

***OFFICERS' MANUAL OF THE
DIVISION OF ENERGY & FUELS (ENFL)
THE AMERICAN CHEMICAL SOCIETY
SEPTEMBER 2014***



Nothing in this Officer's Manual shall be inconsistent with the by-laws of the Energy & Fuels Division or the Charter, Constitution, and Bylaws of the American Chemical Society.

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INTRODUCTION

The Division of Energy & Fuels of the American Chemical Society is one of 34 Divisions of the Society. It serves its approximately 2,700 members, and other interested members of the society in various ways. This manual is written to provide Division officers and other interested members of the Division with information about the organization of the Division, its mission, its by-laws, and a description of the duties and responsibilities of the different officers of the Division. A recurring events schedule is also provided to inform Division officers of specific dates and deadlines which must be met for the Division to adequately carry on its business. It is hoped that this manual will provide incoming officers with information as to their responsibilities so that adequate continuity in the Division's operations can be maintained.

The purposes of this manual are to:

- Formalize the descriptions of the duties and responsibilities of the different officers of the Division.
- Provide a Recurring Events Schedule to document the major events and activities in a chronological order to aid in the coordination of activities of the Division.
- Provide a basis for future changes or modifications of activities.
- Define the makeup of the Executive Committee and its scope of activities.

ENERGY & FUELS DIVISION ORGANIZATION

As provided in the By-Laws, the elected Division offices held are: Chair, Chair-Elect, Secretary, Treasurer, Councilors (currently four), Alternate Councilors (currently four), and Directors (three). Appointed officers are Preprint Editor, Website Manager, Program Chair, Program Secretary, Long Range Planning Chair, Public Policy Chair, Area Representatives, and Newsletter Editor.

ENERGY & FUELS DIVISION MISSION STATEMENT

The mission of the Division is:

To promote and advance energy-related research, development and education to address the world's energy and chemical challenges.

RECURRING EVENTS SCHEDULE

<u>Date</u>	<u>Description</u>	<u>Person Responsible</u>
2/15	Submit Annual Report to ACS	Secretary, Treasurer
12/1	Submit Change of Officers to ACS	Secretary
S-130	Instructions to Authors sent to session Chair	Program Chair
S-130	Collection of Rating Sheets for the Glenn Award	Chair-Elect
S-120	Request to ACS for same hotel as cosponsoring and related Divisions	Program Chair
S-120	Abstracts Received/Instructions to Authors sent	Session Chair
S-115	Abstracts & Symposium Sequence to Program Chair	Session Chair
S-105	Program Highlights to ACS	Program Chair
S-105	Social Events Request Form to ACS	Program Chair
S-105	Committee Meeting Request Form to ACS	Program Chair
S-100	Program Info/Preliminary Program to ACS (In ACS format on ACS forms provided)	Program Chair
S-100	Short Course Publications & Arrangement Request Form to ACS	Program Chair
S-100	Session Location Preference Request to ACS	Program Chair
S-90	Download Preprints from PACS server	Preprint Editor
S-85	Author Certification Card to ACS	Program Chair
S-85	Final Detailed Program to ACS (in ACS format)	Program Chair
S-85	Session Chair Name and Address Request (to ACS)	Program Chair
S-82	Submit Preprints to Publisher	Preprint Editor
S-80	Registration Waiver Forms due to ACS	Program Chair
S-75	Select and Notify Glenn Award Winners for Last Meeting	Chair-Elect
S-30	Newsletter Mailed to Members	Newsletter Editor
S-30	Mailing of Preprints	Preprint Editor
S-15	Assign Reviewers to Glenn Award	Chair-Elect
S-15	Date, Time and Location of Spring Program, Executive Committee, and Business Meetings	Chair
S-15	Send poll out to Committee to staff table during the meeting	Membership

Note: The dates listed above (S- " ") indicate that this job should be completed " " days prior to the Spring ACS meeting.

Example: S-120 means this job should be completed 120 days prior to the scheduled Spring meeting.

Date	Description	Person Responsible
F-130	Collection of Rating Sheets for the Glenn Award	Chair-Elect
F-130	Instructions to Authors sent to Session Chair	Program Chair
F-120	Abstracts Received/Instructions to Authors sent	Session Chair
F-120	Request to ACS for same hotel as co-sponsoring or related Divisions	Program Chair
F-115	Abstracts & Symposium Sequence to Program Chair	Session Chair
F-105	Program Highlights to ACS	Program Chair
F-105	Committee Meeting Request Form to ACS	Program Chair
F-105	Social Events Request Form to ACS	Program Chair
F-100	Program Info/Preliminary Program to ACS (in ACS format on ACS provided forms)	Program Chair
F-100	Short Course Publication & Arrangement Request Form to ACS	Program Chair
F-100	Session Location Preference Request to ACS	Program Chair
F-85	Session Chair Name and Address Request (to ACS)	Program Chair
F-85	Final Detailed Program to ACS (in ACS format)	Program Chair
F-85	Author Events Request Form to ACS	Program Chair
F-82	Submit Preprints to Publisher	Preprint Editor
F-80	Registration Waiver Forms due to ACS	Program Chair
F-75	Select and Notify Glenn Award Winners for Last Meeting	Chair-Elect
F-45	Newsletter and Ballots Mailed to Members	Newsletter Editor
F-30	Mailing of Preprints	Preprint Editor
F-15	Assign Reviewers to Glenn Award	Chair-Elect
F-15	Date, Time and Location of Fall Program, Executive Committee, and Business Meetings	Chair
F-15	Send poll out to Committee to staff table during the meeting	Membership

Note: The dates listed above (F-" ") indicate that this job should be completed " " days prior to the Fall ACS meeting.

Example: F-120 means this job should be completed 120 days prior to the scheduled Fall meeting.

DIVISION OFFICERS

EXECUTIVE COMMITTEE

Composition: The Executive Committee consists of the Officers of the Division, as spelled out in the by-laws. Specifically it shall include: the Chair, Chair-Elect, Secretary, Treasurer, Past Chair, Councilors, Alternate Councilors, Program Chair, Preprint Editor, Membership Chair, Website Manager, Newsletter Editor, Long Range Planning Chair and Directors-at-Large. In addition there are other active support officers, including: the Trustees, Area Representatives, Public Policy Chair and Program Committee. All support officers are welcome and encouraged to attend executive meetings.

Duties

Responsibilities: Review Division activities at meetings held at the ACS National Meetings and to direct Division policy.

CHAIR

Duties

Coordinates activities within the Division, and coordinates division activities with ACS staff and governance, and other divisions.

Serves as chair of the Executive Committee. Schedules the Executive Committee meetings, sets the agendas, and presides at the meetings.

Serves on the Programming Committee

Executes the decisions and recommendations of the Executive and other Division Committees.

Presides at the Business Meeting(s) of the Division.

Makes appointments, to be approved by the Executive Committee, to the following non-elected positions as they become vacant; Program Chair, Trustees of the Trust Fund, Chair of Public Policy, Preprint Editor, Newsletter Editor, Historian, Membership Chair, and Website Manager.

Is in charge of organizing Division dinner and dinner ticket sales.

Spring - purchase Past Chair's pin and/or plaque from the ACS

Print and sign certificates for Symposium Organizers (prepared by Program Chair)

Spring- Coordinate's Distinguished Service Award for the Division

Additional Responsibilities: Acts for the Division in rewarding and expressing appreciation for meritorious service provided by members of the Division. When appropriate initiates nominations for Service Awards.

