
- To improve the qualifications of cosmetic scientists by setting high ethical, professional and educational standards.
- To increase and disseminate scientific knowledge through meetings and publications.
- To further the interests and recognition of cosmetic scientists while maintaining the confidence of the public in the cosmetic and toiletries industry.

PROGRAMS AND PRIVILEGES OF MEMBERSHIP

Journal - Membership includes subscriptions to the *Journal of Cosmetic Science*, *The Official Journal of the Society of Cosmetic Chemists*. The *Journal* publishes technical papers on topics of interest to cosmetic scientists and is distributed six times per year.

Annual Meetings - The Society holds its Annual Scientific Meeting each December which provides a forum for an exchange of current findings and technology on topics of global interest in cosmetic science. Each Chapter also holds its own Chapter Meetings, spotlighting new scientific trends and technology.

Continuing Education Programs - The SCC's Continuing Education Program provides courses of interest to members, most held in the National Office. These practical short courses are taught by practicing cosmetic scientists and perfumers, all acknowledged experts in their disciplines.

outlines SCC activities and chronicles its events.

Chapters - Each member is assigned to one of 19 Chapters across the U.S. and Canada, according to his or her geographic location. Chapters hold scientific meetings throughout the year, and many publish their own Newsletters and maintain their own website.

IFSCC - The Society is one of 47 member organizations within the International Federation of Societies of Cosmetic Chemists. Society members are entitled to attend international Conferences and Congresses as members and receive the IFSCC Magazine electronically.

Insurance Plan - Society members may take advantage of a group insurance program which offers plans for Life Insurance, Disability Income, High Limit Accident, In-Hospital, and Excess Major Medical.

SCC AWARD PROGRAM

Maison G. deNavarre Medal Award. The Society's highest honor recognizes individuals for their technical contributions to cosmetic science. It is presented annually at the Society's Annual Scientific Meeting.

Robert A. Kramer Lifetime Service Award. This Award is given at the discretion of the Board of Directors to an individual who has given extraordinary service over the course of his or her membership.

Merit Award. This award is presented annually for outstanding service and distinguished leadership in Society activities.

Literature Award. A scroll and honorarium are presented to the author or authors of scientific papers in basic research judged to be an outstanding contribution to cosmetic science and technology.

Shaw Mudge Award Sponsored by BASF Corporation. A scroll and honorarium are awarded for the Best Paper presented at the Society's Annual Scientific Meeting.

Joseph P. Ciaudelli Award Sponsored by Croda, Inc. A scroll and honorarium are awarded annually for the Best Article appearing in the *Journal of Cosmetic Science* on the subject of hair care technology.

Hans Schaeffer Award Sponsored by Lonza Personal Care. A scroll and honorarium are awarded annually for the Most Innovative Paper presented at the Annual Scientific Meeting.

Alan B. Black Award Sponsored by Presperse Corp. A scroll and honorarium are awarded annually for the Best Paper on make-up technology either presented at an Annual Meeting, or published in the *Journal of Cosmetic Science*.

Des Goddard Award Sponsored by Lonza Personal Care. A scroll and honorarium are awarded annually for the Most Innovative Paper or Student Technical Poster on the topic of Polymer Science presented at either an Annual Meeting or published in the *Journal of Cosmetic Science*.

Society of Cosmetic Chemists Award Sponsored by The Hallstar Company. A scroll and honorarium are awarded for the Best Paper on UV protection presented at the Society's Annual Scientific Meeting.

Frontiers of Science Award Lecture. A scroll and honorarium are presented to an invited speaker at the Annual Meeting.

Henry Maso Keynote Award Lecture Sponsored by the Maso Family and Siltech LLC. A scroll and honorarium are presented to an invited speaker at the Annual Meeting.

Society of Cosmetic Chemists Student Poster Award Sponsored by DD ChemCo, Inc. Awarded annually in conjunction with the Annual Scientific Seminar, honorariums are given for first, second, third and fourth place Best Student Poster.

Chapter Merit Award. Given by a Chapter for exceptional service and dedication to the Chapter by a Chapter member

Chapter Speaker Awards. Given for the Best Paper presented before each Chapter during a given calendar year.

APPLYING FOR MEMBERSHIP

There are several categories of membership within the Society. Applications must be received with fee (either check or credit card), and all information must be complete. Applications and payment are to be forwarded to Society of Cosmetic Chemists, Attn. Admissions Committee, 120 Wall Street, Suite 2400, New York, NY 10005.

CATEGORIES OF MEMBERSHIP

GENERAL MEMBERSHIP

Available to persons engaged in scientific or technical work in the cosmetics and toiletries industry or in related governmental or academic areas, who have earned a Bachelor's degree in the chemical, physical, medical, pharmaceutical, biological or related sciences and technology.

In addition, those working in a technical capacity within the industry for at least five years, who have completed two years of science in a recognized related academic program are eligible, as are those who may lack sufficient academic background, but who have worked in a technical capacity in the cosmetic industry for at least 10 years.

STUDENT MEMBERSHIP

Available to fully matriculated undergraduate students in scientific programs at recognized colleges or universities. Student members are entitled to all membership privileges, except that they may not vote or hold elected office within the Society or its Chapters. Student Members pay reduced dues.

JUNIOR MEMBERSHIP

Available to persons who hold appropriate undergraduate degree in science and who are pursuing a post graduate degree. Junior Members are entitled to all membership privileges, except that they may not vote or hold elected office within the Society or its Chapters. Half dues.

RETIRED MEMBERSHIP * ‡

Any member who has retired from the cosmetic industry and is over 55 years of age, and has been a member for 15 years **in good standing** may apply for Retired Membership. Upon acceptance, Retired Members are entitled to all privileges of General Members, except that they may not hold elected Office within the Society or its Chapters. Retired Members pay half dues.

EMERITUS MEMBERSHIP * ‡

Any member who has reached the age of 65 years and who has been a member for 25 years **in good standing** may request to be nominated for transfer to Emeritus Membership status. Upon approval by the Board of Directors, such members shall be entitled to all privileges of a General Member for life, with exemption from payment of dues, except that they are not eligible for election as an Officer or Director within the Society.

HONORARY MEMBERSHIP

Granted by the Board of Directors to individuals for distinguished service to the Industry.

FELLOW STATUS

Active members who have achieved full maturity in the profession, as evidenced by a record of outstanding achievement and leadership may be elected a Fellow of the Society by the Board of Directors upon a recommendation by the Fellow Certification Committee.

NATIONAL AFFILIATION

Available to persons interested in the objectives of the Society, but not qualified for General Membership. National Affiliates are entitled to all membership privileges, except that they may not vote or hold elected Office within the Society or its Chapters. Once they are a member in good standing for seven years they will be elevated to General Membership and able to run for Office and vote in elections.

* Retired or Emeritus Members may not change status in order to run for elected office.

‡ If a member elects to go to this status, it must be submitted in writing via email.

CHAPTER AFFILIATION

Individuals are assigned to a specific geographical chapter based on the zip code of their mailing address. If the individual wishes to change their chapter affiliation due to business reasons, they may do so by contacting the National Office in writing or email. If an individual changes their address and the new address is located in a different chapter, they will automatically be assigned to the new chapter. Again they can request to remain in their old chapter if they so choose.

ADDRESS CHANGES

Members of the Society change jobs or move quite frequently. The best way for their membership record to be accurate is by maintaining the accuracy directly through the Member Portal, accessible by all members, or by informing the National Office of their change.

It is important for the chapters to place something in their newsletters, on their websites and make announcements at their meetings letting members know how they should make their address change.

Address changes can be made via the dedicated link located under the Contacts section of the SCC website or sent via email to cdaddino@scconline.org.

If a member contacts a chapter and states that they are not receiving any mail from the National Office, you should first ask if they have changed their address recently. If so, please ask if they submitted their change to National. If not, please provide them the procedure.

If the member states they have not recently moved, before referring them to National, please ask if they paid their dues for the current year and if they have their membership card. In many instances, the individual's membership has lapsed. If so, please ask the member to contact National.

REINSTATEMENT POLICY

Many members become inactive due to non-payment of dues or when mail is returned as undeliverable and there is no forwarding information available. It is important to note that during the dues renewal period each year that if an individual knows he/she is leaving the industry for various reasons, they should submit, in writing, a letter of resignation to the National Office or check the resignation box on the dues renewal form and mail back. If in ten years they come back to the industry they can be reinstated by simply paying the current year's dues.

If a member does not submit a letter of resignation what do they have to do to be reinstated?

First, they should not fill out a new application because when it is received, their name will come up in the database indicating they were a member in the past. When this happens, the individual is contacted regarding the policy for reinstatement.

If an individual is dropped from the membership for non-payment of dues, he/she must pay dues for the current year (example: John Doe was dropped in 2010 for non-payment. To be reinstated, he would have to pay current 2017 dues of \$140 and a processing fee of \$50. (Note: if the individual had sent a letter of resignation, they would only have to pay the 2017 dues.)

If you are dropped on December 31, 2016 and want to rejoin in June of 2017 you would just pay 2017 dues of \$140 plus a late fee of \$25. But please note that the first dues renewal for 2018 is sent via email to members early August.

AREA CHART

The Society of Cosmetic Chemists' Membership is broken down into 19 Chapters across the U.S. and Canada. The 19 Chapters are divided into four Areas, each Area being served by two Area Directors who are members of the National Board of Directors and of the Committee on Chapter Affairs. The Area/Chapter breakdown is as follows:

AREA I

Connecticut Chapter-----→
Long Island Chapter
New England Chapter
New York Chapter
Quebec Chapter

Chair and Chair-Elect of each
Chapter are members of the
Area I Council

AREA II

Lake Erie Chapter-----→
Michigan Chapter
Midwest Chapter
Ohio Valley Chapter
Ontario Chapter
St. Louis Chapter

Chair and Chair-Elect of each
Chapter are members of the
Area II Council

AREA III

California Chapter-----→
Intermountain West Chapter
Southwest Chapter
Twin Cities Chapter

Chair & Chair-Elect of each
Chapter are members of the
Area III Council

AREA IV

Carolina Chapter-----→
Florida Chapter
Mid-Atlantic Chapter
Southeast Chapter

Chair & Chair-Elect of each
Chapter are members of the
Area IV Council

CHECKLIST OF CHAPTER RESPONSIBILITIES

NATIONAL OFFICE: **Society of Cosmetic Chemists**
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General e-mail: scc@scconline.org

2017 IMPORTANT DATES

- January 31:** Year-End Financial Report and 2017 Proposed Operating Budget and Bank Statement ending Dec. 31st. due SCC Office. All Chapters must file Form 990 with the IRS. (Chapters who have income less than \$25,000 may use Form 990EZ or Form 990N. Form 990T must be filed when annual gross unrelated business income is \$1000 or more). Forms must be filed by May 15th.
- July 1:** Date for Chapter Installation Meeting due SCC National Office.
- July 15:** Dates for Chapter Fall Meetings are due National SCC Office.
- July 31:** Mid-Year Financial Reports are due National Office with Bank Statement closing June 30th.
- September 15:** Submit Officer Eligibility Form before Election ballots are distributed.
- October 31:** Results of Chapter Elections due SCC National Office.
- November 1:** Chapter Merit Award recommendations due SCC National Office.
Chapter Meeting Calendar for 2018 due SCC National Office.
- November 30:** Year-end Report on Chapter Activities for Newsletter due SCC National Office.
- December 1** Chapter Speaker Award recommendations due SCC National Office. (moved from 11/1)
- December** **Joint Area Council/COCA Meeting – Survey going out shortly for feedback on timing of this meeting**
- December** **Schedule will be finalized based upon feedback from the above survey**
- December 11-12** Annual Scientific Meeting, The Westin New York at Times Square. (Registration and room block open shortly). SCC CEP Courses will be held December 10.

