

Draft Formation of Probationary Division 07/24/07

In order to form a new division of the American Chemical Society, the following procedures must apply:

1. A formal petition for formation of a division must be sent to the ACS Executive Director. The petition shall include the original signatures of fifty ACS members who wish to organize a division, the name of the proposed division, a statement of the objects of the proposed division, the particular field of Society interest to be stimulated and developed by the proposed division, and the reasons why the petitioners deem it wise and expedient to establish the division (per Bylaw VIII, 1,a).
2. The Executive Director will forward the petition to DAC for both consideration and presentation to the Council with a recommendation for action.
3. Proponents of the new division will be encouraged to make presentations to DAC during a national meeting. DAC will then decide if the proposal will be brought to Council at the next meeting, pending input from the existing divisions.

NOTE: prior to bringing the formal vote to Council for the formation of a new division, announcement must be made to the Council at the previous meeting that there is action pending regarding the creation of a new division. This can be accomplished through the report of the DAC chair to Council.

4. DAC will seek input and advice from all existing divisions. This can be accomplished in various ways:
 - Circulate the petition to all division executive committees that convene at the national meeting and request feedback within a given time period.
 - Send a formal mailing of the petition with a recommendation/comment form with a return date indicated.
5. Comments and recommendations from the divisions will be summarized and shared with DAC members.
6. In the event that significant concern is expressed by existing divisions, DAC will facilitate discussion between the requesting group and the pertinent divisions to reach consensus. DAC may choose to make recommendations to the requesting group regarding alterations to the proposal.
7. Once DAC is satisfied with the state of the proposal, a probationary action item will be included in the DAC agenda to give notice that the Council will be voting on the issue at the upcoming meeting. The ACS Secretary will be notified of the agenda item in response to the routine requests from the Secretary's Office for agenda items prior to each national meeting.
8. In the event of Council's approval, DAC shall assist the unit to organize and operate as a probationary unit for a period not to exceed three years.

9. At any time within this probationary period, DAC may report to the Council on the status of the unit and make recommendations as to continuing or discontinuing it operations.

Once Council has approved the probationary status, the following items must be completed by the culmination of the approved DAC probationary period in order to receive full status recognition:

- There must be at least 250 paid division members who are ACS members at the end of the probationary status.
 - A leadership reservoir must be established.
 - A minimum expected level of participation in national meetings must be maintained.
 - All regulations have been followed.
 - Annual reports have been filed in a timely manner with the headquarters office and DAC. Division's Responsibilities After Probationary Status Is Received
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- **Prepare slate of prospective officer.** Send letter and slate to be sent to the President of the Society. (Initially, a probationary division does not elect their officers but instead are appointed by the President.) The slate should consist of Chair, Vice-chair or Chair-elect, Secretary and Treasurer. **Each year the officers of a probationary unit and also the members-at large of the executive committee shall be appointed by the President on recommendation of DAC.**
 - **Appoint program chair and inform the ODP.** The program chair will be invited to the Program Planning Coordination Conference (P2C2).
 - **Develop the division's dues price structure.** The membership categories are member, national affiliate, division affiliate, student, and emeritus (optional)
 - **Division name reference:** All usage of the division name should include "probationary" after the title.
 - **ACS name and insignia.** Follow the regulations involving the use of the ACS name and insignia.

Probationary Division (Unit) Allotment

The first year a probationary unit completes their annual report they are entitled to the basic and additional year annual allotment, even if they do not program.