



GUIDELINES FOR CHARTERING A NEW AOAC SECTION

TABLE OF CONTENTS

	<u>PAGE</u>
I. PROCEDURES FOR ORGANIZING A NEW SECTION	1
II. SECTION OFFICERS AND COMMITTEE MANAGEMENT	2
A. Officer Position Descriptions and Guidelines	
III. MODEL BYLAWS FOR AOAC INTERNATIONAL SECTIONS	7
IV. LIST OF ALL AOAC INTERNATIONAL SECTIONS	12

I. POLICY AND PROCEDURES FOR CHARTERING A NEW AOAC SECTION

The AOAC INTERNATIONAL Board of Directors will consider granting an AOAC INTERNATIONAL Section charter to an organized group, hereafter referred to as the "organization," when the following conditions have been met:

- A. There must be a minimum of **50** current AOAC members in the geographic area being considered for a new Section. Designated representatives of AOAC Sustaining Member Organizations may be included in the total number of 50 current memberships.
- B. A minimum of 20 of those 50 listed above must sign a **“Petition to Charter an AOAC Section”**, thereby pledging their support to the operation and management of the Section.
- C. An **“Application to Charter an AOAC Section”** must be submitted to AOAC Headquarters and shall include:
 - 1) the desired name of the Section;
 - 2) the geographic area to be covered;
 - 3) list of the names, mailing addresses, telephone numbers, fax numbers and e-mail addresses of the four officers designated to lead the Section initially (President, President-elect, Treasurer and Secretary); and
 - 4) a draft set of Bylaws that will govern the Section’s operations. The bylaws must be in alignment with the Bylaws of AOAC INTERNATIONAL.
- D. Once completed, the **“Petition to Charter an AOAC Section”** and **“Application to Charter”** should be sent to the AOAC Section Programs Manager at AOAC Headquarters. The AOAC Committee will review this material on Sections to determine that the petitioning group meets the minimum criteria and demonstrates that the proposed Section is in fact viable.
- E. If it agrees in the affirmative, the Committee on Sections would then forward a recommendation to the AOAC Board of Directors for action.
- F. When the Board of Directors has approved the charter of the new Section, the Manager of Section Programs will contact the members of the Executive Committee of the Section to inform them of the Board decision and then shall make arrangements for the formal presentation of a charter at the next Annual Meeting of the Association.
- G. The Section must have at least one meeting in the twelve-month period following its formal chartering, and report the results of that meeting back to AOAC Headquarters for review.

II. SECTION OFFICERS AND COMMITTEE MANAGEMENT

A. Officer Position Descriptions and Guidelines

The following lists the usual responsibilities of the officers and Members-at-Large and may be changed to fit the needs of the Section, but should be in agreement with the Section's bylaws.

PRESIDENT/CHAIR

The President is an elected official who is the chief executive officer of the Section. He/she is immediately responsible for the overall welfare of the Section and its various activities. The duties are largely managerial; he/she ascertains that programs, meetings, and other activities are properly planned, and sees to it that the officers and committees carry out their functions. Should be familiar with the Bylaws of the Section and the Bylaws of the Association and conduct office procedures within this framework.

To be eligible for the office of President, an individual **must be** a Member of the Association. Candidates should be fully cognizant of the President's responsibilities before accepting nomination to the office of President.

RESPONSIBILITIES:

- 1) The business and affairs of the Section between meetings of the Executive Committee and in accordance with its policies.
- 2) Preside at all meetings of the Section and Executive Committee.
- 3) Schedule a minimum of one Executive Committee meeting during the year.
- 4) Authorize mail balloting by the Executive Committee as needed.
- 5) With the approval of the Executive Committee, appoint all committees, designate the chairman of each and fill any vacancies occurring therein in accordance with the provision of the Bylaws. The President shall appoint the following for lengths of terms as designated by the Executive Committee: a Nominating Committee; a Finance Committee; and any other committees established by the Executive Committee.

The President may appoint such other permanent or ad hoc committees or task forces as deemed necessary. Approval of the Executive Committee is required for all appointments.

