

**Division of Chemical Education, Inc.  
American Chemical Society  
Board of Publication**

**Operations Manual**

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## Overview

This manual summarizes policies and procedures established by the Board of Publication (hereafter, the “Board”), a subsidiary of the Division of Chemical Education, Inc., American Chemical Society (hereafter, the “Division”) and approved by the Division Executive Committee. The Board is charged with the management of the *Journal of Chemical Education* (hereafter, the “*Journal*”) and other functions as described in the bylaws of the Division or as charged by the Executive Committee. The Board shall establish policies for all aspects of *Journal* operations, including fiscal management and appointment of an Editor-in-Chief (hereafter, the “Editor”). Within the framework of policies outlined in this manual, the Editor of the *Journal* is responsible for operational procedures required to carry out the functions of the *Journal*. Additional details on these matters are described later in this document.

## Operations

### Operations Manual Review, Adoption, and Implementation

The initial draft of this manual will be created and reviewed by the Board of Publication, and recommended to the Division’s Executive Committee (hereafter, ExCom) for endorsement. In the first year of implementation, adjustments may be necessary to align practice and policy to ensure smooth functioning of the Board and the *Journal*. Board recommended adjustments will be formalized by amendment at a scheduled Board meeting. After this one year, the amended manual will be recommended to ExCom for endorsement. After endorsement, the Board may amend the manual at any time, but a complete review will occur every three years. The chair of the Board of publication will report to Executive Committee about amendments or revisions.<sup>A</sup>

### Board Membership\*

The Board shall consist of nine voting members, three of whom serve in an *ex-officio* capacity and six other Division members appointed by ExCom. Members must be in good standing with the Division, with status verified each calendar year by Division Secretary and/or the Division Executive Assistant. *Ex-officio* members shall be officers of the Division: (1) the Chair-Elect, Chair, or Immediate Past Chair whose election occurred in a year divisible by three, (2) the Chair-Elect, Chair, or Immediate Past Chair whose election occurred in a year divisible by three with a remainder of one, and (3) the Secretary of the Division. The *ex-officio* members serve concurrent with their Divisional terms. ExCom appoints two members to the Board annually. All Board members serve a three-year term unless appointed to fulfill a remaining term.

\*Membership is specified by Division Bylaws.

### Board Officers (\*Some conditions specified by Division Bylaws.)

Chair\*: The Board shall choose a Chair from its appointed members to serve a two-year term. In the absence of the Chair of the Board, the Chair of the Division or, if the Chair of the Division is not a member of the Board, the Immediate Past-Chair, shall convene the Board. The Chair shall be elected at the Board meeting immediately preceding the Fall ACS National meeting in even numbered years to serve for the

following two calendar years (for example, election in August 2012 for service from January 2013 to December 2014). In the event that the Chair position is vacated before the end of the elected term, the acting chair shall arrange an election to fill the unexpired term. The Chair shall report to ExCom all activities of the Board. The Chair may designate another Board member or the Editor to report in his or her absence. The Chair is a voting member of ~~Axiom~~ the Executive Committee.

Treasurer: (Philadelphia, August 2008: 08-B-14; Denver, March 2015: 15-BP-10) The Treasurer will be an appointed member of the Board, appointed by the Chair with the consent of the Board. The term will be two years from the date of appointment. The Treasurer may serve up to six consecutive years. The Treasurer serves at the pleasure of the Chair with the agreement of the Board, and may be removed from that position (but not from the Board) by the Chair at any time.<sup>B</sup> The Treasurer has responsibility for managing financial accounts and statements for the Board, and reporting at Board meetings. The Treasurer keeps physical and electronic copies of contractual agreements, including contracts with editors and associate editors, memoranda of agreement with institutions, and the co-publishing agreement with the American Chemical Society. The Treasurer will be a member of the Division Financial Committee.

Secretary\*: The Secretary of the Division shall serve as Secretary of the Board of Publication. Duties shall include keeping records of all meetings of the Board including the task of taking minutes at each meeting. The Secretary will also hold any Board documents not held by the Treasurer. In the absence of the Secretary, the Chair shall assign the task of taking minutes to another Board member.

### **Meetings**

The Board is required (by Division bylaws) to meet at the Fall ACS National meeting, but in practice it meets at both the Fall and Spring National ACS meetings. In the event that a Spring meeting is not held, actions that would normally take place at that meeting will be slated for the next scheduled meeting.

When Board action becomes necessary between scheduled meetings, the Chair may request that such action be carried out by e-mail or other electronic means. Any action taken shall be summarized by the Chair, and appended to the minutes of the next scheduled meeting.

