

# STANDING RULES

## Article I--General Provisions

### Section 1.

If there is a conflict between the By-Laws and the Standing Rules, the By-Laws shall govern.

### Section 2.

Appendices of the Standing Rules contain guidelines for the offices of President (Appendix AA), Secretary (Appendix A), Treasurer (Appendix B), Membership Secretary (Appendix M), Office Manager (Appendix N) and for the Nominating Committee (Appendix C), and other standing committees as indicated in the applicable paragraphs of Article II, Section 2.

## Article II--Committees

### Section 1. General Provisions

(a) The President, with the consent of the Board of Directors, shall appoint the chairs of all Council committees. Committee members unless otherwise stated, shall be recommended by the chair of the respective committee and appointed by the President. The chairs of Standing Committees are encouraged to attend Board of Directors meetings and are required to submit reports for those meetings.

Subcommittees and task groups may be established in committees by the committee chair. The membership of such subcommittees and task groups shall be appointed by the chair of the respective subcommittee or task group, unless otherwise specified in the Standing Rules.

At any meeting of a committee or its subcommittees or task groups, those members present shall constitute a quorum, and a majority of such quorum shall decide any question that may come before the meeting.

(b) All committees shall be subject to the direction and control of the Board of Directors.

(c) No committee shall commit the Council to the expenditure of funds not previously authorized for that committee by the Board of Directors or, in the case of sums of less than \$100, by the President-Elect. Both requests and authorizations shall be in writing.

(d) The President and President-Elect, by right of their offices, are members of all committees (except that the President may not be a member of the Nominating Committee), and copies of all correspondence shall be sent to them. Copies of all appropriate correspondence shall be sent to the Secretary and to the Treasurer.

(e) The Chairperson of each Standing Committee shall report to the Board of Directors on the activities of that Committee at each of the regular meetings of the Board, normally three per year (winter, spring, and fall). The report may be in person at the meeting, or in written form. Written reports should be submitted sufficiently in advance of the meeting to allow for circulation to the Board members for review before the meeting date.

### Section 2. Standing Committees.

(a) **Finance Committee.** The Finance Committee shall advise the Treasurer on the investment of Council funds. It shall also establish and maintain suitable procedures for collecting and disbursing monies. It shall guide the formulation of annual and special meeting budgets and shall make recommendations for dues. It shall render an annual accounting through the Treasurer. The Treasurer shall chair this committee.

(b) **Membership Committee.** The Membership Committee shall endeavor to contact societies, associations, organizations, and individuals with a professional interest in color and to see that they have information about the Council. The Membership Committee shall be responsible for recommending new

Member-Bodies to the Board of Directors after investigating the qualifications of the prospective Member-Bodies as set forth in Article I, Section 2 (a), of the By-Laws. Guidelines for the Membership Committee can be found in Appendix D.

**(c) By-Laws Committee.** The By-Laws Committee shall prepare and submit to the Board of Directors all proposals to amend the Constitution, By-Laws, and Standing Rules in accordance with Article VII of the Constitution, Article X of the By-Laws, or Article IV of the Standing Rules, whichever is appropriate.

This committee shall assist any member of the Council to interpret the Constitution, By-Laws, or Standing Rules whenever requested to do so. This may be done by the chair unless a report of the opinion of the full committee is requested.

**(d) Problems Committee.** The Problems Committee shall be responsible for activities on color problems that are brought to the attention of the Council. Such problems are considered by small groups known as Project Committees, working independently but responsible to the problems committee. It is intended that project committees shall address limited objectives so that significant progress can be made in a reasonable time. At the annual meetings of the Council, project committees shall either hold open meetings or shall report to the Council membership on their progress by oral or poster presentations.

If a new problem is appropriate to the activities of the problems committee, a new project committee may be proposed. Each proposed project committee shall develop, with the aid of the Chair of the Problems Committee, three statements to be submitted to the Board of Directors for approval:

- (1) a Purpose, stating the reason for the project,
- (2) a Scope, describing the project,
- (3) and an Objective, identifying a short-term goal.

Upon approval of these statements, the new project committee shall be established.

Each project committee shall act autonomously within the written Purpose, Scope, and Objective that have been approved by the Board of Directors. Members of a project committee or its task groups may come from membership lists of the Member-Bodies concerned, or from the Council's individual membership list, or by enlisting any competent persons, and are appointed as outlined in Article II, Section 1(a).

The Chair of the Problems Committee shall review the progress of the project committees at least every other year to see that they function within their scopes to accomplish their approved objectives expeditiously.

Project committees are encouraged to issue written reports at the ends of important phases of their work, and are required to do so at the end of their project. These reports shall be submitted to the Board of Directors through the Chair of the Problems Committee with a recommendation as to possible publication. Draft reports may be circulated outside the project committee to solicit comments, but must carry the following or an equivalent statement: "Working document for ISCC project committee use only. Not for publication or attribution."

Reports that are to carry the endorsement of the Council shall be submitted by the Chair of the Problems Committee to the voting delegates for approval.

If, in the opinion of the Board of Directors, the endorsement of a report by the Council as a whole is not required, then the report in question may be published carrying the following or an equivalent disclaimer statement: "This (identified by origin) report has been authorized for publication and distribution by the Board of Directors of the Inter-Society Color Council, with the advice of the Problems Committee, but this authorization does not constitute direct or implied endorsement by the Inter-Society Color Council as a whole."

The Chair of the Problems Committee may select coordinators to assist and advise the project committees. Guidelines for the Problems Committee can be found in Appendix E.

**(e) Interest Groups Committee.** There shall be several interest groups within the Council, composed of individuals having similar interests in color. For administrative purposes, the chairs of the individual interest groups shall form a standing committee known as the Interest Group Committee. The Chair of the Interest Group Committee shall be appointed in the usual way.

The main functions of an interest group are to plan and present at the annual meetings of the Council programs of particular interest to their fields. An interest group may also recommend to the Problems Committee subjects for new project committees that may come to its attention.

Individuals who are or become Council members may affiliate with one or more interest groups, and may change this affiliation at any time. Affiliation insures that members receive information relevant to their fields and have the opportunity to meet other Council members with common interests.

The Chair of the Interest Group Committee shall be responsible for scheduling the interest group sessions at the annual meeting, in cooperation with the chair of the Arrangements Committee.

The chairs of the individual interest groups shall be appointed by the President with the consent of the Board of Directors. Guidelines for the interest groups can be found in Appendix F.

**(f) Publications Committee.** The Publications Committee shall give technical advice to the Board of Directors to guide it in the generation, editing, reproduction, and circulation of information.

The ISCC News shall be the official publication of the Council and shall be distributed without charge to all members. The Chair of the Publications Committee shall serve as Editor of the ISCC News and shall be responsible for its content. The Publications Committee shall have broad authority to determine both the content and the format of the ISCC News. It is expected, however, that decisions involving permanent changes in content, policy, or format of the News shall be referred to the Board of Directors for approval.

The ISCC News shall include information of interest to the membership of the Council. The News shall contain notices of meetings, minutes of the annual meetings and reports of the Board of Directors' meetings, news notes, reviews, letters, etc. This information may be generated either within or outside the Council. Its selection and publication shall be guided by the general principle of providing useful information without serving individual or commercial interests.

Reports and other substantive articles arising from Council activities that are not suitable for inclusion in the Newsletter for reasons such as length may be submitted elsewhere for publication. The Council endorses the international journal *Color Research and Application* and encourages the submission of such reports and articles to this journal for consideration for publication. Reprints of such publications and of others that may be of interest to Council members may from time to time be made available to all members as inserts with the News, generally without charge. The Publications Committee shall maintain a calendar of Member-Body events of interest to Council members, and publish it in the ISCC News. Guidelines for the Publications Committee can be found in Appendix G.

**(g) Planning Committee.** The Planning Committee, preferably chaired by an officer or a director, shall study, define, and recommend future goals of the Council so as to further the aims and purposes of the Council as stated in Article II of the Constitution.

**(h) Publicity Committee.** The Publicity Committee shall prepare and disseminate information about the Council's activities to members, Member-Bodies, and outside persons and organizations, in the form of news releases and similar documents, with the objective of publicizing and supporting such Council activities on a national and international basis. To aid in the dissemination the Committee should maintain mailing lists of individuals, organizations, and journals and other publications as required.

The types of Council activities to be considered for publicity shall include but not be limited to annual and special meetings, symposia, educational programs, elections of officers and directors, awards made by the Council, awards made to Council members by other groups, and other newsworthy activities.