- 6) Perform such other duties as usually pertain to the office and are assigned by the Bylaws or the Executive Committee.
- 7) While in office, keep and update the Section Operation Guidelines; and when leaving office pass Guidelines on the successor.
- 8) Perform such other duties as are assigned by the Section Bylaws or Executive Committee.
- 9) Select a member of the Section who is an AOAC INTERNATIONAL member that is familiar with its workings to serve as a member of the Association's Committee on Membership and the Association's Committee on Sections.

- 10) Act as point of contact for any groups interested in starting a sub-section of Section.
- 11) Responsible for providing AOAC with required reports and requested information within established deadlines.

PRESIDENT/CHAIR-ELECT

The President/Chair-elect is an elected official whose primary responsibility is to serve as the Program Committee Chair. Should be familiar with the Bylaws of the Section and the Bylaws of the Association. The President/Chair-elect performs the duties of the President/Chair in his/her absence.

To be eligible for the office of President-elect, an individual **must be** a Member of the Association. Candidates should be fully cognizant of not only the President-elect's but also the President's responsibilities before accepting nomination for the office.

RESPONSIBILITIES:

- 1) Serve as primary program planner for the annual and other Section meetings.
- 2) Perform such other duties as delegated by the President.
- 3) Perform the duties of President in the President's absence and in so doing shall have all the powers of, and be subject to all restrictions upon the President.
- 4) Well in advance of any meeting, present arrangements for that meeting for Executive Committee approval.
- 5) Succeed immediately to the office of President in the event of the President's resignation, or death.
- 6) Succeed automatically to the office of the President at the expiration of their terms of office.
- 7) Provide information on all meeting programs to the Secretary and to those responsible for Section publicity.
- 8) If applicable, provide meeting site with a copy of the Certificate of Insurance.
- 9) Perform such other duties as assigned by the Section Bylaws or Executive Committee.
- 10) Assist the Association with programming and organization of Annual Meeting when it is held within the geographical boundaries of the Section.

SECRETARY

The Secretary is an elected officer who is responsible for keeping the records of the Section and is the official liaison between the Section and the AOAC headquarters in all administrative matters. Should be familiar with the Bylaws of the Section and the Bylaws of the Association.

To be eligible for the office of Secretary, an individual **must be** a Member of the Association. Candidates should be fully cognizant of the Secretary's duties and responsibilities before accepting nomination for the office.

RESPONSIBILITIES:

- 1) Keep a record of the proceedings of the Section.
- 2) Record the minutes of the meetings of the Executive Committee and distribute to Executive Committee members and to AOAC Headquarters.
- 3) Maintain a current and accurate membership roster and mailing list of the Section. The Section's mailing list will need to be updated and purged regularly. Before an update and purge, the Secretary should send a copy of the list to each member of the Executive Committee so they can update (add and subtract) information for their areas. Copies of the updated list must be sent to the Association to the attention of the Manager, Sections at AOAC headquarters for headquarters' records and use.
- 4) Prepare ballots for election of officers, members-at-large or for proposed amendment to the Bylaws; mail said ballots only to members of the Section.
- 5) Within 15 days of the election, vote or change, notify the AOAC INTERNATIONAL Manager, Sections of the results of the election of officers and of any questions put before the membership for vote, or of any other changes in the Executive Committee. Also, notify AOAC INTERNATIONAL of the correct address, phone number, and, when possible, fax numbers and e-mail addresses of the Executive Committee.
- 6) Whenever the Section's Bylaws are revised, send a copy of the complete revised bylaws to the Manager, Sections. Proposed changes requiring Board of Directors approval also go to the Manager, Sections who will transmit them to the Board. Note that some bylaws revisions may be made solely by vote of the Section's membership, others--spelled out in Article XII Section IV of the Section Bylaws--require Board of Directors approval, and still others are made by the Board of Directors as blanket changes affecting all Sections' Bylaws.
- 7) Display both Section (if applicable) and Association membership applications and brochures at each Section meeting. The Association tabletop booth may be used if it is available and space allows.
- 8) Serve as official liaison between the Section and the Association.
 - a) Send 3 copies of all mailings to the Manager, Sections at AOAC Headquarters for filing and archiving.
 - b) Within 30 days of annual business meeting, send the following to the Manager, Sections: Executive Committee meeting minutes, list and term of new officers and Members-at-Large; report on meeting to include number of attendees, topics covered, days held, location, etc.
 - c) Notify the AOAC INTERNATIONAL Manager, Sections of meeting dates and locations as soon as information is available so appropriate insurance coverage can be obtained and the Association can assist in promoting the meeting.
 - d) Provide Manager, Sections with current membership roster, meeting attendee list and mailing list.
- 9) Assist the Executive Committee with mailings and related items for meetings.
- 10) Pass proceedings and other Section records on to successor.
- 11) Perform such other duties as assigned by the Section Bylaws or Executive Committee.