ALL CHAPTERS OPERATE DIFFERENTLY ACCORDING TO SIZE AND BUDGET. LISTED BELOW ARE GENERAL GUIDELINES WHICH MAY BE HELPFUL TO THE CHAPTER CHAIRS. THESE GUIDELINES ARE RECOMMENDED TO HELP CHAPTERS RUN PROFESSIONALLY AND EFFICIENTLY.

CHAPTER CHAIR

General

The Chairperson, as the Chief Executive Officer of the Chapter, presides at all meetings of the Chapter and its Executive Committee. The Chairperson initiates, furthers, and guides Chapter activities, while seeing that they fall within the Bylaws of the Chapter and the Society. The Chapter Chair (along with the Chapter Chair-Elect) is a member of the Area Council of that Area in which the Chapter is located. The Chair, as an Officer of the Chapter, is authorized to sign contracts on behalf of the chapter and to sign checks issued for valid Chapter expenses. The Chair has the fiduciary responsibility to see that members' monies are appropriated according to Society Policy.

Duties and Responsibilities

1. Appoint standing and special committees as required.
2. Call for meetings of the Chapter Executive Committee whenever advisable to discuss special problems. Develop agenda. Ensure that timely notification of the meeting (Exec and Board) is sent to Area Directors, and minutes are sent to National office.
3. Review activities of various committees and Officers.
4. Rule on expenditures exceeding the amount prescribed by Chapter Policy.
5. Consult with Program Chair on the program set up for the year's meetings to see that the speakers meet the requirements of the Society and Chapter.
6. Appoint a Membership Chair and oversee his/her duties.
7. Inform the National Office who will inform the President and the Board of Directors of any new or unusual activity planned by the Chapter that might conceivably affect the Society or another Chapter. This notification should be made before plans for the activity is undertaken.
8. Prevent the use of Chapter mailing list for other than authorized purposes. All requests for use of the Chapter's mailing list should be passed to the Executive Director of the National Office. An authorized purpose for use of any membership list is one specifically established by the Society's Board of Directors. It is the intent of this policy to preclude sale of a Chapter's membership list, or to provide such or related rosters to non-members or blast emails by the chapter for other organization or events.
9. Attend Spring and Fall Area Council meetings or be responsible for seeing that the Chapter is properly represented at the Area Council following the procedures in National Bylaw III. Be responsible for the proper allocation in the Chapter budgets for travel expenses necessary for attendance at the Area Council when company support is limited or not available.

10. Perform or delegate the duties of a liaison officer of the Chapter in handling Chapter matters through the office of the Society.
11. Approve all Chapter Newsletters and communications to the Chapter membership before mailing.
12. Arrange with the Chapter Secretary for obtaining award plaques, if any, such as Past Chair, prior year's best speaker, new member, Chapter service, etc.
13. A Chapter is authorized to sell advertisements in its Newsletter (not to exceed 25% of newsletter if you do not wish to pay UBI Taxes). Obtain approval from the Board of Directors before a Chapter solicits funds for any other purpose as stated in the Policy Manual. Solicitation should be limited to the Chapter's geographical area, and pressure tactics must be avoided.
14. Be responsible for compliance with the Constitution and Bylaws of the Society by all Chapter officers and make sure that all dates are met for National requirements.
15. Make certain that announcements and minutes of meetings held by Chapter and/or the Chapter Executive Committee be distributed by the Chapter Secretary to National Officers, Area Director(s), and the Society Office.
16. Ensure compliance for the accurate and timely filing of all financial information as required by the Society or the IRS.
17. Be responsible for maintaining chapter records including but not limited to Minutes, Financial Reports, Newsletters, etc.
18. Adhere to Society Policy on scholarships and charitable donations.

The suggested order of business that the Chair uses in conducting the business meeting is as follows:

1. Meeting called to order.
2. Welcome and introduction of new members and guests
3. Luncheon or dinner (if applicable)
4. Introduction of guest speaker(s)
5. Address by speaker(s)
6. Question and Answer period
7. Approval of the minutes from the last business meeting
8. Chair's report
9. Treasurer's report
10. Committee reports
11. Unfinished business
12. New business
13. Announcement of time and place of next meeting
14. Adjournment
15. Refreshments (if applicable)

CHAPTER CHAIR-ELECT

The position of Chair-elect is a learning position for the person who will assume Chapter leadership at the conclusion of the Chair's term. The more involved the Chair-elect is in the activities of the Chapter, the easier it will be for the person in that position to assume overall responsibility. The Chair-elect, as an Officer of the Chapter, is authorized to sign contracts on behalf of the chapter and to sign checks issued for valid Chapter expenses. The Chair-elect has the fiduciary responsibility to see that members' monies are appropriated according to Society Policy.

The Chair-elect is a member of the Area Council and a member of the Committee on Chapter Affairs.

The Chair-elect will be called upon to fill in during the absence of the Chair.

Various duties are assigned to the Chair-elect in accordance with established Chapter practices and in accordance with Chapter Bylaws. It is important that the Chair-elect read the Chapter Bylaws and specifically consult those sections of this manual which apply to any responsibilities which he or she might be given.

The Chair-elect should be responsible for the Chapter programs during his term as Chapter Chair therefore his planning efforts in this area should begin with his term as Chair-elect.

The Chair-elect is also responsible to see that the officers adhere to Society Policy regarding scholarships and charitable donations.

CHAPTER TREASURER*

The Treasurer must work closely with the Chair and be involved in House, Program, Social, Awards, Newsletter and Publicity since all involve the expenditure of funds as well as the collection of income. The Treasurer has the responsibility for accurate record keeping, for working with the Chair and other Chapter Committees in developing budgets (the operating budget as well as budgets for special events) and in monitoring all income and expenses. In addition, helping to prepare IRS forms, if necessary, and for the maintenance of checking, savings or investment accounts. The term of Treasurer will be from January 1 to December 31. He will act in an advisory capacity to the new Treasurer for three months after his term of Treasurer ends (until March 31st.) Some Chapters also have the position of Treasurer-Elect. This is a learning position in order to take over the position of Treasurer.

The Treasurer, as an Officer of the Chapter, is authorized to sign contracts on behalf of the chapter and to sign checks issued for valid Chapter expenses. The Treasurer has the fiduciary responsibility to see that members' monies are appropriated according to Society Policy.

The Treasurer is responsible for submitting the Mid-Year Financial Report along with the Bank statement ending 6/30 to the office by **July 31st** and the Year-end Financial summary that includes the Proposed Operating Budget to the office. The Year-end Report is due by **January 31st** of each year along with the Bank statement ending 12/31.

Note: Chapters for which no budget is submitted by January 31, will not receive rebate checks. One half of the rebate amount will be issued upon approval from the Board of Directors of the Year-end report. The remaining half will be issued upon receipt and approval of the Mid-year financial report. Any reports submitted 3 months after the due date noted above will not receive the respective rebate.

Items to be considered in the preparation of special budgets.

- ◆ cost of meals, coffee services, cocktails, etc.
- ◆ cost of rental rooms
- ◆ audio-visual rental
- ◆ speaker reimbursement
- ◆ cost of badges, printing of tickets
- ◆ printing of program information - both registration mailing and program of events to be distributed at the meeting
- ◆ mailing costs
- ◆ on site laptop rental, if necessary

In the preparation of the budget, once costs have been determined, you can add this amount to the amount of income/expenses sought (if you are looking for income), and divide by the number of expected attendees. This would establish a registration fee.

The Treasurer is also responsible to see that the officers adhere to Society Policy regarding scholarships and charitable donations.

* Some chapters may have the position of Treasurer-elect. This individual should follow all the responsibilities of the Treasurer while learning the position of Treasurer.

NOTE: Chapters do not have to worry about income over expenses generated by meetings or seminars. The IRS is concerned with unrelated business income such as advertising revenue and Suppliers' Day revenue. All Chapters must file a 990 Form with the IRS. (Those chapters with income under \$25,000 may file the 990EZ or 990N Form.). If you believe that the Chapter will have a tax liability, quarterly estimated tax payments must be made (use the Chapter EIN# in making deposits to banks designated as federal depositories).

Be aware that Chapters are expected to reimburse Area Councilors for attendance at meetings of the Area Council if the Councilors' company will not reimburse. The Treasurer should be informed in advance of the trip by the Chair or Chair-elect if funding is to be necessary.

The Treasurer should keep accurate records of the menus, cost of meals, etc. See House Committee.

Be aware of guidelines on solicitation from suppliers. (See Page D5) Also note that income from solicitation is to be considered as part of "Total" Chapter income. Goods donated for distribution must be included as income by assigning a value to all donated items. In many instances, companies donating goods will want the Chapter's EIN# because the companies will take the value of donated goods as tax deduction.

Financial Resources available to Chapters:

1. Chapter Rebates
2. Chapter Speaker Award (\$150.00 or \$250.00)
3. Education Program Rebates (max of \$1,000.00 for needy Chapters)
4. Speaker Reimbursement (needy Chapters)
5. Free Chapter Education Courses

CHAPTER SECRETARY

The Chapter Secretary is responsible for ensuring the Minutes of all Chapter Board meetings are prepared and distributed. The Secretary, as an Officer of the Chapter, is authorized to sign contracts on behalf of the chapter and to sign checks issued for valid Chapter expenses. The Secretary has the fiduciary responsibility to see that members' monies are appropriated according to Society Policy.

Ensure that all Minutes of the Executive Committee and Board meetings are sent to Area Directors and to the SCC National Office. **Note:** Area Directors are to receive notice of all Chapter Executive Committee meetings and Chapter Board of Directors meetings in advance of the meeting.

- 1) Notify the National Office with the names of potential candidates running for Chapter Office in order that their membership status can be verified before the ballots are printed. (Officer Eligibility Form)
- 2) Ensure that ballots are mailed according to Chapter Bylaws and that when the address label file is requested from the Nation Office for Chapter elections, that the request is made for "voting members". Chapters should not use their own address files as only General, Retired and Emeritus members receive ballots. National Affiliates, Junior, Honorary, and Student members are not eligible to vote in Chapter elections.
- 3) Notify National with the results of the Election, including the name, address, phone, fax, and e-mail of the newly elected Officers.

