

**HANDBOOK
FOR OFFICERS AND COMMITTEE MEMBERS OF THE
DIVISION OF CARBOHYDRATE CHEMISTRY
AMERICAN CHEMICAL SOCIETY**

A guide to the organization and functions of the Division, with responsibilities and specific duties of officers and committees, and a copy of the Bylaws of the Division

Original Compilation by

Rex Montgomery, Chairman
John E. Hodge, Chairman-Elect
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and the Executive Committee
Division of Carbohydrate Chemistry

1964

March 28, 1993 Revision
by K. B. Hicks & W. W. Zajac, Jr.

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I. FOREWORD TO THE 1964 EDITION

The duties and responsibilities of officers are barely outlined in the Constitution and Bylaws of most organizations. These meager descriptions do not give officers a full view of their jobs and what is expected of them. For example, specific tasks, the time schedule for action, *modus operandi*, and relationships with other workers in the organization are not defined.

This handbook is drafted to give each officer and committeeman a handy reference, with jobs described and explained in sufficient detail so that he may be guided to operate satisfactorily with minimum recourse to his predecessors. The handbook should make each official's task easier by answering his questions on past activities and procedures; it is not intended to bind anyone to act in exactly the same way as his predecessor and thereby stifle the institution of new ideas. Improvements on the existing procedures are anticipated.

Each Chairman-Elect will oversee the revision and maintenance of this manual. Each officer and committee chairman will provide revisions for his section and pass his copy of the handbook on to his successor, after the proper revisions have been inserted.

Rex Montgomery, Chairman

F. R. Senti, Immediate Past Chairman

John E. Hodge, Chairman-Elect

W. W. Binkley, Secretary

April 1964

Division of Carbohydrate Chemistry

IA. FOREWORD TO THE 1993 EDITION

Many changes have occurred in the Division in the past 30 years. The C. S. Hudson Award is now an ACS Award and the Division has two new awards: the H. S. Isbell and M. L. Wolfrom Awards. The Division has developed new procedures for financing symposia, and for publishing newsletters and symposium volumes. These changes have necessitated the present revision of this handbook to reflect the current operations of the Division. We have tried to keep the "spirit" of the original Handbook by following the same format and by including original sections, whenever it was possible. In addition, this 1993 edition contains two Division's "firsts": the use of inclusive language throughout and document preparation on modern word processing software, WordPerfect 5.1, to make subsequent revisions much easier to prepare.

Finally, we wish to thank all the officers of the Division for their assistance in the preparation of this revision.

March 28, 1993

Kevin B. Hicks

Walter W. Zajac, Jr.

II. HISTORY OF THE DIVISION

The birth of the Division of Carbohydrate Chemistry in 1919 was a dramatic event following the strong determination of a number of sucrose-oriented scientists to unite in a formal organization. Since most of the prime motivators in this group, among them C. A. Browne, F. Bates, W. D. Horne, S. J. Osborn, and F. W. Zerban, were members of the American Chemical Society, application was made on September 3, 1919 to become a section or division of the Society. Approval by the Society for the formation of a "Section of Sugar Chemistry" came within two hours. The first formal session of papers was held in St. Louis in 1920. Since only a half-day session was allotted for papers, many of them were presented by titles, only. A robust Sugar Chemistry Section was granted full division status at the Rochester Meeting of the American Chemical Society in April, 1921, entitled "Division of Sugar Chemistry and Technology." In a short time, corn industries representatives, led by W. B. Newkirk, joined the Division.

Although the papers presented before the Division in the early years dealt primarily with technical matters in sugar production, several notable sugar scientists participated in sessions held jointly with the Cellulose, Organic, and Biological Chemistry Divisions. J. C. Irvine contributed papers in 1923, 1924, and 1926. C. S. Hudson enunciated in 1925 his classic rule setting forth the relationship between rotatory power and structure in the sugar group. In the 1928-1932 period, contributions to the Division's program came from other government scientists, among them H. S. Isbell, J. K. Dale, and R. F. Jackson. The impact of these papers led to the change in the name of the Division to the "Division of Sugar Chemistry" in 1932. The first major session of papers contributed by a group from academia occurred in 1938 beginning with papers on sugar nomenclature contributed by C. D. Hurd, M. L. Wolfrom, R. S. Tipson, and R. C. Hockett. During the 1940-1950 decade, a marked increase occurred in presented papers which were concerned with fundamental carbohydrate research. In the first three decades of its existence, 939 papers were presented before the Division, of which 613 were industrial in nature.

Early in the 1940's, the Division began to give an award at its annual fall dinner to a notable worker in the field. The recipient in 1946 was C. S. Hudson, and the event was commemorated further by designating the honor "The Claude S. Hudson Award." Early recipients of the Award were industry-oriented scientists. After a decade, nearly all of the recipients were from academia.

Following an intensely partisan debate (sugar-production group *versus* classical carbohydrate research group), the name of the Division was again changed in 1952 to its present title, "The Division of Carbohydrate Chemistry."

When R. C. Hockett finished his five-year stint as Secretary-Treasurer of the Division in 1960, the membership totaled 382. His responsibilities included the preparation of a semiannual newsletter and a call for papers, the organization of the Division's technical program for the spring and fall meetings of the Society, the submission of an annual report to the Society on the activities of the Division, recording of the minutes of the spring and fall meetings of both the Executive Committee and the annual business meeting of the Division, the collection of dues and payment of bills, the preparation of semiannual financial reports, and the sale of volumes of the C. S. Hudson Collected Papers. He was succeeded in 1960 by this writer, who persuaded the Executive Committee in 1962 to initiate the formation of the separate offices of Secretary and Treasurer. M. Goldfrank became the first Treasurer of the Division in 1962. A handbook setting forth the duties and roles of the Division's officers and committees was compiled in 1964. The office of Executive Secretary was established then, the chief responsibilities of the office being programming of the Division's technical sessions at the national meetings of the Society, preparation of the agendas for the Executive Committee and annual business meetings of the Division, and the submission to the Society of an annual report on the activities of the Division. Thus, the writer became the first Executive Secretary in 1965. The Secretary was then elected for a four-year term, two years as Secretary, followed by two years as Executive Secretary. L. L. Long, Jr. was the first elected to this office.

The first revision of the handbook was completed in 1968. Pursuant to subsequent changes in the Division's bylaws and further revision (1973) of the handbook, the Chairman-Elect became the program chairman (1973). In the same year, a change was made whereby the officers of the Division were elected by use of ballots mailed to the members, instead of elections at the Division's annual business meeting, which was often attended by fewer than 20 members.

Fortunately, one of the founders of the Division, C. A. Browne, was a chemical historian. Another founder, F. W. Zerban, using Browne as a source, prepared a history of the first 20 years of the Division. This document was published in *Industrial and Engineering Chemistry*, vol. 17, p. 119 in the February 20, 1939 issue. Reprints of the article and a copy of the original manuscript are in the Division Archives.

The Division's archival records were started by J. M. D. Brown in 1946. The only known records at present for the period of 1920 through 1945 is a catalog prepared by F. W. Zerban of the titles and authors of the papers presented during that period. The writer became the first designated Historian of the Division in 1970.

In the 1970 through 1989 years the Division sponsored/co-sponsored 95 symposia. Reflecting the trends of the times these symposia dealt with sugars in antibiotics; glycoproteins and glycolipids; industrial utilization of polysaccharides; thermal, physical, and chromatographic

analysis of carbohydrates; photochemistry of sugar derivatives; and new synthetic methods in carbohydrates. During this period, the number of papers presented at the national meetings of the Society peaked at 101 during at the 1988 spring meeting of the Society. Round-table (1987) and poster sessions (1988 & 1989) became a part of the Division's national meetings programs. Recognition of these and other of the Division's programs came in 1989 when the Division received the Outstanding Performance Award from the Society.

During the 1980's, changes were made in the C. S. Hudson Award, and two Divisional awards were established. The C. S. Hudson Award, which from 1946-1982 was given to recognize the contributions of a North American scientist, became an ACS award in 1983, and the eligibility was extended to chemists worldwide. At the Divisional level, the Melville L. Wolfrom Award was established in 1985 to recognize an individual who had made outstanding contributions to the field and to the Division, and the Horace S. Isbell Award was established in 1986 to recognize a chemist of age 40 or under who had made significant contributions to the field.

In the 1990's the Division has continued its innovative and scientific programs by offering free workshops in the utilization of nuclear magnetic resonance, mass spectroscopy, high performance chromatography and other tools used in carbohydrate research. The diversity of the on-going programs can be seen in the following table.

| | | | | | | | |
|-------------------|------|------|------|------|------|------|------|
| ACS Mtg. | 199 | 200 | 201 | 202 | 203 | 204 | 205 |
| Year | 1990 | 1990 | 1991 | 1991 | 1992 | 1992 | 1993 |
| No. of Papers | 100 | 63 | 78 | 67 | 102 | 109 | 83 |
| Symposia | 4 | 4 | 5 | 3 | 7 | 5 | 5 |
| Poster Sessions | | | 1 | 1 | 1 | 1 | |
| Workshop/Tutorial | | | 1/ | 1/ | /1 | 1/1 | 1/1 |

The Division has sponsored the publication of the works of two of its celebrated members, "The Collected Papers of C. S. Hudson" (Edited by R. M. Hann & N. K. Richtmyer) in 1946 and "The Collected Papers of H. S. Isbell" (Edited by H. S. El Khadem & H. L. Frush) in 1988.

