

BYLAWS
MICHIGAN CHAPTER OF THE SOCIETY OF COSMETIC CHEMISTS

ARTICLE I **NAME AND OBJECT**

Section 1 The name of the organization shall be the “Society of Cosmetic Chemists – Michigan Chapter”, hereinafter referred to as “the Chapter”.

Section 2a. The object of the Chapter shall be the promotion of all interests pertaining to scientists employed in the cosmetic, toiletries, and related industries; the Chapter shall coordinate its efforts with the Society of Cosmetic Chemists, hereinafter referred to as the “Society.” Its purposes shall be limited to such activities as are scientific, educational, or charitable.

Section 2b. Notwithstanding any other provision of these bylaws, the purposes for which this Chapter is organized are exclusively charitable, educational or scientific within the meaning of section 501 (c) (3) of the Internal Revenue Code. Notwithstanding any other provision of these bylaws, this Chapter shall not carry on any activities not permitted to be carried on by (a) an organization exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law. or (b) a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 or any other corresponding provision of any future United States Internal Revenue Law.

In the event of dissolution, the residual assets of the Chapter will be turned over to the Society of Cosmetic Chemists, if it is then exempt as an organization described in sections 501 (c) (3) and 170 (c) (2) of the Internal Revenue Code of 1954 or corresponding sections of any future Internal Revenue Code. If the Society of Cosmetic Chemists is not then so exempt, the residual assets of the Chapter will be turned over to one or more organization that are then so exempt, or to a Federal, State or local government for exclusively public purposes.

No part of the net earnings of the Chapter shall inure to the benefit of, or be distributed to, its directors or officers or employees, except that it shall have the authority to pay reasonable compensation for personal services actually

rendered. No substantial part of the activities of the Chapter shall consist of attempting to influence legislation, and it shall not participate in, or intervene in including the publication or distribution of statement, any political campaign on behalf of any candidate for public office.

Section 2c. The Society's Board of Directors may dissolve the Chapter, or prohibit the use of the Society's name, if the Chapter contravenes the purpose or policies of the Society.

Section 2d. No member shall knowingly or willfully allow the use of the names of the Chapter or Society to further the advertising or personal ambitions of a member or non-member.

ARTICLE II HEADQUARTERS and MEMBERSHIP

Section 1. The headquarters of the Chapter shall be the official business mailing address of the current Chapter secretary, or as designated by the Chapter Executive Board. A second mailing address shall be the Society offices; 14 Wall Street, Suite 1620, New York, NY 10005.

Section 2. National Society members (General, Junior, Student, Fellow, Honorary, Emeritus, Retired) and National affiliates living within the geographical boundaries assigned to this chapter are automatically Members or Affiliates of the Chapter, subject to exception that conforms to the Society Constitution and Bylaws.

Section 3. Application for National Membership or National Affiliate status may be filed with the Chapter Membership Chairperson who shall then forward it to the Society office. Applications are processed by the Admissions Committee.

ARTICLE III MEETING OF MEMBERS

Section 1. Meetings of the Chapter shall be held a minimum of four (4) times per year on dates specified by Chapter Officers of the Chapter Executive Committee.

Section 2. The place and time of the meeting shall be selected by the House Committee and the program by the Program Committee. These committees shall notify the Chapter Secretary at least four weeks prior to the scheduled meeting date, so that proper notification to the membership can be made.

Section 3. A special meeting of the membership may be called by the Chairman with the approval of the Executive Committee on five days' notice.

Section 4. A quorum shall consist of twenty-five percent (25%) of the membership. No official business can be transacted unless such a quorum is present.

Section 5. A majority vote of members in attendance shall be necessary to pass on all official business motions, except assessments or amendments to the Bylaws, which shall be done by electronic ballot. A majority vote of the ballots shall be required for approval or rejection of the proposed assessments or amendments to the Bylaws.

Section 6. The fiscal and business years of the Chapter shall commence on the first day of January for each year and terminate on the thirty-first day of December.

ARTICLE IV DUES AND ASSESSMENTS

Section 1 The annual dues shall be established by appropriate action of the Board of Directors and payable to the Society as set forth under the Society Bylaws. The Chapter will receive rebates from the Society as provided for in the Society Bylaws. The Treasurer of the Chapter shall prepare and submit an annual budget to the Board of Directors of the Society not later than January 31st. of each year or on a date specified by the National Treasurer.