The Secretary is also responsible to see that the officers adhere to Society Policy regarding scholarships and charitable donations.

TRANSITION MEETING

Chapter Officers have a fiduciary responsibility to their members. Officers should be planning for the financial welfare of the Chapter, which enables the Chapter to meet its goals and the goals of the Society. When you are elected to be an officer of the Chapter by your Chapter members – the financial wellbeing of the Chapter becomes YOUR responsibility as well as the Treasurer.

The Transition meeting, where the new Chapter Officers meet with the outgoing officers to discuss the Chapter's future, should include the following:

- Outgoing Officers should provide insight to new Officers regarding chapter procedures.
- Determine if new Bank Account is needed. Outgoing Treasurer closes old account and transfers funds to new account.
- Determine who will have authority to sign checks? (Elected Officers only)
- What will the Dollar limitation be for two signatures? (See Financial Controls Policy)
- Complete Signature Cards
 - All officers should sign.
- Complete Corporate Resolution
 - Resolution should include dollar limitations
 - Should be signed by the Chair and Secretary
- Use the Proper EIN # on all forms.
- Turn over the following items to the new Officers:
 - Chapters receipt journal
 - Check register
 - Accounts Receivable Register
 - Individual Chapter Insurance Policies
 - Statements of receipts and expenditures
 - All Bank Statements
 - Records of Investment/Money Market Accounts (if applicable)
 - Tax returns
 - Previous year's budgets
- Obtain information regarding the accountant used by chapter.
- Review the Chapter Affiliation Agreement.
- Does your chapter require your Treasurer to be Bonded?
 - Obtain information from outgoing officers.

Note: A Binder containing the Chapter Affiliation Agreement, Minutes, Financial Reports, budgets for special events, newsletters, etc. should be maintained for the year. If any contracts for future events were signed, copies of these should also be in the binder. This should be turned over to the new officers to maintain and update during their term. This is vital information for new officers and a way of keeping archives of chapter activities.

PLANNING MEETING

The Planning Meeting should be the first meeting of the new Officers to discuss the upcoming year for the chapter. It should be held subsequent to the Transition Meeting. Items to be discussed include:

- Determine Chapter events for the year.
 - Determine Chapter Meeting schedule.
 - Determine Special Scientific events.
 - Determine Social events.
- Review event history to determine if event should be continued.
- What events will be subsidized?
 - Always plan to make money or break even.
 - Social events should not be subsidized and should not lose money.
- Prepare yearly budget based on combination of the individual event budgets.
- Ensure Treasurer will review actual expenses and report variances.
- Ensure Treasurer performs monthly Bank Reconciliation.
- Ensure Treasurer prepares and submits midyear and year-end financial reports.
- Make sure you have contact information for your Directors.

CHAPTER RESERVE

The IRS has never defined an exact amount for reserve funds, however cases with the IRS have established the following acceptable guidelines:

- Maintain at least one year's operating budget in reserve
- Should try to maintain no more than 3 years operating budget in reserve.
- Reserve funds are monies set aside for future need-on call only for a particular event as defined by the Chapter Board.
- Contingency Funds are excess income during a year's operating budget that can be called upon by the officers should any one area of the budget fall short of the necessary funds.
- Chapters with a large balance should consider CDs as each CD is insured even if they are through the same bank or financial institution.
- Chapters with a large balance should use that money to benefit their membership

FEDERAL FILING

The National Organization and the Chapters enjoy tax exempt status as a 501(c)(3) organization. As such, all chapters must file some type of Form 990 (990T, 990EZ or 990N) with the Internal Revenue each year. This Form must be filed by May 15th.

- Chapters with unrelated business income in excess of \$1,000 must file Form 990T.
- All chapters should hire their own accountant.
- All officers should review the financial reports with the Treasurer.
- Maintain all financial records for at least five years in case of Audit.
- Actions of a chapter can affect the tax-exempt status of the National Organization.
- Tax-exempt means we are exempt from paying Federal Income tax.
- Sales Tax-exempt means you are exempt from paying sales tax in a particular state. Each state has different requirements for Sales Tax exemption. This exemption must be requested by the individual chapter from their State Department of Taxation & Finance. (This is a totally separate exemption and has nothing to do with our Federal Income Tax Exemption.)

FINANCIAL CONTROLS

In order to maximize the effectiveness of financial control for each chapter, the following policies are adopted:

1. All checks issued in amounts equal to or exceeding \$5,000 will require two signatures (Treasurer, Treasurer-elect or Chair), neither of which are individuals to whom the check is payable. Chapters should not have any blank checks pre-signed.
2. Checks will be issued only to vendors (and not to individual members except as reimbursements for travel expenses). Checks should not be written as payable to "Cash" unless pre-approved by the Chapter Chair.
3. Chapters may use a Chapter Credit Card. Credit cards are not permitted for Cash Advances. All balances should be paid for in full each month. The Chapter Treasurer and Chapter Chair should review the monthly statement to verify all charges. If the Treasurer receives the statement, they should scan a copy and email the Chair.
4. While it is not recommended, a Chapter may use a debit card for payments when necessary. Chapter debit cards are not permitted for ATM withdrawals. The Chapter Treasurer and Chapter Chair should review the monthly bank statement to verify all debit transactions. If the Treasurer receives the statement, they should scan a copy and email the Chair.
5. Chapters with over \$100,000 in assets should consider using an accounting firm to maintain their financial records and prepare their Chapter Financial Reports that are sent to National. Most Chapters already are using an accounting firm for their Form 990 filings. Chapters with less than \$100,000 in assets which feel it would be beneficial to have an accounting firm maintain their records, and can afford it, may also consider doing so. It should be understood that the financial reporting is the responsibility of the Chapter Treasurer however, in these current times where everyone is overwhelmed with work and personal business, it may be beneficial to have an accounting firm assist with the recordkeeping and reporting.
6. Similar to National, those chapters with assets over \$250,000 will be required to have audited financial statements annually. The smaller chapters can prepare compilations, but should be audited on a periodic basis (once every 3 years). Audited statements should be sent to the Board for review.

EXPENSE REPORTING

In an effort to ensure all chapters follow the same procedures for expense reporting, the following policy is in effect.

Generally, chapter expenses should be paid by chapter check. Invoices should be sent to the Chapter Treasurer for payment. This provides proper record for accounting purposes. If the chapter uses an accounting firm to pay their expenses, the Treasurer should review the invoice and approve before sending to the accounting firm for payment.

As many establishments today no longer wish to accept a check for payment, a Chapter may have a credit card issued in its name for use in paying expenses of the Chapter when a Chapter Check is not an acceptable form of payment. It is recommended that only the Chapter Chair and Chapter Treasurer (Treasurer-elects if a chapter has this position) should have an actual credit card on behalf of the Chapter. The chapter credit card(s) should also list the individual who is authorized to use the card besides the chapter name. Credit card information should be maintained in the Chapter Records. It should also be discussed at the Transition Meeting each year and the incoming officers should receive the credit card at that time. If notification needs to be given to the credit card issuer, it should be done after the meeting.

A Chapter should not be using a debit card. However, if a chapter does use one, it should be used similar to a credit card and should not be used for any ATM withdrawals. Chapters should inquire with their Bank if the ATM withdrawal feature on the card can be disabled. In addition, when a debit card is being used, the Chapter Treasurer should review the bank statement with the Chapter Chair at least once a month. All debit card transactions should be verified.

If at any time, an individual, acting on behalf of the chapter, incurs an expense on their own, an expense form* is required for reimbursement. **Note:** The expense incurred should have been pre-approved by the Chapter Chair or Treasurer. Examples include the following:

- Travel expense to be paid by chapter for individual to attend Area Council Meeting on behalf of chapter.
- Travel expense for invited speaker for a chapter meeting or symposium.
- A gift purchased for an honored guest at a chapter event.

With regards to travel, if airfare is required, the ticket purchased should be for Coach Airfare. Any Saturday night stay overs should require approval of the Chapter Chair. Train travel should be Coach as well. Rental Cars** should be midsize or lower, if necessary. Public transportation or taxi service is preferred over rental car usage due to liability issues. Personal car travel will be reimbursed at the IRS allowable rate per mile. All tolls and parking fees shall be covered. Mileage reimbursement should be reasonable. Individuals should not drive if the cost to drive is more expensive than another means of transportation.

With regards to Hotel, it generally should be for one night's stay for the individual to attend the specific meeting or event. If the individual is attending the Area Council Meeting and the chapter pays the registration fee for said meeting, two nights stay may be reimbursed. However, for individuals travelling from the West Coast, a three night stay is acceptable

With regards to meals, the Chapter should reimburse all necessary meals not provided, within a reasonable amount.

The following expenses should not be reimbursed by the chapter:

- Private Limousines
- Accompanying Guests
- Secretarial Services
- Phone calls

* National will provide an electronic version of the expense forms for chapters to use.

** Rental Car expense incurred for travel to the event location only. Cars should not be used for personal use.

COMMITTEE ON CHAPTER AFFAIRS

Purpose

The purpose of the Committee on Chapter Affairs (COCA) is to provide the Chapter with a forum suitable for problem-solving, generation of proposals and dissemination of information useful to all Chapters, improve National-Chapter relations by fostering open communication, and stimulate participation in National activities.

Membership

The Committee will consist of the eight Area Directors, and the Chairs-elect of each Chapter. Directors will serve on the Committee for their term as Directors. The Chairs-elect will serve based on the length of their respective terms.

Newly Elected Chairs-elect are invited to participate at this meeting which precedes the Annual Meeting of the Society.

Mission and Scope

- 1) Develop a forum for an exchange of ideas.
- 2) Review Policy Manual for additions, deletions and suggestions.
- 3) Assist Chapters with financial planning and reporting.
- 4) Assist Chapters with program planning.
- 5) Assist Chapters with Newsletters.
- 6) Assist with any other projects presented to the committee by individual Chapters and/or Area Directors which will help strengthen the Society on local, Area and National levels.
- 7) COCA may appoint sub-committees if deemed necessary.
- 8) COCA may use the expertise of other individuals as deemed necessary.

CONSTITUTION AND BYLAWS COMMITTEE

A. Chapter Level

A small committee should be formed to review the Chapter Bylaws. If your bylaws have not been reviewed for some time, a committee or individual should review them carefully and make recommendations to the Chapter Board.

Follow procedure for amendments to the bylaws as contained in each set of Chapter Bylaws and in the National Bylaws.

Note: If the Bylaws contain provisions for practices no longer followed or which are cumbersome, the Bylaws should be amended to reflect the current procedures followed.

If National makes changes to the National Constitution or Bylaws, the National Office will make those changes in the Chapter Bylaws so that they conform to National's.

