

**AOCS Section Governance**  
*Board Approval October 21, 2015*

AOCS supports the formation of regional fats and oils groups, or geographic “Sections,” in accordance with the bylaws of the Society. AOCS Sections allow members (and non-members) in the region they serve to fill needs the Society itself does not address and to provide an opportunity for networking on a localized level. Sections are an integral part of AOCS as it is often at the local level that the individual member will find incentives and opportunities for personal and professional growth.

AOCS members and constituents living in the area defined by the Section, or those with an interest in the region, may belong to or participate in Section activities. AOCS recognizes that each Section differs in cultural, economic and member needs. Their objectives and operating procedures must be customized to fit each Section’s uniqueness.

As administrative units of AOCS, the activities and affairs of Sections are managed, and their power exercised, under the direction and in compliance with the AOCS bylaws and Governing Board. AOCS Sections promote and support the mission of AOCS as outlined in Article XI of the AOCS bylaws (see Addendum A).

**Forming an AOCS Section**

AOCS bylaws require a petition be presented to the Governing Board for consideration. The AOCS Governing Board will consider petitions signed by at least 25 members to form a new geographic Section. The petition should define the geographic region to be included in the Section. Before Board approval is given for the Section, the Board will consider interactions with existing Sections and/or related organizations.

**AOCS Section Governance**

Each AOCS Section will be managed by a Section leadership team. The size and structure of the leadership team should be structured to meet the needs of the individual geographic Section. In accordance with AOCS by-laws, Section President/Chair and Treasurer must be current AOCS members; other Leadership Team members are strongly encouraged to be AOCS members. Efforts should be made to ensure that the leadership team represents the diverse technical and geographic interests of the members represented by the Section. Each Section will communicate with AOCS headquarters its preferred governance structure.

## **AOCS Section Activities**

During each program year, each Section will communicate with AOCS headquarters about its planned activities for the next program year. Communications about upcoming plans must include budget details associated with the planned activities. The written plan, including the budget detail, is due by July 15 of each year for the following program year. AOCS staff is available to assist in the budget development.

Sections are encouraged to utilize all resources available through AOCS. Assistance from AOCS headquarters may include (but not limited to) the following:

- Dues collection and financial accounting
- List maintenance (and use of list)
- Distribution of newsletters
- An individual Section webpage to showcase regional activities
- Administrative, marketing and logistic support for regional meetings and Section activities
- Promotion in INFORM and other AOCS outlets

During the planning process for the next year's Section activities, the Section leadership will identify and communicate requested services and support from AOCS headquarters. AOCS will review all requests with consideration of AOCS policies and procedures as well as the availability of resources. Following discussions between the Section leadership team and AOCS, a written Memorandum of Understanding that clearly identifies the agreed-upon responsibilities of all parties will be developed and executed for each activity. Only those activities with executed Memoranda of Understanding will be administered.

## **Use of the AOCS Name, Brand, and Logo**

AOCS Board policy prohibits Sections from using the AOCS name, brand, logo or image to support any meeting or activity without AOCS' written permission.

## **Financial Considerations**

If requested, AOCS headquarters will receive and disburse monies on behalf of the Section. Alternatively, Section leadership may opt to keep income and expenses in their region. Please note however, that due to current U.S. laws and accounting practices, Section representatives may not open any financial account that references AOCS in the name of the account. Similarly, Section leadership is prohibited from executing any

contract that references AOCS in any manner. Section leadership is encouraged to discuss various options for financial activities with AOCS headquarters staff.

AOCS Sections may elect to collect individual membership dues to support Section activities. The invoicing, collection, and disbursement of Section membership dues must be administered by AOCS headquarters. Dues collected for each Section will be disbursed under the direction of the current Section leadership team, in accordance with the mission of AOCS. For those Sections that request AOCS to maintain financial accounts, unused balances at the end of the program year will revert back to AOCS to offset, in part, general overhead and staffing costs associated with supporting Section activities. Special requests to carryforward unused balances will be considered. Such requests must be made in writing to the AOCS Chief Executive Officer who, in consultation with the AOCS Business Management Committee, will make a final decision. All special requests to carryforward unused balances to the next program year must be received no later than September 30<sup>th</sup> of the current program year.

### **AOCS Activities within a Geographic Region**

AOCS Sections recognize that AOCS is a scientific, not-for profit organization representing professionals involved in fats, oils, surfactants and related materials. AOCS serves a global audience. The formation and activities of an AOCS Section does not limit or restrict AOCS' ability to offer products and activities to professionals residing in a given geographic region.

## ADDENDUM A

(Excerpted from)

Bylaws of the American Oil Chemists' Society • Revised May 2012

### ARTICLE XI

#### Sections, Divisions and Common Interest Groups

**Section 1. Formation.** The Governing Board may authorize the establishment of Sections embracing a prescribed geographic area or Divisions or Common Interest Groups (CIGs) embracing a designated scientific, technical, or professional area of interest within the Society, subject to requirements as to membership, organization, policies, procedures, and financial responsibility that the Governing Board prescribes. The majority of Section or Division members must be Society members, and Section or Division Presidents and Treasurers must be Society members.

**Section 2. Activities.** Each Section, Division and CIG may engage in activities it deems appropriate in accordance with Society policies, the Section's or Division's operating procedures, and the limits of the Section's, Division's or CIG's authority as a part of the Society, and must report to the Governing Board as set forth in Society policy. The Governing Board will provide financial and program support it deems appropriate to each Section, Division and CIG.

**Section 3. Suspension and Termination.** The Governing Board may suspend the officers and directors of a Section, Division or CIG and designate an individual to manage the group's affairs at any time and in a manner it deems necessary or desirable. The Governing Board may terminate a Section, Division or CIG at any time and in a manner the Governing Board deems necessary or desirable. A group may terminate its activities at any time upon receiving the approval of the Governing Board.

Full AOCS Bylaws are available at [http://www.aocs.org/files/AboutUsPDFs/aocs\\_bylaws.pdf](http://www.aocs.org/files/AboutUsPDFs/aocs_bylaws.pdf)