ARTICLE V OFFICERS OF THE CHAPTER

Section 1 The Chapter shall have the following officers: Chair, Chair-Elect, Treasurer, and Secretary. Every other year the chapter will have the addition of the Treasurer-Elect officer. These officers make up the Executive Board. No person shall hold more than one office concurrently, unless necessary as defined in National Society Bylaw VIII, Section 2b. During the absence of the Chairman, the Chairman-Elect shall exercise all functions of the Chairman. In the absence of both the Chairman and Chair-elect, the Secretary and Treasurer shall serve in that order.

Section 2. Beginning in the Spring of each year, Chapter officers will begin polling members to determine their interest in becoming Chapter Officers for the following year. A list of nominations will be prepared. In October, the Elections Chair will prepare electronic ballot, which include biographies of the nominees and forward the ballots to all voting members of the Chapter electronically. Results shall be reported to the membership by the Chapter Chair at the November meeting. The candidates receiving plurality vote shall be accepted as newly elected officers. In case of a tie vote for any office, the Executive Committee shall elect from the tied candidates. The Chapter Chair shall conduct such a vote by mail or at a meeting of the Executive Committee, and the vote of the majority for any candidate shall be necessary and sufficient for election. The Chapter Secretary shall notify the Society office with the results of the election, including the name, address, phone and e-mail of the newly elected Officers.

Section 3. The installation of officers shall be made at the last meeting of the calendar year. The term of office of Chair-elect/Chair shall be three years. The first year

after election shall be served as Chair-elect, the second year after election as Chair and the third year after election as immediate past Chair. The term of office for the Secretary shall be one year. The term of office for the Treasurer shall be three years. The first year shall be served as treasurer-elect, followed by two years as treasurer. Terms of office for all executive board members shall commence on the First day of January of their elected year.

Section 4 The Chapter Executive Board collectively shall fill a vacancy in any office for the unexpired term.

ARTICLE VI POWERS and DUTIES OF OFFICERS

Section 1. The Chairman

General Description of Role

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 the Area in which the Chapter is located.

Duties and Responsibilities

1. The Chair, as an Officer of the Chapter, is authorized to sign contracts on behalf of the chapter and will be one signatory for checks issued for valid Chapter expenses.
2. The Chair has the fiduciary responsibility to see that members' monies are appropriated according to Society Policy.
3. Appoint standing and special committees as required. Ensure appropriate committee chairperson exists for each committee.
4. 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 as deemed necessary by the Board and/or Area Directors.
 1. The suggested order of business that the Chair uses in conducting the business meeting is as follows:
 - a. Meeting called to order.
 - b. Approval of the minutes from the last business meeting
 - c. Chair's report (any update from Area Director or National Office)
 - d. Treasurer's report
 - e. Committee reports
 - f. Unfinished business
 - g. New business

- h. Adjournment
- 5. Preside over Chapter meetings, including but not limited to business, educational, and social.
 - 1. The suggested order of business that the Chair uses in conducting the meeting is as follows:
 - a. Refreshments (if applicable)
 - b. Meeting called to order.
 - c. New business
 - d. Welcome and introduction of new members and guests
 - e. Introduction of guest speaker(s)
 - f. Address by speaker(s)
 - g. Question and Answer period
 - h. Luncheon or dinner (if applicable)
 - i. Announcement of time and place of next meeting
 - j. Adjournment
- 6. Review activities of various committees and Officers. Attend committee meetings when available.
- 7. Rule on expenditures exceeding the amount prescribed by Chapter Policy.
- 8. 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.
- 9. Inform the National Office who will then 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.
- 10. 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.
- 11. Attend quarterly Area Council meetings and COCA meeting or be responsible for seeing that the Chapter is properly represented at the Area Council. 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.
- 12. Approve all Chapter Newsletters and communications to the Chapter membership or national before mailing.
- 13. 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.
- 14. A Chapter is authorized to get sponsorships for its Newsletter. 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.
- 15. 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.

16. 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 should any information be deemed useful or critical for the Society or another Chapter.
17. Ensure compliance for the accurate and timely filing of all financial information as required by the Society or the IRS, working closely with the Treasurer. It is recommended for the Chair to also attend the Treasurer workshop during the SCC National Meeting.
18. Be responsible for maintaining chapter records including but not limited to Minutes, Financial Reports, Newsletters, website etc.
19. Adhere to Society Policy on scholarships and charitable donations.
20. It is the responsibility of this individual to maintain membership records provided by National or to appoint a Membership Committee Chairperson to take on this responsibility. Membership records should be shared with the Chapter Secretary and Publicity Committee so mailing lists can be maintained. They must ensure that the SCC National Office is informed of all changes of address, etc. they may become aware of. It will be critical to lead the chapter and promote membership retention. This person is also responsible to see that the Chapter has a supply of applications and is regularly seeking opportunity to grow membership.
21. The date of the meeting at which officers shall be installed must be received at the National office by no later than July 1 preceding the installation.
22. Inform National of all meeting dates, locations, and speakers as determined for the upcoming calendar year.