The membership of the Division continues to increase, growing from 382 (1960) to 735 (1986) to over 1,000 names in 1993.

Wendell W. Binkley

Historian

Personal Addendum

The historian was acquainted with three of the Division's founding members, W. D. Horne who developed a method for testing raw cane sugar, F. Bates who designed a widely used saccharimeter and F. W. Zerban whom I succeeded at the New York Sugar Trade Laboratory.

III. ORGANIZATION OF THE DIVISION OF CARBOHYDRATE CHEMISTRY

A. Relationship to the American Chemical Society

Article XIII of the Constitution and Bylaw VIII of the Charter, Constitution, Bylaws, and Regulations of the American Chemical Society (January 1, 1964) pertain to the establishment, organization, and responsibilities of the Divisions of the Society. These sections provide that each Division is autonomous; yet, each has certain definite responsibilities to the Society. For example, the Divisional organization (Constitution and Bylaws), officers, and membership lists must be submitted to the Council or Executive Secretary of the Society for approval. No conflict may exist between Society and Division Constitution and Bylaws. No Divisional committee or officer, acting in an official capacity, may issue any resolution or statement, or take official action on matters of national importance, without approval of the Board of Directors of the Society. Each Division must submit an annual report of its operations to the Council Policy Committee, including an itemized statement of receipts, expenditures, and investment of its funds.

The Constitution and Bylaws of the Division of Carbohydrate Chemistry (Section IV of this Handbook) define its organization. It is clear that the governing body of the Division is the Executive Committee (Section III). The Division is represented on the policy making body of the Society, the Council, by its voting Councilors or their Alternates. The following sections of this Handbook should further clarify the total organization of this Division.

B. The Executive Committee

The Executive Committee of the Division of Carbohydrate Chemistry consists of the Chairman, Chairman-Elect, Immediate Past Chairman, Secretary, Treasurer, the Division Councilors, the Alternate Councilors, and four Members-at-Large. These comprise the governing body of the Division; they convene at least twice a year, usually at the National Meetings of the Division. Each member of the Executive Committee has one vote. The incumbent elected Chairman of the Division is Chairman of the Executive Committee.

The Executive Committee decides all policy matters of the Division, instructs the officers to perform certain duties, receives and acts on the committee and officer reports, prescribes the annual dues of Members and Associate Members, fills any vacancies in office which may have occurred between elections, authorizes the receipt and expenditure of grants or donations in furthering the objects of the Division, authorizes the disbursement of funds by the Treasurer,

approves the establishment of new committees, and acts on any exigency not provided for in the Bylaws.

The specific duties and individual responsibilities of each member of the Executive Committee are described in the following pages of this section.

B. 1. Chairman

The main duties of the Chairman of the Division are broadly and briefly described in the Bylaws of the Division. The following is a more detailed designation of his/her duties and responsibilities.

The Chairman of the Division, who normally has served one year as Chairman-Elect, assumes his/her duties for one year immediately after the results of the election of officers are announced at the Annual Business Meeting of the Division (held at the Fall Meeting of the Society). He/she presides over the last part of the Meeting and calls for the presentation of any new business.

The Chairman is responsible to the Executive Committee. He/she is bound to prosecute the motions they pass to the best of his/her ability. As soon as possible after he/she takes office, he/she appoints the standing committee and any *ad hoc* committees that have been approved by the Executive Committee. The Chairman is, *ex officio*, a member of all the committees of the Division. He/she receives copies of all correspondence of each committee, coordinates their work, and provides answers to their questions of policy and procedure. He/she is director, supervisor, and foreman of the work of the Division; therefore, he/she must be kept informed of all activities. He/she checks on the activities of each committee throughout the year and reports his/her activities to the Executive Committee at each of its meetings.

The Chairman, or his/her appointed alternate, along with the Chairman-Elect, and other officers of the Division, should attend the Division Officers' Group Meetings held on the Saturday afternoon before each National Meeting of the Society. This is a social meeting designed to better acquaint divisional officers of the Society with each other, with the national officers, and with the problems and affairs of the other Divisions.

The Chairman is responsible for organizing and arranging the Hudson Award Banquet and Symposium.

With these duties and responsibilities in mind, the following calendar illustrates some, but not all, of the tasks performed by the Chairman of the Division:

September:

–Immediately following the Fall Meeting, the new Chairman appoints a:

Chairman of the Membership Committee

Chairman of the Publicity Committee

Members of the Program Committee (usually reappointment of most members with new appointments with consent of Program Committee Chairman (Chairman-Elect))

Chairman and members of the Awards Committee

Chairman and members of the Audit Committee

Members of the Nominating Committee (using guidelines in Bylaws and with consent of
Nominating Committee Chairman (Past Chairman, once removed)

Chairman and members of the Nomenclature Committee (usually reappointments only)

January-February: Hudson Award Activities, cont.

Order bus if necessary for transportation to Dinner. Confirm bar, menus, etc. Give estimated number for Dinner (typically between 50-100) as required by restaurant.

Have dinner program printed in format used previous year. Continue fund raising and make final financial and program arrangements with symposium and dinner speakers.

March:

- Hudson Award Activities:

Finalize any unfinished business from above. Appoint a member of the Division to take photographs at the Dinner and to send copies to Awardee, speakers, and Division Historian. Order flowers for Awardee, speakers, and all others at head table.

- Other Duties:

Develop draft agenda for Executive Committee Meeting send to Executive Secretary, Chairman-Elect and Immediate Past Chairman.

April:

Preside over Executive Committee Meeting.

Preside over Hudson Award Symposium.

Serve as master of ceremonies (or appoints another for Award Dinner.

Present speakers with reimbursements for expenses, as previously arranged with Treasurer.

May:

Write letters of thanks to companies who gave funds, dinner speakers, and symposium speakers.

August:

Send draft agenda for Fall Executive Committee and Annual Business Meeting to Executive Committee Members; finalize agenda before meeting.

September:

Preside over Executive Committee Meeting.

Preside over Annual Business Meeting; turn over gavel to new Chairman after Secretary reads results of Summer Elections.

B. 2. Chairman-Elect

The Chairman-Elect serves on the Executive Committee for a period of four years: one year as Chairman-Elect, one year as Chairman of the Division, one year as Immediate Past Chairman, and one year as Past Chairman, Once Removed. The Chairman-Elect is a vice-Chairman for one year. He/she succeeds to the Chairmanship at the expiration of the Chairman's term of office or in the event of a vacancy in the office of Chairman. He/she aids the Chairman in presiding at scientific meetings and performs other duties of assistance as directed by the Chairman. He/she supervises the maintenance of this Handbook.

The Chairman-Elect is a member, ex officio, of the Publicity Committee. He/she is chairman of the Program Committee and as such chairs two meetings per year, usually in conjunction with the two ACS National Meetings. The Chairman-Elect works closely with the Executive Secretary to plan and to communicate (to the Division and to ACS headquarters) all Division Program information. He/she is expected to give significant thought to the future of the Division. He/she reports his/her activities semi-annually to the Executive Committee of the Division at the National Meetings.

In August or September, the ACS will notify the Chairman-Elect of the following year's recipient of the Claude S. Hudson Award. The Chairman-Elect, as the next year's Chairman of the Division, will be responsible for organizing the Hudson award Symposium and Banquet. The duties of the Chairman in regards to the C. S. Hudson Award are spelled out in the section for Chairman. The Chairman-Elect will carry out several of these duties, however, before ascending to the Chairman's position in anticipation of the next year's duties. These duties include, but are not limited to, the following:

1. Make contact with the Awardee (after Awardee has been notified by ACS) and develop a list of potential speakers for the one day symposium to be held at the next Spring Meeting. Final selection of speakers, invitations, and program development must be accomplished in a time frame approved by the Executive Secretary in order to meet ACS Meeting deadlines.

2. Work with the Awardee to develop a list of potential contributors for funding the Hudson Award Symposium Banquet. Since considerable funding will be required for these programs, contact with these potential sponsors should be made as soon as possible.

B. 3. Immediate Past Chairman

The Immediate Past Chairman serves on the Nominating committee and acts in an advisory capacity to the Chairman and the Executive Committee. He uses his position to see that matters begun during his administration, but not completed, are finally carried out in the following administration. The Immediate Past Chairman, having taken this office at the end of the Fall Business Meeting, also assumes the role of Chairman of the Wolfrom/Isbell Committee. He/she should refer to the Bylaws for information on these awards. Duties to be performed, include the following:

1. By September 1: Ensure that nomination forms (see Appendix C) are included in the Fall Newsletter. The Nomination form should list the Immediate Past Chairman and his address for purpose of all correspondence. Accompanying the nomination forms in the Newsletter should be a call for nominations and descriptions of the awards.
2. September-November: In conjunction with the Treasurer, he/she writes letters to sponsors of the awards, soliciting funds for the awards and banquet.
3. September-December: Receive Nominations for the Award. Ensure that all nominees are eligible under the Division Bylaws. Notify nominators of all new nominees that their forms have been received. Process all award nominations from previous years. Note: Nominations shall be considered by the Committee for a period of three years (three times). (This applies to the Isbell Award only if the nominee has not in the meantime reached his/her forty-first birthday). After three considerations following the last nomination, the Committee Chairperson shall ask the nominator to renominate the candidate or withdraw the nomination.
4. By January 30: Copies of all nomination materials for both awards are sent to each of the three members of the Wolfrom/Isbell Awards Committee, along with a ballot. An acceptable method for balloting is as follows: Place a 1 by the top candidate; a 2 by the next to top candidate; continue numbering until all candidates are ranked (Note: this method will not work unless all candidates are ranked, in order). Add the scores for each candidate: the lowest score wins. In case of a tie, a second balloting, listing the two tying candidate may be performed. The Past-Chairman, as Chairman of the Wolfrom/Isbell Committee, does not usually vote in the election.