Term of Office: One year.

How Elected, Selected: The Chair-Elect assumes the position of Chair after a period of one year.

Prior Requirements, If Any: Election to the position of Chair-Elect.

Other Individuals to Interact With: All members of the Executive Committee, the Divisional Officers' Group, ACS staff and Governance, especially the Meetings, Expositions and Divisional Activities Department.

CHAIR-ELECT

Duties

Administer the R. A. Glenn Award according to the procedures described on the Glenn Award Best Paper page later in this manual. This includes the evaluation of papers and selection of outstanding speaker for each of the National Meetings at which presentations are made before the Division of Energy and Fuels. The Chair-Elect collects the rankings from the group selected to judge papers for the Richard A. Glenn award, summarizes them and makes the decision on the identity of the winner(s). The Newsletter Editor is advised so that the Newsletter can provide recognition of the paper and others that may also warrant recognition.

Work with Chair and Chair of Public Policy on drafting a Public Policy Statement, if appropriate.

Serves on the Programming Committee

Additional Responsibilities: Act for the Chair in his/her absence.

Term of Office: One year.

How Elected, Selected: By ballot distributed by the Secretary to the Division membership in time for counting after the Fall National Meeting.

Prior Requirements, If Any: Active participation in the Division.

Other Individuals to Interact With: Chair, Program Chair, Secretary, Newsletter Editor.

SECRETARY

Duties

The Secretary is responsible for the recording and distribution of the minutes of the Division Business Meeting, Program Committee Meeting, and Executive Committee Meeting for the National Meetings.

The Secretary also prepares an Annual Report to the ACS on the Division (February 15), and informs ACS of Division Officer changes by December 1 each year.

At the beginning of each calendar year, he/she changes the Division letterhead and distributes it accordingly to members of the Executive Committee and other appointed officers. In recent years, the use of a pdf file on an access-limited page of the website has been adequate.

At the beginning of his/her second year as the Division secretary, if necessary, he/she should update this Officer's Manual with the help of the Executive Committee.

Additional Responsibilities: The Secretary handles miscellaneous correspondence pertinent to membership in the Division. The Secretary certifies Division Councilors and Officers to ACS in Washington, D.C. He/she oversees and coordinates with the Membership Chair in conducting membership campaigns. He/she receives the ballots for new officers prior to the Fall National Meeting.

Term of Office: Two years.

How Elected, Selected: By ballot distributed by the Secretary to the Division membership in time for counting after the Fall National Meeting.

Prior Requirements, If Any: Activity with the Division.

Other Individuals to Interact With: Division Chair, Treasurer, Preprint Editor, Councilors, Newsletter Editor.

Relevant By-Laws Section(s):

Section 4. The duties of the Secretary shall be to keep a record of the proceedings of the Division and of the Executive Committee, to maintain a list of the members and affiliates of the Division, to conduct the business correspondence of the Division as assigned, to distribute to members and affiliates a record of the proceedings of each meeting of the Division, and to carry out the duties outlined in the Constitution and Bylaws of the SOCIETY.

- a. The Secretary shall promptly convey all reports required by the SOCIETY to the Executive Director of the SOCIETY.
- b. The Secretary shall preserve in perpetuity approved copies of the Articles of Incorporation and bylaws of the Division and such other documents as may, from time to time, be required by the Executive Committee.

- c. The Secretary shall oversee the filling of vacancies in Councilor and Alternate Councilor positions, according to the manner described elsewhere in these bylaws.

TREASURER

Duties

The Treasurer is responsible for establishing a checking account, preferably interest bearing, and accounting for all expenditures and income for the Division.

The Treasurer is responsible for preparing and filing Tax Forms for the IRS. The report for non-profit corporations is due the 15th of May. The Treasurer is responsible for a part of the Annual Report due to the ACS February 15. The other part is prepared by the Secretary. This report is the basis for awards presented to Outstanding Divisions in each size group.

Additional Responsibilities:

I. Prior to the Meeting

- A. Prepare the Treasurer's Report for the Executive Committee meetings.
- B. Fall - prepare a budget for the next year.
- C. Treasurer is the Divisional representative for any PRF travel grants and should sign the contracts and request that the checks be sent to the Treasurer.
- D. A fund with a \$1,000.00/year limit is provided by the Division for travel to the meeting by officers who could otherwise not attend. Requests are handled by the Treasurer and disbursements made with the consent of the Chair. Additional requests may be made with approval needed by the Executive Committee.

II. At the Meeting

- A. Pays the balance of the Division dinner
- B. Writes checks for the Richard A. Glenn awards [note that the Division pays for the ticket for the awardee for the Divisional dinner].
- C. Writes check for Student Award [note that the Division pays for the awardee's ticket to the Division dinner].
- D. Provides a budget update to the Executive Committee

Relevant By-Laws Section:

Section 5. The duties of the Treasurer shall be to serve as custodian of the funds of the Division, to collect dues and other revenues, to pay the expenses of the Division that have been authorized by the Executive Committee, to submit a report to the Division at the completion of each fiscal year, to submit to the Executive Committee at the end of each fiscal year a proposed budget for the ensuing year, to submit required reports to the Internal Revenue Service, and to handle reprint sales at national meetings. The Trust Fund, administration of which is governed by a separate document and procedure, is not the Treasurer's responsibility.

Term of Office: Two years.

How Elected, Selected: By ballot distributed by the Secretary of the Division membership in time for counting after the Fall National Meeting.

Prior Requirements, If Any: Active participation in the Division

Other Individuals to Interact With: Chair, Councilors, Preprint Editor, Secretary, and the Trustees.

COUNCILORS AND ALTERNATE COUNCILORS

Duties

Councilors and Alternate Councilors represent the Division in accordance with Article VII of the constitution of the American Chemical Society. They attend Council meetings that are held at each National Meeting of the Society. Councilors are responsible for bringing before the Council actions directed by the Division membership and the Executive Committee. They also may attend the Divisional Officers Caucus and the open session of the Division Activities Committee.

Councilors report completed and pending actions by the Council to the Executive Committee and to the membership as relevant. Councilors may inform the Executive Committee or the membership based on their experience at the Council or Council committees during discussions of resolutions pending before the membership.

Additional Responsibilities: Councilors and Alternate Councilors are members of the Executive Committee Energy & Fuels. Councilors and Alternate Councilors should aspire to become members, or associate members, of one of the National committees of the ACS (see <http://www.acs.org/content/acs/en/about/governance/committees.html> for a full listing), the Committee on Economic and Professional Affairs or any other committee in which they have interest.

Term of Office: Three years.

How Elected, Selected: The four positions for Councilors and Alternate Councilors are elected in staggered terms so that no more than two are elected in a given year. By ballot distributed by the Secretary to the Division membership in time for counting after the Fall National Meeting.

Prior Requirements, If Any: Active participation in the Division of Energy and Fuels. Councilors must have previous experience as an Alternate Councilor. Both Councilors and Alternate-Councilors must be willing to serve on an ACS committee during the three year term of service.

Other Individuals to Interact With: Division Chair, Executive Committee, ACS Council members, ACS Committees, and ACS staff as necessary.

DIRECTOR-AT-LARGE

Duties

Directors-at-Large assist in guiding the Division in achieving its technical and educational objectives by providing advice and suggestions on programmatic, financial, publication and related matters to Divisional Officers and to other Directors.

Additional Responsibilities: Directors-at-Large are voting members of the Executive Committee of the Division.

Term of Office: The three Directors-at-Large are each elected for three year terms, in a staggered system in which one Director is elected each year.

How Elected, Selected: By ballot distributed by the Secretary to the Division membership in time for counting after the Fall National Meeting.

Prior Requirements, If Any: Past Division Chair, Active in Divisional affairs, usually with an extensive period of participation.

Other Individuals to Interact With: The Executive Committee.

Relevant By-Laws Section:

Section 7. The Directors-at-Large shall be elected from among the Past Chairs of the Division. Their major function is to provide guidance and continuity to the operation of the Division.

PAST CHAIR

Duties

Appoints a nominating committee to select candidates for the elected offices: Chair-Elect, Secretary, Treasurer, Councilors, Alternate Councilor, and Directors-At-Large. The nominations should be submitted to the Executive Committee for their approval before the Fall ACS Meeting. The approved list of nominations should then be presented to the Business Meeting at the same Fall ACS meeting and the members present be given the chance to make other nominations if they desire, and then be asked to approve the list. After the meeting, the Past Chair notifies the Newsletter Editor of the nominees in time for insertion in the Newsletter and preparation of ballots.

A new Chair-Elect is elected each year, and at least two people are nominated for this office.

A new Secretary and a new Treasurer are elected every two years. The current Secretary or Treasurer may be nominated for another term, if they desire, as these offices do not have term limits.

Councilors and Directors serve three-year terms, and their terms are staggered. The number to be elected can be identified by noting which terms are ending and, in the case of Councilors, the number allowed to the Energy and Fuels Division by the ACS (this latter number varies depending on the size of our membership relative to other Divisions, and ACS policy). ENFL currently has four Councilors and four Alternate Councilors.

Serves on the selection committee for Distinguished Service Award.

Additional Responsibilities: Assist Chair-Elect in handling a smooth transition of responsibilities.

Term of Office: One year.

How Elected, Selected: Last year's Chair automatically becomes this year's Past Chair.

Prior Requirements, If Any: Election as Chair.

Other Individuals to Interact With: Chair, Executive Committee.

PROGRAM CHAIR

Description

The Program Chair is the leader of the program committee during the years of his/her appointment for the ENFL Division. Beginning with this appointment, the incumbent will search for a wide range of topics for the program that fit within the ENFL bylaws and former program trends. The Program Chair is part of the Program Committee who serves as the Program Chair during a rotation, of which the first year is an apprentice, second year is the lead Program Chair, and third year as the ex officio member of the Program Committee.

Duties

The Program Chair, with the advice and approval of the Executive Committee, has a list of the following duties that pertain to planning, organizing, and handling all matters pertaining to the technical programs of the Division:

1. Work with the programming committee to identify symposium topics of interest to the greater ENFL community based on current and past trends in programming.
2. Serves as a liaison to other ACS Divisions and programming committees on programming matters.
3. Presides at the Program Committee meetings. The Program Committee consists of the Chair, Chair-Elect, three members of the Program Chair succession, Program Secretary, and six other members, who are appointed by the Chair on annual rotating basis. One of the committee members shall be appointed to take minutes during all Program Committee meetings and provide a record to the Division Secretary.
4. In consultation with the Program Committee, Program Secretary, members of the Division, and other informed persons, chooses the most promising topics for the year's programs and selects symposium chairs and co-chairs.
5. Obtain abstract forms from ACS, preprint author instructions and checklists, and distributes these to the Symposium Chairs. Requests that the Symposia Chairs distribute these to the individual authors of the papers.
6. In consultation with the Division Chair, arranges for meeting rooms for meetings of the Program Committee and Executive Committee, and for the Division Business meeting.

Additional Responsibilities: Ensures that Division meetings and symposia are scheduled to be in the same hotel or in the convention center with co-sponsoring Divisions (e.g. ENVR, PHYS, CATL, I&EC) by filling out the appropriate forms with this request.

1. Periodically provides information to ACS on "Program Deadlines and Topics" for *C&E News*.
2. Periodically provides program updates to the Division Newsletter Editor as requested on program deadlines and topics. For meeting year, he/she provides a summary of program highlights to Newsletter Editor and to the ACS Meetings Department.

3. Identify papers of potential interest to the ACS News Service.
4. Coordinates cosponsored sessions with Program Chairs of other Divisions (especially, CATL, GEOC, CELL, ENVR and I&EC) and negotiates the Preprints policy with the other Divisions after consultations with the Preprint Editor.
5. Attends Program Committee, Executive Committee and Business Meetings of the Division at both ACS meetings each year.
6. Prepares final program by the Spring Meeting of year before his/her active year.
7. Organizes the General Papers sessions, since important program trends can be noted as the papers come in, and focused (titled) sessions can be put together at that time.
8. Works with Chair-Elect to identify nominees for the Richard A. Glenn Best Paper Award by having symposium chairs identify the top preprints submitted to their symposia. These can also be the papers identified for additional presentation as posters in the Sci-Mix session.
9. Works closely with the Awards Committee and other executive committee members and makes arrangements for the organization of the Storch Award Symposium (each fall) and ENFL Distinguished Award (each spring) Symposium. These sessions should be scheduled to begin on the Monday of the national meeting.
10. Prepare certificates for Symposium Organizers.

Term of Office: One year as active Program Chair, three years in anticipation as a member of the Program Committee.

How Elected, Selected: Appointment approved by the Executive Committee based on recommendation put forth from the Program Secretary, Program Committee, and other members of the Executive Committee.

Prior Requirements, If Any: Member of the Division, participation in Division activities, active participation in programming.

Other Individuals to Interact With: Preprint Editor, Program Secretary, Program Committee, Newsletter Editor

Relevant By-Laws Section:

Bylaw IV; Section 8. The Preprint Editor shall, with the advice and consent of the Executive Committee, have primary responsibility for the handling of all matters pertaining to the publications of the Division other than a newsletter.

Bylaw IV; Section 10. The Program Chair shall, with the advice and approval of the Executive Committee, have primary responsibility for the planning, organizing, and handling of all matters pertinent to the technical programs of the Division held at the regular national meetings of the SOCIETY or at any special meetings that may be scheduled by the Division. In addition, the Program Chair shall handle the correspondence dealing with the technical symposia programs to

the SOCIETY and supplying potential authors with instruction on the preparation of preprints for publication.

PROGRAM SECRETARY

Duties

The Program Secretary will act as mentor and coach to the current Program Chair and Committee. The individual should have sufficient experience in the division and/or as a former ENFL Program Chair to remind the committee of previous symposia choices and options; that is, acting as the historian of the program committee while providing institutional memory. They will guide in Program Chair succession planning and decision making.

Additional Responsibilities:

The Program Secretary duties will include maintaining the attendance history for each symposium that has occurred over the past four years. They will provide an analysis of the trends in programming to help determine which programming should be included in the upcoming meetings.

Term of Office: Three years

How Elected, Selected: Appointed based on nominations from the Program Committee and Executive Committee, with approval from the Executive Committee.

Prior Requirements, If Any: Ideally have previously served as Program Chair for ENFL or its predecessor Divisions, PETR and FUEL or have significant time served on the Programming Committee that is sufficient to provide a historical perspective on programming.

Other Individuals to Interact With: Program Chair, Programming Committee, Chair.

Relevant By-Laws Section:

PROGRAM COMMITTEE

Duties

Program Committee Members assist the Program Chair and Program Secretary in planning the following two years of technical programming for the Division. At every Spring and/or Fall ACS meeting, the program committee should discuss the planning for at least the next four consecutive Spring/Fall/Spring/Fall meetings. They should also work with the Executive Committee to identify 8-10 members who can help organize symposia, and identify future topics and to vote on those topics.

Additional Responsibilities:

The Program Committee works with the MPPG Committee to identify symposium within ENFL that will fit within the National meeting themes.

Term of Office: One year, renewable with the total term indefinite.

How Elected, Selected: Appointed by the Chair based on nominations from the Executive Committee, with approval from the Executive Committee. The committee will be composed of six individuals of various background and experience (government, industry, and academia).

Prior Requirements, If Any: Active participation in Division activities

Other Individuals to Interact With: Program Chair, Program Secretary, Executive Committee.

Relevant By-Laws Section:

HISTORIAN

Duties

The Historian maintains a file of all materials issued to the membership including:

- Preprints
- Newsletters
- Minutes of Executive, Program, and Business meetings
- Promotional materials

Additional Responsibilities: The Historian should be able to trace resolutions passed at meetings. The file is also a source of hard copy of past issues of the Preprints and other documents issued by the Division of Energy & Fuels.

Provides information to the Chair and Secretary on resolutions and motions passed by the Executive Committee of members at the Business Meetings that need to be incorporated into the Bylaws and/or Officer's Manual.

Maintain records of officers names and time periods of service. Maintain records of award winners for the various division awards.

Term of Office: Indefinite. The Historian will serve until he/she asks to be relieved of the duties.

How Elected, Selected: The Historian is appointed by the Chair, subject to approval by the Executive Committee at its next meeting.

Prior Requirements, If Any: Extended membership in the Division.

Other Individuals to Interact With: The Executive Committee.

NEWSLETTER EDITOR

Duties

Publication and mailing of the Division Newsletter 2-3 times per year.

Term of Office: Indefinite.

How Elected, Selected: Appointed by the Chair, subject to approval by the Executive Committee at its next meeting.

Prior Requirements, If Any: Extended membership in the Division.

Other Individuals to Interact With: The Chair, Chair-Elect, Past Chair, Secretary, Treasurer.

MEMBERSHIP CHAIR

Duties

The Membership Chair's responsibilities include conducting membership campaigns, contacting new members and delinquent members of the Division.

The Membership Chair provides new Division application forms to perspective new members at the National Meetings and throughout the year. He/she collects and processes the membership forms from the new members.

Responsible for ensuring the Division sales table is staffed during the national meetings. This is currently handled by Doodle poll to the Executive Committee.

Arrange for credit card machine for sales table (Fe Andaya, 202-872-4521, f_andaya@acs.org)

Responsible for maintaining materials and Division banner for the Division sales table at meetings.

Maintains opt-in poll for Preprints for the Division

Process:

The opt-in process uses the combination of the membership roster and a web service (Survey Monkey) for the collection of data. Survey Monkey is a paid service (\$300 annual fee for Gold membership) for online surveys. Currently this payment is by the Membership Chair with the division Treasurer reimbursing him this expense. We use the paid service rather than a free variant due to the size of the membership listing and the number of individual survey takers. The division space login is "ENFL_ACS":

The specific sequence employed is:

- 1) The secretary e-mails the current membership with information on extended abstract pre-print access options with an updated Survey Monkey url linking to that year's survey. The email includes information on updating address information etc. The members enter their ACS ID number as their unique identifier (the survey includes a means of determining a member's ACS id number). This email needs to be sent out by the middle of **January** each year in order to give the address list to the Preprint Editor in a timely manner before the Spring Annual meeting.
- 2) At the end of the opt-in period the data (ACS id number) is exported and added to the bottom of the membership roster and the data sorted by ACS member id. The following IF/THEN Excel logic identifies if there is a duplicate number is listed:
`=IF(A2=A3,"OPT-IN","")`
- 3) Those who have opted-in are now tagged. The column with that information is copied and re-written as a text paste (so the tagging is not lost on re-sorting). Then the roster can be sorted and the name address information sent to the Preprint Editor. Please note that the roster includes a preferred address for mailings.
- 4) The Preprint Editor includes the opt-in information to Omnipress (or other selected producer) for the production run.
- 5) The opt-in process should be run once a year at the middle of January with a deadline a couple of weeks later. This allows the listing to be sent in time for CD-ROM delivery before the spring meeting.

There are a couple of issues to note. We are typically missing 3% of the members' email and there will be some additional returns of no longer valid emails. Thus we are not reaching the entire membership. However, our electronic voting process has the same issues so this is not critical but remains a concern. Some incorrect member numbers are returned typically due to a typing error. The use of color for the member numbers helps spot these occurrences. Hence, the opt-in member's name is included in the data to allow those opt-in members to be captured.

Examples of the email communication and the survey follow. To submit all answers must be completed.

ACS Division of ENFL member,

ENFL is offering the option to receive a CD-ROM which contains the preprints submitted during 2013 to the ENFL symposia at the National ACS meetings. Preprints can always be downloaded at <http://pubs.acs.org/meetingpreprints/>, however if you would like a CD-ROM please fill out the survey at the link below.

<https://www.surveymonkey.com/s/LS237QC>

Thank you,

Michelle

ENFL Secretary

<http://www.anl.gov/PCS/ENFL/index.html>

Michelle Kidder, Ph.D

ENFL Secretary

Term of Office: Indefinite.

How Elected, Selected: Appointed by the Chair, subject to approval by the Executive Committee at its next meeting.

Prior Requirements, If Any: Extended membership in the Division.

Other Individuals to Interact With: Secretary, Chair, the Executive Committee.

PREPRINT EDITOR

Duties

An abbreviated version of the duties and activities of the Preprint Editor follows.

<u>Event</u>	<u>Day</u>
Meeting Date	Date Scheduled
Mailing CDs to the Division members and subscribers	30 days prior to the meeting
Uploading all preprints with page numbers into ACS website	40 days prior to the meeting
All proofs completion and CDs production	50 days prior to the meeting
Downloading all preprints and a spreadsheet from PACS website and transferring to the publish company	100 days prior to the meeting

Publisher and Subscription information: OmniPress currently (2014) publishes the preprints. They will distribute the printed disks to membership and Curran Associations, who handles all of our hard copy commercial subscriptions. ACS Pubs sells all electronic subscriptions. A service agreement with Omnipress has been made for three years between 2014 and 2016. The Omnipress Project Manager is working with Preprint Editor in the planning stages and throughout the entire production and delivery. The materials that will be uploaded into the Omnipress FTP after you get direction from the Project Manager:

Kristi Connelly [kconnelly@omnipress.com]
Project Manager
OMNIPRESS
2600 Anderson St, Madison, WI 53704 |
Office: 800-828-0305 |
fax: 608-246-4237

Directions for Preprint Editors:

1. Make sure you have editors access to pacs. You may get it through sending an email to pacs@acs.org or calling ACS.
2. Farai Tsokodayi will send you an email stating when the preprints are available for bulk download.
3. Download bulk preprints file and transfer to OmniPress ftp server.
4. OmniPress will review for consistency to format and edit as necessary.
5. The following forms must be submitted to OmniPress:
 - a. Roster with addresses of ENFL members
 - i. Add Chemical Heritage Foundation
Andrea Tomlinson
Technical Services Manager
315 Chestnut Street
Philadelphia, PA 19106

- ii. Add Kal Hashmani
ACS Washington IT Department
115 Sixteenth Street, NW
Washington, DC 20036
- iii. Review roster to make sure that any of the returned preprints do not have the same address. If they do, delete them from the roster so that postage will not be wasted on another wrong address.
- b. Form with “Misc. information.” This will change very little from disk to disk. This includes info on the 100 disks for Curran for subscriptions, etc.
- c. Table of contents excel spread sheet organized by symposium.
- d. Folder with all preprint files. OmniPress will edit no need to edit or proof them. They will let you know if there are serious errors so that you can contact the authors.
- e. Folder with “misc. disk documents”
 - i.
 - ii. Executive committee
 - iii. Student award application
 - iv. Any other applicable document
- 6. Upload those documents to OmniPress server.
- 7. Send final spread sheet to Kal at ACS, who will upload final versions on the website.

Editing and Inspection:

All paper will be inspected page by page by the publication company. The company will follow the Preprint template to make any possible correction on formatting. However, Preprint Editor have to work with their Project Manager to solve any problems regarding the formatting issues, and when needed, contact with manuscript author(s).

OmniPress Contacts 1-800-828-0305

Vince Reidl- Customer Service, vreindl@omnipress.com

Kristi Connelly- Project Manager, kconnelly@omnipress.com

ACS Contacts

Kal Hashmani- Software Development Manager, 202-872-7887, K.Hashmani@acs.org

Farai Tsokodayi- PACS Program Manager, 202-872-6991, f_tsokodayi@acs.org

Heather Tierney, Managing Editor of Editorial Content, ACS Publications,
202-480-3082, h_tierney@acs.org

Between Meetings

1. Keep a list of preprints that are “returned to sender”. Use this list to compare to roster before it is sent to OmniPress. This will ensure that postage is not wasted on faulty addresses.

CDs:

Preprint Editor works with the Program Chair to have all conference information, including conference date and location, symposia and organizers, the order of the symposium, issues and numbers, which information will be showing on the CD covers and the printed inserts. The Publication Company will page number all pages for preprints and reference those in the Table of (TOC). More information can be seen in the agreement, which may be varied in detail.

The Officers name list, newsletters, and other documents about the Division membership are encouraged to publish into the CDs. Each cover and Table of Contents is kept with the manuscripts for that particular issue. Common materials, such as the membership and back issue information can be placed in a separate folder marked common materials.

Omnipress Documents:

All original and pdf version papers that was downloaded from PACS website;

2) A modified spreadsheet with symposium list, paper title, author(s);

3) Conference information from the Program Chair;

4) An updated preprint template;

5) Newsletter, Executive committee, and other membership documents that are intent to publish;

6) Roster with address of ENFL members, and add Chemical Heritage Foundation and Kal Hashmani.

7) Besides, 100 CDs are expected to be shipped to Curran Associates, 20 CDs to the Editor's office.

Term of Office: Indefinite. The Preprint Editor will serve until he/she asks to be replaced.

How Elected, Selected: The PrePrint Editor is appointed by the Chair, subject to approval by the Executive Committee at its next meeting.

Prior Requirements, If Any: Active membership in the Division.

Other Individuals to Interact With: Division Chair, Treasurer, and Program Chair.

Relevant By-Laws Section:

Section 9. The Preprint Editor shall, with the advice and consent of the Executive Committee, have primary responsibility for the handling of all matters pertaining to the publications of the Division other than a News Bulletin.

TRUSTEES OF THE TRUST FUND

Duties

The Trustees will receive, hold, invest and reinvest contributions to the Division of Energy & Fuels Trust Fund. The Trustees are to invest in a manner to maintain growth in the fund with minimal risk to the principal. The Trustees make disbursements from the fund only upon authorization of the Executive Committee or by vote of the Division membership. The Trustees will work with the Treasurer to allow sufficient money to be held as liquid assets to meet obligations of the Division of Energy & Fuels that cannot be covered from the operating budget.

The Trustees shall maintain accurate and detailed records of accounts and all investments, receipts and disbursements and other transactions associated with the fund.

Additional Responsibilities: The Trustees will be ex-officio non-voting members of the Executive Committee and should attend the Executive Committee and Business meetings of the Division at each national ACS meeting. The Trustees must present a written or oral report outlining the financial status of the Trust Fund at each of the above meetings. The Trustees must also submit an annual report on the Trust Fund to the Treasurer in time to be included in the Division's Annual Report (due February 15) and also provide the Treasurer with information required for tax reporting.

Term of Office: Four years. The Trustees will be automatically reappointed, except for resignation, removal, or incapacity.

How Elected, Selected: Appointed by the Division Chair, with the approval of the Executive Committee. The candidate cannot hold a major office of the Division (Chair, Secretary, and Treasurer) during his/her period of service as a trustee.

Prior Requirements, If Any: Active participant in the Energy & Fuels Division, with knowledge of the financial needs, background and investment policies of the Energy & Fuels Division and the ACS.

Other Individuals to Interact With: Executive Committee, Division Chair, Treasurer. The Treasurer is an ex-officio non-voting Trustee, but is not involved in administration of the Trust Fund.

AWARDS CHAIR

Duties

The Awards Chair coordinates all of the Division of Energy and Fuels awards, including:

1. Henry H. Storch Award in Fuel Science, Sponsored by the Division of Energy & Fuels and Elsevier Journal Fuel
2. Energy & Fuels Division Distinguished Researcher Award
3. Energy & Fuels Division Emerging Researcher Award
4. ENFL Distinguished Service Award
5. Energy & Fuels R.A. Glenn Best Paper Award
6. Energy & Fuels Student Award

The chair orders plaques for awards 1-4 and ensures that any monetary award requests are submitted to the treasurer. The Awards Chair assists in selection of Division nominations for ACS Fellows.

Term of Office: Indefinite. The Awards Chair will serve until he/she asks to be replaced.

How Elected, Selected: The Awards Chair is appointed by the Chair, subject to approval by the Executive Committee at its next meeting.

Prior Requirements, If Any: Active membership in the Division.

Other Individuals to Interact With: Division Chair, Treasurer, and Program Chair.

A description of each of the Division's awards is given below:

RICHARD A. GLENN AWARD

The objective of research is not achieved when new knowledge is developed; it must also be transmitted in a manner whereby it can be readily understood by those who put it to use.

In 1956, the Division of Gas and Fuel Chemistry, in cooperation with Bituminous Coal Research, Inc., (BCR) within the framework of this philosophy, established an award for the best paper on coal or derived products presented at each of its semi-annual meetings. Selection is made by a committee appointed by the Chair-Elect of the Division, and is based on the effectiveness of the presentation as well as the quality of the work reported. Any paper presented to the Fuel Division is eligible for the award (except for those in the Storch Award Symposium), even if its topic is not strictly in the area of coal or derived products.

In 1972, the name of the award was changed to the *Bituminous Coal Research, Inc. - Richard A. Glenn Award* in memory of the late Dr. R.A. Glenn who was Assistant Director of BCR and an active member in the Division of Fuel Chemistry for many years until his death in January 1972. In 1996, the name was changed to the Richard A. Glenn Award, when BCR ended its support of the award.

The winners will be presented with a monetary award of \$500 (to be shared if more than one author) and a certificate at the Division dinner at the following ACS meeting.

R. A. GLENN AWARD SELECTION PROCESS

1. All Symposia Chairs (with the exception of the Storch Award and Distinguished Researcher symposiums) will be requested to review the papers submitted to their symposia and to nominate the paper or papers they feel are the most innovative and interesting. The number of papers to be nominated for the award from each symposium is approximately one to two per symposium, based on the total number of symposium. It is anticipated that the papers nominated for the Glenn Award will be the same as those selected for presentation as a poster at the Sci-Mix session in most cases. In the case of the papers of symposium organizers themselves, the Program Chair should review those separately and choose any he or she deems qualifies.
2. The R. A. Glenn Award selection committee will consist of the Chair-Elect (who will act as Chair of the award committee), the Program Chair, the Program Chairs for the following years (as many as might attend a particular meeting), and the Past Chair. In the event that any of these people are unable to participate for a particular meeting the Chair-Elect can appoint a replacement.
3. The selection committee will read all of the nominated papers in the Division Preprints prior to the meeting and will endeavor to attend all of the oral and poster presentations. Each member of the committee will select what they consider to be the best 10 papers and rank them, with the best paper receiving 10 points, the second best - 9 points, and so on. The Chair-Elect will tabulate the results and notify the winner.

HENRY H. STORCH AWARD

Purpose: To recognize distinguished contributions to fundamental or applied research on the chemistry and utilization of all hydrocarbon fuels, with the exception of petroleum.

Nature: The award consists of \$5,000, a suitably engraved plaque, and an expense allowance of up to \$1,500 for travel to the meeting at which the award will be presented, and a ticket to the Division dinner. The award recipient will have the option of publishing a special edition in Fuel based on the work presented in their award symposium.

Establishment and Support: The award was established in 1964 by the Division of Fuel Chemistry, ACS and administered by the Division until 1985. The award was sponsored by Exxon Research and Engineering Company for the 1987-96 presentations. The award was sponsored again by the Division of Fuel Chemistry beginning in 1997. The award was first given by ENFL in 2013. This award is sponsored by both ENFL and the Elsevier journal, Fuel.

Nominations are due (via email) to the Energy & Fuels Division Award Chair on January 10, 20xx

Rules of Eligibility: The Storch Award is given annually to an individual who has made an outstanding contribution to research in the field of fuel science. This includes research on all aspects of the chemistry and utilization of all hydrocarbon fuels, with the exception of petroleum. The research may have been carried out over a long time period (e.g., a lifetime achievement award), or may be particularly innovative research conducted over a relatively short time period (several years). Special consideration will be given to innovation and novelty in the use of fuels, characterization of fuels, and advances in fuel chemistry that benefit the public welfare or the environment.

Nominations: The nomination package should consist of a letter of nomination, two or more supporting letters, and nominee's CV and four to six relevant publications.

Committee Guidelines: All members of the Storch Award selection committee shall be former Storch Award winners. Currently there are five members on the committee. The Chair of the Storch Award Committee shall serve a two-year term and then rotate off the committee. Before the Chair's tenure expires, he/she shall appoint the next chair from the remaining committee members and identify a new member to join the committee. The Chair shall be responsible for obtaining the plaque or award certificate as well as the award check from the trust fund. Information on the Award recipient will be provided annually to Elsevier by the Awards Chair.

DISTINGUISHED SERVICE AWARD

Purpose: In order to recognize sustained and distinguished contributions to the field of energy and fuel chemistry, the American Chemical Society Division of Energy & Fuels establishes this *Distinguished Service Award*.

Nature: The award consists of \$1,000, a plaque commemorating the award, and a ticket to the Division dinner.

Establishment and Support: The award was established by the Division of Fuel Chemistry in 1986, with the first award being in 1987. It was separately established by the Division of Petroleum Chemistry in 2002 and awarded in 2003. It was first awarded by ENFL in 2013.

Rules of Eligibility: The award shall be limited to individuals who have been members of the Division of Energy & Fuels, or her predecessor divisions, for at least 10 years and who have had, in the opinion of the selection committee, a significant and continued impact on the advancement of energy and fuel chemistry through research, teaching, and service to the division, or a combination of the three over an extended period of time. The award shall be granted without regard to age, sex, or nationality. In addition, no one who has served in any of the following offices in the award year or either of the two years prior to the award is eligible: Past Chair, Chair, Chair-Elect, Secretary, or Treasurer.

Selection Committee and Nominations: The selection committee shall consist of the Past Chair, Chair, and Chair-Elect serving in the award year. In the case of a vacancy, the remaining members may appoint a new selection committee member. Nominations may be made by any member of the Division to the selection committee. The closing date of nominations shall be published in the Division Newsletter and will be shortly before the Spring National ACS meeting. The award shall be presented at the Fall National ACS meeting.

DISTINGUISHED RESEARCHER AWARD

Purpose: In order to recognize sustained and distinguished contributions to the field of energy and fuel chemistry, the American Chemical Society Division of Energy & Fuels establishes this *Distinguished Researcher Award*.

Nature: The award consists of \$2,000, a plaque commemorating the award, and a ticket to the Division dinner.

Establishment and Support: The award was established by the Division of Petroleum Chemistry in 2006, with the first award being in 2007.

Rules of Eligibility: The award shall be limited to individuals who have been members of the Division of Energy & Fuels for both Excellence in Science/Profession and Contributions to the Division and ACS. Nominees must be current members in good standing of the American Chemical Society and Energy & Fuels Division. Former members will not be considered as nominees.

Excellence in Science/Profession: Excellence in basic or applied research in broadly defined area of energy and fuel chemistry, as evidenced by publications or patents, invention or commercialization of new technologies, and leadership in the research area. Nominee must have made significant and original contributions in research and developments that have advanced the field of petroleum chemistry.

Contributions to the Division and to ACS: Contributions to ACS and the Energy & Fuels Division or its predecessors (the former ACS Petroleum Chemistry and Fuel Chemistry Divisions) could include, but is not limited to, services to the division(s), contributions to governance, meetings (organization of symposia or major presentations), publications (editor or guest editor, associate editor, editorial board), etc.

Member in good standing of the Division: Nominees must be current members in good standing of the American Chemical Society and Energy and Fuels Division. Former members will not be considered as nominees.

Nomination package should include a letter of nomination summarizing the research accomplishments and service to ACS and the Division of Energy and Fuels or its predecessors (no more than 5 pages), a CV including list of selected publications (no more than 5 pages) and two or three supporting letters.

Nominations for the award should be sent electronically to:

Professor Chunshan Song,
Pennsylvania State University
E-mail: csong@psu.edu

The deadline for nominations is July 15, 20xx. The awardee will be recognized by an Award Symposium during the following Spring ACS National Meeting

Selection Committee: The selection committee shall consist of the past winners of the Distinguished Researcher Award. In the case of a vacancy, the remaining members may appoint a new selection committee member. Nominations may be made by any member of the Division to the selection committee. The closing date of nominations shall be published in the Division Newsletter and will be shortly before the Fall National ACS meeting. The award shall be presented at the Spring National ACS meeting.

EMERGING RESEARCHER AWARD

Purpose: In order to recognize sustained and distinguished contributions to the field of fuel chemistry, the American Chemical Society Division of Energy & Fuels establishes this *Emerging Researcher Award*.

Nature: The award consists of \$1000, a plaque commemorating the award, and a ticket to the Division dinner.

Establishment and Support: The award was established by the Division of Petroleum Chemistry in 2010, with the first award being in 2012.

Rules of Eligibility: The intention of the award would be to recognize and encourage scientists who are early or midway into their careers, and normally with no more than 15 years after his/her last degree. The award is based both on the research record and service to the division/profession of the nominee. Nominees must be current members in good standing of the American Chemical Society and Energy & Fuels Division. Former members will not be considered as nominees.

Outstanding research record: Outstanding research record could be achieved via excellence in basic or applied research, publications or patents, commercialization of new technologies, and reputation in the area. Professional record will count for 70% of the selection criteria.

Contributions to the Division: Outstanding Service to the ACS Energy & Fuels Division could include, but is not limited to, services to the division, contributions to governance; publications (editor, assistant or associate editor); meetings (organization of symposia or major presentations), etc. Presentations in ENFL symposium count towards service in the Division. Presentations cannot be the only contribution towards service. Service will count as 30% of the selection criteria.

Member in good standing of the Division: Nominees must be current members in good standing of the American Chemical Society and Energy and Fuels Division. Former members will not be considered as nominees.

Nominations are due March 1, 20xx.

Please provide the nomination form, a two page CV, and two to three letters of support with the nomination and send to Ryan Rodgers (rodgers@magnet.fsu.edu). Letters of recommendation are important in the selection of the award recipient. They should provide specific and sufficient information on the applicant's contributions in both areas.

Selection Committee: The selection committee shall consist of three to five members consisting of the Awards Committee Chair, a member of the Executive Committee, such as a Director-At-Large, and two past recipients of the award serving two year terms on the committee. For example:

Award nomination for 2015:

Committee members: 2013 and 2012 recipients+ two senior members

Award nomination for 2016:

Committee members: 2014 and 2013 recipients+ two senior members

Award nomination for 2017:

Committee members: 2015 and 2014 recipients+ two senior members

Nominations may be made by any member of the Division to the selection committee. The closing date of nominations shall be published in the Division Newsletter and will be shortly before the Spring National ACS meeting. The award shall be presented at the Fall National ACS meeting.

STUDENT AWARD

Purpose: In order to recognize student contributions to advancing energy and fuel chemistry through preprint and presentation quality, the American Chemical Society Division of Energy & Fuels establishes this *Student Award*.

Nature: The award consists of \$250, a certificate, and a ticket to the Division dinner.

Establishment and Support: The award was established by the Division of Petroleum Chemistry in 2008, with the first award being in 2009.

Rules of Eligibility: The award shall be limited to undergraduate or graduate students who are presenting in ENFL symposia at the Spring and Fall annual meetings. The students do not need to be members of the Division, though they are encouraged to do so. The advisor of the student must confirm they are an enrolled student to be eligible for the award. The award is judged both on preprint and presentation quality. The award shall be granted without regard to age, sex, or nationality. In addition, no one who has served in any of the following offices in the award year or either of the two years prior to the award is eligible: Past Chair, Chair, Chair-Elect, Secretary, or Treasurer.

Nominations: Submissions must be received by one month prior to the first day of the meeting. Please contact Sarma Pisupati (spisupati@psu.edu or (814) 865-0874 for submissions and more information

Selection Committee: The selection committee shall consist of an award chair appointed by the Chair. The award chair will organize judges for the presentations and preprints. They will notify the student and executive committee after each National meeting when a selection is made.

ACS FELLOWS- ENFL DIVISION NOMINATIONS

Purpose: The American Chemical Society (ACS) Fellows Program was created by the ACS Board of Directors in December 2008 to recognize members of ACS for outstanding achievements in and contributions to science, the profession, and the Society. The body of Fellows is expected to reach a steady state of 1 to 2% of our membership and to reflect not only excellence, but also the diverse contributions made by ACS members.

Nature: Awardees will retain the title “ACS Fellow” for life. The names of ACS Fellows selected each year will be published in *Chemical & Engineering News*. ACS Fellows will be recognized and honored at Fall ACS National Meetings. Each new Fellow will receive a distinctive pin and a certificate.

Establishment and Support: The award was established by the ACS in 2008.

Rules of Eligibility: The selection of ACS Fellows is based on documented excellence and leadership in **both** of two areas: (1) science, the profession, education, and/or management, **and** (2) volunteer service in the ACS community. Nomination documents must address **both** of these areas.

(1) Excellence and leadership that have a lasting beneficial impact in science, the profession, education, and/or management. Appropriate activities might include, but are not limited to, the following:

- Outstanding and creative contributions to scientific research;
- Superior achievements in the teaching and learning of chemistry;
- Strong, effective leadership or managerial excellence in an organization within the chemical enterprise.

(2) Volunteer service in the ACS community resulting in significant enhancements to ACS programs, products, or services. Appropriate activities might include, but are not limited to, the following:

- Outstanding leadership, documented through specific results achieved, of a Division, Local Section, regional meeting, national meeting, and/or international conference;
- Exceptional assistance, as an unpaid volunteer, in the publication of scientific information (not including routine authorship or reviewing publications associated with one's own research);
- Organization of especially significant symposia, major presentations, or other programming at national/international meetings;
- Leadership or other outstanding contributions to public outreach activities, such as National Chemistry Week and Chemists Celebrate Earth Day;
- Effective communication to the public of the value of the chemical sciences or chemical professionals through the press, radio, TV, or other electronic media.

Documented evidence must be provided of exceptional accomplishments, professional attainment, and impact in both of the above two areas. Excellence in research, teaching, or management alone is not enough, nor is exceptional leadership of ACS activities; members selected as Fellows must have excelled in multiple areas. In assessing the qualifications of a

nominee, the Selection Committee will weigh the depth, extent, and impact of the nominee's activities as documented in the nomination submission.

Selection Committee: The number of nominations submitted by each Division may not exceed twice the number of Councilors from the Division. Nominees must be current members of the Division. Members of the Division are able to put forth a nomination to the Division nomination committee at any time during the year. The committee will consist of Fellows of the Division. The committee will request more information from the nominator as necessary to make a fair and accurate assessment of which nominations have the highest chance of receiving the award. The nomination committee will announce to the executive committee in January who the Division nominations will be. A champion for the nomination will be identified, as well as the submitted, primary and secondary nominators. In some cases, the submitter, champion, and primary nominator will all be the same individual.

Nominator Requirements:

1. The primary nominator must be an Officer, Councilor, or Alternate Councilor of the Division, or some other Division member specifically designated by the Chair to prepare the nomination on behalf of the Division; however, the secondary nominators need not be members of the Division.
2. If the Chair is not the primary or a secondary nominator, the Chair must provide a [letter](#) attesting that the individual is indeed being nominated on behalf of the Division.
3. In the event that the Chair is the nominee, then the above attestation must be provided by another Officer or by a Councilor or Alternate Councilor of the Division. The [letter of attestation](#) must be uploaded in the nomination system.
4. Each Officer, Councilor, and Alternate Councilor of a Division, in addition to serving as the primary nominator or secondary nominator for the nominations submitted on behalf of his/her respective Division, may be the primary nominator for one additional individual nomination (i.e., he/she may still submit a single nomination as an individual ACS member and may serve as a secondary nominator for additional nominees).

**TRUST FUND
DIVISION OF ENERGY & FUELS
AMERICAN CHEMICAL SOCIETY**

Trust Agreement made April 30, 1985, between the Division of Fuel Chemistry (referred to as the Division on Energy and Fuels starting January 1,2012), American Chemical Society, herein referred to as Trustor, R. Tracy Eddinger, G. Alex Mills, and C. Thomas Ratcliffe, herein referred to as Trustees. In consideration of the terms and conditions set forth herein, Trustor and Trustees agree:

ARTICLE I

Establishment of Trust

1. The Trust is to be known as “The Division of Fuel Chemistry, American Chemical Society Trust Fund” and is hereby created.
2. The Trustees, for themselves and their successors, hereby accept the Trust hereby created and agree to administer the Trust in accordance with the terms of this Agreement and The Division of Fuel Chemistry, American Chemical Society Awards Trust Fund (hereinafter referred to as the “Resolution”) enacted by the Division of Fuel Chemistry, American Chemical Society on April 30, 1985, and hereby made a part of this Agreement.
3. The amounts hereby and later transferred to the Trustees by the Trustor, as well as gifts, bequests, or devises of property of any nature whatsoever, as may be hereafter added thereto by any person, and the earnings and increment thereon, less disbursements therefrom, shall constitute the Trust fund (hereinafter referred to as the “Fund”).
4. This Trust will become effective on April 30, 1985, and exist in perpetuity unless revoked by the Trustor in accordance with Article VII, Section 3.
5. The Trustor hereby assigns, transfers, and delivers to the Trustees the Securities and Bonds listed in Exhibit A, all of which will be made a part of the Fund, receipt of which is hereby acknowledged by the Trustees.

ARTICLE II

Duties and Powers of the Trustees

1. The Trustees will receive, hold, invest, and reinvest contributions to the Fund. The Trustees will make disbursements from the Fund only upon authorization of the Executive Committee of the Trustor and pursuant to the terms of the Agreement. Contributors to the Fund will have the right to make contributions hereunder in property other than money by assignment, transfer, and delivery of such property of the Trustees.
2. The net income from the Fund will be applied first to the payment of administrative expenses of the Trust, including but not limited to Trustees’ expenses, taxes and special assessments, and then distributed and paid to beneficiaries or accumulated as hereinafter directed or permitted.

3. The purpose of this Fund, as set forth in the Resolution, shall be to accumulate income and to expend only the net income of the Fund in support and maintenance of the tax-exempt activities of The Division of Fuel Chemistry, American Chemical Society including the Richard A. Glenn Award for best papers in Fuel Chemistry Division Symposia at national meetings, The Distinguished Service Award, and other possible awards.
4. The Trustees will have the power to invest and reinvest all or any part of the Fund in whatever kind of property and investment that the Trustees deem advisable, including, but not limited to certificates of deposit, corporate obligations and securities of any kind, preferred stock, and investment trusts without any requirements as to diversification.
5. The Trustees will exercise full discretion with respect the disbursement and application of the net income of the fund, subject to their fiduciary obligations, the designated general purposes of this trust, and the prohibitions contained in Section 509(a)(3) of the Internal Revenue Code concerning the payment of income to any organization other than a "publicly supported organization".
6. The Trustees will have the power to employ or appoint suitable agents or counsel to assist the Trustees in the performance of their duties hereunder, and the Trustees will not be liable or accountable in acting in good faith upon the advice of said counsel.
7. In the event of any differences of opinion among the Trustees as to the exercise of power conferred hereby, the decision of a majority of voting Trustees shall be conclusive.
8. The enumeration of certain powers in this Trust Agreement will not limit the general or implied powers of the Trustees. The Trustees will have additional powers that may not or hereafter be conferred on the Trustees by law or that may be necessary to enable the Trustees to administer this Trust in accordance with the provisions of this instrument, subject only to the express limitations contained herein.

ARTICLE III

Limitation of Trustees' Liability and Indemnity

No loss or damage accruing to the Fund as a result of the exercise of any discretion vested herein in the Trustees, or hereafter vested by the Trustees in their agents, shall be charged or imputed to the Trustees, except for such loss or damage as may result from bad faith or gross negligence in the exercise of the Trustees' or their agents' discretion.

ARTICLE IV

Trust Records

The Trustees shall maintain accurate and detailed records of accounts and all investments, receipts, and disbursements, and other transactions concerning the Fund, and such accounts, books, and records relating thereto shall be open at all reasonable times for inspection and audit by the Chair or Executive Committee of the Division of Fuel Chemistry, American Chemical Society. The Trustees will choose one from their group to hold the records, and advise the Chair of the Trustor of this selection.

ARTICLE V

Expenses

All reasonable costs, charges, and expenses incurred by the Trustees in connection with their administration of the Fund, including fees for legal services rendered to the Trustees pertaining to the administration of the Fund, shall be paid by the Fund.

ARTICLE VI

Terms of Office, Removal, Resignation and Appointment of Trustees

1. Each Trustee's term of office will be for a period of four years.
2. Any present Trustee or successor Trustee under this Trust may, at any time, resign by delivering to the other Trustees his or her written resignation.
3. All Trustees will be appointed by the Chair of the Trustor with the concurrence of the Executive Committee. The Chair with the concurrence of the Executive Committee of the Trustor may at any time remove any one or all of the Trustees of this Trust and appoint a new successor or successors by an instrument in writing signed by the Secretary of the Trustor and delivered to the Trustee or Trustees.
4. Each Trustee will be a member of the Division of Fuel Chemistry, American Chemical Society. The Chair, Secretary, and Treasurer of the Division of Fuel Chemistry, American Chemical Society may not serve as a voting Trustee during his or her term of office. The Treasurer shall be an ex-officio non-voting Trustee.
5. On the death, resignation, or incapacity of any Trustee hereunder, the Chair, with the concurrence of the Executive Committee of the Trustor, will appoint a successor Trustee to complete the unexpired term of the Trustee being replaced.

ARTICLE VII

Miscellaneous

1. The Trust Agreement and the Trust hereby created will, in all respects and for all purposes, be governed and regulated by the laws of the District of Columbia as they now exist and may from time to time be enacted, amended, or repealed. All questions regarding the validity, construction, and administration of this Trust Agreement, or any of its provisions, and of this Trust shall be determined solely by the laws of the District of Columbia.
2. The Executive Committee of the Trustor at any time may alter, amend, or modify any or all of the terms and conditions of this Trust Agreement consistent with the terms and conditions set forth in the Fund Resolution and to such extent as may be acceptable to the Trustees by written notice signed by the Secretary to the Executive Committee of the Trustor and delivered to the Trustees.

3. This Trust may be revoked at any time by resolution of the Trustor, which resolution shall be evidenced by an appropriate written instrument of revocation executed by the Secretary of the Trustor. Upon termination of the Trust, the Trustees shall first pay all obligations of the Fund and then apply any remaining monies as the Trustor shall determine, in accordance with the purposes set forth in this Agreement.

IN WITNESS WHEREOF, the Trustor and the Trustees have caused this Agreement to be executed on the above written date.

THE DIVISION OF ENERGY & FUELS, AMERICAN CHEMICAL SOCIETY

BY: _____

TRUSTEES: _____