Section 2. The Chairman-Elect

General Description of Role

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.

Duties and Responsibilities

1. 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.
2. The Chair-elect has the fiduciary responsibility to see that members' monies are appropriated according to Society Policy.
3. The Chair-elect is a member of the Area Council and a member of the Committee on Chapter Affairs.
4. The Chair-elect will be called upon to fill in during the absence of the Chair.

5. 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.
6. The Chair-elect should be responsible for the Chapter programs during his or her term as Chapter Chair therefore planning efforts in this area should begin with the term as Chair-elect.

Section 3. The Secretary

General Description of Role

The Chapter Secretary is responsible for ensuring the Minutes of all Chapter Board meetings are prepared and distributed.

The Chapter Secretary ensures 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.

Duties and Responsibilities

1. Ensure Chapter member list is accurate with contact information. In early October, forward the current member list with identified “voting members” from National to the Election Committee Chair for preparing the electronic voting ballot. 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.
2. Notify National with the results of the Election, including the name, address, phone, and e-mail of the newly elected Officers.
3. The Chapter Secretary takes meeting minutes at each chapter board meeting. Usual procedure is to take detailed notes on the Chair’s Agenda, and type up the meeting minutes within one week of meeting. At the discretion of the Chair, the minutes can either be sent directly to the full Michigan board, or sent to the Chair for comments/corrections, and the corrected version is then sent directly to the full Michigan Board and Committee Chairs.
4. Secretary needs to be present at the board meetings.
5. 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.
6. The Secretary has the fiduciary responsibility to see that members’ monies are appropriated according to Society Policy.
7. Beginning in January, Chapter Secretary will send out the prior year’s list of board member contact information and committee chair contact information to all current board members for review and updating, including Chapter job title, Name, Company, phone numbers, and email addresses). Once complete, Secretary will distribute to all board members, including the Treasurer for keeping with the physical, external hard drive for backup.

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

Section 4. The Treasurer

General Description of Role

The Treasurer has the fiduciary responsibility to see that members' monies are appropriated according to Society Policy. The Treasurer shall have custody of all the funds and property of the Chapter.

Duties and Responsibilities

1. The Treasurer of the Chapter must work closely with the Chair and be involved in the House, Program, Social, Awards, Newsletter and Publicity committees since all involve the expenditure of funds as well as the collection of income.
2. The Treasurer shall open such bank accounts as are deemed necessary to run the financial affairs of the Chapter.
3. 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.
4. 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. Each check drawn on the Chapter account shall require a double signature to be valid. All elected Officers of the Michigan Chapter have the authority to sign checks.
5. Help to prepare IRS forms, if necessary, and for the maintenance of checking, savings or investment accounts.
6. The Treasurer shall, at each meeting, if called upon, render a complete current accounting of funds of the Chapter
7. Chapter Treasurer is the keeper of the Chapter's physical, external hard drive for backup, and adds all Chapter meeting minutes and committee reports to the backup drive, along with the financial files.
8. The Treasurer is responsible for submitting the Mid-Year Financial Report along with the Bank statement or any other account statement ending 6/30 to the National office by **July 31st** and the Year-end Financial summary that includes the Proposed Operating Budget to the National office. The Year-end Report is due by **January 31st** of each year along with the Bank statement ending 12/31.
9. The term of Treasurer is a 2-year term. The term will be from January 1 to December 31 of the following year. The Treasurer will act in an advisory capacity to the new Treasurer for three months after their term of Treasurer ends (until March 31st.) **Treasurer-elect** is a learning position to take over the position of Treasurer and this individual should follow all the responsibilities of the Treasurer.

Section 5. The Area Councilors

The Area Councilors shall be the Chairman and the Chairman-Elect of the Chapter.

ARTICLE VII COMMITTEES

Section 1. The following standing Chapter Committees shall be appointed by the Chapter Chairman:

- I. House Committee
- II. Program Committee
- III. Educational (Symposium) Committee
- IV. Publicity Committee (newsletter, website, photography, advertising)
- V. Nominations and Elections Committee
- VI. Outreach Committee
- VII. Sponsorship & Social Event Committee

The Chairman and Secretary or duly designated officer shall have the privilege of attending all meetings of the Committees.