5. By March 15: All balloting should be complete.
6. Spring Executive Committee Meeting: After a decision is reached, the (Confidential) decision is reported to the Executive Committee at the Spring Meeting. The selections must be confirmed by the Executive Committee as defined in the Bylaws.
7. The Immediate Past Chairman is responsible for notifying the Winners of the Awards and for arranging an awards banquet in conjunction with the next Fall ACS National Meeting. Frequently, the banquet also recognizes the CRA Award winner as well.
8. Award Scroll: An order must be placed with J. V. Haring and Son, Inc., New York, NY, for the Award Scrolls (see Appendix B).
9. Public Relations: The Past Chairman should seek biographies and a 5X7 black and white portrait from each candidate. One biography should be suitable for the awards program. Another with the photo should be sent to C&E News no later than May 15 in order to be included in an issue prior to the Fall Meeting. Submissions to other trade journals and publications is strongly recommended. **In all cases, sponsors of the award should be acknowledged.**
10. Banquet: The Immediate Past Chairman is in charge of the banquet. He may officiate or defer to another appropriate individual. Arrangements must be made with a restaurant and, where necessary, for a bus for group transportation. It is customary to order flowers for all awardees, spouses, and speakers at the head table. Arrangement for a member of the Division to take snapshots is recommended. The Immediate Past-Chairman is responsible for organizing the program, including selecting speakers (usually 2 for each awardee, chosen on the basis of the awardees recommendation), and creating a banquet program, listing all awardees and sponsors. The Immediate Past Chairman must work closely with the Division Treasurer to ensure that Award Checks are available for the Award recipients. The amount of the check is \$1000.00 for each awardee and it is usually presented at the same time as the Scroll. The Immediate Past Chairman must work closely with the Executive Secretary to ensure that all necessary correspondence with ACS regarding the Banquet is accomplished. This involves publicity in C&E News and ticket printing. Frequently, the Immediate Past Chairman seeks additional donations from appropriate companies to help pay for banquet expense.

11. After the Fall banquet, the Immediate Past Chairman is responsible for writing letters of thanks for speakers, etc. and for sending all nomination materials to the next Immediate Past Chairman so that an orderly transition for the next year may occur.
12. The Immediate Past Chairman should maintain frequent correspondence with the Division Treasurer in order to ensure proper expenditure of funds. All payment of expenses for Awardees, Spouses, and speakers should be decided prior to the event, in conjunction with the Treasurer.

B. 4. Executive Secretary

The Secretary will become the Executive Secretary after two years, or as soon as a new Secretary is elected. The chief responsibility of the Executive Secretary is being the liaison between ACS Headquarters and the Division in all areas of technical programming at National Meetings. Major duties include the development of the preliminary and final programs for National meetings, acting as liaison between all symposium organizers and the Division, serving as coordinator of all general paper sessions, preparing, in collaboration with the Chairman, the agendas for the Executive Committee Meetings and the Division's Annual Business Meeting, and preparing the semi-annual Division Deadlines and Topics for inclusion in Chemical and Engineering News. He/she is an Ex-officio member of the Program Committee. He/she should be familiar with the mechanics of the operation of the Division and should be conversant with the Constitution and Bylaws of the Society and the Division. Specific duties are described in detail, below.

a. Creates Division's Semi-Annual Program Deadlines and Topics for Inclusion in Chemical and Engineering News.

Working with the Chairman-Elect, develops an accurate listing of all Program Committee-approved Symposia and transmits it to ACS Headquarters twice yearly. The Executive Secretary sets all deadlines for the receipt of General and Symposia Papers and provides the address and name of individuals to whom abstracts must be sent.

b. Coordination of General Papers at National Meetings.

The Executive Secretary works with the Secretary to ensure that all Division Members receive a call for General Papers at least one month in advance of the deadline. He/she receives all general papers, and is responsible for proofreading and editing them to meet Division and ACS standards. After acceptance, he/she sends a letter to the author advising of acceptance and informing them of the time and place of the presentation, as well as providing instructions for oral or poster presentations.

c. Serves as Liaison Between Division and Symposium Organizers.

The Executive Secretary is responsible for coordinating all symposia that have been approved by the Program Committee. The Executive Secretary sends a copy of the Division's "Guidelines for Symposium Organizers" (see Appendix D) to each Symposium Organizer. In addition, he/she is responsible for providing each organizer with

advance information about division deadlines, housing normal and guest registration at national meetings, and instructions on preparing and proofreading their symposium programs and abstracts. The Executive Secretary ensures that all organizers stay within budget for their symposia and that their programs and abstracts are received by the requested date. He/she also provides assistance in crosslisting or obtaining co-sponsorships from other Divisions.

d. Develops the Preliminary Program for National Meetings.

Thoughtful development of the Preliminary Program by the Executive Secretary is the most critical step toward planning a successful national meeting. Development of this program requires close communication with all symposium organizers, the Chairman and the Chairman-Elect. In this Program the Executive Secretary provides the proposed sequence and times for all General and Symposia Sessions, the size of rooms required, our Division's location request, the request for Executive and Business Meeting rooms, requests for all social events (including social hours and Awards Banquets), the request for mailing labels and distribution of meeting abstracts, and information on program highlights and newsworthy presentations. In developing the schedule of technical sessions, the Executive Secretary should make an effort to avoid scheduling sessions at the same time as sessions in the Division or other Divisions that have similar themes.

e. Develops the Final Program for National Meetings.

The Executive Secretary assembles the Final Program Packet and sends it to ACS Headquarters by the specified deadline. The Final Program Packet includes the following items: a list of all co-sponsored and/or crosslisted symposia with other Division; a copy of the typed and proofread final program, listing all presentations by title and author in numerical sequence and grouped by half day session; edited/proofread original abstracts for all sessions, numbered to match the program plus the required number of copies, a list of all session Chairmen (the Executive Secretary selects Chairmen for the General Sessions and Symposium Organizers select Chairmen for their sessions); a request for supplement requirements, such as a table outside the technical meeting room where the Division can place applications for new members, announcements for book sales, and separates for the meeting. Ensures that separates are mailed to all members in a timely fashion.

f. Carries Out Duties During National Meetings.

In addition to providing a written and verbal report during Executive Meetings and the Annual Business Meeting, The Executive Secretary in conjunction with the Secretary ensures that all meeting rooms are adequately set up for technical sessions, that all Symposium Chairmen are present for their designated sessions, that all scheduled social events are properly organized, and that all session Chairmen fill out and hand in their Session Chairman's Report Form. Failure to do the latter will result in a delay in the Division's receipt of funds for the meeting.

g. Ensures Proper Transfer of Funds after National Meetings.

The Executive Secretary works with the Treasurer to ensure that monies promised by co-sponsoring Divisions are promptly sent to the Division Treasurer after the completion of the Symposium.

h. Work with Division Secretary in Preparing the Annual Report for Submission to the Council Policy Committee.

The Executive Secretary provides input to the Secretary who prepares the Annual Report. The report is prepared and sent to ACS Headquarters before March 15 of each year in order to allow the timely disbursement of funds to the Division from ACS Headquarters.

B. 5. Secretary of the Division

The Secretary is elected to a four-year term by members of the Division. The third and fourth years he/she serves as Executive Secretary. As Secretary he/she keeps a record of the proceedings of the Division and of the Executive Committee. He/she maintains a list of Division members and associates, received quarterly from ACS and notifies them of the business of the Division and submits an annual report of the Division's activities to the Council Committee on Divisional activities of the Society. He/she serves as editor of the Newsletter of the Division.

The Secretary certifies to the Executive Secretary of the Society not later than December 1 of each year (and much earlier if possible) the names, addresses, and terms of the elected officers of the Division for the ensuing year.

The Secretary is expected to be available by telephone to any member of the Division for information on procedure, memberships, and activities of the Division. He should be conversant with the Constitution and Bylaws of the Society and the Division.

An abbreviated calendar of the Secretary's activities over a one year period follows:

- August-September— Innumerable extra chores at National Meeting.
 - Attendance checks at scientific and social sessions.
- Prepares minutes of Annual Business and Executive Committee Meetings of Division.

- October — Collects items for Fall mailing to members:
 1. Message from Chairman.
 2. List of Officers.
 3. List of Committee members (from Chairman).
 4. Message from Secretary (Optional).
 5. Minutes of Annual Business Meeting of Division.
 6. Abstract form, instructions and deadlines (from Executive Secretary).
 7. Nomination forms for Wolfrom and Isbell Awards.
 8. Financial Report.
 9. Information on Hudson Award Recipient.
 10. CRA Award information.
 11. Report of the Audit Committee
 12. List of future symposium topics.