The Publicity Committee shall monitor the inventory and timeliness of all Council publications, shall inform the President when new supplies or revisions are required, and shall implement any required action upon Board approval. Stocks of publications shall be maintained in and be available through the Secretary's office, gratis or for a modest fee. Guidelines for the Publicity Committee can be found in Appendix H.

**(i) Arrangements Committee.** The Arrangements Committee shall be responsible for the physical arrangements for annual and special meetings of the Council. This Committee must thus work closely with the General Chair and Program Chair of the meeting as well as with the Board of Directors to insure that meeting arrangements proceed smoothly and efficiently.

Specific aspects of this committee's duties include: selection of sites and dates, internal arrangements with the selected hotel, registration forms, pre-registration, registration on site, meeting support such as audio visual equipment and room arrangements, and financial arrangements including proposal of the meeting budget. The Chair of the Arrangements Committee shall be authorized to sign contractual arrangements with the hotel and other agencies as required on behalf of the Council. This committee will also arrange for Board of Directors meetings. Guidelines for the Arrangements Committee can be found in Appendix I.

**(j) Member-Body Liaison Committee.** The Member-Body Liaison Committee, composed of the Delegation Chairs from the Member-Bodies, shall be responsible for establishing and maintaining, through the Member-Body Delegations, good relationships between the Council and its Member-Bodies. It shall keep the Member-Bodies informed of Council activities, solicit Member-Body participation in those activities, attempt to stimulate the interest of the Member-Bodies in matters related to the aims and purposes of the Council, suggest matters of common interest among Member-Bodies that might otherwise be overlooked, and carry out such related activities as it may deem appropriate.

The Chair of the Member-Body Liaison Committee shall contact each Member-Body, through its delegation, at least once a year to obtain current information about the Member-Body address, telephone number, chief officer, publication title and editor; names of the members of the delegation and their addresses and telephone numbers; and the interests in color of the Member-Body. This information shall be forwarded to the President and Secretary, and shall be used to keep up to date the Member-Body listing in the Council's membership directory. The chair shall also urge the Member-Bodies to maintain a full list of delegates.

This Committee shall be responsible for soliciting and collecting annual reports from the Member-Bodies, as required by the By-Laws, for insuring that these reports emphasize the color-related activities of the reporting Member-Bodies, and for forwarding them to the Editor for publication in the ISCC News. Guidelines for the Member-Body Liaison Committee can be found in Appendix J.

**(k) Awards Committee.** The Awards Committee shall be responsible for storing the various ISCC awards, having them suitably engraved after recipients are chosen, and delivering them to the President at the meeting at which they are to be presented.

The Awards Committee shall have three subcommittees, whose chairs shall be appointed by the President with the approval of the Board of Directors. These are:

- (1) the Macbeth Award Subcommittee,
- (2) the Godlove Award Subcommittee, and
- (3) the Nickerson Service Award Subcommittee.

Each of these subcommittees should have four members in addition to the Chair. The Chair of each subcommittee should preferably have served previously as a member of that subcommittee for at least two years. At least one member of each subcommittee should have previously received the award. At least two

members of the subcommittee should be replaced every two years. Guidelines for the Awards Committee and Subcommittees can be found in Appendix K.

**(l) Contributed Papers Committee.** The Contributed Papers Committee shall solicit, review, and select contributed papers for presentation at special contributed papers sessions at the annual meetings of the Council. Such papers may be presented orally or in poster form. The intent of contributed papers sessions is to allow presentation to the Council of the results of current or ongoing studies on color that are not, because of subject matter, appropriate for presentation as parts of the main meeting program or the interest group programs.

Contributed papers should be reviewed by the committee for content. Those submissions that pertain directly to an Interest Group's subject matter should be forwarded to the appropriate Interest Group chair for consideration for inclusion in the Interest Group session. Guidelines for the Contributed Papers Committee can be found in Appendix L.

**(m) Membership Secretary.** This shall be a standing committee of one, charged with keeping the membership records of the Council. The Membership Secretary shall respond to individuals and organizations applying for membership and shall compile a list of these for periodic presentation to the Board of Directors for its approval. The duties of the Membership Secretary shall include providing the Secretary and the Treasurer with timely membership information, and keeping the membership list current by adding new members and adjusting the list based on information supplied by the Treasurer and the Membership and Member-Body Liaison chairs. Guidelines for the Membership Secretary's duties can be found in Appendix M.

**(n) Meetings Committees.** There shall be at least two Meetings Committees, designated respectively the Annual Meeting Committee and the Williamsburg Meeting Committee. Other Meetings Committees may be established as needed for other types or series of Council meetings, either permanently or on an ad hoc basis.

The Chairs of the Meetings Committees shall be the respective General Chairs of the next scheduled meeting of the type involved. These Chairs shall have full responsibility for their respective meetings. General Chairs of future meetings of the same type shall be members of these committees. At the close of each Annual Meeting or Williamsburg Conference, the position of Chair of the respective Meetings Committee shall pass to the General Chair of the next meeting of that type. Past Chairs should remain as members of the Meetings Committee they had chaired. These provisions are made to insure maximum continuity in the operations of the Meetings Committees, deemed to be essential to the successful organization and presentation of major Council meetings.

The duties of the Meetings Committees shall include but not be limited to selecting the theme or topic of the meeting or its component symposia, arranging for speakers and working closely with them, and establishing the format of the meeting, including social events. It is essential that the Meetings Committees maintain throughout their operation close liaison with the Board of Directors, the Office of the Treasurer, the Arrangements Committee, and the Publicity Committee. The chairs of the latter two committees shall be ex officio members of each of the Meetings Committees. Guidelines for the Annual Meetings and Williamsburg Conferences can be found in publications ISCC Technical Report 81-2: *Program Chair's ISCC Guide* and ISCC Technical Report 87-1: *Guidelines for Organizing an ISCC Williamsburg Conference*, respectively.

**(o) Education Committee.** The Education Committee shall preferably be chaired by a member of the Board of Directors. Its membership shall include, but not be limited to, the vice-chair of each ISCC Interest Group. The responsibilities of the Education Committee are to address the color education needs of the ISCC membership and to educate the general public, through the efforts of the ISCC membership, to help demystify various aspects of color. The following are specific duties of the Education Committee:

- (1) Organize some event with emphasis on education for presentation at each annual meeting of the Council.

- (2) Be responsible for the organization of, and oversee the operation of, ISCC Student Chapters formalizing the relationships between the Council and colleges and universities with color and color-related programs.

Guidelines for the Education Committee can be found in Appendix O.

**(p) Additional Standing Committees.** The President may appoint, with the approval of the Board of Directors, such additional standing committees as may further the aims and purposes of the Council. Such committees shall have the duties and responsibilities assigned to them. Each such committee shall have a written scope approved by the Board of Directors.

### **Section 3. Ad-hoc Committees.**

Ad-hoc committees may be appointed by the President with the approval of the Board of Directors. The President shall designate the Chair of each ad-hoc committee. Each ad-hoc committee shall be disbanded by the President as soon as the purpose for which it was appointed is accomplished.

### **Section 4. Representatives and Delegates.**

The President shall appoint, with the approval of the Board of Directors, representatives and delegates representing the Council in other organizations. Such representatives and delegates shall serve for such terms as their respective duties may require. Among such representatives and delegates shall be the following:

**(a)** Representative to the International Colour Association (AIC). Every other President shall serve as the Council representative to the AIC, with a term coinciding with the four-year terms of AIC officers.

**(b)** Associate Editor of *Color Research & Application*. The President, in consultation with the Editor-in-Chief of the journal *Color Research and Application*, shall appoint a representative to be an Associate Editor of the journal, representing the interests of the Council as an Endorsing Society of the journal. The duties of this representative shall include:

- (1) keeping the journal informed of Council activities by arranging for the publication of meeting reports and of news releases prepared by the Publicity Committee;
- (2) keeping the Council informed of journal policies, and of journal contents by arranging for publication of the journal's "In This Issue" pages in the ISCC News; and
- (3) encouraging Council members to support the journal by subscription at the special rates accorded to members of Endorsing Societies and by submitting manuscripts for consideration for publication.

## **Article III--Dues**

### **Section 1. Member-Bodies.**

The dues for Member-Bodies shall be two hundred (200) dollars per year.

### **Section 2. Individual Members.**

The dues for individual members shall be seventy-five (75) dollars per year for electronic version of the newsletter. The dues for individual members shall be ninety (90) dollars per year for hardcopy version of the newsletter. If an Individual Member is elected during the fiscal year, his dues shall be prorated by the Treasurer.