Section 2. There shall also be a Chapter Executive Committee which shall consist of the officers, immediate past Chapter Chairman, and the Chairmen of the standing Chapter Committees. The Chapter Executive Committee shall be the governing body of the Chapter, having full power to conduct, manage, and direct the business and scientific activities of the Chapter. The Executive Committee shall make recommendations to the Chapter that are thought desirable for the general welfare of the organization. Certain specific duties are outlined elsewhere in these Bylaws. A majority vote either in person or by proxy to the Chairman of the Executive Committee shall be required for recommendation or action. The Chairman of the Chapter shall chair the Executive Committee.

Section 3. The Chair person shall have the right to consolidate committees or appoint such additional special committees as he or she deems necessary for the general welfare. Any amendments to the by-laws can be proposed as necessary by any member, added to the by-laws upon approval from the Michigan Chapter Board, and amended based on approval process defined in Article IX.

ARTICLE VIII ROLES & RESPONSIBILITIES OF COMMITTEE CHAIRMEN

Section 1. House Committee

General Description of Role

The chapter House committee is responsible to identify and secure a venue once the program committee finalizes dates and geographical locations. House Committee works with the vendor on food and beverage selection and stays

within the price per person charged. Audio/video and any other needed media is also reserved through this committee.

Duties and Responsibilities

1. 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.
2. 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 a registration table, if needed.
3. Make arrangements far enough in advance of the scheduled event so that adequate publicity is ensured.
4. 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 the Chapter Chair and/or the Executive Committee before submitting the contract for an officer to sign. The Treasurer should also be notified of all commitments for meeting facilities.
5. 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 and accommodate for any dietary restrictions.
6. 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. Maintain this information with historical documents (held by Treasurer) in order to allow for accurate estimates.
7. When planning 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.
8. Check with the 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.

Section 2. Program Committee

General Description of Role

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 the maximum attendance at meetings is secured.

Duties and Responsibilities

1. Work with the House Committee and Treasurer to ensure that adequate facilities are available at most reasonable costs.
2. Accountable for arranging speakers for Chapter Meetings with the Board. (including content and speaker honorarium if necessary).
3. Request speakers for meeting dates at least 3 months prior to chapter meetings.
4. Obtain the following from each speaker at least 1- 2 months in advance of the scheduled date:
 - a. Signed SCCMI General Agreement which includes reimbursement and presentation content guidelines (Signed agreement is stored by Program Committee until reimbursement is completed). Any exemptions can be discussed with the Michigan board.
 - b. Full Name and Position/Title
 - c. Picture for promotional activities
 - d. Title and Abstract of presentation
 - e. Biography for promotional activities
 - f. Presentation slides if possible
5. Provide the speaker with:
 - a. Timing, location, directions to venue
6. The agenda should be organized with the Chair person in order to accommodate other activities such as the installation of officers and board meeting
7. Prepare a flyer based on the speaker information and venue.
8. Provide the Flyer and all speaker information to the Secretary and Newsletter/ Publicity Committee to advertise the event.
9. Ensure Speaker gifts are available at meeting for presentation. May need to coordinate with either the House or Treasurer.
10. Inform the House committee on audio/visual needs for the speakers.
11. Conduct Speaker and Venue evaluations (via survey forms, paper or electronic) at every meeting. Provide results to the board and keep on file for future reference. (note: for Symposiums the Symposium Committee will conduct the surveys)
12. Coordinate meetings with the Board regarding selection of a speaker for the Chapter Award for best paper or best speaker. Submit to National by December 1st.
13. Follow Solicitation guidelines in the National Chapter Policy Manual.
14. Maintain a tracking of past speakers and content. Provide to the Treasurer for keeping in the physical, external hard drive for backup.

Section 3. Educational (Symposium) Committee

General Description of Role

The SCC MI Educational (Symposium) Committee is responsible for setting up and hosting an educational event once a year for the society. Ensure that the program is 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 the event is secured.