- November —Mailing Fall Newsletter to members. The equivalent of two full days of help by two additional individuals are needed for this mailing or one may elect to use a mailing service.

January –Work with the Executive Secretary in the preparation of the Annual Report of the Division's activities for the Council Committee on Divisional Activities of the Society. This report is due not later than March 15 to ACS Headquarters.

February–Mailing to Spring Newsletter members. This mailing usually includes special notices:

1. Call for papers for Fall Meeting (to Executive Secretary).
2. Abstract forms and instructions.
3. Forms for nomination of individuals for Division offices.

June – Summer Newsletter:

1. Includes special notices.
2. Ballot, with instructions for completing and returning.
3. Deadlines and topics for future meetings.

B. 6. Treasurer

The Treasurer is elected to a four-year term by members of the Division. He has charge of all funds of the Division. He is responsible for collecting the annual dues of members and associates; he is responsible for incoming dues monies collected by the central billing of the Society. He keeps a record of the financial status of all members over at least the preceding ten years. He makes all others collection of funds and all disbursements of funds subject to the approval of the Executive Committee. He presents his books annually to the Chairman of the Audit Committee in August, so that the audit may be completed before the Fall Meeting of the Society. He reports at each meeting of the Executive Committee, of which he is a member, and to the membership at the Annual Business Meeting of the Division.

Details of the Treasurer's Operations are as Follows:

I. SUMMARY.

The Treasurer receives all monies paid to the Division from all sources and makes all payments by check. A complete record is kept of all money received and expenditures. Reports are presented to the Executive Committee at the Spring and Fall Meetings of the Society, and an audited report is made to the membership at the Fall Meeting. An annual report is made to the ACS Headquarters and to the Internal Revenue Service. The Division's fiscal year runs from September 1 through August 31.

II. MONEY RECEIVED.

a. All money received is entered in a master receipt book under the following headings.

1. Dues. The year or years for which payment is made should be noted for future reference.
2. Hudson Fund contributions.
 3. Total, by each individual member.
4. Whenever dues are collected in person, as at a meeting, an individual receipt is given to the member. A duplicate is retained for the treasurer's record. The payment should be entered in the master receipt book. When the next bank deposit is made, the duplicate receipt is filed with the duplicate deposit slip.
5. For each deposit, it is convenient for later referral, to list the members alphabetically in the master receipt book.

b. Deposits.

- 1.The frequency of deposit will vary with the time of the year. Heavy receipts occur from four to six weeks after the mailing of the annual reports and dues statement. They also occur following the mailing of delinquent statements. In any event, a deposit should be made once each month so as not to inconvenience the members.
- 2.Periodically the accumulated receipts are endorsed and deposited by mail in a bank acceptable to the Executive Committee.
- 3.Before endorsing each check, make sure it is made out to the Division or Treasurer. If it is made out to the ACS, the Secretary or someone else, a proper endorsement must be obtained before the check is put through for deposit.
- 4.Duplicate deposit memorandum is retained.
- 5.A summary of the four columns noted in II., A., is entered in the ledger.
- 6.When the deposit receipt is returned by the bank, it should be checked with the retained copy and then filed.

c. Divisional Receipts.

- 1.In October of each year the national ACS Membership Secretary calls for orders for divisional receipts. The Treasurer orders the approximate number of receipt cards needed. In recent years 400 have sufficed.
- 2.When the divisional receipt cards are obtained, go through the membership file and send a divisional receipt to each member who has paid for the year covered.
- 3.Thereafter, send a divisional receipt as each new payment is entered in the membership file.
- 4.Sometime a member omits payment for a prior year. He is not entitled to a divisional receipt for the current year until he pays the back dues. In cases of skipping one or more years, the Treasurer sends a reminder to the member.
- 5.The divisional receipts have no value to the members after about November 1 which is about when the receipts for the following year are received by the Treasurer. All remaining cards are taken to a convenient post office where they are redeemed in postage stamps. Since it is complicated bookkeeping to list this as a receipt, the postage is used for the Treasurer's official purposes.

III. EXPENSES.

a.All payments are made by check. The only exception is a bank charge, see VIII., B., 1.

- 1.All payments must be made against a bill or statement which has been okayed by an authorized person.

2. In case of reimbursing expenses paid for in cash by an officer, committee member, etc., a statement of the expense must be submitted by that person.
3. The payee, amount and summary of purpose are entered on the check stub.
4. The check number, date paid, and Treasurer's okay are entered on the statement which is then filed in order.
5. When transferring Hudson Fund money to the savings bank, see VI. C., the Treasurer prepares a statement showing receipts and expenditures since the last deposit. This statement is filed with the paid bills in lieu of the usual bill for other expenses.
6. The date, check number, and purpose of payment are entered in the ledger as detailed in VII., B.

IV. MEMBERSHIP RECORDS.

a. All the names and addresses of all members are kept in a card file.

1. The card record goes back to 1952.

2. The last year for which divisional dues have been paid are entered on the card.

b. As each dues payment is entered in the master receipt book, see II., A., 1., payment is also noted on the membership card.

c. When notified of new member or change of address, a new card is made up.

1. Frequently, the Treasurer is the first to receive a new application or an address change. In such cases he notifies the Secretary and Chairman of the Membership Committee.

d. Members more than two years in arrears are not in good standing.

1. The card file is reviewed in about June or July and members who have not paid for the current or prior year should be sent dues statements, see V.C.

2. The names of members more than two years in arrears are forwarded to the Secretary to be removed from the mailing list. The names are also forwarded to the Chairman of the Membership Committee for action.

V. DUES STATEMENT.

a. A sample form is attached. It has been worked out on the basis of considerable experience.

1. The name and address of the Treasurer only appear. This is to avoid payments being sent to the Secretary or other officers.

2. "Dues for _____" is useful for members who wish to pay in advance and is used by the Treasurer in sending delinquent dues notices.

3. These instructions on the lower half of the sheet are very important. Since these instructions have been used, a great many petty errors have been avoided.

4.The place for address is deliberately placed just where it is so that window envelopes may be used in sending delinquent dues notices.

b.A new form is made up each year in the Fall. A sufficient quantity is supplied to the Secretary to be sent to each member with the general mailing. The balance is reserved for delinquent dues notices, V.C.

c.Delinquent notices are sent some time in June or July and preferably in plenty of time for members to pay before the Fall meeting.

VI. HUDSON FUND.

a.A savings account for the Hudson Fund is maintained in a bank acceptable to the Executive Committee.

b.All money is received and deposited in the checking account as described under II., B.

c.Periodically, and at least at the end of each quarter or within the first ten days of the next quarter, a statement is made up of Hudson Fund receipts and expenses, see III., A., 5.

A check for the excess of receipts over expenses is deposited in the savings account.

d.At the time of making the deposit, the bank enters the interest for the previous quarter. The Treasurer enters this amount in the appropriate column of the ledger.

VII.LEDGER.

a. Receipts side has two sections.

1.Checking account bank lists Dues, Hudson Contributions, Hudson Volumes, and Postage.

2.Savings account bank lists Balance, Principal Deposited, and Interest Credited.

b.Expenditure side of ledger is broken down so as to make it easier to prepare the reports required. In all cases the date, payee, and check number are entered as well as the total, since many payments are broken down under several headings, as with the Secretary's expense.

1.General Expense includes ACS Abstracts, Printing, and Divisional Dinner.

2.Secretary's Expense includes Mailing List, Stationery, Multilith and Printing, Postage, and Telephone.

3.Treasurer's Expenses includes Multilith, Postage, Bank Charges and Redeposit.

4.Chairmen's Expense includes Postage and Telephone.

5. Hudson Fund includes Award Expense (Scroll, Dinner Program, Dinner Guests) and Transfer of Funds to the Savings Bank.
6. It is possible that the various committees could incur authorized expenses in the future. Provision for recording such expense can be made as needed.

VIII. BANK STATEMENT.

a. A statement is rendered by the bank at the end of the month.

1. Check each returned check against the checkbook stub and the ledger entry.
2. Check each deposit against the retained slip and the ledger entry.
3. To the balance from the end of the previous month, add the total deposits and deduct the checks paid. This gives the ledger balance. If any checks are outstanding, add them to the ledger balance to give the bank balance.

b. Possible Source of Error.

1. Charges or exchange losses in foreign checks. It is usually too small an amount to fuss about. Correction is made by entering differences as Bank Charge. This is the only type of expense which does not pass through the check book, see III., A.
2. Check entered incorrectly in checkbook or ledger.
3. Deposit slip totalled incorrectly.
4. Deposit items put through by bank for collection and not credited by end of statement period.

IX. REPORTS

- (a)—Executive Committee—An informal six month financial statement is presented at the Spring Meeting. A complete audited report is presented at the Fall Meeting. The Treasurer at all times works with the officers and Executive Committee in making recommendations for improved fiscal policies and evaluating expenses.
- (b)—Membership—The audited report for the fiscal year is presented at the annual meeting in the Fall. Copies of this report are mailed to the membership by the Secretary as part of his Fall mailing.
- (c)—Auditing Committee—This report is not prepared by the Treasurer, but he must have all his figures in balance, have all books, receipts, bills, cancelled checks, deposit slips and any other pertinent data available. It is advisable for the Treasurer to take the initiative in getting the Auditing Committee together for the audit. Because the end of the fiscal year is very close to the Fall Meeting, and because summer is vacation time for many, it is advisable for the Treasurer

to get in touch with the members of the Auditing Committee early in the summer to set a tentative date and then confirm the date a week or two beforehand.