B. National Level

At the Fall meeting of the Area Councils, each Area must select one individual to serve on the National Constitution and Bylaws committee. The member elected by the Area Council will serve a two year term. Each Area has two representatives on this Committee which is chaired by the Vice President-elect of the Society. Members of the Committee should be those familiar with the organization of the Society. All correspondence is conducted by mail or e-mail. No meetings are scheduled for this committee. If there are no proposed amendments in a particular year, the committee has no responsibilities.

NOMINATIONS & ELECTIONS COMMITTEE

A. Chapter Level:

Very simply, the articles in the Chapter Bylaws **MUST** be followed. Again, if there are problems with the procedures outlined in the Chapter Bylaws, the Bylaws should be amended.

Note: Only Active General Members (not National Affiliates, Retired, Emeritus, Junior or Student Members) are eligible to run for office. Check membership printouts to determine eligibility prior to elections. Notify the National Office to verify the status of potential candidates by way of the Officer Eligibility Form.

In attempting to recruit volunteers for elected office, the primary consideration should be the member's willingness to serve the Chapter and his or her ability enables them to do so. Chapter officers should be available to perform their required duties. Potential candidates should be made aware of the responsibilities of each office before they are asked to accept a potential spot on the ballot. This is also true for those running for National office or for the position of Director.

B. National Level – Vice President-Elect, Secretary and Treasurer:

One of the functions of the Area Councils is to elect each year a voting member of the Area to serve on the National Nominations and Elections Committee. This committee is responsible to select two candidates for each National Office for which there will be a vacancy. Each Area has two members as representatives on the Nominations and Elections Committee, each elected in alternate years, with the immediate Past President of the Society serving as Chair.

C. National Level – Area Director:

Whenever there is an opening, the candidates for Director are chosen at the Spring meetings of the Area Councils. Councilors should first ascertain the willingness of individuals to run, and come to the meeting prepared to vote on the individuals nominated. Send biographical information on the potential candidates to the National Office by April 15th. National will make the necessary copies and send them out with the agenda packets for the Area Council Meeting to be held in June.

AWARDS

Some Chapters have an Awards Chair that is responsible for making recommendations for various awards given by National and by the Chapter. Other Chapters have an Awards Chair for each different award. This is up to the individual Chapter. Listed below are National Awards on behalf of the Chapter as well as those awards that the Chapter might give on their own.

SCC CHAPTER SPEAKER AWARDS – NATIONAL AWARD (BEST PAPER AWARD)

In order to be considered for this National award, manuscripts or abstracts of scientific presentations relevant to the Cosmetic Industry must be submitted to the SCC office by ~~November 1st~~ **December 1st** for papers given during that year. This award requires approval by the Society's Board of Directors. Given approval, the Chapter Award Chair should arrange for the appropriate scrolls or plaques to be presented.

The guidelines for this Award are found in Section E of this manual.

The National Office will supply the certificate and check for the speaker. The Chapter can present this award at a Chapter meeting. National will send the check and certificate to the Chapter contact person or the Chapter Awards Chair unless there's a preference for it go directly to the speaker

CHAPTER MERIT AWARD- NATIONAL AWARD

The Chapter Merit Award, a National Award, is to be awarded to a Chapter Member for outstanding service, dedication, and voluntary services to the chapter over a period of time. Recognizing that Chapter Merit Awards deserve National recognition, National will supply an appropriate framed certificate to the Chapters for presentation to their Awardees (one/Chapter/year). This award should be presented only once to an individual and does not need to be given each year. The Chapter should submit the recommendation to National in writing, listing the services performed by this individual as well as the number of years the individual has been involved within the chapter. The criteria for this award, which is given for service to the Chapter, is the responsibility of each individual Chapter. Recommendations must be sent to the National Office by November 1st.

After approval by the National Board of Directors, the appropriate certificate will be sent to the Chapter Awards Chair for presentation at a Chapter Meeting.

OTHER CHAPTER AWARDS

It is understood that Chapters may present their own awards for Best Paper, Merit, Service, etc., following their own guidelines and selective procedures. In such cases, the Chapter's name must be utilized on certificates or plaques. For instance, the SCC New York Chapter Service Award, not the SCC Service Award.

HOUSE

Check with other Chapters in close proximity and with the National Office before scheduling events to make sure that there is no potential conflict with dates. Also, check to be sure that scheduled functions don't fall on National holidays or religious holidays.

Ensure that meeting rooms will accommodate expected number of attendees and that, if more than one room is required, there is adequate flow from one room to another. Make arrangements for registration table, if needed.

Make arrangements far enough in advance of the scheduled event so that adequate publicity is ensured.

Thoroughly review all contracts. Make sure there are no hidden charges. Room rental fees, bartender fees, gratuity policies, etc. should all be spelled out in advance. Consult with Chapter Chair and/or Executive Committee before submitting the contract for an officer to sign. The Treasurer should also be notified of all commitments for meeting facilities.

Be aware that most banquet departments will work with the meeting planner to ensure the best food at the best cost and that changes can be made to all printed proposed menus submitted. Determine how flexible the facility is if there is a last-minute change in quantities (always up, never down). Determine needs for those with special diets (kosher, vegetarian, etc.)

The House Committee should keep detailed records of all menus, the number of attendees as well as the number of meals guaranteed. A copy of this information should be kept on file with the Treasurer. Chapters should maintain this information from year to year so that accurate guarantees can be given. For example: 50 dinners were served in January, 2008, 48 in January 2007 while 70 were served in April 2008, and 67 the previous April. Too often the House Chair must give guarantees with no access to past history.

When planning joint meetings, which will utilize overnight hotel accommodations, feel free to consult the Society's National Office if there are any questions or concerns about rates, contracts, etc.

Check with Program Chair on the audio-visual needs of speakers and be sure that all equipment is in working order before the start of presentations. Also, ensure that both speaker and audience have a good view of the screen. When ordering audio-visual equipment at hotels, ascertain costs in advance, as there is sometimes a wide range of options.

NOTE: The National Office recommends that all Chapters have their own commercial liability coverage for their events. Insurance requirements should be reviewed with all venues prior to signing the contract.

PROGRAM

- Ensure that all programs are set well in advance so that adequate notice can be given to the membership via the Chapter Newsletter as well as the Chapter website, so that maximum attendance at meetings is secured. Also, send Press Releases to Trade Journals (see page C-10).
 - Work with House Committee and Treasurer to ensure that adequate facilities are available at most reasonable costs. Ensure that Treasurer maintains files of menus, rental rates, supplier contributions, speaker reimbursement and National Education rebates.
 - Work with Awards Committee in regard to award for best paper or SCC Chapter Speaker Award.
 - If speaker evaluation forms are used, see that forms are tabulated and kept on file for future reference.
 - Work with Treasurer on the budgets for all special seminars and/or social events.
 - Follow Solicitation guidelines on Page F-5.
 - Installation Dates: the date of the meeting at which officers shall be installed must be received at the Society National office by no later than July 1 preceding the installation.
 - Complete and email the Chapter Meeting Date Form, listing meeting dates, locations and speakers by November 1 of each year for the upcoming calendar year.

MEMBERSHIP

Some chapters have a Membership Chair. It is the responsibility of this individual to maintain membership records if the Chapter does their own labels. This person is also responsible to see that the Chapter has a supply of applications.

In February of each year, each Chapter receives a complete list of every member in their Chapter. On a periodic basis going forward the Chapter will receive a report that reflects all membership activity during the period covered (resignations, drops, additions, changes of address, etc.) If the Chapter produces its own labels, it is important that the mailing list is updated by use of this report.

The report should be monitored as year-end approaches, since the rebate from National is determined by the number of members (General and National Affiliates only) assigned to the Chapter.

Ensure that the SCC National Office is informed of all changes of address, etc. Sometimes members inform the Chapter representatives and ask that National be notified and when that information is not forwarded to the National Office, quite reasonably, these members get annoyed that National mail continues to be sent to their former address. National does however prefer that the individual member contact National directly and the Chapter should inform the member that they should contact the National Office themselves (via email to cdaddino@scconline.org) or go to the National Website under the Contacts Section to submit their address change(s) online.

The Membership Chair should work closely with the Chapter Officers during the Membership Retention Contest which begins as soon as the Annual Dues Renewal invoices are sent in August each year. The contest ends on December 31st or when a chapter reaches 100% retention.

EDUCATION

Chapters should be encouraged to establish an Education Committee. Responsibility should include:

1. Arranging for a yearly education seminar. The Committee should work closely with Program and House Committees as well as with the Treasurer.
2. Work with National on the coordination and implementation of National Programs - make Chapter members aware of National Education Programs.
3. Arrange for speakers to conduct education sessions which in some Chapters, are sometimes held prior to regular monthly meetings.
4. Communicate with National on these education sessions (who spoke, effectiveness) to make the National Continuing Education Advisory Committee aware of resources at the Chapter level.
5. Serve as a liaison between the Chapter and local educational institutions, letting them know of Chapter and Society Education Programs and drawing upon the local institutions for resources.
6. Needy Chapter Education Reimbursement Policy: At the sole discretion of Executive Committee, after a detailed review of the Chapter Year End Financial Reports for the past two years, a decision will be made whether a Chapter qualifies to be considered "Needy" (guideline – year end assets \$5,000 or less). Those chapters who qualify will be notified by March 31st each year, providing the Chapter's Financial Reports have been submitted. The Committee may allow reimbursement of up to \$1000 per year for educational seminars to educate and inform Chapter Members. These educational seminars should be scheduled at times other than regular Chapter meetings. The reimbursement policy is designed to assist those Chapters, who, for lack of funds, would not be able to schedule an educational program. A Chapter in need of support in order to offer such a program must apply, in writing, at least three months prior to the event, with an estimated budget. Upon preliminary approval by the Executive Committee, the Chapter may proceed with its plans and submit an expense report following the event. This expense report MUST include total itemized income and total itemized expenses. Original receipts for miscellaneous meeting expenses (AV, meeting room rental, mailings, etc.) and/or speaker travel (coach airfare, mileage, lodging, etc.) must accompany the expense report for reimbursement of final amount requested. Chapters that make a profit on their educational seminar shall withdraw their request for reimbursement. Requests for reimbursement of educational expenses exceeding \$1,000 requires approval of the entire Board of Directors.
7. National Offers a free one-day Education Course to 5 chapters each year. The 5 chapters are selected by the National Education Advisory Committee. National pays the instructor honorarium and travel expenses. The chapter receives \$3,000 to spend however they wish and handle everything regarding the course location, etc.

CHAPTER NEWSLETTER

Each Chapter is required to publish a periodical or at least a meeting announcement as a service to members. This is the responsibility of the Newsletter Editor. The Newsletter should be published prior to each Chapter meeting. It should be mailed or emailed in adequate time for members to register for the upcoming meeting. Members who do not have access to email should be considered. In some Chapters, distribution of the Newsletter is the responsibility of the Newsletter Editor and in other Chapters, the Membership Chair or Secretary has this duty. Non-members or members who have been dropped for nonpayment of dues should not receive newsletters. Advertisers should only receive one copy with Billing Invoice.