Duties and Responsibilities

1. Appoint special committees if existing house and sponsor members are not able to work exclusively with the educational committee.
2. Work with the House Committee and the Treasurer to ensure that adequate facilities are available at most reasonable costs.
3. Accountable for arranging speakers for Educational Event with Board. (including content and speaker honorarium if necessary).
4. Request speakers for educational event at least 10 months prior to the event.
5. Obtain the following from each speaker at listed time in advance of the scheduled date:
 - a. Within 8 months, Signed SCCMI General Agreement which includes reimbursement and presentation content guidelines (Signed agreement is stored by Program Committee until reimbursement is completed)
 - b. Within 8 months, Full Name and Position/Title
 - c. Within 8 months, Picture for promotional activities
 - d. Within 8 months, Biography for promotional activities
 - e. Within 5 months, Title and Abstract of promotional activities
 - f. Within 3 months, Rough draft of presentation
 - g. Within 4 weeks, Final draft of presentation
6. Provide the speaker with:
 - a. Timing, location, directions to venue
7. Coordinate with speakers on arrival to venue and social event (if applicable).
8. Prepare a flyer and program based on the speaker information and venue.
9. Prepare materials for attendees
10. Provide the Flyer and all speaker information to the Secretary and Newsletter/ Publicity Committee to advertise the event.
11. Inform the House committee on audio/visual needs for the speakers.
12. Conduct Speaker and Venue evaluations (via program at the event). Provide results to the board and keep on file for future reference.
13. Follow Solicitation guidelines in the National Chapter Policy Manual on page F-5.

Section 4. Publicity Committee

Newsletter Editor

General Description of Role

The SCC MI Newsletter Editor is responsible for producing four issues of our newsletter (“News from the Mitten”) every year. The normal schedule is to publish a newsletter in each quarter of the year. An alternative schedule is to publish three issues during the year and a “year end” issue in December after the final chapter meeting in November.

Duties and Responsibilities

1. The Editor may use any suitable software that can generate an Adobe (PDF) file (Microsoft Publisher, Word, or PowerPoint are commonly used by the Editor, but any suitable software is acceptable).
2. The Editor is responsible to placing sponsorships in the newsletter and coordinates with the Treasurer to determine which companies have paid to sponsor in a given year.
3. Graphic files for the sponsorships are sent to the Editor at the beginning of each year and the Editor manages changes requested by the sponsor during the course of the year (e.g. replacement of an old sponsorship with a newer version).
4. The Editor solicits ideas for content from members of the chapter (chapter news items, announcements, short articles, etc.) and edits this content to produce the newsletter.
5. The Editor obtains photographs of chapter events from the chapter photographer for placement in the newsletter.
6. Due to the size of the PDF file for each issue of the newsletter, the newsletter is distributed via email using a link to the SCC MI chapter website where the newsletter files are stored.
 - a. The Editor is responsible for uploading the newsletter to the appropriate location of the website and creating the link that is inserted into the e-mails.
 - b. The newsletter e-mails are sent out to two distribution lists that are maintained by the Editor.
7. Maintain two distribution lists.
 - a. The first distribution list consists of SCC MI chapter members.
 - b. The second distribution list is for people who are affiliated with the SCC MI chapter such as advertisers, sponsors, SCC area directors, SCC National office (National Membership Chairperson), and others suggested by SCC MI chapter members or by National.
 - c. Updated distribution lists are sent from National to the Chapter Chair. The Chapter Chair will inform the Editor of any edits to the Michigan membership.

Website and Social Media Editor

General Description of Role:

The website and social media editor is responsible for dissemination and publicity of SCCMI’s events and activities on the online platforms.

Duties and Responsibilities

1. Update the SCCMI website and Facebook page with upcoming SCCMI's activities and events.
 - a. Including but not limited to managing the registration page for events and updating with PayPal or other payment options.
2. Collaborate with the SCCMI board members to keep the website updated with the most recent information.
3. Promote SCC content and events on SCCMI website and Facebook page, when needed or requested from SCC National office.
4. Recommend new solutions and technology options to the board members for effective online dissemination of SCCMI content.

Photography

General Description of Role

The SCC MI Photographer is responsible for acquiring a camera and photographing the event/ speakers, people who attended etc.

Duties and Responsibilities

1. Take pictures of the event.
2. Download and provide images to other members of the publicity committee, including but not limited to website, social media, and newsletter editors.
3. If a camera is borrowed property, the camera should be returned in same condition as borrowed in.
4. Bring any concerns or requests to the board for approval, such as equipment purchases or maintenance costs.

Section 5. Nominations & Elections Committee

General Description of Role

Ensure elections are run in accordance with National policies, justly, and ethically. Ensure the primary consideration for nomination is the member's willingness to serve the Chapter and his or her ability enables them to do so by educating potential candidates of the responsibilities of each office before they are asked to accept a potential spot on the ballot. Inform all current Chapter board members and the National office of the election results.