### **Section 3. Sustaining Members.**

The dues for sustaining members shall be seven hundred fifty (750) dollars per year.

**Section 4. Student Members and Retired Members.**

The dues for student members and retired members shall be ten (10) dollars per year for electronic version of the newsletter. The dues for individual members shall be fifteen(15) dollars per year for hardcopy version of the newsletter.

**Section 5. Library Subscriptions.**

The price of a library subscription to the ISCC News shall be seventy-five (75) dollars per year.

**Section 6. Overseas Members.**

Members of the Council residing in countries other than the United States, Canada, or Mexico shall be assessed an extra mailing charge for the *ISCC News* based on current postal rates to their countries.

**Article IV--Amendments**

These Standing Rules may be altered, amended, or repealed by action of the Board of Directors by vote of a quorum of the entire Board, at any regular or special meeting of the Board, or by mail ballot between such meetings.

## **APPENDICES TO THE STANDING RULES**

### **APPENDIX AA. GUIDELINES FOR THE PRESIDENT'S OFFICE**

#### **General**

The duties of the President are difficult to delineate, partly because a list cannot be exhaustive. The President of the ISCC must oversee activities of the Society. He/she must motivate the volunteer membership without overworking them, communicate deadlines and expectations, and listen to members to address their concerns. It may be necessary to resolve problems personally. The President's attitude should be one of total responsibility for the success of the ISCC, its activities, and respect for each member.

The Presidency has a broad scope that cannot be defined precisely without compromising the benefits of individual style. Nonetheless, there are important duties to which all Presidents should attend.

#### **Board of Directors and Executive Committee Meetings**

The President (or his appointed proxy from the Executive Committee) shall chair all Board of Directors (BOD) and Executive Committee meetings. Prior to each BOD meeting, the President shall ensure that mailings are sent to the Board and other attendees;

- 1) Informing them of the meeting schedule and agenda, and
- 2) Reminding them of any action items that they need to complete.

A cover letter from the President has proven effective in this regard. Also, the President shall assure that there is a quorum of attendance, either through personal representation or through proxies. The President shall lead each such meeting, taking responsibility to complete the agenda in the allocated time, but facilitating discussion where appropriate. Also, at the beginning of each Board meeting, the President shall report administrative decisions made by the Executive Committee since the previous Board meeting. After the Board meeting, the President shall compile a list of action items including amendments to the previous list.

Robert's Rules of Order may help to complete an ambitious agenda.

#### **Overseeing the ISCC Office**

While remaining cognizant of the general need for BOD consensus, the President shall be responsible for the operations of the ISCC office, and for tasking of the office staff. The office staff reports to the President and works at the discretion of the President. Accordingly, the President decides whether to approve requests by others for significant labor by the office staff.

#### **Joint Conferences**

When the ISCC undertakes collaboration with another Society to conduct a conference, the ISCC President shall take responsibility for ensuring there is a written contract between the two societies that clarifies their activities and financial commitments.

#### **Conference Arrangements**

The President shall examine and approve all conference-related contracts into which the Society enters. The President may delegate that responsibility to the Executive Committee or their appointee. The President and Arrangements Chair shall reach consensus as to the advisability of entering into each such contract (especially hotel contracts). Contract problems should be resolved through consultation with the Executive Committee and with the Board of Directors.



## **Topical Meetings**

The President shall oversee the evolution of each Topical Meeting for which a plan exists, and should encourage members to agree to chair new such Topical Meetings. Overseeing the evolution of a meeting involves keeping track of the timeline and reminding cognizant people (such as chair and Arrangements Chair) of imminent deadlines.

## **Annual Meetings**

The President shall officiate the Awards Luncheon at each Annual Meeting. This activity involves introducing the head table, introducing the Secretary and Treasurer for their respective reports, presenting introducers of the awards, and presenting the awards. As in all events of the ISCC, the President should enact the principle that time and schedule are of the essence.

## **Publications**

Customarily, the President writes a column for the ISCC Newsletter that summarizes past ISCC events and promotes upcoming events. The President may see fit to recognize outstanding efforts by members, and may choose to discuss relevant trends in technology or in society that have an impact on the ISCC. An optional guideline for the frequency of the presidential column is three times a year, corresponding to the three Board meetings, and summarizes significant decisions affecting the ISCC by the BOD.

## **Committees**

The President is an ex officio member of all committees, and should track the chairmanship and membership of all committees. In some cases (as with the nominating committee) the President is responsible for appointing the committee. Even in such cases, the President may delegate the selection of each committee membership to the Chair of that committee, and simply ratify the decision of the Chair.

# **APPENDIX A. GUIDELINES FOR THE SECRETARY'S OFFICE**

## **General**

Because of the continuity of the Secretary's position, he or she is the official representative of the Council in most of its contacts with the outside world, and has the responsibility for responding, directly or by delegation to other Council officials, to all inquiries to the ISCC. The impression of the ISCC by those inquiring depends on these responses in no small way. Thus the Office of the Secretary carries with it a major responsibility that goes well beyond the duties outlined below.

As a consequence of the office, the Secretary is responsible for all written and telephone correspondence concerning the Council that comes to the attention of the office. The files of the Secretary's Office are a part of the official records of the ISCC and should be as complete as possible.

## **Board of Directors and Executive Committee Meetings**

At the request of the President (unless he or she undertakes the task personally), the Secretary shall prepare and circulate agendas and notices of all meetings of the Board of Directors and the Executive Committee. For Board meetings, these shall be sent to all Officers and Standing Committee Chairs, and to any others expected to attend the meeting in question on invitation of the President. For Executive Committee meetings, only the Officers need be notified, by note or telephone. Notices should reach the recipients not later than 30 days before the meeting date.

For Board meetings, the agenda is customarily prepared with items in the following order:

1. Approval of the Minutes of the previous meeting.
2. Report and approval of actions of the Executive Committee, if any.
3. Status of action items from the previous Minutes.
4. Reports of the Officers and Standing Committee Chairs.
5. Planning for forthcoming Council meetings.
6. Other old and new business
7. Time and place of next Board meeting.
8. Review of new and continuing action items.

During the meeting, the Secretary should take notes of all significant discussions and actions. The use of a small tape recorder is encouraged as an aid in taking notes. As items requiring future action arise, special note of them should be made for inclusion in the list of new and continuing action items. The person(s) responsible for the required action should be identified. Any written reports submitted to the Board by Officers or Standing Committee Chairs (or others at the request of the President) should be attached to the Minutes as Appendixes.

### **Annual Meeting**

At the annual meeting of the Council, the Secretary should present a brief oral report of any major actions involving the Secretary's Office during the previous year. A copy of this report should be sent to the editor of the ISCC News for inclusion in the Annual Report issue.

Also at the annual meeting, the Secretary should take minutes of the annual business meeting and any other official Council business functions and prepare Minutes of these events for the ISCC News. If requested, the Secretary should assist the Annual Meeting Chair on such matters as pre-registration, preparation of forms, name tags, etc.

### **Publications**

The office of the Secretary shall be the official repository of all archival ISCC documents, including extra issues of the ISCC News, reports of Project Committees and other council groups, and Technical Reports and other items for sale. In many instances, such material may be reproduced on demand from master (archival) copies, thus limiting the inventory required. Requests for any of this material should be filled promptly, with invoices accompanying sales items, a copy being sent to the Treasurer in such cases.

Pertinent reports, such as final reports and Technical Reports of Project Committees and other groups, should be sent to Officers and Directors without charge. Correspondence from and, on occasion, to the Secretary should be copied to the President and to other Officers and Standing Committee Chairs as appropriate.

A particular item to be retained is six copies of each issue of the ISCC News to be used in preparing five bound and one unbound volumes when an appropriate number have been issued since the last binding. The sets of bound volumes are currently retained by the following:

Set 1, the Secretary; 2, Smithsonian Libraries, Washington, DC; 3, Library of Congress, Science & Technology Division; 4, reserved for the ISCC Historian; and 5, Editor of the ISCC News. The unbound copy, in 3-ring notebooks, is retained by the incumbent President and must be passed on to the successor at the change of the presidency. It shall be the duty of the Secretary to monitor the need for, and arrange for, the preparation and distribution of these copies.

### **Voting**

The Secretary shall be in charge of elections of Officers and Board members and of ballots for the revision of the Constitution and By-Laws, and of any other matters requiring a vote, following the requirements for such votes outlined in the By-Laws.