A quorum shall exist when five of the voting Board members are present at a scheduled meeting. If action needs to be taken electronically between scheduled meetings, five or more of the voting Board members must be involved.

### **Responsibilities**

On behalf of the Division, the Board manages the *Journal* and its associated educational activities. The Board negotiates, maintains, and implements the co-publishing agreement with the American Chemical Society through ACS Publications. The Board alone can authorize contracts with individuals and companies for services and goods and/or authorize the Editor to be responsible for such arrangements as part of the yearly operational budget of the Editorial Office. In particular, the Board maintains an agreement with the Editor (and any other management personnel the Board considers necessary) who serves for a stated term at the Board's discretion. The Board also

negotiates and maintains any necessary contracts with the host institution(s) of the *Journal*.

**Board of Publication Associates**  
(Policy revised and approved March 2, 2017)

The Division of Chemical Education Board of Publication (BoP) supports the publication mission of CHED by supporting the business operations of the *Journal of Chemical Education* and *ChemEd Xchange*. In an effort to build leadership in the Division and ensure that the Board is comprised of qualified and dedicated DivCHED members, we have implemented a program whereby **Board Associates** are invited to participate in two consecutive BoP meetings.

1. Following the Spring National Meeting, each voting Board Member is eligible to nominate one person, who meets the criteria established as requirements for Board membership and who has not previously served on the Board as a voting or ex officio member, as a candidate to be a Board Associate for the following calendar year. The Board Associate will be expected to participate in two Board meetings in the following year and will be reimbursed for travel expenses in accordance with the Division policy.
2. The nominator must provide a brief bio and rationale for the nominee that will be shared with the rest of the Board. Nominations are due to the Chair of the Board no later than June 30.
3. Following the Fall National meeting, the chair of the Division of Chemical Education Committee on Personnel and Nominations (CPN) will forward to the Board Chair, the names and qualifications of any nominated persons, who were not selected by the Division Executive Committee to serve on the Board provided the person has not previously served on the Board as a voting or *ex officio* member.
4. The Board Chair will promptly collate the two lists and forward to the entire board (including *ex officio* members) the names and qualifications of all the nominated individuals.
5. The Board Members will privately rank the nominees (1, 2, 3, ..., n) and send their ranked lists to the Board Chair no later than September 30.
6. The Chair will sum the ranks to establish a consensus ranking, which will be verified by the Treasurer, and then contact the nominees (highest ranked first) until two candidates are identified who are interested in the appointment as a Board Associate for the following calendar year and who agree to the conditions of participation.
7. The names of nominees will not be public information; if Board discussion is necessary, it must be in closed session. The Chair, however, will forward the list of Board-generated nominations and qualifications to the chair of CPN for consideration as potential Board of Publication nominees.

8. Should a Board Associate withdraw during the year, the Board Chair will contact the next highest candidates on the ranked list. Associates who start with the Fall meeting will be asked if they wish to participate in the following Spring meeting as well. Nevertheless, two new candidates will be sought for the next year.
9. The position of Board Associates will be advertised to the Division Membership. The Division Executive Assistant will forward to the Chair the names of any members who express interest in being a Board Associate. The Board Chair will forward this list to the Board. Members may also express their interest in being considered for nomination as an Associate by directly contacting a Board member. The decision to put a name forward is the decision of the Board member.
10. Any member may continue to directly self-nominate for consideration for a position on the Board of Publications through the Division website. These self-nominations will continue to be forwarded to the Chair of CPN.

### **Editor-in-Chief, *Journal of Chemical Education***

The Board shall appoint an Editor-in-Chief, who is responsible for production, analysis, advertising, and fulfillment related to the *Journal* and its activities, and for coordinating with ACS Publications on those aspects of the co-publishing agreement for which ACS Publications is responsible. The Editor shall carry out the activities of the *Journal* in accord with established policies and contractual agreements. The Editor has sole responsibility for editorial decisions, including appointment of associate editors or editorial advisors.

The Editor also has full control of the day-to-day operations of the *Journal*, its personnel, and offices. The Editor is assisted in these activities by a support staff. Personnel responsibilities include hiring, evaluation, salary modifications, and continuance decisions within both the constraints of Board policies and the host institution personnel policies. Situations may arise where the Editor's interpretation of Board policies is inconsistent with the fiscal or personnel policies of the host institution. In such cases the Board will ask the Editor to withdraw from negotiations and refer matters to the Board. The Board will then designate one or more of its members to negotiate with the host institution's administrators.

The Editor must be a tenured faculty member at the host institution and must be a member of the ACS and the Division.