Duties and Responsibilities

1. Ensure there are candidates for each open position
2. If needed, share list of responsibilities of each office to candidates
3. Send nomination template form to candidates and have candidates provide completed forms through email
4. Provide completed nomination forms to Chairman so they can notify the National Office to verify status of potential candidates

5. Purchase new ballot on online voting service provider and prepare and manage the electronic ballot process
6. Obtain up-to-date member list from Chairman, Secretary, or Membership Committee Chairperson to complete eligible member list for ballot
7. When ballot is ready, provide ballot instructions and electronic link to Secretary to distribute to current eligible chapter members
8. Share final voting results with Executive Committee
9. Provide recommendations to improve current election process as needed

Section 6. Outreach Committee

General Description of Role

Specifically by working with educational institutions, advance the mission of the Society by expansion of scientific and technical understanding of the Cosmetic and Toiletries Industry, by improving the qualifications and usefulness of Cosmetic Scientists through high standards of professional ethics, education and attainments, by fostering the application of all scientific disciplines within the industry, and by increasing, by its meetings, reports, publications and professional contacts, the recognition of the cosmetic scientist in order to maintain the confidence of the general public in the industry.

Duties and Responsibilities

1. Work with National on the coordination and implementation of National Programs related to outreach - make Chapter members aware of National Education Programs.
2. 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.
3. Ideas include but are not limited to the following:
 - a. Hosting a career day at a local high school or university to educate on the profession of a cosmetic chemist.
 - b. Hosting a networking event for students to meet career cosmetic chemists (potentially in conjunction with Chapter meetings or educational seminars).
 - c. Donate equipment to a school science lab or chemistry department
 - d. Donate funds to a specific college or university offering a Cosmetic Science Program
 - e. Donate to a science program ear-marked to assist students within a program
 - f. Financially support students to participate in SCC Annual Meetings, SCC Seminars, Chapter Scientific events, SCC poster sessions, etc.

Section 7. Sponsorship & Social Events Committee

General Description of Role

Communicate all upcoming chapter events through literature and emails to all interested parties that may want to attend and help support the Michigan Chapter SCC events through sponsorship. Support and secure venues for all social events.

Duties and Responsibilities

1. Create chapter event program flyers describing the upcoming events and sponsorship opportunities.
2. Communicate chapter events and sponsorship opportunities by loading program flyers onto SCC website and through emails.
3. Support all SCC social events.
 - a. Hosting a networking event for students to meet career cosmetic chemists (potentially in conjunction with Chapter meetings or educational seminars).
 - b. Donate equipment to a school science lab or chemistry department
 - c. Donate funds to a specific college or university offering a Cosmetic Science Program
 - d. Donate to a science program ear-marked to assist students within a program
 - e. Financially support students to participate in SCC Annual Meetings, SCC Seminars, Chapter Scientific events, SCC poster sessions, etc.

ARTICLE IX AMENDMENTS

Section 1. Any amendment to the Bylaws of the Chapter which are not mandated by the Society must be presented to the membership-at-large by mail at least on month prior to the time of voting. A majority approval of those voting is necessary for adoption of the amendment in accordance with Article III, Section 5.

Section 2. Proposed amendments shall be submitted to the National Board of Directors which shall approve or disapprove suggested amendments prior to a vote of the Chapter membership. Chapter Bylaw amendments, when passed by Chapter vote and approved by the Society, will be incorporated in Chapter Bylaws and filed with the Society office by the Chapter Secretary.

Section 3. The Society Board of Directors shall have the right to obtain a change in the Chapter Bylaws, if it deems such action necessary to protect the Society.

ARTICLE IX CONDUCT

Section 1. Contravention of the rules of the Chapter or Society or unprofessional or immoral conduct as described in the Society's "Code of Ethics", shall subject the offender to censure, suspension, or expulsion, as determined by the vote of the Board of Directors as provided in National Society Bylaw VII, Sections 1 and 2, provided the accused shall have had from the Society Secretary at least notification in writing, followed by a second notification, of the charges preferred and the opportunity to answer in his or her own behalf.

Section 2. No member shall knowingly or willfully allow use of the name of the Chapter or Society to further the advertising or personal ambitions of a member or non-member.

Section 3. No debts shall be incurred on behalf of the Chapter by any officer or member of the Chapter.

REVISED by Michigan Chapter Board November 8, 2018
Approved by Michigan Chapter members February 1, 2019
Adopted by National Board, February 2019.