For the election of Officers and Directors, the duties of the Secretary are:

To remind all members that an election is to be held. This may be by mailed written notice or by notice in the ISCC News, accompanied by the slate of candidates prepared by the Nominating Committee. In any case the notice must reach the voting delegates not less than 30 days before the ballots are sent out.

To prepare short biographical sketches of the candidates from information received from the Nominating Committee. These shall be enclosed with the notice of the election and with the ballot.

To prepare and issue ballots to all members, allowing a minimum of 30 days for voting plus a reasonable time for the return of the ballots to the Secretary's Office.

To keep an accurate record of ballots sent out and returned, so that a legal vote can be insured.

To arrange for counting the votes, usually by an ad-hoc Committee of Tellers. The ballots should be retained until it is clear that the election will not be contested; retention for one year is recommended.

To report the results of the election to the Board of Directors and arrange for their publication in the ISCC News. (It is usually the duty of the President to notify the winning and losing candidates of the results.)

The timing of these actions should be set to allow for the possibility of additional candidates being identified by the members after the announcement notice, as described in the By-Laws. This requires a second announcement mailing before the ballots are sent out. The final deadline to be kept in mind is usually the time of the winter Board meeting, when the results should be approved by the Board.

For voting on changes to the Constitution or By-Laws, the original and revised texts should be sent to the voters, together with a statement of the rationale for the change, usually prepared by the By-Laws Committee. It will be recalled that changes in the Standing Rules require only a vote of the Board of Directors.

### **Stationery**

The provision of suitable stationery for the use of the officers shall be one of the duties of the Secretary's Office.

## **APPENDIX B. GUIDELINES FOR THE TREASURER'S OFFICE**

### **General**

The Treasurer is the chief financial officer of the Council, and as such holds ultimate responsibility for all Council income and expenditures. He or she shall act with the advice of the Finance Committee, which the Treasurer chairs, and shall be responsible to the Board of Directors.

Because of their importance, many of the duties of the Treasurer are described in the By-Laws, at the following locations: Article I, Section 8, regarding dues; Article III, Section 5, paragraph 3, regarding general duties including chairing the Finance Committee; Article V, Section 1, regarding membership on the Board of Directors; and Article VI, Section 1(a), regarding membership on the Executive Committee.

### **Budgets**

The Treasurer manages the finances of the Council within the framework of an annual budget for each fiscal year (January 1 through December 31), which should be prepared and presented to the Board at its fall meeting. It should contain the approved budget figures for the fiscal year in progress, estimates of the actual income and expenses of the Council for the year in progress, and the proposed figures for the following fiscal year. Any unusual items should be accompanied by explanations. Upon Board approval, this budget provides the goals and targets of the Treasurer's Office for the fiscal year to come.

The overall budget just described should be supplemented by separate budgets for special events, such as the annual meeting and any Williamsburg Conference. These budgets shall be prepared by the Treasurer working with the Chair of the Standing Committee of the event, with additional input from the Arrangements and Publicity Committee Chairs. Each such budget shall be presented to the Board for approval well in advance of the event. The Treasurer shall review all contracts between the Council and conference facilities, hotels, etc., before they are signed, although the actual signing may be delegated to the Arrangements Committee Chair or another responsible Standing Committee Chair.

#### **Income**

The Treasurer shall be responsible for all Council income. Invoices for dues shall be prepared and sent out, usually by December 1 of the prior fiscal year, and shall be followed by second notices to those not responding by around February 1 and by drop notices to those still not responding by April 1. The Treasurer shall also receive from the Annual Meeting and Williamsburg Conference Committees all income from those events, and any miscellaneous income from other sources.

These incomes, in excess of those needed immediately to meet obligations, shall be added to the capital assets of the Council and invested in safe, interest-bearing vehicles, on the advice of the Finance Committee and with the approval of the Board of Directors.

The Treasurer shall prepare, or have prepared, and file in a timely fashion the Federal Tax Return for the Council, due May 15 of each year. To this end, and for the good of the Council in general, the Treasurer shall maintain the fiscal record books in a clear written form, suitable for audit as required.

#### **Expenditures**

The Treasurer shall dispense all monies in payment of bills and other obligations of the Council that have been approved by the Board, either by approval of the budget(s) or by special action.

The Treasurer shall reimburse Council Officers and Standing Committee Chairs for minor expenses incurred on behalf of the Council, as requested on a form prepared for the purpose and after approval by the President-Elect.

#### **Other Duties**

The Treasurer shall provide liaison with the Membership Secretary concerning membership status and changes of address of Council members, and liaison with the chairs of standing committees whenever matters of mutual concern regarding finances arise. The Treasurer shall also provide liaison between the membership and John Wiley & Sons regarding subscriptions at member rates to the journal Color Research and Application.

As Chair of the Finance Committee, the Treasurer shall bring to the attention of the Board all recommendations regarding Council finances arising in the Finance Committee.

Finally, as a member of the Board of Directors and the Executive Committee, the Treasurer should make every effort to attend meetings of these bodies. It is imperative that the Board and the Executive Committee have ready access to the advice of the Treasurer, and to the interpretation of budgets, financial reports, and other pertinent documents coming from the Treasurer's office, as required and without delay. Only by maintaining such close liaison can the Treasurer effectively fulfill the position of chief financial officer of the Council.

## **APPENDIX C. GUIDELINES FOR THE NOMINATING COMMITTEE**

#### **General**

The Nominating Committee has responsibility for selecting individuals to be placed in nomination as follows: (a) candidates for President-Elect, Secretary, and Treasurer every two years; and (b) three candidates for Director every year. It is usual for the election of Directors to be contested, so five or six names of candidates should be selected each year. In choosing these candidates, the Nominating

Committee should select individuals who support the goals of the Council as stated in Article II of the Constitution, and can perform the duties of the offices for which they are candidates as stated in the By-Laws, Article III, Section 5, Article IV, Section 5, and Article V, Section 2. In addition, the following qualifications must be considered.

The candidate for President-Elect should have good administrative ability combined with excellent leadership characteristics.

The candidate for Secretary should have experience in the proper preparation of Minutes and have the resources necessary to oversee publishing, storing, and mailing ISCC publications, as outlined in Appendix A.

The candidate for Treasurer should have experience with keeping financial records, preparing tax forms, and making fiscal reports, as outlined in Appendix B.

Candidates for Director should show leadership qualities and a strong sense of responsibility. They should agree to attend all Board of Directors meetings unless there is a compelling reason why they cannot (see the By-Laws, Article IV, Section 6, the second paragraph). The president must be notified if a Director cannot attend a Board meeting. Candidates for Director should also be prepared to undertake specific duties and responsibilities for the benefit of the Council.

After satisfying the above qualifications, the Committee should give consideration to obtaining a well balanced Board of Directors, with members representing as much as possible all areas of interest in color. It is also desirable that Member-Bodies strongly supporting the Council's goals have a representative on the Board of Directors. However, it is not desirable to have more than one Director from a single Member-Body delegation or company. It is desirable, when practical, that one member of the Board come from Canada.

### **Membership**

The Nominating Committee is chaired by the immediate Past President of the Council. Its members at large consist of the President-Elect, one other Past President, and two additional members, for a total membership of five as described in the By-Laws, Article VI, Section 1 (b). The President may not be a member of the Nominating Committee, as stated in the By-Laws and in the Standing Rules, Article II, Section 2 (d).

### **Operating Timetable**

**Annual Meeting.** The President or the Chair of the Nominating Committee shall announce the names of the newly elected Officers and Directors.

Immediately after the Annual Meeting at which a new President takes office, the President and the Past President (as the Chair of the Nominating Committee) shall agree upon the list of appointees for Members at Large of the Nominating Committee.

June 1. The Chair of the Nominating Committee shall request a list of possible candidates from the members of the committee.

July. Names of candidates shall be selected from the lists received, by using one of the following procedures:

- a. A combined list of names of candidates for each office to be filled shall be circulated by the Chair to the committee members. Each member shall rank ten of the competing candidates in order of preference, the highest ranking being given the number 10, the remainder of the ten smaller numbers in order of decreasing preference. The Chair shall then compile the number of points for each candidate to give a final ordered preference list from which potential candidates are to be contacted and invited to become nominees.

- b. An alternative to the above is to reach agreement on the nominees at a meeting of the Nominating Committee or by telephone, but the above scheme has been found to work well.

The Chair should be sure that all members of the committee have been fully consulted in the selection process.

