



N O B C C h E [®]

Standard Operating Procedures Manual

INTRODUCTION

This Standard Operating Procedures (SOPs) Manual was created as an archive of the policies and procedures by which the National Organization of Black Chemists and Chemical Engineers (NOBCCChE, also referred to herein as Organization) is governed. This manual serves as a guide for Officers, Committee Chairs and other members serving in volunteer and leadership roles within the Organization. This document shall be a living document, which will be amended as necessary to meet the changing needs of the organization and its members over time.

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SECTION 100: EXECUTIVE BOARD

100. EB Executive Board Roles and Responsibilities

Effective Date: 2005; Approved: Executive Board

The Board of NOBCChE is comprised of at-large executive board members (8), the administrative officers of the National Organization (4) and the Regional Chairs (5) and the National Student Representative. (NOBCChE Constitution Article III, Section 1) The following list briefly outlines responsibilities and expectations of NOBCChE Board members.

- At-large Board members are elected for a three-year term based upon the fiscal year, July 1 -- June 30. (NOBCChE Constitution Article III, Section 2a)
- Administrative officers and regional chairs are elected for a two-year term based upon the fiscal year, July 1 – June 30. (NOBCChE Constitution Article III, Section 2b; Section 4)
- The elected members of the Executive Board appoint the National Student Representative. (NOBCChE Constitution Article III, Section 1)
- Board members are expected to attend Board meetings at the frequency decided upon by the Board Chair. **Note:** Conference calls and electronic means may, at times, be utilized to facilitate Board meeting requirements.
- Board members are expected to manage or oversee at least one project, committee or function in support of the organization's mission.
- Board members are expected to attend NOBCChE Annual Meeting.
- Board members are expected to be active members in their regions and local chapters (if available).
- Board members are expected to enthusiastically support the vision, mission, and objectives of NOBCChE.
- Board members are expected to conduct themselves in an above-board manner at all times, and to avoid even the appearance of impropriety as it relates to their NOBCChE duties.
- Board members are expected to act in good faith.
- Board members are encouraged to contribute to the National Endowment Fund.
- Suggested giving levels are \$100 annually for professional members or \$500, lifetime.

100.1 Chairman of the Board

The Chairman is elected from one of the eight (8) Executive Committee members (Article III, Section 6a). This person shall lead the Executive Board in corporate strategy, brand equity, planning, external contacts and other management matters for achieving the annual business plan. This person shall interact with global thought leaders to enhance the Organization's influence in scientific policy. The Chair of the Board will appoint chairs of Executive Committees, with the approval of the Executive Board.

100.2 President

The President has the overall responsibility for affecting the objectives of the Organization (NOBCCChE Constitution Article III, Section 7a). This person shall oversee the day-to-day activities of the organization (some of which are often delegated to other officers). The President is the official representative of the Organization. Specific duties include, but are not limited to:

1. Presides over the Annual meeting.
2. Determines the operational policies and directs the activities of the Organization, with the approval of the Executive Board.
3. Appoints chairs of Presidential committees, with the approval of the Executive Board.
4. Establishes good working relationships with other groups of similar interests.

100.3 Vice President

The Vice President supports the President and assumes the duties of the President if for some reason the President cannot fulfill his/her duties. (NOBCCChE Constitution Article III, Section 7b) Specific duties may include:

1. Oversee the selection process of the National Student Representative.
2. Report to the President on day-to-day operations.
3. Design and implement methods by which chapters may learn how to create and maintain programs.
4. Coordinate national programs.

100.4 Secretary

The role of the secretary is to ensure that organized records of (a) official correspondence, (b) committee reports, (c) Board and Administrative Officer meeting minutes, and other records are appropriately maintained and distributed. Specific duties may include:

1. Assist with the development and implementation of records.
2. Report to the President on day-to-day operations.
3. Oversee and provide personal communication functions such as scheduled and special reports or emails, correspondence (i.e. thank you letters).
4. Coordinate meeting travel arrangements, special projects, and/or events.

100.5 Treasurer

The role of the treasurer is to provide financial oversight for the Organization, (Article III, and Section 7 d); advise the board on issues related to budget and other financial matters. Specific duties may include:

1. Member of the Budget and Finance Committee.
2. Report to the President on day-to-day operations.
3. Make disbursements and keep written accounts of transactions as authorized by the President
4. Ensure completion of appropriate tax forms.
5. Oversee and maintain travel reimbursements and purchasing documents.
6. Submit written monthly statement summaries, financial reports and bi-annual detailed reports to the board.

