

SOCIETY OF COSMETIC CHEMISTS
Charter of the Committee on Chapter Affairs

Statement of Purpose

The purpose of the Committee on Chapter Affairs (COCA) is to:

1. Provide the Chapters with a forum suitable for problem-solving, generation of proposals, and dissemination of information useful to all Chapters.
2. Improve National-Chapter relations by fostering open communication for questions, answers and providing feedback.
3. Stimulate Chapter participation in National activities.

Membership & Terms

The committee will consist of the following individuals, after completing an application and being affirmed by the Board:

Position	Term
Chair (Vice President)	One (1) year – voting member
Vice-Chair (Vice President-Elect)	One (1) year – voting member
Treasurer	One (1) year – voting member
Area Directors (8)	One (1) year – voting member
Chapter Chairs (19)	One (1) year – voting member
Chapter Chairs-Elect (19)	One (1) year – voting member
Staff – SCC Executive Director/CEO	N/A – non-voting member
Staff – Manager, Membership & Chapters	N/A – non-voting member

- The Chair and Vice-Chair of the committee shall have one (1) year terms.
- The Committee members shall be comprised of the Area Directors, Chairs and Chairs-Elect from each of the Society's Chapters.
- Committee member terms are one (1) year in duration; No voting committee member shall serve more than two (2) consecutive terms on the committee.
- All terms of service shall run concurrent with the organization's fiscal year (January 1 – December 31).

Authority & Responsibilities

Operating within the Bylaws, policies and procedures as established by the Board of Directors, the committee has the authority to:

1. Review & recommend changes to the Policy Manual;
2. Provide information to the Board of Directors or National SCC staff as requested;
3. Recommended changes and provide feedback to other chapters or the national organization;
4. Employ the expertise of outside individuals as subject matter experts as appropriate (e.g. legal counsel, accounting advice, etc.); and
5. Assist with other projects, programs, or initiatives as requested by the Board of Directors.

Meetings

The committee shall meet on an as-needed basis, but not less than once annually, at such a time and place that will most effectively accomplish their task(s), including, but not limited to, face-to-face, teleconference, or video conference.

Committee meetings and workshops held may be open to other attendee representatives from the Chapters (e.g. Treasurers, Treasurers-Elect or other proxy).

Attendance of twenty-five percent (25%) of members of the committee shall constitute a quorum. All questions brought before the committee for a vote must be affirmed by a simple majority of those present to be approved. The committee shall have written meeting minutes and shall submit a written report to the Board of Directors (or Executive Committee, if requested) for their next meeting.

Budget

The committee shall operate in a fiscally responsible manner and within their budget as approved by the Board of Directors. Any requests for additional funding may be approved at the discretion of the Board of Directors.