For the contested offices of the three Directors, it has been found usual to have to contact about twice as many candidates as there are to be nominees, since some may decline for lack of Company support or other reasons. All candidates selected are expected to confirm Company support of their candidacy, and it may be necessary for the committee to approach several candidates for each position.

The general time line for this process is recommended to be:

- a. August. The Chair shall obtain the consent of each nominee to stand for election, and shall obtain biographical information and a photograph from each nominee for publicity purposes.
- b. Fall Board meeting (usually October). The Chair shall report to the Board of Directors the names of all the nominees, with their biographical material and photographs appended. On approval of the list by the Board, this information shall be sent to the Editor of the ISCC News and to the Chair of the Publicity Committee for publication, and to the Secretary for the preparation of the election documents.
- c. November 1. The Secretary shall mail the report of the Nominating Committee listing the nominees, together with their biographies and photographs, if received, to the Voting Delegates. The list of Voting Delegates is maintained by the Membership Secretary.
- d. November 30. Following the procedures given in the By-Laws, Article III, Section 3, the Secretary shall add to the list of Nominees the names of any candidates nominated by five or more Voting Delegates.
- e. December 24. The Secretary shall mail to all members, the ballot for the election of officers and directors.
- f. Prior to the Winter Board meeting (usually February). The Secretary, with the assistance of an ad-hoc Committee of Tellers, shall count the ballots and report the results of the election to the Board of Directors. The Board of Directors will resolve ties by a vote at that meeting.
- g. Following the Winter Board Meeting, the Past-President, as Committee Chair, shall notify all nominees, successful and unsuccessful, of election results as soon as possible. The President shall welcome new Directors and invite them to attend the next Board of Directors meeting as visitors.

## **APPENDIX D. GUIDELINES FOR THE MEMBERSHIP COMMITTEE**

### **General**

The Membership Committee has the responsibility of maintaining and increasing the membership of the Council with respect to both individual members and Member-Bodies. The committee seeks individuals having an interest in color, and invites them to become individual members. It also searches for non-profit organizations of national scope whose mission includes an interest in color, and invites them to become Member-Bodies of the ISCC.

### **Duties and Responsibilities**

The Membership Committee shall:

1. Seek individuals having an interest in color, inform them about the Council and its aims and purposes, and invite them to become members. Some means of carrying this out are:

- a. Insure that the publications of the Council include membership information whenever possible. Such publications include, but are not limited to, the ISCC News, technical reports, meeting advisory and registration information, membership rosters, and publications of Project Committees and Interest Groups.
  - b. Supply teachers of courses, seminars, lectures, etc., on color with application forms for individual membership, and encourage them to discuss the benefits of ISCC membership in their lectures.
  - c. Send applications to registered non-members following each ISCC meeting.
2. Review on a continuing basis the activities of the professional societies active in North America to identify those with an interest in color, and recruit them to become ISCC Member-Bodies. Existing membership of an ISCC member in such a society provides an excellent opportunity to recruit the society as a Member-Body.
  3. Review the activities of the Council from the viewpoints of individual members and Member-Bodies, and make appropriate suggestions to the Officers and Directors for actions that will be of increased interest to the membership.
  4. Report at each meeting of the Board of Directors, in person or by letter, on the activities of the committee, and make recommendations concerning new members and other actions pertinent to the committee's responsibilities.

## **APPENDIX E. GUIDELINES FOR PROBLEMS COMMITTEE**

### **General**

The Problems committee is responsible for coordinating all activities on color problems that need the special attention of a project committee.

The Problems Committee Chair shall perform the following duties:

1. Coordinate with the Arrangements Committee and the project committee Chairs to schedule project committee meetings during the time of the ISCC Annual Meeting, if the project committee Chair feels a meeting is necessary. Project committee meetings held during the ISCC Annual Meeting are not mandatory.
2. Insure that each project committee operates within its scope and objectives throughout the year and bring concerns to the Board, as necessary.
3. Recommend project committee Chairs for each new project.
4. Collect each project committee's annual report from the Chairs and forward those reports to the Editor of ISCC News for inclusion in the Annual Report issue.
5. Seek Board approval of reports that project committees want to issue.
6. Report at each meeting of the Board of Directors, in person or by letter, on the activities of the projects committees.

The duties of each Project Committee Chair are as follows:

1. Conduct all activities of the project committee according to its approved scope and objectives.
2. Call project committee meetings as the need arises. Often times they are held during the Annual Meeting, although it is not mandatory to do so.
3. Assign a secretary to record attendance and the minutes of each project committee meeting. Distribute the minutes and attendance following each meeting.
4. Develop project committee meeting details, including format, speakers and titles or abstracts of their talks, etc., ideally three months prior to the Annual Meeting.

5. Work with the Problems Committee Chair on all business necessary to insure that project committee activities run smoothly.
6. Write a summary report on project committee activities at the close of each Annual Meeting and send the report to the Problems Committee Chair for inclusion in the ISCC Annual Meeting issue.

## **APPENDIX F. GUIDELINES FOR INTEREST GROUPS COMMITTEE**

### **General**

The Interest Groups Committee is responsible for coordinating all activities of each interest group, the most important of which are the meetings held during the time of the ISCC Annual Meeting.

The Interest Groups Committee Chair shall perform the following duties:

1. Coordinate with the Arrangements Committee and the Chairs of each interest group to schedule each interest group meeting during the time of the ISCC Annual Meeting.
2. Insure that all runs smoothly within each interest group throughout the year and bring concerns to the Board, as necessary.
3. Recommend new vice-chairs for each interest group when each position becomes vacated.
4. Collect each interest group's annual report from the chairs and forward those reports to the Editor of ISCC News for inclusion in the Annual Report issue.
5. Report at each meeting of the Board of Directors, in person or by letter, on the activities of the committee.

The Chair and Vice-Chair of each interest group will have staggered terms. The Vice-Chair of each Interest Group is a member of the Education Committee. The Vice-Chair will assume the Chair upon departure of the current Chair. The Chair should rotate out after two years of service. The following duties are shared between the Chair and Vice-Chair:

1. Select the theme for each meeting to be held during the ISCC Annual Meeting. The theme should be chosen to meet the needs of the interest group constituency. Often times a theme whose subject matter is similar to the symposium topic of the Annual Meeting is preferred.
2. Select the format for each meeting to be held during the ISCC Annual Meeting. The meeting can take the form of a symposium, a contributed papers session, a panel discussion, a workshop, or any format that adequately addresses the selected theme.
3. Develop interest group meeting details, including format, speakers and titles or abstracts of their talks, etc., ideally three months prior to the Annual Meeting.
4. Issue Calls for Papers and/or information about interest group meetings in ISCC News at the appropriate time. It is important to start the publicity process one year in advance of each meeting. This means that at the close of each Annual Meeting, plans for the next year's meeting should begin.
5. Perform all necessary tasks to successfully run the interest group meeting, including introducing the program (i.e. speakers or discussion topic), insuring that all runs on time, and arranging for audio-visual equipment, if needed.
6. Provide detailed information about the interest group meeting, including speakers, biographies, titles and abstracts, to Annual Meeting Chair for inclusion in the main program booklet.
7. Work with the Interest Groups Committee Chair on all business necessary to insure that interest group activities run smoothly.
8. Work with the Interest Groups Committee Chair on adherence to the Interest Group speaker subsidization policy that follows.
9. Write a summary report on interest group activities at the close of each Annual Meeting and send the report to the Interest Groups Committee Chair for inclusion in the ISCC Annual Meeting issue.
10. Inform the Problems Committee Chair of color problems that are raised in the interest group sessions that may be better addressed by a project committee.



## **APPENDIX G. GUIDELINES FOR THE PUBLICATIONS COMMITTEE**

### **General**

The Standing Committee on Publications is responsible for the publication of the ISCC News and of Technical Reports produced by Council groups, as described in the Standing Rules, Article II, Section 2(f).

As stated therein, the ISCC News is the primary publication of the Council, and its production is the dominant activity of the Publications Committee. Because of the importance of the News and the effort necessary for its continuing timely content and publication, the Editor of the ISCC News is the Chair of the Publications Committee.

The duties of the Chair of the Publications Committee include:

1. Publishing the ISCC News.
2. Overseeing the publication of Technical Reports.
3. Appointing and coordinating the responsibilities of other members of the Publications Committee.
4. Attending meetings of the Board of Directors.
5. Reporting to the Board at its regular meetings.