The following guidelines are provided for The Newsletter Editor to follow:

1. Heading

- a. Chapter and Society Name*
- b. Month/Year*
- c. Volume/Number*
- d. Newsletter name and logo (optional)*

2. Chapter Officers and Contacts

3. Chapter Meetings

- a. Upcoming meeting information and registration forms*
 - 1) Speaker biographical sketch
 - 2) Presentation abstract
- b. Previous Meeting Recap*
- c. Calendar: Chapter activities and dates (may also include National SCC meetings and other Chapter meetings)*
- d. Employment Listings (no blind ads-Company name must be listed)--Do not publish member resumes*
- e. Chapter Member Information*: report on events happening to your chapter members including promotions, Emeritus Status, etc.*
- f. National SCC information*
 - 1) SCC National address and phone/fax/e-mail
 - 2) Area Director addresses and phone/fax/email
 - 3) Society News (contact SCC National Office)

4. Advertising

- a. Should be no more than 25% of Newsletter (This guideline was established in order that tax would not have to be paid on such a percentage)*
- b. Printing costs for advertising separate from other Newsletter costs (this is also done for tax purposes)*
- c. Preference should be given to advertising events sponsored by the SCC. Advertising of events run by "for profit" companies should not be publicized in a chapter's newsletter unless payment for the ad is received*

5. Timeliness

The Newsletter should go out in adequate time for members to register for the upcoming meeting

6. Mailing

- a. A Word file in mailing label format is available from the National Office (one week notice)*
- b. A copy of the Newsletter should be sent to the Area Directors and National Office*

* This should be for events occurring to or about “Members”. Nonmember features or promotions should not be listed in your Chapter’s Newsletter unless used for recruitment of an individual.

Note: Before Newsletters are published they should be approved by the Chapter’s Officers.

PUBLICITY, PROMOTION & PUBLIC RELATIONS

Publicity, Promotion and Public Relations are an important aspect of a Chapters' success. It is important to create enthusiasm for an event. Sending a press release to a Trade Journal or sending announcements to schools and universities in your area is a good idea. It is always important to acknowledge the presence of special people at your meetings. Personal contact is always effective.

Start with something coming up – announce it anywhere you can, as many times as possible: Make people aware that in 3 months, you are having a meeting with a very special speaker. Send press releases to publications. Send press invitations with a complimentary registration (this can go a long way in getting publicity out). Send notices to companies who support your chapter as well as to companies who don't normally show support. Send personal invitations to key people at companies.

A Chapter may advertise or publicize in Trade journals (three months' notice is usually necessary):

PRESS RELEASES

Any press releases should include Chapter contact name and email, date of event and main topic of event.

Listing of press release contacts used by the National Office is below. Additions to this list should include other local organizations as well as schools in the Chapter's geographical area.

Mary Lynn Halland
IFSCC
120 Wall Street, Suite 2400
New York, NY 10005

Tom Branna
Happi/Rodman Publishing
70 Hilltop Road
Ramsey, NJ 07446

Rachel Grabenhofer
Allured Business Media
336 E. Gundersen Road, Suite A
Carol Stream, IL 60188

Suzi Richardson
Cosmetics International Magazine
3848 Main Highway
Coconut Grove
Miami, FL 33133

Doug Bacile
Spray Technology & Marketing
3621 Hill Road
Parsippany, NJ 07054

Anita Shaw
Soap Cosmetic Chemical Specialties
445 Broadhollow Road, Suite 21
Melville, NY 11747

NATIONAL REIMBURSEMENT POLICIES

The Board of Directors wants to ensure that the Chapters are aware of the reimbursement policies of National and the procedure for these policies.

I. Rebate to Chapters

After Board approval of the Chapter's year-end financial statement ½ of the rebate is sent to the Chapters. After submission and approval of the mid-year report, the remainder of the rebate will be sent. This rebate is based on the number of General Members and National Affiliates in the Chapter as of December 31st. The minimum rebate for the year is \$2,400.00.

II. Reimbursement for Officer Travel

Chapters are responsible for budgeting for attendance of Area Councilors at meetings of Area Councils when company support is limited or unavailable. The Society will consider the reimbursement of travel expenses for one Area Councilor, if, for lack of travel funds, the Chapter would not have representation at the Area Council meeting. In order for the Society to consider this expense, the Chapter's budget and current financial statements must be reviewed to determine the need for this expense reimbursement. Expenses will be reimbursed only after the Senior Director has verified attendance through the minutes of the Area Council meetings.

III. Chapter Educational Seminar Reimbursement for Needy Chapters

At the sole discretion of the Executive Committee, after a detailed review of the Chapter Year End Financial Reports for the past two years, a decision will be made whether a Chapter (guideline – year end assets \$5,000 or less) qualifies to be considered “Needy”. Those chapters who qualify will be notified by March 31st each year, providing the Chapter’s Financial Reports have been submitted. The Committee may allow reimbursement of up to \$1,000.00 per year to educate and inform Chapter Members through Education Seminars which are scheduled at times other than regular Chapter Meetings. The reimbursement policy is designed to assist those chapters, who, for lack of funds, would not be able to schedule an educational program. A Chapter in need of support in order to offer such a program must apply, in writing, at least 3 months prior to the event, with estimated budget. Upon preliminary approval by the Executive Committee, the Chapter may proceed with its plans and submit an expense report following the event. This expense report **MUST** include total itemized income and total itemized expenses. Original receipts for miscellaneous meeting expenses (AV, meeting room rental, mailings, etc.) and/or speaker travel (coach airfare, mileage, lodging, etc.) must accompany the expense report for reimbursement of final amount requested. Chapters which make a profit on their educational seminar shall withdraw their request for reimbursement. Requests for reimbursement of educational expenses exceeding \$1,000.00 requires approval of the entire Board of Directors.

IV. Speaker Fund for Needy Chapters

The Society has a Speakers' fund available for "Needy" chapters. "Needy" Chapters are those selected at the sole discretion of the Executive Committee each year. (See Chapter Educational Seminar Reimbursement on page F-1 for a more detailed definition.) This money is available for speaker expenses at a Chapter's monthly meeting and noting a cap of \$1,000.00 per year per "needy" Chapter. Chapters should make the request in writing prior to the event. The Chapter will be reimbursed after the event upon receipt of speaker expenses. The expenses must include original receipts submitted by the speaker. The Chapter may request this reimbursement more than once a year as long as the year-end total does not exceed \$1,000.00.

V. Society of Cosmetic Chemists Chapter Speaker Award

The SCC Chapter Speaker Award is given for the best scientific paper presented before each Chapter during a given calendar year. Recommendations for these awards originate with the Chapters and are submitted to the National office for distribution to the Board of Directors. Submissions are to be sent by December 1 (though for Chapters having December events this can be extended until after the event). Upon approval by the Award Committee and the Board of Directors, the Society will send a check to the Chapter for \$250.00 (submission of a manuscript) or \$150.00 (submission of an abstract). The chapter will also receive a certificate from National for presentation.

VI. Free Chapter Education Course

Each year 5 chapters are selected by the Education Advisory Committee to conduct a free CEP course for their Chapter Members. Every Chapter will have the opportunity to host a free course. National pays the instructor honorarium and travel expenses. The chapter receives \$3,000 to spend however they wish and handle everything regarding the course location, etc.

CHAPTERS PAYING REGISTRATION FEES FOR CHAPTER OFFICERS

As the Individual Area Council and COCA meetings are held in conjunction with the Society's Annual Scientific Meeting each year, the Chairs and Chairs-elect are asked to attend these meetings on the Wednesday prior to the conference. In many instances, the officers wish to attend the Annual Meeting but they do not have company support. Over the years, some chapters have begun to pay the registration for their officers. The Society's Board has approved the following guidelines for reimbursement of registration fees paid by a chapter:

Chapters may pay the registration fee for one or more of the chapter officers if the chapter has sufficient funds to do so. If a chapter does not have sufficient funds they should not pay any registration fees. It is important to remember that the funds being used are technically the Chapter Member's money. Hence, it should be spent in the best interest of the chapter.

Upon return from the Annual Meeting, the officer(s) whose registration was paid by the chapter should be responsible to the chapter membership for reporting their experiences. This can be done via a presentation at a chapter meeting or an article in the Chapter Newsletter.

Identifying Chapter Events Properly

When conducting chapter events it is important that the Chapter identify the event as a Chapter event. Many times the event conducted by the Chapter simply states that it is an SCC event. This causes the reader to presume that it is a National Event. Events sponsored locally should always be advertised and promoted in a clear and consistent manner as Chapter functions.

Several such Chapter functions have been promoted as supported or sponsored by the Society of Cosmetic Chemists. Unless the National Society has endorsed or approved these events, they must not be promoted in this manner. Chapter events must always be clearly described as “by the _____ Chapter of the Society of Cosmetic Chemists” or some such equivalent phrase. Reference must always be made as to the local nature of the event.

In the same fashion, when Chapters are asking for payment, checks should be made payable to “_____ Chapter of the Society of Cosmetic Chemists” or “SCC, _____ Chapter”.

It is asked that each Chapter be made aware of this as you prepare your future seminars, educational courses, suppliers’ day, etc. with this in mind.

SCC policy states only Chapter Officers (Chair, Chair-Elect, Secretary and Treasurer) have the authority to sign contracts on behalf of the chapter. If a contract (whether it be for a scientific meeting at a hotel, a band for an anniversary party, etc.) is signed by an officer of the Chapter in his/her capacity as an officer then the event is sponsored by the Chapter. The Chapter would be responsible if for some reason they default on their contract, incur attrition fees or cancellation/damage penalties. This being the case, all monies including registration fees for such an event should be made payable to the Chapter and this becomes part of the Chapter’s income. The same is true with the expenses. A budget should be set for the event.

When a group of individuals in a chapter want to get together on their own and go on a ski trip, fishing trip or golf outing and an individual signs a contract for that particular group, that individual (and group) would be responsible if they default. In this case, the Chapter is not the sponsor of the event. The event should not be advertised as an SCC event (i.e. XYZ Chapter Ski Trip) in the Chapter newsletter and checks should NOT be made out to the Chapter. Checks should be made to the individual or to the vendor where the event is to take place.

SOLICITATION

The following policy relates to the solicitation of funds.

- A. The Chapter Chair should stay in close contact with the Area Directors and the National office to address any problem relating to ancillary support funds and/or vendors.
- B. A Chapter may solicit specific monetary funds from suppliers who have sales representation within the geographical area of a Chapter. Chapters offering services such as advertising in Newsletters, which must be available on an equal basis to all suppliers, are allowed to charge a fair price for the service. All companies, however, within the Chapter's geographical area must be given an equal opportunity to participate.
- C. All communications relative to solicitations should be made on Chapter letterhead, not on private company stationery or National letterhead.
- D. All suppliers or vendors within a Chapter's geographical area, should be allowed an equal opportunity to respond to any proposed activity or special event or special need of the Chapter.
- E. All solicited funds must be spent in total on the specific event for which they were solicited.
- F. An appropriate acknowledgement should be given to each supplier for their donations i.e., money, equipment, or finished goods regardless of value for any event.