- (d)—American Chemical Society—The Membership Secretary of the ACS supplies a form for the financial report to be filed with national headquarters. The ledger heading outlined in VII is arranged to fit this report form.
- (e)—Internal Revenue Service—As a nonprofit organization, the Division is required to file an income tax return on Form 990-A. Copies of the form are automatically sent by the IRS to the Treasurer. Since the fiscal year ends on August 31st, this return must be filed by the following January 15th. Form 990-A has become more complex for the past two years. We have solved this problem by filling in the totals and attaching a copy of our annual report. This procedure may be followed in the future unless the IRS tells us otherwise.
- (f)—The ACS Headquarters carries two blanket insurance policies with claims. These are detailed in Division Information Digest for Division officers. Should anyone be injured in the course of one of our meetings or in connection with other Divisional activities whereby the Division or one of its officers is at fault, the ACS Headquarters should be consulted regarding what steps should be taken.

B. 7. Councilors

The Councilor Represents the Division on the Council of the American Chemical Society
The Council is the popular deliberative assembly of the Society (Constitution Article VII). It is composed of the President, President-Elect, Directors, Past Presidents, Executive Secretary, Division Councilors, and Local Section Councilors. All are voting representatives.

Each Division is allotted at least one Councilor, the number being apportioned by the size of the Division. The Carbohydrate Division will generally have one (at times two) Councilor(s) and an equal number of Alternate Councilors.

The Councilor(s) and Alternate Councilor(s) are elected by the membership preceding the end of a Councilor's (Alternate Councilor's) term in accordance with the Division's Bylaws (IV and III.4). The term of a Councilor and an Alternate Councilor is three (3) years (Constitution Article VII.5) with no limit on the number of terms served.

The Council meets twice a year (Constitution Article VII.4, Society Bylaw III.4). The meetings are held in conjunction with the Spring and Fall National Meetings. The Councilor makes every effort to represent the Division at each meeting of the Council and on Elected Committees of the Council, Standing Committees of the Council, Society Committee, other Joint Board-Council Committees, and Other Committees of the Council to which he/she is elected or appointed as a voting member or committee associate.

In the event the Councilor is unable to attend a Council Meeting, he/she shall notify the Secretary of the Division who shall then sign the certificate provided by the Society certifying that the Alternate Councilor is to substitute for the absent Councilor (Society Bylaw III.e.4). The Alternate Councilor shall then act on behalf of the Councilor at the said Council meeting. Instructions on this procedure are sent to Councilors and Alternate Councilors with the Council agenda preceding each Council meeting. Only properly certified Councilors and Alternate Councilors may attend Council meetings.

The Councilor(s) and/or Alternate Councilor(s) should inform the Executive Committee of issues coming before the Council for either action or consideration or being discussed in a committee that are of importance to the Division. If the Executive Committee then states a position of the Division or gives instructions, the Councilor (s) shall make the Division's position known to the appropriate body and cast votes in accordance with the position and/or instructions. In the absence of instructions, the councilor(s) shall vote according to his/her judgment of what is best for the Division.

The Councilor(s) should bring before the Council, usually through an appropriate committee, subjects of particular interest to the Division, based either upon his/her judgment or

by instruction of the Executive Committee. The Councilor(s) should at all times keep the Executive Committee informed of what he/she is doing on behalf of the Division and seek its guidance.

The councilor(s) should prepare a report of each council Meeting attended and present the report in person and/or in writing to the Division Executive Committee at the next meeting following the council Meeting. This is particularly important if there are issues before the Council affecting the Division that have not been adequately reported and/or explained in the C&EN report of the Council Meeting.

The councilor(s) and Alternate councilor(s) are members of the Executive Committee (Bylaw III.3) and participate and vote in all meetings of the Executive Committee. the Councilor (s) shall answer inquiries and questionnaires submitted to Councilors by the Society and vote in Council balloting conducted by mail.

The Councilor(s) shall also represent the Division where appropriate at Divisional Officer's Conferences, Divisional Councilor's Caucuses, and the like at Regional and National Meetings.

B. 8. Alternate Councilors

The Alternate Councilor assumes the duties of the Division Councilor when the latter cannot attend. In assuming the Councilor's position, he/she must secure in advance the proper credentials signed by the Secretary of the Division to admit him/herself to the Council of the Society.

The Alternate Councilor should keep and be kept informed on the matters of interest to the Division. He/she attends, participates, and votes in meetings of the Division's Executive Committee. He/she prepares a report on any Council meeting at which he has represented the Division and presents it in person or in writing at the next meeting of the Division Executive Committee.

B. 9. Members-At-Large

Four Members-at-Large serve on the Executive Committee. Two are elected for terms of two years each in the annual elections of the Division. A Member-at-Large is nominated for his/her interest in the Society, in the Division, in carbohydrate chemistry, and for his/her ability and willingness to participate in the work of the Division. He (or she) usually becomes a committee member; with meritorious service, the member frequently is nominated to an office in the Division. Therefore, the Member-at-Large is expected to give some thought to operation of the Division and contribute ideas for improvement.

C. Standing Committees

The Committees of the Division which are active from year to year on everlasting phases of the Division's work are the Audit, Awards, Claude S. Hudson Award, Membership, Nomenclature, Nominating, Program, Program Liaison, and Publicity Committees. The functions and specific duties of each Standing Committee and its Chairman are spelled out in the following pages of this section.

The Chairman of each Standing Committee is appointed annually by the Chairman of the Division and he (or she) is directly responsible to the Chairman of the Division. The members of each Standing Committee are appointed by the Chairman of the Division upon the recommendations of each Committee Chairman. The Chairman of the Division is, ex officio, a member of all Standing Committees; he receives copies of all correspondence and reports.

C. 1. Audit Committee

The Audit Committee consists of a Chairman and one or two other members who are appointed annually by the Chairman of the Division to check all financial books of the Division. The Chairman of the Committee and at least one other member arrange to examine the books of the Treasurer.

Guidelines on how to conduct an audit should be obtained from a professional accountant. These should then be used to audit the Treasurer's books. All disbursements, receipts, and bank statements are checked. Any entries or disbursements which seem unusual are questioned in later conferences with the financial officer concerned. The Chairman of the Committee provides a written report of the results of the audit which is presented by him (or a designated committee member acting in his place) at the Fall Meeting of the Executive Committee of the Division. The Chairman, Secretary, and Treasurer of the Division receive copies of the report.

In the interest of economical operation, the Audit Committee is appointed generally from a list of those members of the Division who live near the Treasurer.

C. 2. Awards Committee

The Awards Committee was established in 1963 as a Standing Committee of the Division. Each year the various Divisions of the Society are requested to submit nominations for the ACS awards. The Awards Committee was formed to provide a means for securing nominations, not only to the various national awards, but also the ACS Local Section awards.

The Chairman of the Committee keeps files of information on the requirements, history, and recipients of each national and local ACS awards. Members of the Committee will confer at least semi-annually to decide whether a Division member has qualified for nomination to an award. Achievement and biographical files on prospective nominees will be maintained. The Committee should designate a representative in each Local Section that participates in an award. Such a representative would keep the Committee informed of proceedings and suggest nominees.

A written report of the activities and prospective nominations of the Awards Committee is presented to the Executive Committee of the Division for approval at each Spring and Fall Meeting of the Society. Copies of all correspondence and reports are sent to the Chairman of the Division who is, ex officio, a member of the Committee.

C. 3. Wolfrom and Isbell Awards Committee

The purpose of the Melville L. Wolfrom Award is to recognize excellence of contributions to carbohydrate chemistry as a science and a profession and/or outstanding service to the Division.

The purpose of the Horace S. Isbell Award is to recognize the accomplishments of, to encourage, and to honor carbohydrate scientists who have not yet reached their forth-first birthday. The following specific qualifications are to be used in selecting the recipient:

1. Candidates must be under forty-one years of age.
2. Candidates must have demonstrated excellence in carbohydrate research and promise of continuing to make quality contributions.

Each awardee shall be selected by the Executive Committee acting on the recommendation of the Wolfrom and Isbell Awards Committee, constituted as prescribed in the Bylaws, using the criteria and general procedures prescribed in the Bylaws and in Section III B. 3, Immediate Past Chairman, who is the Chairman of the Wolfrom Isbell Award Committee.

C. 4. Membership Committee

The Chairman of the Membership Committee is appointed annually by the Chairman of the Division. The Chairman of the Membership Committee selects several committee members from different sections of the country. These members, in turn, seek volunteer solicitors at each institution that employs a number of chemists who are interested in carbohydrates.

The Chairman is responsible for the effective operation of this pyramidal organization in securing and maintaining members of the Division. He also devises means for solicitations at scientific meetings of the Society. He reports new members immediately to the Secretary of the Division and turns in any monies collected to the treasurer. He reports his activities to the Executive Committee semiannually.