**Compensation:** The Board will negotiate with the Editor regarding compensation and determine in what manner compensation will be accomplished. Local policies of the host institution(s) may affect the arrangement. Details must be delineated in the contract with the Editor. The contract must be aligned with the requirements of the *Memorandum of Agreement (MOA)* with the host institutions for the *Journal*.

**Term:** The Editor is appointed to a five-year term. Based on a positive review by the Board, the Editor may be re-appointed for either a full five-year term or a partial-term extension.

The Editor is expected to report to the Board twice each year at the Spring and Fall national meetings of the Society or by electronic correspondence. The bylaws of the Division specify that the Editor shall be a non-voting, ex-officio member of ExCom.

Periodic Performance Review: In year three of the Editor's term of appointment, a formal review will be conducted as prelude to a decision on reappointment the following year. The primary purpose of this review is to assess the performance of the *Journal*, to determine the Editor's interest in being reappointed to an additional term, to review strengths and weaknesses of current operations, and to consider proposals to strengthen the *Journal* and its operations during the next five-year period. The Editor will prepare a report concerning the aforementioned matters. This report shall be sent to all Board members at least two weeks prior to the review meeting. Board members should communicate questions and concerns to the Chair no later than one week prior to the review meeting.

After the review meeting, the Board will provide the Editor a written assessment of strengths and areas needing improvement. The Board will present measurable objective(s) for the Editor to meet through the next year. In the event that the Board finds the Editor's progress in meeting the objectives to be unsatisfactory, the Board will initiate the search process for a new Editor-in-Chief.

In the event that the Editor resigns, or is incapacitated, or judged to be performing inadequately by Board review, an Interim Editor will be appointed by the Board Chair. At the same time, the Chair, with consultation of the Board, may initiate termination of the MOA with the host institution(s) for the *Journal*, and begin negotiations with new host institution(s) as needed.

### **Appointment of Editor**

The Board is responsible for appointing the Editor of the *Journal*. This process involves the action of a Search Committee charged with bringing a recommendation to the Board. The goal is for the search process to be completed within twelve months.

Appointment of a Search Committee: The Chair shall appoint a search committee of at least four members. The members shall be chosen from the Board of Publication, members of ExCom, past Board members, and/or individuals whose expertise could be useful to the Search Committee. In particular, because of the co-publishing agreement with ACS, ACS Publications Office will be asked to nominate a representative to be an *ex officio* member of the Search Committee.

Actions of the Search Committee: The Search Committee, in conjunction with the current Editor, will draft an advertisement for the position. After Board approval, the advertisement will be placed in appropriate journals, websites, and/or other communication media. At the same time, the Search Committee will identify candidates who should be encouraged to consider applying.

Each applicant will receive a packet containing information concerning present operations and the responsibilities of the Editor, including the institutional parameters for hosting the *Journal*. Candidates will be asked to prepare a directed resume that addresses issues raised in the packet. Letters of support from the candidate's home institution should be included.

The Search Committee will discuss, develop, and prioritize evaluation criteria for candidate review. Comments from other members of the Board and ExCom will be

considered as input for this process. These criteria are to be used to evaluate each applicant. The list of finalists shall be shared with the Board.

The Search Committee will interview each finalist in person, normally at a national meeting. The Search Committee will confer afterwards and craft a recommendation to the Board. The recommendation, with supporting data, will be made to the Board in closed session. The recommendation need not be unanimous.

Actions of the Board After Receiving the Recommendation: The Board will vote either to accept or reject the recommendation of the Search Committee. If the Board accepts the recommendation, the Chair will extend an offer to the Editor designee as soon as possible, and follow up with a draft contract specifying the terms of the offer (copy of sample contract in Appendix 1). If the designee accepts, the Chair will inform the other finalists of the decision as soon as possible. Execution of the contract is contingent on successful negotiation of an MOA with the host institution.

If the recommendation of the Search Committee is rejected, the Board will take appropriate action. Regardless of the outcome, the Chair of the Board will inform the Chair of the Executive Committee.

### **Editor Changing Institutions**

If the Editor is being considered a candidate for a position at another institution, the Editor must inform the Board Chair immediately in confidence. The Board Chair will provide the Editor the information necessary for the potential new host institution to consider for establishing an MOA. Should the Editor be offered and accept the new position, it is expected that the host institution will be willing to agree in principle to the terms of the MOA as provided by the Editor through the Chair. The chair will initiate termination negotiations with existing host institution(s) as needed. If the Editor does not wish to remain as Editor, then he or she will negotiate a timeline for resignation with the Board.

### **Incapacitation of the Editor**

The Chair of the Board will be notified immediately if the Editor becomes incapacitated and cannot carry out the responsibilities. The Chair will notify the other Board members. The Board will appoint an Interim Editor, using the Associate Editors as first choice candidates. A search for a new Editor will be initiated.