NO MEMBER SHALL KNOWINGLY OR WILLFULLY ALLOW THE USE OF THE NAME OF THE CHAPTER OR SOCIETY TO FURTHER THE ADVERTISING OR COMMERCIAL AMBITIONS OF A MEMBER, NON-MEMBER OR COMPANY.

CHAPTERS ARE NOT ALLOWED TO SOLICIT MONIES FOR OTHER CHARITABLE ORGANIZATIONS OR CAUSES. THE CHAPTER MAY ENCOURAGE INDIVIDUALS TO CONTRIBUTE TO CHARITABLE CAUSES ON THEIR OWN BUT CONTRIBUTIONS CANNOT COME THROUGH OR BE MADE BY THE CHAPTER.

SCC MAILING LISTS

The Society's membership list/labels are not for sale or rent.

All requests for lists and/or membership labels made by Chapters will be reviewed and approved by the Executive Director.

No lists/labels will be made available to “for profit” companies or organizations.

All requests from non-profit organizations will be reviewed on an individual basis for approval or disapproval by the Executive Director.

All Chapters maintaining their own mailing lists/labels should ensure that they only use their membership labels for Chapter Newsletters and other Chapter activities. Chapters should not distribute their membership lists or labels to anyone else whether a member or not. Those individuals requesting labels directly from a Chapter should be directed to contact the SCC Office.

Chapters should not send Blast emails to members for companies and/or events sponsored by anyone other than the Society.

SCHOLARSHIP PROGRAMS

The Society of Cosmetic Chemists is a professional Scientific Organization whose mission is to: encourage the advancement of scientific and technical understanding within the Cosmetic and Toiletries Industry and the improvement of the qualifications and usefulness of Cosmetic Scientists through high standards of professional ethics, education and attainments; foster the application of all scientific disciplines within the industry; and increase by its meetings, reports, publications and professional contacts the recognition of the cosmetic scientist; and maintain the confidence of the general public in the industry.

One way of meeting these goals is by the granting of scholarships both on a National and Chapter level. As bound by 501 (c)(3) regulations, it is our policy not to provide an unfair competitive advantage to members, therefore all scholarships are available to members and non-members alike. It is also the Society's policy, as stated in our bylaws, that the name of the Society shall not be used in any way by any member to further or foster any individual or company advertising, political pursuits, financial gains or activities which could be construed detrimental to the Society or industry.

The criteria for these scholarships (in accordance with the Society's mission) should be clearly stated in writing and approved by the Society's Board of Directors in conjunction with the Education Committee.

After the criteria are approved, the Chapter will select a Scholarship committee which will promote the availability of said scholarship in the Chapter and/or the Chapter website (trade magazine, press release etc.). The promotion should include: criteria (following the mission of the Society), deadlines and submission contact and address. After the receipt of applications by the due date, the committee will review and select the recipient/s and submit the awardee's application to the Chapter Board of Directors for final approval. This process will be done on a non-partial basis showing no discrimination of any kind.

The awardee will be sent a congratulatory letter with the date of re-evaluation if applicable and required criteria. All other applicants will also receive a letter thanking them for their participation and encouraging them to pursue their ambitions. The winning recipient should be announced in the newsletter and/or website after all notifications have been sent.

CHARITABLE DONATIONS

The Mission of the Society is to encourage the advancement of scientific and technical understanding within the Cosmetic and Toiletries Industry and the improvement of the qualifications and usefulness of Cosmetic Scientists through high standards of professional ethics, education and attainments; foster the application of all scientific disciplines within the industry; and increase, by its meetings, reports, publications and professional contacts, the recognition of the cosmetic scientist and maintain the confidence of the general public in the industry.

Every Chapter officer has a fiduciary responsibility for members' money. Monies used for purposes, other than those stated in our mission are prohibited by Society policy. Hence, Chapters should NOT be making charitable donations to any organizations or causes, if they do not relate to our mission of advancement of science.

There are several ways that Chapters can meet their fiduciary responsibility and comply with the mission and policy of the Society. Some suggestions could be, but not limited to:

- * Hosting a career day at a local high school,
- * Donate equipment to a school science lab or chemistry department,
- * Donate funds to a specific college or university offering a Cosmetic Science Program
- * Donate to a science program ear-marked to assist students within a program,
- * Financially support students to participate in SCC Annual Meetings, SCC Seminars, Chapter Scientific events, SCC poster sessions, etc.

In Summary:

Chapters are NOT permitted to make charitable donations with Chapter funds to any organization or cause that does not comply with the Society's mission and policy.

Chapters should not solicit monies for other charitable organizations or causes. Chapters may encourage individuals to contribute to charitable causes on their own but contributions cannot come through or be made by the Chapter.

CAMPAIGN GUIDELINES

The Society of Cosmetic Chemists is comprised of many Chapters. Not all have the same number of members and financial status. Each Chapter strives for the common goal of providing benefits to its membership in the form of educational programs, social activities and the opportunity for professional advancement under the leadership of its peers. Each elected officer is a volunteer who promises to uphold the interests of all members regardless of their position or status in the organization. In an effort to minimize the impact of population differences and level the playing field for all candidates running for office, the following guidelines have been set.

1. All candidates vying for a National or Chapter officer position will be given the opportunity to publish their goals and objectives in the election information piece that accompanies the election ballots mailed to each eligible voting member of the Society. Such statements will be kept to a maximum of 500 words.
2. Individual Chapters may post candidate statements on Chapter websites providing "equal time" is given to each candidate vying for the position for which the statement is written. No other written or electronically generated statements will be allowed.
3. All candidates are encouraged to attend monthly meetings and society related events to express their candidacy for office and state their goals in a positive manner without detriment to the society, its members and/or opponent.
4. The Society will support a "no tolerance" policy towards all disparaging, slanderous and libelous comments made against an opponent during a campaign and emphasizes that all opponents adhere to the above guidelines and maintain the highest level of professionalism and courtesy during the election campaign process. Failure to do so will result in a candidate being removed from the election.

GUIDELINES FOR CHAPTER WEBSITES AND CHAPTER PAGE ON NATIONAL WEBSITE

1. Always identify **Chapter Name**, and affiliation with the Society of Cosmetic Chemists.

Yes: The New York Chapter of the Society of Cosmetic Chemists

No: The New York Society of Cosmetic Chemists

2. A brief description of the SCC is helpful for those who see your Chapter's Home Page and are not familiar with the Society (stating that your Chapter is one of 19 Chapters of the Society, which is a non-profit association dedicated to the advancement of cosmetic science).
3. List your Officers and Contact people
4. Calendar of Events
5. Next Chapter meeting information
6. Hyperlink to The SCC National Website as well as to other Chapters, etc.

Note: Remember that your website is viewed by the general public. Make it as professional as possible. Don't print information that may be considered privileged among Board and committee members. Also, remember there should be no bulletin boards or chalk boards. Resumes should not be posted on website.

CHAPTER PAGE ON NATIONAL WEBSITE

The National Website, www.sconline.org maintains a section for Chapters. Each Chapter with their own website has a brief Chapter History and a link to their chapter website provided. Chapters that do not have their own website have a page that contains information regarding the Chapter's history, contacts, event schedule and current news. These chapters have a Chapter Website Liaison who is responsible for maintaining their chapter's page on the website. National provides the user name and password to the liaison. The liaison is able to update the aforementioned categories to ensure that information listed is current and accurate. Updates are made in "Real Time".

OFFICER INSTALLATIONS

A National Officer or Director is coming to your Chapter to install your Chapter Officers. It would be greatly appreciated if you would contact the Installing Officer as to the exact time and location of the meeting. It would also be nice if you could make arrangements to and from the airport, and to and from the hotel to the meeting site. The Officer may say they will make their own arrangements, but it's nice for them to see a friendly face when they arrive. As an additional courtesy, the installing officer should receive a complimentary meeting registration.

The National Office will send a letter to the Chapter Chair informing him/her who their installing officer will be with a reminder to get in touch with him/her.

It would also be helpful if you have the names of the new officers and their office written on paper for the installing officer.

The installing officer will read the President's Report. If you are not having another speaker, perhaps the installing officer will give a presentation on member benefits that the National Office has prepared on Power Point or on another topic of their expertise.

PLANNING GUIDELINES & SUGGESTIONS

Importance of Programming: Attendance at Chapter Meetings greatly depends on the Speaker(s) and Presentation(s).

Speaker(s) and presentation(s) should probably be geared to the interest and concerns of the industry but more importantly the interest and concerns of a Chapter's particular area.

Some Chapters might benefit from Joint Chapter Meetings and Seminars as well as jointly sponsored meetings with other associations in their area.

SUGGESTIONS

1. Establish the number of meetings (Chapter Bylaws should stipulate the number of meetings) to be held and the tentative dates.
2. List possible subjects of interest to your membership for topics; these subjects should reflect the concerns of the Chapter's particular interests or secondarily, national trends.
 - a. Ideas for subjects can come from members, other Chapter's meetings, publications, or National.
 - b. Speakers can come from the local Chapter membership, other Chapter membership, other Chapter Newsletters, or National.
 - c. In choosing a speaker, consider the budget. Does the speaker require a fee, transportation, etc.?
3. Assign a member to be responsible for each meeting planned (contacting speakers, obtaining abstracts, bios and photos).
4. Choose locations based on subject of meeting and projected attendance. Recently meetings have been held at a company facility to increase attendance from that particular company and members who might be curious about the facility.
5. Plan at least two educational sessions. These can be a speaker before and after dinner or a more involved seminar. Consider joint meetings with another association.
6. Publicity chairperson can now contact magazines to advertise meetings.
7. Treasurer can budget next years' expenses.
8. House & Hospitality can contact proposed locations.
9. Check the list of Chapter Best Speaker Awards in the Chapter Policy Manual.
10. Check with National for CEP instructors and topics.
11. Literature search on topics.

SOCIETY OF COSMETIC CHEMISTS CHAPTER SPEAKER AWARD

The Society of Cosmetic Chemists Chapter Speaker Award is given for the best scientific paper related to our Industry presented before each Chapter during a given year. Recommendations for these awards originate with the Chapters and are submitted to the National Office who will forward the information to the Board of Directors for final approval. The Award is granted during the year of the presentation of the paper. Each Chapter shall make no more than one award in each year. The following standards and stipulations are established for papers selected for Chapter Awards:

- A.** The selection of papers for Chapter Speaker Awards shall be made by each Chapter in a manner convenient and appropriate to that Chapter within the following guidelines:
 - 1. Only those papers that were presented before the Chapter in the calendar year will be considered. Papers presented at the November/December Meeting will be considered for the following year.*
 - 2. The paper shall contribute to the needs of that Chapter and that the subject matter shall be scientific, current, well-presented and receive a favorable audience response.
 - 3. Publication in the *Journal of Cosmetic Science* should be encouraged, but is not required.
 - 4. The paper shall not have been published in the trade literature prior to its presentation nor have been presented at a National Seminar or Annual Meeting.
 - 5. The selection of the Chapter Speaker Award Committee shall be forwarded, in writing, with the physical manuscript or abstract to the SCC office no later than November 1st so that the recommendation may be presented to the Board for approval at the December meeting.