C. 5. Nomenclature Committee

C. 6. Nominating Committee

The past chairman, once removed, is chairman of the Nominating Committee; the other two members of the Nominating Committee are appointed by the Chairman of the Division. The procedure for the nomination and election of officers is set forth in Sections 4 (a) and (b) of the Bylaws of the Division. The terms of office are given in Bylaw 5.

The offices to be filled annually are:

Chairman-Elect

Member, Wolfrom/Isbell Award Committee (**One**)

Member-At-Large (**Two**)

The office to be filled at two year intervals is:

Secretary

The offices to be filled at staggered three-year intervals are:

Councilor (**One**)

Alternate Councilor (**One**)

The office to be filled at four-year intervals is:

Treasurer

The offices of chairman and executive secretary are not filled by election. The chairman position is assumed by the outgoing chairman-elect, and the executive secretary position (two-year term) is assumed by the outgoing secretary.

Nominating Procedure

Prior to March 15, the Nominating Committee, with the help of the Secretary, shall solicit nominations for officers and elected committee members from the members of the Division. The solicitation shall be done by a form (**Appendix E**), usually included in the Spring Newsletter, giving the specific office to be filled by election and space for 10 signatures of Division members which are required for nomination. The form may also be used by members to suggest candidates to the Nominating Committee. Instructions shall be given on the form concerning the proper way to make a nomination or a suggestion to the Nominating Committee. The instructions shall state that preference should be given to qualified members of the Division who have not yet held the office to be filled, that preference for the office of Chairman-Elect should be given to a qualified member of the Division with previous experience on the Executive Committee, and that the incumbency of one office does not disqualify a member for holding another. The deadline from the return of the nomination forms shall be June 15. At its discretion, the Nominating Committee also submit one or more nominees for each office to be filled. It shall gain the consent of each nominee to stand for election. Nominees to the

Wolfrom/Isbell Awards Committee shall not have been previous members of the Committee. The nominations shall be sent to the secretary before June 30.

Election of officers shall take place by written mail ballot sent in the Summer Newsletter to members of the Division by the Secretary. Ballots shall be mailed by June 30. The deadline for the return of the ballots shall be August 15. A plurality of the votes of the members voting shall be required for election. Results of the voting shall be announced at the business meeting of the Division at the fall meeting of the Society, or by mail notification if the fall business meeting is not held.

Terms of Office

The terms of elected officers shall begin at the close of the fall business meeting at which election results are announced. The elected officers and their terms of office are as follows:

| | |
|-------------------------------|---------|
| Chairman | 1 year |
| Chairman-Elect | 1 year |
| Executive Secretary | 2 years |
| Secretary | 2 years |
| Treasurer | 4 years |
| Member-At-Large | 2 years |
| Member, Wolfrom/Isbell Awards | 3 years |
| Councilor | 3 years |
| Alternate Councilor | 3 years |

C. 7. Program Committee

The Chairman-Elect is the Chairman of the Program Committee. The Program Committee is responsible for arranging symposia for the national meetings of the Division. Frequently the symposia are held jointly with another Division of the Society. Those Division of the Society that have cooperated in the past are: AGFD, ANAL, BIOL, BIOT, CELL, COMP, HIST, MEDI, ORGN, PMSE, and POLY.

Ideas for symposia subjects are sought from all members of the Division. The subjects, which should command relatively widespread interest, are screened by the Program Committee and presented to the Executive Committee of the Division for approval. Selection of a topic should be made with due consideration for the various interests represented in the membership of the Division, the timeliness of the subject, past symposia held by the Division and other Divisions of the Society, and availability of a willing and able chairman for the program.

Topics and chairmen for symposia should be decided more than a year in advance to give the chairman opportunity to secure the best possible participants, to raise funds, and to make travel arrangements.

The Program Chairman is responsible for notifying symposia chairmen when their symposia have been approved. The letter should communicate the amount of time allotted for the symposia. The Executive Secretary of the Division provides the chairman with a copy of the Division's "Guidelines for Symposium Organizers", located in Appendix D of this Handbook. The Executive Secretary communicates frequently with the symposium organizers to explain his/her specific responsibilities and deadlines thereof.

The Chairman of the Program Committee also serves on the Program Liaison Committee to see that the timing of the symposia and general papers are of the best interests of all members of the Society.

The Chairman-Elect is Chairman of the Program Committee; the other members are appointed annually by the Chairman of the Division and frequently succeed themselves. The Executive Secretary of the Division, who schedules the technical sessions of the Division, is kept informed of developments which are related to his responsibilities.

The Chairman of the Program Committee presents a written report of the Committee's activities at the national meetings of the Division.

C. 8. Program Liaison Committee

The Program Liaison Committee prepares in the most attractive form, the Division's scientific program and coordinates it with the programs of other Divisions. The Executive Secretary of the Division is the most suitable Chairman of the Committee. The Chairman of the Program Committee is a member, and the Chairman and the Chairman-Elect are members, ex officio; they receive copies of all correspondence and reports.

Some of the committees duties are as follows: arranging joint sessions of general papers, coordinating projected programs for publications in C and EN, grouping of general papers for meetings, assisting Program Chairman in arranging joint symposia with other Divisions.

C. 9. Publicity Committee

The Chairman of the Publicity Committee is appointed annually by the Chairman of the Division. The Chairman and Chairman-Elect of the Division are ex officio members of the Committee and receive copies of all correspondence and publicity.

The Publicity Committee has four main concerns: publicity for Hudson Award, publicity before and after symposia, news releases from all Local Sections, and newsletters to keep Divisional members informed.

The Publicity Committee distributes press releases on the recipients of the Wolfrom/Isbell Awards. These are either prepared by the Wolfrom/Isbell Award Committee or Immediate Past Chairman, in charge of the Wolfrom/Isbell Banquet. News releases are given to local newspapers, alumni publications, News Service of the Society, C and EN and all interested journals or publications.

The Publicity Committee handles all publicity on symposia. When there is a joint symposium, publicity is handled through both Division's Publicity Committees. Advance publicity is usually through the News Service of the Society and C and EN. Any exceptional papers presented at the general Division meetings or at the symposia are publicized through the News Service of the Society, scientific journals, trade journals, etc. An up-to-date list should be kept of Journals willing to devote space to the symposia news.

The Publicity Committee handles news releases from all sections of the Division. New releases should be sent to the Chairman of the Publicity Committee for release to the proper media.

The Publicity Committee prepares articles for the Division Newsletter to keep Division members informed on Divisional, non-Divisional and foreign carbohydrate groups activities. These should stimulate interest as well as inform. These articles should include advance publicity on future activities based on information from the Executive Committee.

D. *Ad Hoc* Committees

Based on action by the Executive Committee, the Chairman appoints *ad hoc* committees to perform special duties; such as, revising the bylaws, seeking attitudes of journal editor toward publication of carbohydrate papers, coordinating the Division's program with that of other Divisions, and providing special meeting, dinner, or entertainment arrangements. These committees are responsible directly to the Chairman, they transmit copies of all correspondence and reports to the Chairman, and they are discharged by the Chairman when their particular job is finished, reported, and accepted by the Executive Committee.

Appendix A

CHAIRMEN
DIVISION OF SUGAR CHEMISTRY AND TECHNOLOGY
AMERICAN CHEMICAL SOCIETY
1922-1931

| YEAR | NAME | YEAR | NAME |
|---------|---------------|---------|--------------|
| 1921-22 | S. J. Osborn | 1926-27 | C. E. Coates |
| 1922-23 | W. D. Horne | 1927-28 | F. J. Bates |
| 1923-24 | F. W. Zerban | 1928-29 | H. C. Gore |
| 1924-25 | W. B. Newkirk | 1929-30 | Wm. L. Owen |
| 1925-26 | W. B. Newkirk | 1930-31 | J. K. Dale |

CHAIRMEN
DIVISION OF SUGAR CHEMISTRY
AMERICAN CHEMICAL SOCIETY
1932-1952

| YEAR | NAME | YEAR | NAME |
|---------|------------------|---------|--------------------|
| 1931-32 | W. L. Howell | 1941-42 | S. M. Cantor |
| 1932-33 | H. W. Dahlberg | 1942-43 | G. J. Coleman |
| 1933-34 | O. A. Sjostrom | 1943-44 | G. E. Hilbert |
| 1934-35 | H. C. Gore | 1944-45 | R. C. Hockett |
| 1935-36 | J. K. Dale | 1945-46 | R. C. Hockett |
| 1936-37 | W. R. Fetzer | 1946-47 | W. W. Moyer |
| 1937-38 | H. S. Isbell | 1947-48 | M. L. Wolfrom |
| 1938-39 | A. R. Nees | 1948-49 | W. W. Pigman |
| 1939-40 | J. M. D. Brown | 1949-50 | W. Z. Hazzid |
| 1940-41 | R. M. Goepp, Jr. | 1950-51 | G. T. Peckham, Jr. |
| | | 1951-52 | R. L. Whistler |