The major responsibilities of the other members of the Publications Committee involve developing information for publication in the News, setting the format of the News, maintaining a Calendar of Events for publication in the News, and proofreading all publications.

### **ISCC News**

**Process of Publication.** While there are many groups involved in the publication process, the major responsibility for this task falls on the Editor. The Editor receives and organizes all the material, sends it to the compositor to be set as camera-ready copy, receives that copy and approves it in final form, and sends it to the printer, who reproduces and mails it. The Membership Secretary maintains the mailing list and supplies current mailing labels to the printer (see Appendix M).

**Content.** It is the responsibility of the Publications Committee, with the approval of the Board of Directors, to establish what types of materials are appropriate for publication in the ISCC News. The Editor, working within this policy, makes the final decisions for acceptance or rejection of individual items. The News consists of the following sections, not all of which need appear in any given issue:

1. News of the ISCC: ISCC items of special interest, including short articles on color, book reviews, meeting reports, etc.
2. News from Member Bodies.
3. News of individual members.
4. News from other color-related organizations.
5. Calendar: a listing of coming events of Member Bodies and other organizations involved with color.
6. Calls for Papers for the ISCC Annual Meeting and ISCC Williamsburg Conferences.
7. The column "In This Issue" reprinted from Color Research and Application.

### **Archiving.**

The ISCC Secretary is responsible for collecting copies of each issue of the News for permanent retention in bound volumes. See Appendix A.

### **Technical Reports**

While the content of an ISCC Technical Report is the responsibility of the submitting committee with approval of the Board of Directors [see the Standing Rules, Article II, Sections 2 (d) and 2 (f)], the publication of such a report is the responsibility of the Publications Committee. The report is turned over to this committee after it receives Board approval for publication. The committee sees that the report is in standard form and then oversees its publication. The Secretary's Office maintains the supply of and distributes Technical Reports (see Appendix A).

## **APPENDIX H. GUIDELINES FOR THE PUBLICITY COMMITTEE**

### **General**

The Publicity Committee is composed of the Chair, a second permanent member, and one or more temporary members as needed. The work of the committee is outlined in the Standing Rules, Article II, Section 2 (g). The responsibilities of the Chair are:

1. Preparing publicity releases.
2. Maintaining the publicity mailing list.
3. Coordinating plans with the chairs of meetings and conferences.
4. Locating a local Publicity Chair for each such event.
5. Providing periodic activity reports to the Board of Directors.
6. The responsibilities of the second permanent member of the Publicity Committee are to aid the Chair in obtaining, writing, and proofreading publicity releases.

The temporary members of the committee are the local publicity chairs for such events as Annual Meetings and Williamsburg Conferences. They should be appointed at least one year in advance of the event, and serve until its completion. It is recommended that they be geographically local to either the Meeting Chair or the meeting location. Their duties are to develop the publicity releases for the event and assist the Meeting Chair with brochures, announcements, programs, and other items of information related to the event. They forward necessary publicity items to the Publicity Chair for distribution.

### **Publicity Releases**

**Timing.** Because journals, newsletters, and other publications to which the releases are directed can have long lead times, it is essential that publicity releases be sent out early. Preliminary Annual Meeting or Williamsburg Conference information should be in the hands of the readers four to six months before the event. Journals such as Color Research and Application need to receive items four months before they appear; thus, preliminary announcements must be prepared ten to twelve months before the date of the event. Other publicity releases, such as announcements of awards, are less time sensitive, but should appear as soon as possible.

**Contents.** All publicity releases should include the following items:

1. **1.** The fact that the document is a news release, implying permission to copy, edit, and distribute it; use of a heading such as "FOR IMMEDIATE RELEASE" is a typical way of transmitting this information.
2. The date of issue of the document, and the date of its release if not immediate on receipt.
3. The name and address of a contact person for further information, often as the last paragraph of the release.
4. The main body of the release; see "Essential Information" below.
5. An indication on each page as to whether more pages follow; the words "MORE" or "END" in the center of the last line of the page are typically used for this purpose.

**Essential Information.** It is imperative that the first paragraph of a release contain, in concise form, the essential facts about the event described. For a meeting or conference, this information must include the date(s), location (hotel or conference center, city, state, country if not the United States), title and an indication of the content of the event, lodging, fees, and any other information that might influence the decision of a potential attendee.

Advantage should be taken when appropriate of the opportunity to tailor meeting or conference announcements to the interests of the recipients, either through the publication to which the release is directed, or to a group by direct mail. Thus, special releases might go to different organizations emphasizing different portions of the meeting program. Similarly, a release announcing an award could be tailored according to the affiliations of the award recipient.

### **Publicity Mailing Lists**

Publications and Organizations. The current ISCC list of entries must be updated when organizations move, cease to exist, or are renamed. While the list is maintained on computer in the office of the Membership Secretary, that office does not automatically receive the information allowing it to be maintained. It is the responsibility of the Publicity Chair to ferret out such information. Periodic checks can be made by sending out notices with releases, and the reference section of a library can be helpful, but the task is difficult.

Direct Mail. In many instances, the use of direct mail lists is a highly effective means of distributing publicity in the form of a brochure for a meeting or conference, especially if the subject matter is of specific interest to those whose names are on an available list. The event Chair should be contacted and asked to give serious consideration to identifying groups and suggesting potential sources of lists. It is recommended, however, that contact with list owners be carried out by the Publicity Chair, for the following reasons. Lists may be offered for sale, necessitating a decision as to the benefits vs. the costs of their use. In some circumstances, it may be possible to send a batch of releases or brochures to the list owner for mailing at ISCC expense, so that further use of the actual list, not released to the ISCC, is prevented.

## **APPENDIX I. GUIDELINES FOR THE ARRANGEMENTS COMMITTEE**

### **General**

The Arrangements Committee is responsible for all physical arrangements for the Society meetings and shall be composed of a permanent Chair and one or more temporary members as needed to fulfill duties at specific meetings. The responsibilities include the Annual Meeting, Williamsburg Conferences, and Board of Directors meetings that may be scheduled at separate times from an Annual Meeting or a Williamsburg Conference.

In order to accomplish these duties, the committee shall be a part of the planning and program committees for the Annual Meeting and Williamsburg Conference and give detailed reports regularly. The committee must work closely with the Financial Committee in the budget planning phase, and with the ISCC Office concerning registration details, scheduling information, and facilities management.

The committee shall obtain prior Board approval to sell merchandise at meetings and conferences. No merchandise or other materials may be sold or otherwise distributed at meetings and conferences without Board approval.

### **Arrangements Duties**

These shall include but not be limited to the following:

Site selection - Maintain communication with national hotel registries in order to recommend Annual Meeting locations. These data should be 2-3 years in the future for already scheduled meetings. The Chair will be responsible for examining hotels selected for Annual Meeting and making contractual arrangements.

A budget shall provide necessary financial information to the Meeting Chair and the Financial Committee to complete an overall meeting budget and registration fees.

Annual Meeting Publicity - Provide meeting Chair and ISCC Office with necessary information for compiling publicity and mailings. These should include but not be limited to:

1. Hotel location
2. Room cost
3. Air travel information
4. Local tourist information
5. Hotel meeting room locations

6. Handicapped accessibility
7. Additional costs related to receptions, audio-visual equipment, speaker breakfasts, and Business luncheon.

Williamsburg Conference Publicity-Provide conference Chair and ISCC Office with necessary information for compiling publicity and mailings. These should include but not be limited to:

1. Room cost
2. Meeting room locations
3. Specific information on events, restaurants, and other areas of interest.
4. Additional costs related to receptions, audio-visual equipment, speaker breakfasts, and luncheons.

General meeting needs-This list shall include but not be limited to:

1. Assist at the registration desk as needed.
2. Schedule appropriate meeting rooms.
3. Arrange for all audio-visual equipment.
4. Arrange for all meals and refreshments, on a timely basis.
5. Maintain coordination with the hotel through the final reckoning after the meeting.
6. Maintain accurate records for cost, registration numbers, etc. to assist the meeting Chair in preparing a final financial statement.