- B.** In the event that two or more Chapters select the same paper for their Chapter Speaker Award, only one Chapter shall be permitted to grant the award. The Chapter making the award shall be determined either by agreement between the Chapters or, if no agreement is reached, the Chapter at which the paper was first presented shall make the award.

- C.** In the event that the Board determines that a Chapter Speaker Award selection does not meet the established standards and stipulations, the Chapter shall be notified, permitting it to submit an alternate selection. No more than one alternative selection shall be made. If there are no eligible candidates in a year, no award need be granted.

- D.** The selection for this award shall be kept confidential until it is approved by the Board of Directors, in the manner specified above.

- E.** After the Board has approved the award, the SCC National Office will send \$250 (for manuscript) or \$150 (for abstract) and the necessary scroll(s) to the Chapter for presentation. The chapter shall present the certificate and check to the individual at a chapter meeting, if possible.

SCC CHAPTER MERIT AWARD

The SCC Chapter Merit Award was begun in 1995 to recognize one member of a Chapter for distinguished contributions, achievements and service to the Chapter over a period of time. This award should be presented only once to an individual and does not have to be presented each year.

Most Chapters appoint an Award Chair who may or may not appoint a committee to assist him/her in making a recommendation for this award to the Chapter Board. Members of this committee can be past recipients of the award.

PROCEDURE

The Chapter can establish the procedure and criteria for this award. In some cases, a record of service to the Chapter can be submitted, listing the Committees on which this individual served. In other cases, a Chapter may recognize the services of an individual who has handled a committee or event over a number of years.

The nomination form should be submitted to National by November 1st listing the individuals contributions to the Chapter as well as the number of years the individual has been involved within the chapter. A detailed narrative explaining the rationale for the nomination must be included. Chapters should not nominate individuals who have recently become involved in the chapter unless there is an extraordinary circumstance.

The recommendation of the Chapter is submitted to the Society's Board of Directors for their approval at their December meeting.

After approval by the Board of Directors, the appropriate scroll will be prepared by National and sent to the Award Chair or Chapter contact person.

Presentation of the award is to be made at a Chapter Meeting so designated by the Chapter after informing the awardee. The awardee need not be notified if this award is to be a surprise.

CHAPTER MERIT AWARDS

1995-2016

<u>CHAPTER</u>	<u>RECIPIENT(S)</u>
California	Robert Sauté, Guy Langer, Don Katz, Brad Rope, Deborah Pierce, Guy Langer, John Garruto, Bret Katz, Valerie Perez, Rebecca James Gadberry, Janet Blaschke, Donald Orth, Karen Garruto, Lee Paler, Angie Inouye, Tina Marie Lesko, Liz Streland, Rania Inraham, Chris Lesko, Valerie George
Carolina	Cathy Clark, Mark Ragan, Ellen Werner, Michael Crum, Mike Licciardello, Quinn Ryder, Michelle Linscott
Connecticut	Martina Fernandez, Lisa Argus, Marina Azizova, Don Feliciano, Jody Uranga, Richard Harper, Peter Perugini, Tiffany Parker, Courtney Clay, Phil Miner, Cynthia Valovich, John Mahon, Scott Callahan, Steve Puleo, Michelle Margherita
Florida	Ed Leonard, Chris Vaughan, Alison Nally
IW	Tracy Cornuelle
Lake Erie	Wil Hemker, Ron Williams, Todd Kroehle, Julie Schmucker-Castner, Kelly Dobos, Tama Drenski
Long Island	Nick Morante, Craig Tadlock, Deborah Jennings, Guy Padulo, Janice Hart, Chris Polla, Susan Daly, Jim Tobin, Akshay Talati, Tom Vishroski, Sarah Jindal, Julie Hidalgo
Michigan	Marc Cornell
Mid-Atlantic	Doug Thornley, Pat Aikens, Gary Agisim, Melody Boulden, Vicki Bannon, Julia Li, Kevin Kintner, Sara Magee, Angela Eppler, Stanley Milstein, Dr. Frank Pagano, Shontell Wright
Mid-West	Allan Jacobsen, Dennis Ciechna, Bob Buzzelli, Matt Zoeller, Frank Jarzembowski, Elizabeth Kim, Stanley Allured, Yolanda Alfaro, Darrell Zehner, Gary Neudahl, Barbara Morley, Perry Romanowski, Dr. Eugene Frank, Cinda Carlson, Giorgio Dell Acqua, George Concar, Christine Daraska
New England	Lorraine Blanchard, Beth McGowan, John Shipps, Hridaya Bhargava, Robert Mendes, Joseph Mayo, Carla Emmons, Karl Popp, Joy Welsh, James Barbato, Craig Ford, Gail Bucher, Miklos Breuer, Lauren Trahan, Dr. Ryan Littich, Kathy Felson, Alfred Anderson-Villaluz
New York	Steve Herman, Alice Benson, Bill Barlics, Scott Cardinale, Colleen Rocafort, Amy Marshall, Allison Griffin, Steve Neidenberg, Heidi Lebel, Suellen Bennett, Bill Woods, Roger McMullen, Brian Hom, Dr. Nava Dayan, Steve Weinberg, Mohamed Abdulla
Ohio Valley	Pat Patterson, Frank Weibel, Andrea Allardice, Joe Jendzio, Eric Abrutyn, Andrew DiMuzio, Julie Moser, Brandon Lane, Ken Kyte, Dr. Robert Lochhead, Ken Kyte, Cassandra Boller
Ontario	Kathie Taylor, Sharon Robertson, Cheryl Kunka, Gary Baker, Dennis Zuccolin, Rob Quinlan, Andy Halasz, Marilyn Patterson, Mark Chandler, Andrea Hopp
Quebec	Maria Elkurdi, Ricardo Diez, Delphine Desperier
Southeast	Sol Kaplan, Paul Allen, Inna Karpov, John Wagner
Southwest	Rhonda Bayoud-Snyder, Louis Fisher, Anthony Norris, Chris Van Wagoner, Mark Robinson, Tatiana Kelly, Tony Mentlik, Amit Patel, Alison Nally, Robert Vetkoetter, Julia Collier, Michelle Hines, Perry Romanowski, Lisa Jones, Daniel Ramirez
St. Louis	William Hofmann, J. Kevin Walsh (posthumous), Beverly Pleasant, Norman Van Rees, Tiffany Collis
Twin Cities	James Grosse, Melissa Christenson, Amy Wyatt, Phil Leith, Steve Beauchaine, Debbie Carroccio, Andrea Nash, Kristen Haakenson, Dawn Thiel, Brandie Johnson, Eileen Moyer

MOTIVATION FOR CHAPTERS

"In order to motivate an individual one must know what he wants."

So let's work on finding out what our Chapter members want. Do a questionnaire to the Chapters' members in a Newsletter on "what you need and want."

Lack of time is sometimes an important deterrent for volunteers. It is possible that tasks could be broken up into small projects that don't require a large time commitment. Example - a program chairman organizes the speaker, hotel, mailing, AV, photos, dinner, registration, etc. Why not ask for a volunteer to do photos for one meeting - a volunteer for AV for one meeting, etc. After handling this the first time, perhaps he will volunteer to do it again or maybe volunteer to do something else. It is important to involve as many people as possible so that more people can then share in the satisfaction of a well-run meeting and Chapter.

As time is a factor, try to end your meetings as early as possible so members still have part of the evening left when they get home.

Acknowledge and thank all volunteers in a private (letter) and public (at local meeting) way.

A key to motivation is to start with brand new members. Introduce them at Chapter meetings and try to involve them right away in volunteering to help in some small way with next month's meetings.

Find out a little about your membership - where does an individual's expertise lie - is he an expert on Hair? Perhaps he could be used to introduce a speaker at the next chapter meeting, who is speaking on Hair.

Is a person a computer whiz on the side? Perhaps he could help the chapter develop a computer program to maintain membership data or Website.

We won't know who does what, until we ask.

Well-planned Chapter meetings are essential to maintain the enthusiasm, professionalism and attendance among the membership. To ensure effective Chapter meetings, several fundamental factors should be considered:

1. Hold meetings regularly so members can plan to attend and give adequate advance notice to each member
2. Inform the members of the subject matter or guest speaker at each meeting in such a way as to promote interest and attendance;
3. Prepare meeting agendas and programs with care;
4. Conduct the business portion of the meeting efficiently.
5. Design programs and activities at meetings to appeal to as many of the members as possible to encourage membership participation in Chapter functions.

The suggested order of business that the chairperson uses in conducting the business meeting is as follows:

1. Meeting called to order
2. Welcome and introduction of new members and guests
3. luncheon or dinner (if applicable)
4. Introduction of guest speaker(s)
5. Address by Speaker(s)
6. Question and Answer period
7. Approval of the minutes from the last business meeting
8. Chairperson's report
9. Treasurer's report
10. Committee reports
11. Unfinished business
12. New business
13. Announcement of time and place of next meeting
14. Adjournment
15. Refreshments (if applicable)

CHAPTER MEETINGS ARE PROFESSIONAL SCIENTIFIC GATHERINGS. THEY CAN BE FORMAL AND STRUCTURED WHILE AT THE SAME TIME BE FRIENDLY AND WELCOMING.

HINTS FOR FREQUENTLY ASKED QUESTIONS

Question #1:

What can be done to increase attendance at Chapter meetings?

Responses:

- 1) Setting up a Hospitality Committee to welcome new members (Buddy system).
- 2) Having a free reception as a "get acquainted" event prior to a Chapter meeting or special event.
- 3) Present new members with their certificates (or SCC pins) at a Chapter meeting.
- 4) Having 2 speakers at meetings (one prior to dinner and one after dinner)

Question #2:

How can we motivate individuals to run for Chapter office?

Responses:

- 1) National Officers to make personal contact with the Chapter members at the request of the Chapter.
- 2) Listen, Look & Find (identifying members who demonstrate an interest in the Chapter)
- 3) Make members feel needed. Always show appreciation.
- 4) Encourage individuals to get involved and promise your support.

Question #3:

How do we get members to run for National office?

Responses:

- 1) National Officer to make personal contact with Chapter members at the request of the Chapter.
- 2) Listen, Look & Find (identifying members who demonstrate an interest in the Society)
- 3) Explain the duties and responsibilities of the position.
- 4) Ensure your personal willingness to help wherever and whenever possible.
- 5) Don't let them think they will be entirely on their own.
- 6) Develop a strong support team.