100.6 National Student Representative (NSR)

The role of the NSR is to coordinate communications among the student membership to identify student needs and to ensure that all student chapter goals align with the mission of the Executive Board. Specific duties may include:

1. To represent the student chapters concerns at the National Executive Board meetings (Fall, Winter, and National Conference)
2. Establish and maintain contact with the student chapters via mail/email or telephone across the nation.
3. Inform student chapters of NOBCCChE national policies (use of national office, etc.).
4. Assist in updating the national student general body roster (executive officers of the student chapters).
5. Create opportunities to support, expand and establish student chapters.
6. Urge student chapters to file quarterly or annual expenditure reports if the chapter is receiving funding from sources other than NOBCCChE.

100.7 Regional Chairs

The role of the regional chairs is to execute the business and policies of the organization regionally. (Article III, Section 7e). Specific duties may include:

1. Act as director of regional activities, including communication among local student and professional chapters.
2. Identify the needs of the region and report to the board at the executive and annual meetings.
3. Represent the region to the public.

100.8 Vice-Chair of the Board

The Vice Chair of the Board supports the Chair and assumes the duties of the Chair if for some reason the Chair cannot fulfill his/her duties. Specific duties may include:

1. Member of the Budget and Finance Committee.
2. Other duties as assigned by the Chair.

SECTION 200: TRAVEL

200 TB: Travel Policy

Effective Date: 08/12/2005; Approved: Executive Board

This document ensures that the travel is consistent with the objectives of the NOBCCChE organization. It will define procedures for authorized travel, the submission process and the reimbursement policy. In order to maintain an accurate accounting of expenditures, any expense submitted which does not comply with the guidelines of this policy will not be reimbursed. As a non-profit organization, it is imperative that expenses are kept at a minimum.

200.1 Travel Authorization and Approval

- The Chair of the Board, President or Treasurer must authorize all travel prior to officers or staff expediting any travel arrangements
- The Secretary will submit an approved list of officers and individuals to the Travel Manager (TM)
- The Chair of the National Planning Committee will also submit a list of approved staff members and invited guests to the TM. (Prior to submission, the list must be approved by one of the above officers)

200.2 Travel Guidelines

- All airfare must be ticketed at least 30 days in advance
- The TM must receive and review tentative travel arrangements via e-mail at least two (2) days prior to the 30 day window (in order to make changes, if necessary)
- If travel arrangements are received by the TM less than 30 days in advance, travel will be approved for a maximum amount of **\$300.00**
- All airfare must be at the coach rate, and at the lowest available price consistent with the itinerary
- Special Circumstances - First Class accommodations must be approved by the Board Chair, Treasurer or President. This officer will send an email confirmation to the TM
- All travel must be coordinated with the TM and purchased via the NOBCCChE credit card. If an authorized traveler should pay directly for travel, reimbursement will only be granted under special circumstances, and with prior written approval
- NOBCCChE will only cover round-trip flights to the authorized conference or meeting(s). Any deviations must have prior authorization from the TM. Additional rates may apply to the itinerary and the TM will confirm

200.3 Procedures

Submit a copy of the on-line flight itinerary via email to the TM and cc: the NOBCCChE Secretary - as back-up. The TM or Secretary will review the request and approve, if the

itinerary is a low and reasonable fare. **Note: If the fare is not at the published lowest fare, another suggested itinerary will be substituted to the authorized traveler within 24 hours, for review**

If the selected itinerary is **not** the lowest fare and it meets with the desired schedule, the authorized traveler can select this itinerary and pay the difference. The traveler must submit an email confirming the request, and forward a check to the TM payable to NOBCCChE, within (5) calendar days of ticketing. Once ticketed, all travelers will receive a confirmation from the travel agency.

Note: The Travel Agency is available Monday through Friday (only). Requests will not be ticketed over the weekend. Travelers should remember to provide email information regarding assistants, if the confirmation to be sent to that individual.

200.4 Reimbursements

Any authorized reimbursements **must** be submitted to the Treasurer within 10 calendar days of the completion of travel, and accompanied by documentation. **Reminder:** For auditing and compliance purposes, it is imperative that all transactions be handled by the existing NOBCCChE credit card.

If the Travel Manager is not available, please contact the secretary and treasurer, as primary and secondary travel back-up, respectively.

SECTION 300: FINANCIAL

300. FNCP Annual Meeting and National Planning Committee Financial Policies

Effective Date: 06/2005; Approved: Executive Board

300.1 Financial Secretary – Roles and Responsibilities

- Maintain a record of all funds received and communicate the same with the Treasurer and Conference Chair.
- Assist the Conference Chair with adherence of approved budget.
- Manage daily cash flow during Annual Conference event.
- Serve as a liaison between the National Planning Committee and the National Treasurer.
- Report directly to the National Treasurer to assist with financial management of
- Annual Conference.

300.2 Financial Controls Policy

- All financial commitments for goods and services must have prior approval of the Conference Chair and Treasurer.
- All contracts must be signed by the Treasurer or Board Chair.
- All invoices must be addressed to NOBCCChE, Inc., Attn: Treasurer, P.O. Box 77040, Washington, D.C. 20013. (Original invoices must be submitted for payment).
- All expenditures must remain within approved budget. Written approval must be granted from the Treasurer to exceed approved budget.
- NOBCCChE will engage in direct purchasing, via NOBCCChE visa check card or check. (Reimbursements will not be granted to individual members, unless prior approval is granted in writing from the Treasurer).
- All check requests must be approved by the Conference Chair, who will then forward to the Treasurer for payment.
- All checks will be written on the last business day of the month. Emergency payments will be evaluated on a case-by-case basis.
- All invoices, receipts, and estimates must be submitted to the Treasurer within 10 days for payment.

SECTION 400: STANDING COMMITTEES

400. SC: Standing Committees Roles and Responsibilities

400.1: Executive, Presidential and Sub- Committees

1. Executive committees are broad oversight committees and include the following: Audit Committee, Elections Committee, Finance Committee.
2. Presidential committees are operational committees and include the following: Business Development, Membership & Member Services, National Planning Committee, Communications Committee (NNOL, website, printed materials), Public Relations
3. The composition and function of subcommittees are determined by the (Executive/Presidential) Committee chairs, and report to their respective chairs.

400.2: Functions of the Executive Committees

400.2.1 Audit Committee

Purpose

The role of the NOBCCChE Audit committee is to assist the Executive Board in monitoring the accounting, financial and external reporting policies and practices of the Organization. This committee shall ensure the integrity of the Organization's financial statements; provide oversight of operational policies and practices that affect internal controls; performing the Organization's internal audit function; the Organization's compliance with legal requirements and its standards of business conduct and ethics.

Committee Composition

The composition of the Committee is restricted to members of the Executive Board. The committee shall be comprised of at least 3 at-large board members. The chair of this committee shall be appointed by Chair of the Executive Board.

Roles and Responsibilities

- Review significant new, or changes to existing, accounting, financial, external reporting, and asset-safeguarding policies and procedures
- Review interim unaudited financial statements
- Review and discuss reports from the independent auditor on all critical accounting policies and practices to be used.
- Periodic review internal audit policies
- Establish procedures for the receipt, retention and treatment of complaints received by the Organization regarding accounting, internal auditing controls or audit matters, and the confidential, anonymous submission by the membership of concerns regarding questionable accounting or auditing matters
- The appointment, retention, termination, compensation, evaluation and oversight of the work of an independent auditor. The independent auditor shall report directly to the Audit Committee

Meetings

The Audit Committee shall meet quarterly to conduct the business of the committee. This committee also meets during the annual meeting.

400.2.2 Awards Committee

Purpose

The Awards Committee shall administer the awards programs of the Organization in accordance with the established guidelines.

Committee Composition

The Composition of this committee is by appointment from the Chair of the Executive Board will appoint the chair.

Roles and Responsibilities:

- Solicitation and review of all nominations and applications submitted for NOBCCChE Awards
- Evaluation of nominations and applicants and the selection of awardees for NOBCCChE scholarships, fellowships, and professional awards
- Notifies award recipients and each nominee of the his/her status;
- Submits materials to the Printed Materials Committee of the National Planning committee for printing in annual banquet program.
- Prepare award plaques and certificates for presentation at the annual banquet

Meetings

The Awards Committee shall meet as often as necessary to conduct the business of the committee. This committee also meets during the annual meeting.

400.2.3 Budget and Finance Committee

Purpose

The role of the NOBCCChE Budget and Finance committee is to implement financial policies and other Board financial actions within established budgets, and in undertaking specific action delegated to the committee by the Executive Board.

Committee Composition

The composition of the Committee is restricted to members of the Executive Board. The committee shall be comprised of at most five (5) members, including the Vice Chair and National Treasurer.

Roles and Responsibilities

- The review and preparation of the Organization's budget
- Studying and making recommendations to the Executive Board on the allocation of funds to the various areas of activity of the Organization
- Receiving and reviewing requests for funding of new and unbudgeted items and identifying sources of funds if the requests are approved
- Monitoring the rate of all expenditures in order to identify any emerging problems
- Recommending to the Executive Board an order of spending priorities, including the termination of programs based upon costs and effectiveness

Meetings

The Budget and Finance Committee shall meet quarterly and as often as necessary to conduct the business of the committee. This committee also meets during the annual meeting.

