

### **35. COMMITTEE ON REGIONAL CHAPTERS**

(Revised Rules for the Committee on Regional Chapters were approved *in toto* by the Executive Council, June 1998)

**35.1 Function.** The Committee on Regional Chapters is charged with promoting the formation and growth of Regional Chapters, and providing liaison among the chapters and the Society's office for the exchange of information on matters of interest to the chapters.

**35.2 Membership of the Committee.** The committee shall be composed of the Chair appointed by the President with the approval of the Executive Council, one representative of each Regional Chapter elected by the Chapter, and *ex-officio* the Chair of the Committee on Education in Acoustics, a representative from the Student Council and the Treasurer.

**35.3 Meetings.** Regular meetings of the committee shall be concurrent and collocated with the national meetings of the Society.

**35.4 Regional Chapters.** Each Regional Chapter operates according to general Rules pertaining to all Regional Chapters, and derives benefits from its affiliation with the Society.

**35.4.1 Members.** Members of Regional Chapters need not be members of the Society. Chapter members who are not members of the Acoustical Society of America shall be designated as "Regional Chapter Affiliates". At least ten active members of a Regional Chapter shall be members of the Society.

**35.4.2 Officers.** At least half of the officers of a Regional Chapter shall be members of the Society.

**35.4.3 Student Chapters.** A Regional Chapter that is mainly comprised of students shall include as one of the members of its Executive Committee, a Member or Fellow of the Society and that member shall serve as the faculty advisor for the Chapter. The Chapter shall follow all rules of the college or university regarding student organizations. At least five active members of a Chapter shall be members of the Society.

**35.4.4 Establishment.** A new Regional Chapter may be formed by petitioning the Executive Council, via the Committee on Regional Chapters, to authorize a Regional Chapter. [Detailed information on establishing a new Regional Chapter is provided in a "Regional Chapter Start-Up Kit" available from the office of the Society.]

**35.4.4.1 Petition.** The petition shall state the name of the Chapter, describe the city, state or geographical area to be encompassed, and include a statement that the Society approved model Charter and Bylaws were approved at an organizing meeting of the Chapter, giving the date. The petition shall be accompanied by a copy of the Charter and Bylaws, a list of initial officers, a list of initial members, a list of those attending the organizing meeting and other documentation. (Amended by the Executive Council, October 1998.)

**35.4.4.2 Local waivers.** Additionally, if local law prohibits a Regional Chapter from complying with any Rule of the Society, the petition shall include a request that the Rule be waived; supporting documentation shall include the full text of the Law, the Rule in conflict, and the proposed resolution of the conflict. No action violating the Rules of the Society shall be taken unless a waiver has been granted by the Executive Council.

**35.4.4.3 Responsibility.** The chair of the Committee on Regional Chapters shall coordinate planning for the establishment of new Regional Chapters in accordance with the Rules of the Society.

**35.4.5 Representation.** Each Regional Chapter shall elect one of its members, who shall be a member of the Society, to be its representative on the Committee on Regional Chapters (see § 35.2).

**35.4.6 Accountability and Expenses.** Annually, each Chapter shall submit a financial status report, prepared in accordance with the Treasurer's guidelines, acceptable to the Treasurer of the Society. Upon receipt, the Chapter shall be provided with funds of \$500 plus \$5.00 per attendee at local meetings (total annual attendance during the previous calendar year). These funds are intended to cover the administrative and operating expenses of the Chapter. Expenses, other than those detailed herein shall be borne by the Chapter.

**35.4.6.1 Start-Up Expenses.** When a new Regional Chapter has been authorized by the Executive Council, the Chapter may request the Society to provide it with up to \$500 in "start-up funds" to assist payment of initial Chapter expenses. These funds shall subsequently be included in the first annual financial status report to the Treasurer.

**35.4.6.2 Reimbursable expenses.** To receive reimbursement, the Regional Chapter shall send original documentation to the Treasurer of the Society, and a copy to the Chair of the Committee on Regional Chapters. All reimbursement shall be in US dollars. [Note: guidelines for requesting reimbursement of funds can be obtained from the office of the Society.]

**35.4.6.3 Honoraria or expenses for speakers.** A Regional Chapter may be provided with up to \$500 per year of Society funds, upon request, to support 80% of the cost of honoraria or expenses for invited speakers at its meetings.

**35.4.6.4 Awards.** The Society may reimburse a Regional Chapter up to a maximum of \$200 per year, upon request, for the cost of Science Fair and other similar awards made to secondary level students to develop student interest in acoustics.

**35.4.6.5 Student Participation.** The Society may reimburse a Regional Chapter up to a maximum of \$200 per year, upon request, to support activities and awards intended to stimulate participation by college and university students in the Society.

**35.4.6.6 Talks at Schools.** The Society may reimburse a Regional Chapter up to a maximum of \$200 per year upon request, to support the presentation of talks or technical demonstrations on acoustics at local schools.

**35.4.6.7 Other reimbursements.** Other reimbursements, such as special initiatives toward chapter development and enhancement of programs to diffuse the knowledge of acoustics and promote its practical applications, may be allowed with prior approval by the Treasurer of the Society.

**35.4.6.8 External financial support.** Regional Chapters may not establish sustaining memberships, but they may accept financial support for their activities from individuals and other organizations. Such funds shall be included as a separate category on the annual report to the Treasurer of the Society.

**35.4.7 Deactivation.** A Regional Chapter may be deactivated by petition to the Executive Council, via the Committee on Regional Chapters. Such petition shall have been approved by a two-thirds majority vote of those attending the most recent meeting of the Regional Chapter, or by mail ballot. Alternatively, a Regional Chapter may be deactivated by action of the Executive Council upon evidence of a prolonged period of inactivity, as shown by lack of correspondence with the Society, and the continuing absence of a representative of the Chapter at meetings of the Committee on Regional Chapters. The Chair of the Committee on Regional Chapters shall attempt to contact the most recently known officers of the Chapter in order to determine if there are circumstances that mitigate against such action. Any funds remaining in the account of an inactivated Regional Chapter shall revert to the Society. The Treasurer or other officer of a deactivated Chapter shall contact the Society's Treasurer to handle details of the transfer of funds to the Society.