Question #4:

How can we get company support for members to attend Chapter meetings?

Responses:

- 1) Chapters identify companies who are non-supportive toward SCC and show them there are benefits of professional and educational advancement to the employer if employees attend Chapter meetings.
- 2) Send thank you letters to companies for their continued support.
- 3) Group discounts
- 4) Awards for company support
- 5) Show management the benefit to the company by having employees attend SCC activities.
- 6) Have meetings at a company facility.
- 7) Have speakers from the non-supportive company.

Question #5:
How do we get good speakers?

Responses:

- 1) Establish a list of topics such as:
 - Regulatory
 - “Green”
 - Environmental Waste
 - Product Stability
 - Economic Issues (budget cut & recession)
 - OSHA Lab Standards
 - Product Marketing
 - Claim Substantiation
 - Product Safety
 - Product Formulation
 - Packaging
 - Sunscreens
- 2) Ask members in the Chapter if they know an expert or good speaker on one of the topics.
- 3) Exchange of Chapter Newsletters among all SCC Chapters containing information on Speakers.
- 4) Check the Chapter Best Speaker List in the Chapter Policy Manual; it lists all speakers that have been awarded for giving the best presentations at Chapter Meetings for the previous 2 years.
- 5) Exchange of Speaker Evaluation forms among Chapters.

**SCC CHAPTER PRESENTATIONS
BEST SPEAKER AWARDS
2015-2016**

What follows is a list of presentations which were selected by the respective chapter as the Best Speaker Award for the year. If you are interested in contacting the speaker, please contact the current Chapter Chair for more information.

2015

Chapter	Speaker	Presentation
California	Rania Inrahim	Today's World and its Impact on Cosmetic Claims
Carolina	Quinn Ryder	Skin Pigmentation: The Role of the Histamine Pathway
Connecticut	Scott Callahan	New Cosmetic Injection Treatments Including molecular breakdown of injections and benefits to patients
Lake Erie	Tama Drenski	What's Patentable – Isn't it Obvious?
Long Island	Sarah Jindal	The Quest for Perfection
Michigan	Marc Cornell	The Green Formulation Zone
Mid-Atlantic	Dr. Frank Pagano	Color Theory – The Good, the Bad, and the Ugly
Midwest	Giorgio Dell Acqua	Sustainable Ingredients Science: Application to cosmetic products
New England	Dr. Ryan Littich	Bio-based alternatives for volatile silicone and petrochemical emollients
New York	Dr. Nava Dayan	Safety assessment approach to comply with the animal testing ban
Ohio Valley	Dr. Robert Lochhead	Polymers in Cosmetics and Personal Care Products
Ontario	Mark Chandler	Cosmetic Formulation Continuing Education Course
Quebec	Ricardo Diez	Modern Cosmetic Emulsion: Beyond the HLB Method
Saint Louis	Tiffany Collis	Technology and Innovation in Conducting an Environmental Life Cycle Assessment on Personal Care Products
Southwest	Perry Romanowski	A Cosmetic Chemists Guide to Natural Formulating Standards
Twin Cities	Eileen Moyer	Regulatory Changes and Their Impacts on Fragrances

2016

Chapter	Speaker	Presentation
California	Dr. Stuart Kaplan	Anti-Aging Advances: The Latest in Cosmetic & Surgical Procedures Favored by Celebrities
Connecticut	Don Rick	Esters for Personal Care and Cosmetic Applications
Michigan	Mark Chandler	Formulating Skin Care for Global Appeal – Can it be Done?
Midwest	Jeanmarie Cakouros & Betty Aucar	Effect Pigments in Personal Care Applications
New England	Janice Hart	The Science of Fragrance
New York	Steve Schnittger	In the Defense of Preservation
Ontario	Saina Taidi	Biotechnology & Cosmetics
Quebec	Normand Voyer	The Chemistry of Love: A Special Scientific Lecture
Southwest	Craig Woodward	Cosmetic Chemistry and Alcohol
Twin Cities	Deborah Schneiderman	Functional Aliphatic Polyester from Renewable Resources

CHAPTER EIN'S

California:

EIN# 22-2720622

Carolina:

EIN# 57-0800062

Connecticut:

EIN# 06-1136038

Florida:

EIN# 59-2540784

Intermountain West

EIN # 37-1453757

Lake Erie:

EIN# 34-1476677

Long Island:

EIN# 11-2859555

Michigan

EIN# 61-1692742

Mid-Atlantic:

EIN# 52-1398221

Midwest:

EIN# 36-3371594

New England:

EIN# 04-2871232

New York:

EIN# 36-4777472

Ohio Valley:

EIN# 31-1167944

Southeast:

EIN# 58-1628867

Southwest:

EIN# 75-2037132

St. Louis:

EIN# 43-1372761

Twin Cities:

EIN# 22-2713742

SOCIETY OF COSMETIC CHEMISTS
NEW NATIONAL POLICIES FOR 2014

POLICY PROHIBITING LOANS

No personal loans are permitted to be made to any employee, member or director of the Society of Cosmetic Chemists under any circumstances.

RECORD RETENTION POLICY

All files of the Society of Cosmetic Chemists will be retained by category and for the period shown below. After the period for retention applicable to any particular file has expired, that file shall be destroyed; provided, however, that no file relevant to any ongoing or reasonably expected state, local or federal investigation, inquiry, audit, law suit or the like shall be destroyed until such proceeding and the time period for any appeals therefrom has expired.

<u>HR RECORDS</u>	<u>RETENTION PERIOD IN YEARS</u>
<u>Payroll:</u>	
Checks, Payroll	7
Bank Deposits	2
Payroll Register	7
Earnings Register	7
FICA, FUTA tax records	4
1099 forms	7
<u>Personnel:</u>	
Personnel records or employment records concerning applications, resumes or other replies to advertising job advertisements or notices to staff members regarding openings, job orders submitted to employment agencies, hiring, opportunity for overtime, demotion, transfer, layoff or termination, rates of pay, other terms of compensation, selection for training or promotion, including tests taken. Retention is also required of records relevant to actual charges of discrimination brought against the employer.	3
Form I-9 Employment Eligibility Verification	3
Accident reports, injury claims, settlements	6
Health & Safety Bulletins	6
Insurance records, Employees	6
Pension and Retirement Records: Employers who are required to file a description and reports, as well as employers who are exempt, must keep supporting data on file. Examples of records in this category might include a staff member master file or a retirement benefits payment report and supporting worksheets.	6 years after filing plan report
Employee benefit plans	Permanent

SOCIETY OF COSMETIC CHEMISTS

POLICY ON REPORTING POSSIBLE VIOLATIONS AND PROHIBITING RETALIATION THEREFOR

The Society of Cosmetic Chemists (the “SCC”) is committed to ensuring that it properly addresses suspected violations of law, regulation, policy or procedure (the “Law or Policy”). Similarly the SCC does not permit retaliation, retribution or harassment against any individual who, in good faith, reports a possible violation of Law or Policy.

- An individual affiliated with the SCC shall report a suspected violation of the Law or Policy to the SCC’s Executive Director, or any member of the Board of Directors.
- The SCC will attempt to treat all reports confidentially to the maximum extent consistent with fair and rigorous investigation and enforcement of the Law or Policy involved.
- The SCC will not take any adverse action against any person because he/she has reported a suspected violation or other irregularity by another person.
- The SCC will take appropriate disciplinary action, up to and including the termination of i) employment, ii) membership in the SCC, or iii) on any SCC Board or committee, against any person who engages in or condones such violation of Law or Policy.
- The SCC also will take appropriate disciplinary action, up to and including the termination of i) employment, ii) membership in the SCC, or iii) on any SCC Board or committee, against any person who engages in or condones retaliation, retribution or harassment against any individual who, in good faith, reports a possible violation of Law or Policy.
- If an individual reports a concern regarding his or her own inappropriate or inadequate actions, reporting those concerns does not exempt that person or persons from the consequences of those actions, although the SCC may consider the self-reporting when determining the appropriate disciplinary action.

SOCIETY OF COSMETIC CHEMISTS
Conflict of Interest Policy

Statement of Purpose:

The purpose of the following policy and procedures is to prevent the personal interest of members of the Board of Directors, Officers, and Employees from interfering with the performance of their duties, or from receiving undue personal, financial, professional and/or political gain at the expense of the Society of Cosmetic Chemists (the "SCC") and its members.

Resolution:

Whereas, it is an important principle of the SCC that its Directors, Officers, and Employees should avoid all potential conflicts of interest in carrying out their responsibilities to the SCC; and

Whereas, it is the responsibility of each Director, Officer, and Employee of the SCC to make full disclosure of any interest which might be adverse and result in a conflict with the SCC

Whereas, it is deemed to be timely and appropriate to set down in writing a Conflict of Interest policy for the guidance of Directors, Officers, and Employees so as to assure adherence to the policy and avoid conflicts of interest.

Now, therefore, be it resolved that members of the Board of Directors, Officers, and Employees:

1. Shall exercise the utmost good faith in all transactions touching upon their duties to the SCC and its property.
2. Shall not compete with the SCC, directly or indirectly, in the purchase or sale of property or property rights or interests.
3. Shall not use their positions, or knowledge learned therefrom, to gain personal advantage at the expense of the SCC'S interest.
4. Except as otherwise recognized and permitted in this Conflict of Interest Policy, shall act for the benefit of the SCC in any dealing which may affect the SCC.
5. Shall not accept any material favor or gifts which might influence his or her actions affecting the SCC adversely.
6. Except as otherwise recognized and permitted in this Conflict of Interest Policy, shall avoid any activity, or interest which might compete with, or be in conflict with, the interests of the SCC.
7. Except as otherwise recognized and permitted in this Conflict of Interest Policy, shall not disclose or use SCC information for personal profit or advantage, or for the personal profit or advantage of any family member, or of anyone else.
8. Shall disclose in writing to the President any activity which is subject to any doubt concerning the possible existence of a conflict of interest.

It is recognized that situations may arise in which i.) the SCC may wish to contract or enter into an arrangement for goods or services with individual Directors or Officers, or with firms or corporations

of which a Director, Officer, or Employee may be a member, trustee, officer, owner or employee; or ii) in which the normal business or business practices of a Director or Officer is in some manner adverse to the particular business interest or position of the SCC. In any such situation, such contract or arrangement shall be entered into or pursued only if the terms of the contract or arrangement have been disclosed to an approved by the Board of Directors.

Full disclosure of any situation in doubt should be made so as to permit an impartial and objective determination. Disclosures of conflicts of interest as contemplated in this policy include disclosures of conflicts or potential conflicts involving family members of Directors, Officers, and Employees and affiliated corporate entities or trusts.

A copy of this policy shall be given to all Directors, Officers and Employees upon the approval or upon commencement of such person's relationship with the SCC. This policy shall be distributed to all Directors, Officers, and Employees annually.

I have read and agree to comply with the SCC Conflict of Interest Policy.

Signature:

Date:

Type or Print Name: