

SOCIETY OF COSMETIC CHEMISTS
Charter of the Membership Affairs & Chapter Formation Committee

Statement of Purpose

The purpose of the Membership Affairs & Chapter Formation Committee is to:

1. Act in an advisory capacity to the Board of Directors on matters related membership affairs, including member status, membership growth, membership retention, membership counts/reporting, and initiatives that support the Society.
2. Review and recommend suggested changes to the membership programs as related to Chapters, including the retention contest, chapter rebates, and other programs.
3. Look for potential concentrations of members to create additional chapters to support the network of local Society activity across greater North America.

Membership & Terms

The committee will consist of the following individuals, affirmed by the Board:

Position	Term
Chair (National Secretary, per Bylaws)	Up to two (2) years – voting member
Vice-Chair	One (1) year – voting member
Committee Members (5-7)	One (1) year – voting member
Staff – SCC Manager, Membership & Chapters	N/A – non-voting member

- The Chair of the committee shall be the National Secretary, per the Bylaws.
- Vice-Chair shall be selected from committee members.
- Committee members shall be selected from the volunteer applications.
- All committee member terms are one (1) year in duration and, ideally, one-third to one-half the committee should rotate off each year.
- No committee member shall serve more than two (2) consecutive terms.
- 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. Periodically review and recommend changes, if needed, to the Chapter Rebate Schedule, Retention Contest rules/prizes, and other Society supported chapter programs;
2. Develop a system for evaluating Chapter health and continually monitor Chapters for signs of decline or difficulty;
3. Assist with the development of metrics and other indicators for membership evaluation and growth strategies;
4. Recommend Affiliate elevation to General member status and & Emeritus member status to the Board for approval; and
5. Assist with other projects, programs, or initiatives as requested by the Board of Directors.

Meetings

The committee shall meet at least quarterly 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.

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.