TREASURER

The Treasurer serves as an elected official responsible for the operational and administrative control of all funds and material assets of the Section. This individual is required to be familiar with basic accounting and management control standards as well as the Section and Association Bylaws.

To be eligible for the office of Treasurer, an individual **must be** a Member of the Association. Candidates should be fully cognizant of the Treasurer's duties and responsibilities before accepting nomination for the office.

RESPONSIBILITIES:

- 1) The Treasurer shall act as the chief financial officer of the Section and do so in accordance with the AOAC financial guidelines set forth by the Association.
- 2) Obtain and maintain required banking services. Ensure that banking resolutions and signature cards are maintained and updated as required. Provide copies of all banking resolutions to the Association. Implement and maintain adequate internal controls to ensure that proper use and disposition of Section resources.
- 3) Collect all funds due the Section, including member dues, registration fees, etc., and pay all legal obligations of the Section; and maintain adequate and sufficient documentation of these transactions.
- 4) Perform all necessary record-keeping functions pursuant to the above responsibilities, including bank statement reconciliation and financial reporting for the Section.
- 5) Provide the Secretary with dues payment information that officer needs to keep membership rolls up to date.
- 6) Provide to the AOAC INTERNATIONAL Manager of Sections a copy of the Consolidated Sections Annual Financial Report in accordance with the format found in these Guidelines in Appendix C. Financial statements must include copies of the last monthly bank statement corresponding to the end of month annual report. Section is also responsible for sending annual financial report of
- 7) Submit periodic financial reports to the Executive Committee, as the members of that Committee deem necessary for their information.
- 8) Assist Section's Finance Committee as necessary.
- 9) Pass all existing records on to successor at completion of term. Treasurer's records should be maintained for a minimum of ten years.
- 10) Obtain a fidelity bond if required by the Section
- 11) Freely seek competent advice from AOAC INTERNATIONAL concerning duties and procedures.
- 12) Perform such other duties as are assigned by the Section Bylaws or Executive Committee.

MEMBERS-AT-LARGE

A Member-at-Large is an elected official who is responsible for representing the Section members on the Executive Committee of the Section. They should be familiar with the Section's Bylaws and the Association's Bylaws.

Members-at-Large **must be** members of the Association and should preferably be representative of the area the Section serves. Candidates should be fully aware of the duties of Member-at-Large before accepting nomination for office.

RESPONSIBILITIES:

- 1) The responsibility of a Member-at-Large is to attend all Executive Committee meetings of the Section and to represent the Section Membership by participating in the decision-making process of the Executive Committee.
- 2) Members-at-Large should represent the needs of area they serve.
- 3) Members-at-Large perform other duties as assigned by the Section Bylaws or Executive Committee.

III. MODEL BYLAWS FOR AOAC SECTIONS

The following model should be used when setting up Bylaws for an AOAC INTERNATIONAL Section. Their amendment requires approval of the Association's Board of Directors. Areas that need to be filled in by the proposed Section are shaded.

BYLAWS of the (insert name chosen for the section) Section of AOAC INTERNATIONAL

ARTICLE I: Conflict of Bylaws

In the event of any conflict between the Bylaws of the (name chosen for the section) Section (hereinafter referred to as the "Section") and AOAC INTERNATIONAL (hereinafter referred to as the "Association"), the latter shall prevail.

ARTICLE II: Name, Address and Geographical Area Served

The name by which this Section shall be known is the "(name chosen for the section) Section of AOAC INTERNATIONAL".

The geographic area of the Section shall include (list specific countries the section will include). The address of the Section shall be (determine an address for the section or state that it will be the address of the elected Secretary of the Section).

ARTICLE III: Purpose and Objectives

The Section shall promote and support the purpose and objectives of the Association, "promoting quality measurements and methods validation in the analytical sciences," as stated in the "AOAC INTERNATIONAL Bylaws", Article II, by:

1. Promoting interest and participation in the Association's purpose and programs;
2. Providing a regional focus and forum for the Association and its members and for addressing regional analytical needs;
3. Providing a means of increasing the knowledge and technical skills of analytical scientists especially through seminars, forums, workshops and other similar technical updates;
4. Providing means to improve communications with the Association's membership;
5. Identifying and communicating with appropriate non-member laboratories, organizations, educational institutions, firms and individuals in the region in order to encourage their participation in Section and Association programs; and
6. Developing cooperative relationships with educational institutions, government, industry and other organizations with an interest in method development and validation.

ARTICLE IV: Membership

Section I. Members. Members of the Association shall be eligible for membership in the Section. However, only current Association members are eligible for election to the Section's Executive Committee. The Section Secretary shall maintain a membership list. Members shall be those individuals who meet the requirements for membership established by the Executive Committee.

Section II. Privileges of Membership. All members of the Section shall be privileged to participate in the affairs and activities of the Section and to vote on Section matters.

Section III. Dues. The Executive Committee, if any, shall establish dues, annually.

ARTICLE V: Officers

Section I. The officers shall be President, President-Elect, Secretary, and Treasurer, or Secretary/Treasurer. The officers shall have the responsibility to administer and execute the activities of the Section within the framework of the policies established by the Executive Committee.

Section II. Eligibility. The President, President-elect, Secretary, and Treasurer shall be members of the Association and the Section.

Section III. Terms of Office. The terms of Section officers shall be for (choose number of years the people will serve in the elected position). No individual can hold more than one elected position within the Section at any time. The term of office will begin with the adjournment of the Section meeting at which they are elected.

Section IV. Duties of Officers.

1. The President shall be the principal executive officer of the Section and shall:

- a. Be responsible for all the business and affairs of the Section between meetings of the Executive Committee and in accordance with its policies;
- b. Shall call regular and special meetings or authorize mail ballots by the Executive Committee as needed;
- c. Preside at all meetings of the Executive Committee and at the annual Section Meeting;
- d. With the approval of the Executive Committee, appoint all committees and designate the Chair of each, and fill any vacancies occurring therein in accordance with the provisions of these Bylaws; and
- e. Perform such other duties as are usually pertinent to the office of President and are assigned by these Bylaws and by the Executive Committee.

2. The President-Elect shall:

- a. Serve as a primary program planner for the annual Section meeting;
- b. Perform the duties of the President in the event the President is absent or cannot serve;
- c. Perform such other duties as the President may delegate;
- d. Succeed immediately to the office of President in the event of the President is no longer able to serve; and
- e. Succeed automatically to the office of President at the expiration of his term of office.

3. The Secretary shall:

- a. Keep a record of the proceedings of all Section meetings;
- b. Record and distribute minutes of all meetings of Executive Committee to Committee members;
- c. Assist the Executive Committee with mailings and related items for the annual Section meeting;
- d. Maintain an accurate membership roster of the Section;
- e. Assist the Executive Committee with the conduct of Section elections, including preparation and distribution of ballots for election of officers and the Executive Committee;
- f. Keep the Manager, Section Programs of the Association informed of updates to Section membership rosters and changes in Section Bylaws;
- g. Serve as official liaison between the Section and the Association; and
- h. Prepare an annual report of the actions and activities of the Section for the Association.

4. The Treasurer shall:

- a. Have charge of the Section's finances according to the financial guidelines set forth by the Association;
- b. Be responsible for the collection of dues, registration fees, and other monies due the Section, and for all disbursements approved by the Executive Committee, and keep an accurate record thereof;
- c. Submit an annual report to the Executive Committee of the Section and to the Association detailing all financial transactions and the financial condition of the Section and Subsections of the Section, if applicable; and
- d. Submit periodic financial reports to the Executive Committee as the members of that Committee deem necessary for their information.

ARTICLE VI: Executive Committee

Section I. Composition. There shall be an Executive Committee comprised of the officers of the Section, the immediate Past President, and (choose number of people that will be members, at large, most sections choose one person for each area) members, at large, who meet the requirements for voting and membership as stated in Section III below. The members-at-large shall, preferably, be representative of the area the Section serves. The Executive Committee may designate members of committees of the Section to be ex-officio members of the Executive Committee. The President shall preside over all Executive Committee meetings.

Section II. Terms of office. Terms of office of the Executive Committee shall be for (choose number of years they will serve in the elected positions).

Section III. Eligibility. All members of the Executive Committee must fulfill the requirements for membership in the Section and in the Association.

Section IV. Duties.

The Executive Committee shall be a standing Committee of the Section and have the responsibility for planning the annual Section meeting, and establishing policies and such other activities necessary to meet the objectives of the Association and the Section as set forth in their respective Bylaws.

1. The Executive Committee shall fill any vacancy occurring among its officers or membership. If the office of President becomes vacant, the President-Elect shall serve for the remainder of the term. Such service shall not affect such person's eligibility to become President of the Section upon adjournment of the next annual Section meeting. In the event that the office of President becomes vacant when the office of President-Elect is also vacant, the Executive Committee shall take action to fill both vacancies.

2. The Executive Committee shall have the power to form, expand, or terminate committees or task forces to carry out the purpose and objectives of the Section, except where such changes are in conflict with these bylaws.

Section V. Meetings

1. The Executive Committee shall hold at least one meeting a year for the purpose of planning the annual meeting of the Section. Additional meetings may be called as needed by the President or by mutual consent of three members of the Committee with proper advanced notice.
2. A majority of the members of the Executive Committee shall constitute a quorum.
3. If a seated member of the Executive Committee cannot attend a regularly scheduled meeting, he/she may deliver absentee votes, in writing, to another seated member.

ARTICLE VII: Nominations and elections

Section I. Nominations. The Past President, President-elect, and two additional members appointed by the Executive Committee shall serve as a Nominating Committee to select candidates for President-Elect, Secretary, Treasurer or Secretary/Treasurer and Executive Committee members at large.

Section II. Elections. The ballots for voting shall be presented to the members, either at the annual Section meeting by mail or email, at the discretion of the Executive Committee. Candidates receiving a majority of the votes, either: (a) of the members present and voting at the annual meeting; or (b) received in accordance with the provisions of Section XIII, Voting by Mail Ballot, shall be elected to office.

ARTICLE VIII: Meetings

Section I. Section meetings. The Executive Committee shall schedule and carry out an annual meeting of the Section and such other meetings as desired. There shall be at least one meeting of the Section annually. The Executive Committee shall determine, in advance, the time and the place for each meeting. It may call special meetings as needed upon notice to the members at least 30 days prior to the scheduled meeting date.

Section II. Scheduling of meetings. Section meetings should not be scheduled within one month before or after the annual meeting of the Association.

Section III. Quorum. A quorum of the Section shall be the larger of 10 or 10% of the Section members attending the regularly scheduled meeting of the Section.

ARTICLE IX: Fiscal Year

The fiscal year of the Section will be established by the Executive Committee as required to meet its operational requirements. This fiscal year must consist of twelve consecutive months and correspond to the operational cycle of the Section as a whole.

ARTICLE X: Dissolution

Section I. Mandatory Conveyance. In the event of voluntary dissolution of this Section or revocation of its Charter by the Association, and after the discharge of all debts and obligations, any remaining funds and property of the Section shall be conveyed to AOAC INTERNATIONAL. Said conveyance shall be made

within sixty (60) days after the Section's debts and obligations have been discharged. The Association Sections Manager shall be notified, in writing, of said action immediately upon its completion.

ARTICLE XI: Amendments to the Bylaws

Section I. Proposals. Amendments to these Bylaws may be proposed by action of the Executive Committee or by petition to the Secretary over the signatures of five (5) Section members.

Section II. Notification. The Secretary shall provide copies of all proposed amendments as well as any explanations, pro or con, that the Executive Committee deems appropriate, to the members attending the annual meeting of the Section. Proposed amendments to be presented at an annual meeting should be received by the Executive Committee for consideration thirty (30) days prior to the scheduled meeting date. Alternately, the Executive Committee may elect to mail copies and explanations of all amendments with ballots for voting to all members of the Section.

Section III. Approvals. A two-thirds vote of the Section members voting on a proposed amendment to these Bylaws shall be necessary for approval.

Section IV. Board Approvals. In addition to the two-thirds vote of the Section members, amendments to the Articles shall also require approval of the Association's Board of Directors.

ARTICLE XII: Voting by Mail Ballot or Email

By direction of the Executive Committee, unless otherwise required by these Bylaws, voting on any matter, including election of officers and amendment of the bylaws may be conducted by mail or email, provided in each case, votes of at least 10 members or 10% of the membership, whichever is larger, shall be received by the closing date for receipt of the ballots by the Section. Any and all actions taken in pursuance of a mail vote shall be binding upon the Section in the same manner as would action taken at a duly called meeting.

ARTICLE XIII: Actions of Sections

No act of the Section or its members shall be considered an act of the Association unless expressly authorized, ratified, or affirmed by the Board of Directors of the Association.

Amended and approved June 1994; Revised December 2002; Revised April 2017; Revised September 2019.

IV. LIST OF AOAC INTERNATIONAL SECTIONS

NORTH AMERICAN SECTIONS:

- **Central Section** – Indiana, Kentucky, Michigan, Ohio, West Virginia, and Western Pennsylvania
- **Mid-Atlantic Section** -- Delaware, District of Columbia, Maryland, Pennsylvania (Southern) and Virginia (Northern)
- **Mid-Canada Section** -- Canada: Manitoba
- **Midwest Section** – Illinois, Iowa, Kansas, Minnesota, Missouri, Montana, Nebraska, North Dakota, South Dakota, and Wisconsin
- **New York-New Jersey Section** -- New York City, Rockland, Westchester, Nassau and Suffolk counties in New York State; New Jersey; and New Haven & Fairfield counties in Connecticut
- **Northeast Section** – United States: Connecticut (other than New Haven & Fairfield counties), Maine, Massachusetts, New Hampshire, New York (other than New York City and Rockland, Westchester, Nassau and Suffolk counties), Pennsylvania (Eastern), Rhode Island, Vermont, and Canada: New Brunswick, Nova Scotia, Ontario, Prince Edward Island, and, Quebec
- **Pacific Northwest Section** – United States: Alaska, Idaho, Oregon, Washington, and Canada: Alberta, and British Columbia
- **Pacific Southwest Section** – Arizona, California (exclusive of the area served by the Southern California Section), Colorado, Hawaii, Nevada, and Utah
- **Southern Section** – Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, New Mexico, North Carolina, Oklahoma, South Carolina, Tennessee, and Texas
- **Southern California Section** – Imperial, Los Angeles, Orange, Riverside, San Bernardino, San Diego and Ventura counties, USA

INTERNATIONAL SECTIONS:

- **China Section** – People’s Republic of China
- **India Section** - India
- **Japan Section** – Japan
- **Europe Section** -- Europe and non-European countries on the Mediterranean Sea
- **Latin American and Caribbean Section** -- Central America, South America, Mexico, and the Caribbean
- **Low Lands Section** – Belgium, Luxembourg, and The Netherlands
- **Sub-Saharan Africa Section** - Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo (Brazzaville), Congo (Democratic Republic), Côte d'Ivoire, Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Gabon, The Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Réunion, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, South Africa, Somalia, Sudan, Swaziland, Tanzania, Togo, Uganda, Zambia and Zimbabwe
- **Taiwan Section** – Taiwan
- **Thailand Section** -- Thailand

For additional information, assistance or suggestions regarding the chartering of a new AOAC Section contact:



AOAC INTERNATIONAL
ATTN: May Rose Jones
AOAC Director of Membership
2275 Research Boulevard
Suite 300
Rockville, Maryland 20852, USA
Tel: +1-301-924-7077 x114
Fax: +1-301-924-7089
E-mail: mjones@aoac.org