400.2.4 Constitution and Bylaws Committee

Purpose

The role of the NOBCCChE Constitution and Bylaws committee is review, interpret or initiate appropriate actions on petitions to amend the Organization's constitution.

Committee Composition

The composition of the Committee is open to any member of the Organization. Preference is for those who have a background in law, but is not mandatory. The committee shall be comprised of 5 members the chair will be appointed by the Chair of the Executive Board.

Roles and Responsibilities

- Interpreting and initiating such action as may seem appropriate to eliminate conflicts in the Constitution and/or bylaws
- Reviewing and making recommendations to the Executive Board concerning desirable changes in the Constitution to ensure that current operations are aligned

Meetings

The Constitution and Bylaws Committee shall meet as often as necessary to conduct the business of the committee. This committee also meets during the annual meeting.

400.2.5: Nominations and Elections Committee

Purpose

The role of the NOBCCChE Nomination and Elections committee is to identify and select candidates who can provide quality leadership to the Organization

Committee Composition

The composition of the Committee is restricted to members of the Executive Board. The committee shall be comprised of at least 3 members. The chair of this committee shall be appointed by Chair of the Executive Board

Roles and Responsibilities

- Receiving suggestions of persons who should be considered when selecting proposed nominees for NOBCCChE committee chairs and elected offices
- Preparing a slate of proposed nominees for elected offices, with a summary of the qualifications, to the Executive Board for approval prior to general elections
- Supervising all National Elections
- Conducting elections with the Executive Board

Meetings

The Nomination and Elections Committee shall meet as often as necessary to conduct the business of the committee. This committee also meets during the annual meeting.

400.3: Functions of the Presidential Committees

400.3.1 Membership Committee

Purpose

The role of the NOBCCChE membership committee is to develop and implement strategies to recruit new members and retain current members as it relates to increasing NOBCCChE's membership base.

Committee Composition

The composition of the Committee is intended to reflect as broadly as possible the makeup of the entire membership. The committee shall be comprised of five (5) members.

Roles and Responsibilities

- Recommending to the Executive Board means for increasing NOBCCChE's membership base including recommending changes in the membership classifications.
- Recommending to the Executive Board and other NOBCCChE committees and related

associations the means for making prospective and current members aware of the resources, services, and membership benefits of NOBCCChE.

- Recommending ways to acknowledge new members and encourage participation in NOBCCChE activities.
- Providing annual report on membership to the Executive Board
- Identify member and non-member needs and perceptions, analyzing them, and making recommendations to the Executive Board.
- Maintaining accurate membership database
- Coordinating any membership mailings between NOBCCChE and printers or mailing houses

Meetings

The Membership Committee meets at least quarterly.

400.3.2 National Planning Committee

Purpose

The role of the NOBCCChE National Planning committee is to coordinate the scheduling of the Annual Meeting of the Organization.

Committee Composition

The composition of the Committee is open to any member of the Organization. The President will appoint the chair of the National Planning committee upon confirmation by the Executive Board. This committee operates through the following subcommittees: Technical program, Printed Material, Site Selection, Workshops/Symposia, Site Logistics, Speakers, Public Relations, Awards, Science Bowl, Industrial Relations, Health Forum, and Teacher's Workshop committees.

Roles and Responsibilities

- Establish a budget for the Annual Meeting
- Establish the theme and develop the program for the Annual Meeting
- Provide at least quarterly reports on the status of conference planning to President
- Develops a communication and publicity plan for the Annual Meeting
- Secure appropriate sponsorship for Conference

Meetings

The National Planning Committee shall meet during the summer months to plan for the following fall meeting (modified 2012). The committee will also meet via teleconference and email as often as necessary to conduct the business of the committee. This committee also meets during the annual meeting.

400.3.3 Public Relations Committee

Purpose

The NOBCCChE Public Relations Committee is charged with supporting the National Board with addressing the presentation of African American Chemists and Chemical Engineers through the public media

Committee Composition

The composition of the Committee is open to any member of the Organization. Preference is for those who have a background in marketing and PR, but is not mandatory.