## **Host Institution**

### **Memorandum of Agreement**

There must be a formal contract between the Board and the host institution(s). Among the issues that should be covered in the contract are: a) the method and schedule for transfer of funds and payment of bills, b) job classification for editorial staff to establish the nature and cost of fringe benefits, c) the faculty status for the Editor, d) office and storage space and related infrastructure costs, d) management of employees in terms of hiring and termination, and e) financial reporting and auditing mechanisms.

The MOA will only include payment for the direct costs of operating the *Journal* and normally will be renegotiated annually. This will include all fringe benefits for personnel, including tuition and fee payments for student workers, and for the costs of

space, utilities, and other support requirements. The most satisfactory arrangement is one by which all of the business operations of the office are transacted through a *Journal* account in the institutional accounting system and in which charges to the *Journal* by the institution are minimal.

MOA's will be reviewed and approved by the Board, and subsequently executed by signature by the Chair of the Board of Publication.

An example of a recent MOA is in Appendix 2. (Georgia)

## **Finances**

### **Financial Authority**

The Editor, Board Chair, and Board Treasurer are authorized to make disbursements necessary for the functioning of the *Journal*, subject to audit by the Board.

### **Fiscal Year**

The fiscal year is the calendar year.

### **Budget Preparation and Approval**

The Editor prepares a budget, in consultation with the Board Treasurer, for each calendar year and presents the budget for the forthcoming year to the Board for its approval at the Fall ACS meeting. The approved budget will be reported to the Treasurer of the Division. This budget may include line items for conducting the business of the Board, as specified below.

### **Budget Amendment**

The Editor is free to adjust expenditures to adapt to changing conditions during the budget year. Any individual decision that constitutes a budget adjustment of more than \$5000 requires consultation with the Board Chair and Treasurer. The total budget may also be adjusted during the fiscal year in response to the needs of the *Journal* or Board. A majority vote of the Board is necessary for approval of any change.

### **Financial Reporting**

The Editor and Treasurer present financial reports for the previous calendar year to the Board at the Spring ACS meeting. This report contains profit/loss statement, balance sheet, investment summary, and implications for future budgeting. Copies of these reports are provided to the Division Treasurer to provide information for filing of Division tax return. Normally, the Division Finance Committee will meet at the Spring ACS meeting to coordinate closing the books on the previous fiscal year.

### **Audit**

In the absence of a comprehensive Division audit, an external firm will conduct an audit of the *Journal* every two years, or as necessitated by the Division, and with the change to a new Editor-in-chief. The audit report shall be distributed to the Board and the Editor. The Board will discuss the report, and appropriate actions recommended by the auditing firm will be pursued. A copy of the report will be placed in the files held by the Treasurer and a copy provided to the Division Treasurer.

### **Operating Accounts**

Accounts necessary for the day-to-day operation of the *Journal* will be maintained by the Editor or designated staff. Accounts necessary for compensating the Editor, providing annual support for the Editorial office(s) through fulfillment of institutional MOAs, stipends for associate editors, and the like will be maintained by the Board Treasurer. The Treasurer and Editor will collaborate on reconciliation of accounts.

### **Reserve Accounts**

The financial reserves of the Institute are controlled by the Board through the Treasurer and invested in accounts independent from the operating accounts.

### **Investment Strategies**

The Board will develop an investment policy statement to guide investment strategy and decisions. This policy statement and strategy will be reviewed at each spring meeting. The Board will review and adjust its financial investments as necessary to protect the interests of the *Journal*. Assets must be invested through a professional firm that has a strong credit rating. The firm must offer portfolio management services to actively coordinate the Board's investment strategy, including a tax planning strategy and the avoidance of unnecessary fees. The investment strategy should reflect asset allocation to include appropriate cash, income, and growth needs. The investment policy statement is attached to this document (Appendix 3).

The Treasurer and Chair will both have independent permission to deposit and withdraw assets. Significant movement of funds must be approved by the Board. Reports from the investment firm will be summarized and shared with the Board at each national meeting, or as required by the Board.

## **Other Operational Policies**

### **Insurance**

The Division must provide Criminal Activity insurance coverage and Directors & Officers Liability coverage.

### **Board Expenses**

In order to comply with IRS guidelines, cash advances, expenses, and reimbursements will be closely coupled in time and supported by appropriate documents. The Editor manages all expenses associated with operation of the *Journal* offices and staff. The Treasurer manages all expenses associated with functions of the Board. The Chair must approve any payments to the Treasurer.