Annual meeting specific needs-List shall include but not be limited to:

1. Examine selected hotel facilities personally or by local designee 2 years prior to meeting schedule and schedule a Board Meeting 2 years prior to the meeting at that facility.
2. Schedule functions, tours, etc. of general historical interest and pertaining to color when the meeting chair requests.
3. Arrange informal "get-together" first night of the meeting.
4. Arrange for the official meal function for business meeting and awards presentations, etc.
5. Arrange for Board meeting to include room and meals.
6. Coordinate facilities for vendor exhibits with meeting Chair, if such exhibits are planned as part of the meeting.
7. Select menus for all appropriate functions.
8. Obtain list of audio-visual needs from meeting chair, and then arrange for the equipment.
9. Review and adjust hotel room quotas, size of meeting rooms, and head counts for meals as the meeting approaches.
10. The Arrangements Chair is responsible for negotiating and executing the contract on behalf of the ISCC with the explicit approval by the President or his designee.

Williamsburg conference specific needs- List shall include but not be limited to:

1. Arrange for Board meeting including room and meals.
2. Provide any specific information needed for the site; such as, dining, tours, etc.
3. Obtain list of audio-visual needs from meeting Chair, and then arrange for the equipment.
4. Review and adjust hotel room quotas, size of meeting rooms, and head counts for meals as the meeting date approaches.
5. The Arrangements Chair is responsible for negotiating and executing the contract on behalf of the ISCC with the explicit approval by the President or his designee.

Board meeting-make all necessary arrangements for meetings which are not part of Annual meeting or Williamsburg conference. This shall include but not limited to:

1. Book hotel rooms based on expected attendance.
2. Arrange necessary meeting room, meals, audio-visual equipment, etc.
3. The Arrangements Chair is responsible for negotiating and executing the contract on behalf of the ISCC with the explicit approval by the President or his designee.

Provide any specific information as appropriate.

## **APPENDIX J. GUIDELINES FOR THE MEMBER-BODY LIAISON COMMITTEE**

### **General**

The Member-Body Liaison Committee is responsible for establishing and maintaining, through the Member-Body Delegations, good relationships between the Council and its Member-Bodies. The Chair of the Committee shall have the duties outlined in the Standing Rules, Article II, Section 2 (j). In addition the duties of the Chair shall include those listed below.

For information regarding the eligibility, election, and duties of the Member-Bodies and their Delegations, see the By-Laws, Article I, Sections 2 (a), 4 (a), and 5 (a).

### **Duties of the Chair**

1. Facilitate ongoing communication with the Member-Body Delegations and key personnel.
2. Meet with as many Member-Body Delegation Chairs as possible each year, generally during the ISCC Annual Meeting.
3. Encourage Delegation Chairs to maintain a full complement of ten Delegates who have an interest in the work of the Council and who attend its meetings.
4. Remind the Delegation Chairs of their responsibility to prepare an annual report for publication in the ISCC News detailing the color-related and other activities of the Member-Body during the year. See the By-Laws, Article I, Section 5 (a), sixth paragraph.
5. Periodically determine that each Member-Body has ISCC literature and is informed about Council activities.
6. Update the list of Member-Body Delegates annually, generally at the beginning of the calendar year, to facilitate the inclusion of current information in the annual ISCC Directory prepared by the Membership Secretary (see Appendix M).
7. Inform Delegates of current, relevant ISCC business and projects.
8. Periodically survey the Delegations to determine shifts of interest and ways that the Council can better serve each Member-Body.
9. Solicit input from the Delegations on color-related projects and areas of interest to the Member-Bodies.
10. Encourage Delegates to prepare reports on relevant ISCC activities for distribution to their Member-Bodies, for example, by publication in the Member-Body newsletter or journal.
11. Encourage Delegates to furnish newsworthy items on color-related topics to the Editor of the ISCC News.
12. Prepare a report of Member-Body Liaison Committee activities for presentation to the Board of Directors at its meetings. The report may be delivered in person or in writing.

## **APPENDIX K: GUIDELINES FOR THE AWARDS COMMITTEE AND SUBCOMMITTEES**

### **General**

The awards and their designs are described below. The design of the awards may be changed at the discretion of the Board of Directors. The extra awards are stored with the Chairman of the Awards Committee, or with the Secretary of the Inter-Society Color Council. He, or she, should be notified when an award is to be made to allow sufficient time to prepare the award for presentation. The Board of Directors shall authorize the Treasurer to procure additional awards as required.

### **Description of the Awards**

#### **1) Macbeth Award**

The Macbeth Award was established by Mr. Norman Macbeth, Jr. in honor of the memory of his father, Mr. Norman Macbeth. The award is usually, but not necessarily, presented biennially in even-numbered years.

The Macbeth Award is given for one or more recent outstanding contributions in the field of color. It is to be presented to a member, or former member, of the Council. The contributions shall have advanced the field of color, interpreted broadly as in the objectives of the Council as defined in Article II of the Constitution. The merit of a candidate shall be judged by his or her contributions to any of the fields of interest related to color whether or not it is represented by a Member-Body. The contribution to color may be direct, it may be in the active practical stimulation of the application of color, or it may be an outstanding dissemination of knowledge of color by writing or lecturing. The candidates for the Macbeth Award need not have been active in the affairs of the Council.

## **2) Godlove Award**

The Godlove Award was established by Mrs. Margaret N. Godlove in memory of her husband, Dr. I. H. Godlove. The fund was presented to and accepted by the ISCC during the 25<sup>th</sup> Anniversary Meeting of April 6, 1956. The award is usually, but not necessarily, presented biennially in odd-numbered years. The Godlove Award is the most prestigious award bestowed by the Inter-Society Color Council, and honors long term contributions in the field of color. Candidates will be judged by their contribution to any of the fields of interest related to color, whether or not it is represented by a Member-Body. A candidate's contribution is to be considered in the light of the objectives of the Council as defined in Article II of the Constitution. This contribution may be direct, it may be in the active practical stimulant of the applicant of color, or it may be an outstanding dissemination of knowledge of color by writing or lecturing, based upon original contributions of the nominee. The candidate need not have been active in the affairs of the Council, but they must be current or former members of the ISCC. All candidates must have had at least five years experience in their particular field of color.

## **3) Nickerson Award**

The Nickerson Service Award was established by the Board of Directors at a meeting held on February 3, 1980. This award is presented as the occasion arises but no more frequently than once a year. The Nickerson Service Award is presented for outstanding, long-term contributions towards the advancement of the Council and its aims and purposes. The contribution may be in the form of organizational, clerical, technical or other services that benefit the Council and its members. The candidates must be members of the Council and must have been active in the affairs of the Council.

## **Design of the Awards**

### **1) Macbeth Award**

The original Macbeth Award was designed by Professor Robert E. Redmann. It consisted of an electroplated engraving of the bust of Norman Macbeth, on a circular plaque bearing the words "Pioneer in Color and Illumination" above and "Norman Macbeth" below. On the front of the plaque were the words "ISCC Macbeth Award" and the name of the recipient and year.

### **2) Godlove Award**

The original Godlove Award was an engraved acrylic prism in which was embedded a triangular gold diffraction grating. In 1970 the award was redesigned by Karl Fink to be an acrylic plastic regular tetrahedron in which were embedded three sheets of thin plastic in the primary colors cyan, magenta, and yellow. This award was given between 1971 and 1991. The current version of the award is based upon an interpretive design by Marjorie Ingalls; an edition of six awards was produced under her direction in 1986 by Ultra Plastics of Lancaster, PA. The design was a clear cast acrylic cylinder whose cross-sectional shape is based upon the CIE 1931 chromaticity diagram. The acrylic form was nine inches tall, horizontally measures 5.5 inches by 4.5 inches, and was mounted on a clear acrylic square base whose sides measured 8.5 inches. A metal plate was mounted on each of the four sides of the base. On the base, proceeding

clockwise from above, were the following inscriptions: "GODLOVE AWARD", date (month, day, year), "INTER-SOCIETY COLOR COUNCIL", and the name of the recipient.

In 2003 the Godlove Award was redesigned by Jack Ladson and Danny Rich. The design, interpreted by the world-famous Venetian designer Maestro Orlando Zennaro, consists of a Venetian glass oval bowl on a wooden base. The bowl measures approximately 5 7/8 inches long by 3 7/16 inches wide and 2 ¼ inches high. The design uses colored striped that run longitudinally along the bowl. The colors on one half of the bowl represent those used in subtractive colorimetry; namely, cyan, magenta, yellow, and black. The colors on the other half of the bowl represent those used in additive colorimetry; namely, red, green and blue. The bowl is presented on a black-lacquered, wooden base slightly larger than the dimensions of the bowl. The wooden base contains an engraved brass plaque with the following inscription: "ISCC Godlove Award", the name of the recipient, and the year of the award.