CHAIRMEN
 DIVISION OF CARBOHYDRATE CHEMISTRY
 AMERICAN CHEMICAL SOCIETY
 1953-1993

| YEAR | NAME | YEAR | NAME |
|---------|--------------------------------|---------|-----------------|
| 1952-53 | T. R. Gillett | 1963-64 | R. Montgomery |
| 1953-54 | N. K. Richtmyer | 1964-65 | J. E. Hodge |
| 1954-55 | C. C. Kesler | 1965-66 | E. L. Powell |
| 1955-56 | J. C. Sowden | 1966-67 | E. M. Osmon |
| 1956-57 | H. S. Owens (deceased 1956) | 1976-68 | R. W. Jeanloz |
| 1956-57 | N. K. Kennedy | 1968-69 | A. G. Holstein |
| 1957-58 | V. R. Deitz | 1969-70 | J. N. BeMiller |
| 1958-59 | D. French | 1970-71 | L. Long, Jr. |
| 1959-60 | J. L. Hickson | 1971-72 | T. H. Haskell |
| 1960-61 | J. W. LeMaistre | 1972-73 | F. Shafizadeh |
| 1961-62 | J. T. Goodwin, Jr. | 1973-74 | H. H. Baer |
| 1962-63 | F. R. Senti | 1974-75 | W. W. Binkley |
| 1975-76 | M. S. Feather | 1978-79 | P. A. Sandford |
| 1976-77 | D. Horton | 1979-80 | R. W. Binkley |
| 1977-78 | D. H. Ball | 1980-81 | S. Hanessian |
| 1981-82 | G. D. McGinnis | 1982-83 | W. A. Szarek |
| 1983-84 | B. O Fraser-Reid | 1984-85 | H. S. El-Khadem |
| 1985-86 | P. A. Seib | 1986-87 | D. C. Baker |
| 1987-88 | J. R. Vercellotti | 1988-89 | K. B. Hicks |
| 1989-90 | W. W. Zajac, Jr | 1990-91 | M. A. Clarke |
| 1991-92 | A. S. Serianni | 1992-93 | R. B. Friedman |

Secretaries

1920 thru 1926 F. J. Bates (deceased), National Bureau of Standards

1927 L. A. Willis (deceased), American Sugar Refining Co.

1928 F. W. Zerban (retired 1955; deceased 1956), New York Sugar Trade Laboratories

1929 thru 1930 J. K. Dale, Commercial Solvents Corporation

1931 Spring thru 1940 Fall E. W. Rice (deceased), National Sugar Refinery Company

1941 Spring F. G. Straub

1941 Fall thru 1946 Spring E. W. Rice (deceased), National Sugar Refinery Company

1946 Fall thru 1951 Fall J. M. D. Brown (deceased 1956) Revere Sugar Refining Company

1952 Spring thru 1956 Fall N. F. Kennedy, Corn Industries Research Foundation

1957 Spring thru 1960 Fall R. C. Hockett, Tobacco Industry Research Committee

1961 Spring thru 1965 Fall W. W. Binkley, New York Sugar Trade Laboratory

1966 Spring thru 1967 Fall L. L. Long, U.S. Army Natick Labs.

1968 Spring thru 1969 Fall K. R. Hanson, American Sugar Co.

1970 Spring thru Fall M. W. Rutenberg, National Starch and Chemical Corp.

1972 Spring thru 1973 Fall R. W. Binkley, Cleveland State University

1974 Spring thru 1975 Fall J. R. Vercellotti, Virginia Polytechnic Institute and State University

1976 thru 1977 G. D. McGinnis

1978 thru 1979 R. E. Harmon

1980 thru 1981 J. R. Vercellotti

1982 thru 1983 D. C. Baker

1984 thru 1985 K. B. Hicks

1986 thru 1987 E. S. Hawkins

1988 A. S. Serianni

1989 thru 1990 M. M. Tessler

1991 thru 1992 A. D. French

1993 thru 1994 R. M. Giuliano

Executive Secretaries

1966 Spring thru 1967 Fall W. W. Binkley, New York Sugar Trade Laboratory

1968 Spring thru 1969 Fall L. L. Long, U.S. Army Natick Labs.

1970 Spring thru 1971 Fall K. R. Hanson, American Sugar Co.

1972 Spring thru 1973 Fall M. W. Rutenberg, National Starch and Chemical Corp.

1974 Spring thru 1975 Fall R. W. Binkley, Cleveland State University

1976 thru 1977 J. R. Vercellotti

1978 thru 1979 G. D. McGinnis

1980 thru 1983 R. E. Harmon

1984 thru 1985 D. C. Baker

1986 thru 1987 K. B. Hicks

1988 E. S. Hawkins

1989 thru 1990 A. S. Serianni

1991 thru 1992 M. M. Tessler

1993 thru 1994 A. D. French

Claude S. Hudson Award

The Claude S. Hudson Award from 1946-1982 was given by the Division of Carbohydrate Chemistry to an individual from the North American Continent for recognition of "distinguished service to the field of carbohydrate chemistry." In 1983, the award, under sponsorship of Merck Sharp & Dohme Research Laboratories and Kelco, divisions of Merck & Co., Inc., was elevated to an ACS award, and eligibility was extended to the worldwide community of chemists. The Division holds a symposium, as well as a social event and dinner, in honor of the awardee at the ACS National Meeting each spring.

| | | |
|---------------------|-------|------|
| A. Kobata | ----- | 1992 |
| P. Garegg | ----- | 1991 |
| B. O. Fraser-Reid | ----- | 1990 |
| W. A. Szarek | ----- | 1989 |
| L. Hough | ----- | 1988 |
| S. J. Angyal | ----- | 1987 |
| G. O. Aspinall | ----- | 1986 |
| H. Paulsen | ----- | 1985 |
| L. Anderson | ----- | 1984 |
| B. Lindberg | ----- | 1983 |
| S. Hanessian | ----- | 1982 |
| C. E. Ballou | ----- | 1981 |
| G. A. Jeffrey | ----- | 1980 |
| A. S. Perlin | ----- | 1979 |
| M. Heidelberger | ----- | 1978 |
| J. J. Fox | ----- | 1977 |
| S. M. Cantor | ----- | 1976 |
| H. H. Baer | ----- | 1975 |
| W. W. Binkley | ----- | 1974 |
| R. W. Jeanloz | ----- | 1973 |
| D. Horton | ----- | 1972 |
| R. S. Tipson | ----- | 1971 |
| N. F. Kennedy | ----- | 1970 |
| J. K. N. Jones | ----- | 1969 |
| H. G. Fletcher, Jr. | ----- | 1968 |
| W. Z. Hassid | ----- | 1967 |

| | | |
|---------------------------------------|-------|------|
| R. U. Lemieux | ----- | 1966 |
| C. G. Caldwell | ----- | 1965 |
| D. French | ----- | 1964 |
| C. S. Hudson Awardees, Cont'd. | | |
| N. K. Richtmyer | ----- | 1963 |
| F. Smith | ----- | 1962 |
| J. C. Sowden | ----- | 1961 |
| R. L. Whistler | ----- | 1960 |
| W. Pigman | ----- | 1959 |
| H. O. L. Fischer | ----- | 1958 |
| J. K. Dale | ----- | 1957 |
| J. M. D. Brown | ----- | 1956 |
| K. R. Brown | ----- | 1955 |
| H. S. Isbell | ----- | 1954 |
| G. P. Meade | ----- | 1953 |
| M. L. Wolfrom | ----- | 1952 |
| W. D. Horne | ----- | 1951 |
| W. B. Newkirk | ----- | 1950 |
| F. W. Zerban | ----- | 1949 |
| F. J. Bates | ----- | 1947 |
| C. S. Hudson | ----- | 1946 |

Melville L. Wolfrom Award

In 1985, the Division of Carbohydrate Chemistry awarded the first Melville M. Wolfrom Award to recognize an individual for "distinguished service to the Division and to the field of Carbohydrate Chemistry." The award is currently sponsored by Pfanstiehl Laboratories and The Sugar Association, Inc. A dinner and social even are held in honor of the awardee at the ACS National Meeting each fall.

| | | |
|---------------|-------|------|
| M. S. Feather | ----- | 1991 |
|---------------|-------|------|

| | | |
|-----------------|-------|------|
| J. N. BeMiller | ----- | 1990 |
| H. S. El Khadem | ----- | 1989 |
| D. Horton | ----- | 1988 |
| M. W. Rutenberg | ----- | 1987 |
| R. S. Tipson | ----- | 1986 |
| A. G. Holstein | ----- | 1985 |

Horace S. Isbell Award

The Horace S. Isbell Award was established by the Division in 1986 to recognize a younger chemist under the age of 41 at the time of the award presentation who has "demonstrate excellence in, and promise of continued quality contributions to, research in carbohydrate chemistry." The award, sponsored by National Starch and Chemical Corporation, was first presented in New Orleans at the fall ACS National Meeting in 1987. Prof. Isbell was in attendance.

| | | |
|----------------|-------|------|
| D. C. Baker | ----- | 1987 |
| A. S. Serianni | ----- | 1988 |
| K. B. Hicks | ----- | 1989 |
| J. M. Martin | ----- | 1990 |
| M. Yalpani | ----- | 1991 |

Appendix B

Information for Ordering of Scrolls

Order Scrolls from:

Normally about two months, minimum, is allowed for delivery.

