

Administration and Finances Council Rules and Procedures

1. Name

The name of the Council is the Administration and Finances Council as described in Bylaws Article III Section 1

2. Purpose

The Administration and Finances Council is responsible for the ongoing administrative and financial aspects of the Society. (Bylaws Article III Section 8)

3. Organization

3.1. Council Chair: President of the Society

3.2. Council Co-Chair: Treasurer of the Society

3.3. Secretary of the Society (non-voting)

3.4. Chair of Honors Committee

3.5. Chair of Fellows Committee

3.6. Chair of Nominations Committee

3.7. Chair of Finance Committee

3.8. The Council Chair shall appoint additional members as needed to achieve the Councils purpose as stated in Section 2 above.

4. Duties, or Operating Procedures, or Process and Responsibilities

4.1. The Council Chair will coordinate the Chairs of the Committees in the Council to ensure the Councils responsibilities are met in a timely fashion.

4.2. The Honors Committee, as described in the Bylaws Article IV Section 12, will:

4.2.1. Solicit nominations for Society awards from among the membership, and select the recipients of the Society awards from among the nominations received.

4.3. The Fellows Committee consists of the Society Fellows and a subset of them will act as the Fellows Selection Sub-Committee consistent with the Bylaws Article I Section 2 and Article IV Section 10.

4.4. The Nomination Committee, consisting of the three most recent past Presidents (if available), the current President, and Vice-President of the Society, will perform the duties as described in the Constitution Article IX Sections 2 and 3.

4.5. The Finance Committee, if formed, will:

4.5.1. Consist of the Treasurer (as Chair), Vice-President (Ex-officio), and Secretary (Ex-officio) of the Society and other members selected by the Treasurer of the Society.

4.5.2. Assist the Treasurer in an advisory capacity in carrying out Treasurer's duties as described in Article VI Section 5 of the Constitution.

4.5.3. Review the annual budget, consider the trend of future budgets, including the impact of extraordinary future income or expense items and provide advice and counsel to the Executive Board on the financial operations of the Society.