### **Use of Journal Databases**

For *Journal* content covered by the co-publication agreement, including archival content for the entire history of the *Journal*, ACS Journals delivers that content and makes it available to subscribers and users according to contractual agreement. For *Journal* content not covered by the co-publication agreement, *Journal* editorial staff provide access to this content.

### **Travel Expenses\***

Reasonable travel expenses for board members will be reimbursed for conducting official business at national meetings. This includes up to two night's lodging (at hotels with rates in range of ACS approved hotels), transportation, and up to two days of incidental and food expenses at the federal per diem rate. When flying, this includes coach airfare and ground transportation. When not flying, this can include expense of train, bus, rental car, or personal vehicle (at the federal mileage rate). Each Board will support the travel expenses of its appointed members, including the Board Chairs. The Division will support the travel of Executive Committee members, excluding the Chairs of the Board of Publication and Board of Trustees. It is expected that members will attempt to keep travel expenses at reasonable levels. Reimbursement requests must also report other Division or ACS sources of support for travel.

Travel expenses for the Editor and staff should be included in the operating budget of the *Journal*. This should be sufficient to allow the Editor and any essential staff to attend the ACS national meetings and additional professional events necessary for operation of the *Journal*.

### **Board of Publication Sponsorship Policy**

Draft April 2017, Updated August 2017 and Approved August 28, 2017

#### Eligibility and Responsibility

Requests for sponsorship will be considered only if they are addressed to the board in writing, come from a not-for-profit entity (no individuals), and indicate how sponsorship will be advertised. Verbal requests will not be considered. If the entity making the request is also requesting sponsorship from DivCHED and/or the ACS Examinations Institute, it must be noted in the request to the Board of Publication along with amount of funds requested from the other organization(s). For entities obtaining sponsorship, a brief report regarding the supported event must be sent to the Board Chair within a month afterwards describing how the sponsorship funds were spent along with outcomes of note. Funds are normally expected to be spent within 18 months of the decision to fund a sponsorship request.

#### Purpose of Contribution

The Board of Publication will support activities and/or entities if the funds are used to advance the publication mission of the Division of Chemical Education and/or provide visibility for the *Journal of Chemical Education* and/or *ChemEd X*.

#### Procedure

Requests for contributions will be presented to the entire board at a national ACS meeting or via electronic communication.

The Treasurer will move the request. Assuming a second, the Board will discuss the request using the criteria below. The Board may amend the requested amount of funds or attach additional conditions. The treasurer will provide a report to accompany the request evaluating the financial impact of the contribution, if made. The treasurer will report if the contribution amount is feasible as requested or only feasible if reduced (treasurer

should provide the maximum allowable contribution based on the current budget and financial health of the Board). The treasurer will also report sponsorships the board has made over the past four years including the amount funded and any indication of potential impact from the sponsorship. The board discussion will be guided by the treasurer's evaluation as well as their evaluation of the extent to which the contribution, activity, and/or entity making the request meets the following criteria:

- Increase visibility of *Journal of Chemical Education* and/or *ChemEd X* through (e.g., marketing materials, web presence).
- Stimulate reader, subscriber, author, and/or reviewer participation in *Journal of Chemical Education* and/or *ChemEd X*.

Other considerations include the number of DivCHED members who might benefit from the sponsored activity and the duration of the possible effects.

#### Sponsorship Conflicts of Interest (pending approval in Boston, Fall 2018)

If a Board member has an interest in a proposed sponsorship with the organization in the form of a significant personal financial interest in the transaction or in any organization involved in the sponsorship, or holds a position as trustee, director, or officer in any such organization, he or she must make full disclosure of such interest before any discussion or negotiation of the transaction and abstain from decision-taking actions. With disclosure to other participants, the work of the Board is furthered by the willingness of conflicted persons to share information bearing upon the matter under consideration. If a conflict, or the potential appearance of a conflict exists, the Board member must recuse themselves by not influencing, attempting to influence, or participating in that discussion and/or vote.

#### **Intellectual Property**

Under the co-publishing agreement with ACS, the *Journal* is protected by copyright, which would be enforced by the Society. Otherwise, for materials and products external to the agreement (for example, JCE Chemed Xchange products), the Board is charged with establishing protections and enforcing infringements.

#### **Amendments History**

When amendments are made, a superscript reference number will be placed in the document where the change was made, and then a citation of the motion will be listed in this section.

- A. Amended March 21, 2015 "Endorsement" replaces "adoption"
- B. Amended March 21, 2015 Treasurer's term specified
- C. Amended May 14, 2018 Updated Treasurer appointment term, added Sponsorship policy, added Board Associates policy