Mr. Walter P. Nilsson
J.V. Haring and Son, Inc.
15 Park Row
New York, NY 10038

Claude S. Hudson Award Scroll:

- (1) Give full name of recipient. Always check with the ACS Awards Department to ensure conformity with the name ACS is using.
- (2) Give date of award. This would be the date of the banquet/awards dinner.
- (3) Request specifically that the "Chairman of the Awards Committee" designation be "doodled out" on the scroll, leaving only "Chairman of the Division" for signature.
- (4) Request shipment of the scroll to the Chairman of the Division, who is the one charged with the dinner arrangements and who presents the scroll.
- (5) Give the address of the Treasurer for billing purposes.
- (6) Copy all correspondence to the Treasurer, Chairman, and Immediate Past Chairman.

Horace S. Isbell and Melville L. Wolfrom Scrolls:

- (1) Give full name of recipient.
- (2) Give date of award. This would be the date of the banquet/awards dinner.
- (3) Request shipment of the scroll to the Immediate Past Chairman of the Division, who is the charged with the dinner arrangements and who presents the scroll.
- (4) Give the address of the Treasurer for billing purposes.
- (5) Copy all correspondence to the Treasurer, Chairman, and Immediate Past Chairman.

Appendix C

Nomination for the Horace S. Isbell Award Division of Carbohydrate Chemistry American Chemical Society

Date: _____, 19____

We, the undersigned hereby nominate _____ for the Horace S. Isbell Award. The age of the nominee is _____. (Nominee must be under 41 years of age).

Citation (not to exceed 100 words):

Nominator, Position: _____

Address of Nominator: _____

Secunder, Position: _____

Address of Secunder: _____

This nomination is accompanied by (check as appropriate):

Personal Data Form _____

List of Publications and Patents _____

Evidence of nominee's demonstrated excellence in, and promise of continued quality of contributions to research in Carbohydrate Chemistry _____

DEADLINE: _____

Mail completed form to: _____

Horace S. Isbell Award
Personal Data Form

- A. Name of Nominee:

- B. Date and Place of Birth:

- C. Citizenship:

- D. Home Address:

- E. Present Job (Description of duties and responsibilities):

- F. Degrees:

- G. List of Previous Awards Granted for Professional Work During or Following Education:

- H. Positions Held Since Graduation:

- I. Name of Nominator:

**Nomination for the Melville L. Wolfrom Award
of the
Division of Carbohydrate Chemistry
of the
American Chemical Society**

Date: _____, 19____

We, the undersigned hereby nominate _____ for the Melville L. Wolfrom Award.

Citation (not to exceed 100 words):

Nominator, Position: _____

Address of Nominator: _____

Secunder, Position: _____

Address of Secunder: _____

This nomination is accompanied by (check as appropriate):

Personal Data Form _____

List of Publications and Patents _____

Evidence of nominee's outstanding service to the Division and to the field of Carbohydrate Chemistry _____

DEADLINE: _____

Mail completed form to: _____

Melville L. Wolfrom Award
Personal Data Form

- A.** Name of Nominee:
- B.** Date and Place of Birth:
- C.** Citizenship:
- D.** Home Address:
- E.** Present Job (Description of duties and responsibilities):
- F.** Degrees:
- G.**List of Previous Awards Granted for Professional Work During or Following Education:
- H.** Positions Held Since Graduation:
- I.** Name of Nominator:

Appendix D

Guidelines For Symposium Organizers

Division of Carbohydrate Chemistry

of the

American Chemical Society

Fall 1989

Guidelines for Symposium Organizers
Division of Carbohydrate Chemistry
Fall 1989

August 24, version

Length of Symposium. The Division does not have firm rules on symposium length. Symposia in the Division have been held for 0.5 to 2.5 days, depending on the subject matter. It should be noted that the amount of effort and funds necessary to plan and implement an extended symposium is significant, and organizers should carefully assess the amount of time and money they have available to dedicate to the project when deciding on program length.

In general, an optimal length for a symposium is one day, involving 8-10 speakers. This type of focused symposium is highly recommended. An extended symposia should be avoided unless it is specifically approved by the Executive Secretary and the Program Committee.

Invitations of Speakers. The organizer is responsible for extending invitations to speakers to participate in the symposium. Organizers may choose their speakers themselves, or in consultation with Division officers/members and other scientific colleagues. Invitations are normally offered in the form of a written letter. A written acceptance of invitation should be requested from speakers who consent to participation. Upon agreement to participate, the organizer should obtain the title of each speaker's presentation. When the speaker list is complete, the organizer should submit names of participants and titles of their presentations of the Division Chairman and Executive Secretary.

The Executive Secretary will need to receive the final program of the symposium (see attached example) and original abstracts for each participant approximately 3.5 months prior to the meeting; thus, abstracts should be obtained by organizers 4 months in advance of the meeting for review and possible revision. Standard ACS forms are to be used for abstract preparation; these must be supplied by the symposium organizer. Organizers are responsible for notifying their speaker on the acceptance of their papers. Organizers are also responsible for providing advance information to speakers on registration and housing, and on the precise amount of financial support that will be provided.

Funding. Securing adequate funding for a symposium is always a challenging problem, and is one of the major responsibilities of the organizer. A sum of \$1000 is granted by the Division for unpublished symposia regardless of length; \$2000 is granted for symposia in which a signed contract with ACS Books has been negotiated. Organizers should carefully assess the level of support they wish to extend to participants. Extreme care should be taken not to extend financial support to speakers that cannot be met from the available funds. Support may include guest registrations for the meeting (~\$100 per person), travel, and/or hotel accommodations. Funds may not be designated as honoraria, according to ACS rules.

Funds may be sought from various sources, including the Petroleum Research Fund (SE grants) and industrial sources. Checks received from outside sources must be made payable to "ACS Division of

Carbohydrate Chemistry", and should be forwarded to the Division Treasurer. When all required funds have been obtained, the organizer should contact the Treasurer to determine how these funds will be distributed to participants. One month prior to development of the **Preliminary Program**, the organizer should provide the Executive Secretary and Treasurer with a proposed budget that lists the total available funding and the sources, and expected expenses. The latter should include all costs associated with guest registrations, travel and housing reimbursements, social events and beverage service. The organizer may elect at that time to instruct the Treasurer to bring reimbursement checks for each designated speaker to the meeting for distribution.

Organizing the Symposium. Of key importance is the order of speakers in the symposium. Each organizer may apply his/her own criteria to determine speaker order, although subject matter is often an important consideration. The length of time of presentations is also determined by organizers, but typically varies from 20-40 minutes; of the total time allotted for each presentation, five minutes is reserved for questions and discussion. Presentation times do not have to be identical for all speakers.

There are two technical sessions per day at ACS meetings: Morning (9:00-12:00 pm) and Afternoon (2:00-5:00 pm). Scheduling should be based on these time periods. Usually 10 minutes is allocated at the beginning of each session for introductory remarks; these remarks typically include brief comments on the relevancy of the symposium, and acknowledgments of the financial sponsors. All papers must be presented at their scheduled times; if a speaker cancels after the program is finalized, it is not possible to substitute another paper. If a speaker does not appear for his/her presentation, a break or discussion should be called by the session chairman. A 15-20 minutes intermission should be scheduled within each session.

Each session must be chaired by a person (the Session Chairman) selected by the organizer. Care should be taken to select persons familiar with the work being presented and who will stimulate discussion of papers presented during the sessions.

Concluding remarks may be added at the end of the symposium if desired.

Social Events. Organizers may have beverages served during technical sessions. Coffee/tea is common for morning sessions, and soft drinks are common in the afternoon. In addition, a continental breakfast may be served in the morning in the technical session room prior to the beginning of the session (usually from 8:00-9:00 am). Luncheons may also be arranged for speakers and select guests. The details and costs of these services may be obtained from the Executive Secretary.

Each organizer must have sufficient funds to cover the cost of the services he/she requests. Decisions on these services must be made about 4 months in advance of the meeting and communicated to the Executive Secretary, who will make the necessary arrangements with ACS.

Obligations After the Symposium. Each Session Chairman is required to complete a "Session Chairmans Report" at the end of each technical session. The symposium organizer is responsible for insuring that these reports are submitted to ACS; submission of these reports is critical to the Division, as this information is used to establish the level of financial support granted by ACS to the Division.

The organizer should also thank his/her speakers in writing after the symposium has been held.

Publication. Organizers should carefully consider publishing their symposia. Typically organizers will have obtained some indication of the willingness of participants to contribute to the proposed book before any formal inquiry about publication possibilities is made to a publisher. Publishers may include ACS Books, although other publishers may be contacted; however, ACS requires that, before any other publisher can be utilized, ACS Books must have first rejected the book proposal. Organizers considering publication should contact the Division Chairman for more information.

Summary. The following information should be provided to the Executive Secretary for inclusion in the **Preliminary Program**.

- ◆ number of speakers
- ◆ length of presentations
- ◆ number of half-day sessions
- ◆ estimated size of the audience attending each session
- ◆ list of Division co-sponsors, and cross-listing of symposium
- ◆ preferred location (i.e., which ACS Divisions you wish to be located near)
- ◆ requested date(s) or symposium

The following information should be provided to the Executive Secretary for inclusion in the **Final Program**.

- ◆ final typewritten program prepared in ACS format
- ◆ original and three copies of each abstract, proof-read by organizer
- ◆ requests for social events and beverage service during technical sessions
- ◆ other completed forms provided by ACS (press releases, etc.)

Also include

- a) Names and phone numbers of current Division Officers
- b) Sample Final Program