Roles and Responsibilities

- Increasing public understanding and recognition of the contributions of African American Chemists and Chemical Engineers, and the National Organization for the Professional Advancement of Black Chemist and Chemical Engineers (NOBCChE);
- Collaboration with the local sections and other committees, individual members of NOBCChE, and with external organizations in enhancing the public recognition and prestige of African American Chemist and Chemical Engineers and NOBCChE;
- Improving the professional and community status of African American scientists;
- Develop public relation training programs and participation of NOBCChE members in effective communications and public relations efforts;
- Provide effective assistance for media contact information i.e. brochures, media packages, web page, publications, via electronic or print;
- Inform the National Board of activities.

Meetings

It meets with its committee members via teleconference and reports to the board at its annual meeting.

400.4: Functions of the Subcommittees

Subcommittees are tasked by their respective chairs to fulfill the necessary roles of the primary committee.

400.4.1 News Magazine Committee

Purpose

The role of the NOBCChE News Magazine committee is to obtain sufficient material in order to publish three editions per year of the NOBCChE News Magazine.

Committee Composition

The composition of the Committee is intended to draw upon special expertise within its membership in order to produce a high quality product that reflects the professional nature of the organization. The committee shall be comprised of the following members:

- Editorial Committee Chair appointed by the Chairman of the NOBCChE Board shall serve as chairperson
- News Magazine Editor-in-Chief appointed by the National President
- Technical and Copy Editors recruited by the Editor-in-Chief
- Other committee members include a representative from each region and at least two student members

Roles and Responsibilities

- Publishing quarterly editions of the NOBCChE News Magazine.
- Highlighting organizational events and news – worthy items as the means for making prospective and current members and sponsors aware of the resources, talents, services, and membership benefits of NOBCChE.
- Providing a vehicle for members/chapters/regions to promote their activities.
- Providing a vehicle for companies/institutions to advertise to the organization.

Meetings

The NOBCChE News Magazine Committee meets at least once during the annual meeting and at other times as necessary by electronic means.

400.4.2 Proceedings Committee

Purpose

The role of the NOBCCChE proceedings committee is to report the events of the annual meeting by compiling the annual meeting program, oral and poster presentations given at the annual meeting and publish and distribute the final document.

Committee Composition

The composition of the Committee is made of members with professional experience in the various areas of Chemical Sciences and Chemical Engineering. The members must be able to technically review submitted papers as well as edit for formatting. The committee shall be comprised of no more than 6 members and no fewer than 4 members. The Leader or duly appointed representative shall serve as chairperson.

Roles and Responsibilities

- Publishing the events of the Annual Meeting
- Developing Proceeding specifications as guidelines for submitting written papers.
- Coordinating with the Technical Committee for distribution of the Proceedings Specifications.
- Collecting written paper from presenters at the meeting for publishing in the Proceedings.
- Proofreading and editing submitted papers according to Proceedings Specifications.
- Coordinating with the Registration Committee for mailing list for distribution of the Proceedings.
- Providing annual report on membership to the Executive Board

Meetings

The Membership Committee meets at least once during the annual meeting and once during the summer following the meeting.

400.4.3 Science Competition Subcommittee

Purpose

The role of the NOBCCChE Science Competition Committee is to plan, advertise and conduct Science Bowl and Science Fair competitions for 7th through 12th grade students during the Annual Meeting. This committee strives to organize a first-rate forum for showcasing the next generation of science and engineering talent.

Committee Composition

The composition of the Committee is intended to reflect as broadly as possible the makeup of the entire membership, including both chemists and chemical engineers, and students and professionals.

Roles and Responsibilities

- Planning logistical details for the Competition.
- Advertising the events to middle and high schools and students nationwide.
- Providing policies and guidelines for the Science Bowl and Science Fair.
- Recruiting and training judges, moderators, timers, runners and other volunteers to assist in hosting the Competition.
- Recommending the Science Competition Budget.

Meetings

The Science Competition Committee conducts communications throughout the year via email and phone, and meets during the annual meeting on site.

400.4.4 Website Committee

Purpose

To ensure that the organization's Internet presence operates in an efficient and effective manner at all times.

Committee Composition

The composition of the Committee is open to any member of the Organization. Preference is for those who have a background in web design and programming, but is not mandatory. The Chair of the Website committee will select 5 regional webmasters upon the approval of the Regional Chairs.

Roles and Responsibilities

- Promotes growth and development of the Website
- Develop a plan and budget for Website maintenance and initiatives
- Report on the status of web activities to the President
- Responsible for monitoring day-to-day operations of Website
- Works with the Vendor on ensuring Website is properly managed and maintained
- Oversight of regional and local websites

Meetings

The Website Committee shall meet as often as necessary to conduct the business of the committee. This committee also meets during the annual meeting.