### 3) Nickerson Award

The Nickerson Service Award is a piece of Steuben glass in the form of a pyramid with truncated points. It is about five inches tall and sits on a round silver base about six inches in diameter. Around the base are the words "ISCC Nickerson Service Award" and the name of the recipient and the year of the award.

## **The Awards Committee and its Subcommittees**

### 1) Duties of the Chair

The Award Committee Chair is responsible for obtaining the Macbeth, Godlove, and Nickerson Awards and their containers, and responsible for notifying the Board of Directors if the supply of any award is running low. He, or she, shall store or arrange for storing the awards, shall have one each engraved appropriately when a recipient has been chosen, and shall bring the appropriate awards to the meeting where they are to be presented.

### 2) Composition of the Subcommittees

The Macbeth, Godlove and Nickerson Service Award Subcommittees should each have a chair and four members appointed by the President with the approval of the Board of Directors. One of the members of each subcommittee should be a previous recipient of that award. The chair should be a person who has served on that subcommittee for the previous two years.

### 3) Duties of the Subcommittees

Each award subcommittee shall solicit nominations for the award under its jurisdiction, recommend a recipient, and prepare a report justifying its recommendation. It shall solicit nominations for its award from each of the Member-Bodies and from the individual membership of the Council. All nominations received must indicate the nominator. No more than one nomination may be submitted by any Member-Body or individual member.

## **Information Required for Nomination**

The following information is required in support of the nominations. Subcommittees often find it appropriate to distribute a form questionnaire with the required information listed for Member Bodies and individual members to use to make their nominations.

### 1) Macbeth and Godlove Awards

- a) Name and address of nominee.
- b) Professional affiliation (company, institution, if any)
  - i) Present
  - ii) Most recent (past 10 years)
- c) Title (present or most recent) and duties.
- d) Other professional affiliations and positions held.
- e) Nature of interest and activities in color.

- f) Evidence of the contribution made in encouraging education, scientific, industrial, or artistic use of color.
  - i) In own organization
  - ii) In own aspect of color, in own company, in own professional group.
  - iii) In outside interest contributions to color (other industries, for example).
  - iv) In national activities.
  - v) In international activities.
- g) Writing, speaking done in support of scientific, industrial, educational use of color. Attach representative, not necessarily exhaustive, list of publications, patents, etc.
- h) Additional general background information.
  - i) Source of nomination.
    - i) Member Body , and give name of person in Body preparing nomination.
    - ii) Individual member, and give name.
    - iii) Award Subcommittee.

## 2) Nickerson Award

- a) Each of a), b), c), d), and e) under Macbeth Award above.
- b) Evidence of service given towards the advancement of the ISCC and its aims and purposes in form of organizational, clerical, technical, or other services that benefited the Council.
- c) Each of h), and i) under Macbeth Award above.

Confidentiality of the nomination is of the utmost importance. The nominator or nominating group must insure that the nomination is not disclosed to the proposed nominee. If any of the above information cannot be obtained without risking such disclosure, the information should be omitted from the nominating letter. A statement to this effect should be included verbatim in any form questionnaire produced by the subcommittee.

### **Consideration of Nominations**

The Awards Subcommittees shall consider the nominations that have been submitted using the appropriate criteria outlined above. The Awards Subcommittees shall not be limited to the nominations that have been submitted but should actively search for suitable candidates for the awards, and may submit one or more nominations resulting from its consideration. The information required for nominations indicated above shall be required for these subcommittee nominations as well.

Each Award Subcommittee should recognize that the nominations received from the Member Bodies and the individual members will to a certain extent represent special interests. It is the responsibility of the committee members to set aside any special interests they may have and to look at the entire field of color. Accordingly, it is the award committee's responsibility to make whatever additional nominations are appropriate and to consider each nomination on its merit, regardless of the origin of the nomination.

Citizenship, place of residence, age or other personal circumstances shall not be considered in the granting of these awards. It is not intended that the recipient of the Macbeth, Godlove, or ISCC Service Awards shall preclude the granting of other awards to the same recipient. It is, however, anticipated that no one person would receive more than one award for the same contribution. An individual might receive any one of them at one stage in his career and receive another one for work done subsequent to the first award. To clarify this rule it is noted that: 1) The Macbeth Award is based upon recent work which should concern one or more specific projects, accomplishments, or services in the field of color; 2) The Godlove Award is based upon cumulative contribution to the field of color; 3) The Nickerson Service Award is based upon outstanding long-term contributions toward the advancement of the Council, as opposed to the field of color itself.

In the deliberations of the subcommittee, it would be fortunate if the committee could agree unanimously on the most deserving candidate. If this cannot be done, it is not the responsibility of the committee to find a less deserving candidate on whom all can agree. Rather it is their responsibility to find the candidate whom the majority of the committee thinks is most deserving of the award.



The documentation for the unsuccessful nominees for an award shall be retained and made available to later award subcommittees for that award. However, nominees from previous years shall be given no special consideration. Since it is time consuming to document a nomination, it is desirable that this documentation not be lost at a time when the candidate is presumably becoming even more deserving of consideration.

If in the judgment of the subcommittee no suitable candidate emerges from their deliberations, the chair should so inform the Board of Directors, and the Board has the option to decide that no award will be presented at the following Annual Meeting of the ISCC.

#### **Report of Subcommittee**

Whether or not a suitable candidate has been selected a report of the decision for the Macbeth and the Godlove awards shall be made to the Board of Directors by the Fall Board Meeting usually held in October of the year before the award is to be presented. In the case of the Nickerson Service award, the recommendation shall be presented to the Board of Directors not later than their Winter Meeting usually held in January or February of the year in which the Award is to be presented. The report shall justify the recommendation. The Board of Directors reserves the right to disapprove any recommendation made by an awards subcommittee. If the recommendation is not approved, the Chair and individual members of the subcommittee shall be notified of the Board's action. The awards subcommittee shall reconsider other nominations made for the award and may recommend another candidate to the Board of Directors. If no agreement can be reached that award will not be presented at the following Annual Meeting of the Council.

#### **Announcement of Recipient**

After approval of the candidate by the Board of Directors, the President shall notify the recipient and verify that he or she will accept the award. The recipient shall be asked for a photograph to be used for publicity, and the names and addresses of any local or professional publications the recipient would like notified should be solicited.

If possible the chair of the subcommittee shall give notice of the award and the recipient to the ISCC News in time for publication in the newsletter well prior to the Annual Meeting. Usually the last issue received before the Annual Meeting is the January/February issue for which the deadline is December 15. Sometimes the March/April issue reaches the membership before the Annual Meeting.

Prior to January 1 of each year in which the Macbeth or Godlove awards are given, March 1 in the case of the Nickerson Award, the chair of that award subcommittee shall furnish the Publicity Committee with information as to the intent of the award, to whom it is being given, and the reasons for which it is being given to that individual. The chair of the Publicity Committee shall send an announcement containing this information to the public, trade, and professional press prior to the Annual Meeting.

The report of the Award Subcommittee or the citation shall be published in the ISCC News immediately following the Annual Meeting.

#### **Presentation of Award**

It is desirable that any award be presented at a meal function at the Annual Meeting of the ISCC, usually the Awards Luncheon. For sufficient reason, the Board of Directors may authorize the presentation at another appropriate occasion.

The presentation shall be preceded by laudatory remarks in the form of a citation, which may or may not differ in content, but shall not differ in intent, from the report of the Award Subcommittee. In the case of the Godlove or Macbeth Award, the recipient may choose the individual to give the citation, or the citation may be given by the individual who nominated the recipient, or by the Award Subcommittee chair. In the case of the Nickerson Service Award, the chair of the subcommittee usually gives the citation.

The Award shall be presented to the recipient by the President of the ISCC or his or her delegate. Following the presentation the recipient may, at his discretion, respond briefly, usually limited to ten minutes. Alternatively, a recipient needing or desiring more time to speak might be invited to be the after-dinner speaker at the Banquet. If the ISCC desires the latter arrangement, the invitation should be issued immediately after the nomination is approved by the Board of Directors.

#### Timetable for Subcommittee Activities of Macbeth and Godlove Awards

1. October Board Meeting two years prior to award: ISCC President appoints chair and members of subcommittee and obtains Board approval.
2. November two years prior: Chair furnishes Publicity Committee with notice of the award, and a solicitation of nominations for Member Body publications and CR&A.
3. April 15 prior year: Chair submits article and call for nominations for May/June issue of ISCC News.
4. August prior year: Chair reviews nominations received and solicits additional information if needed.
5. September prior year: Chair polls subcommittee to select nominee.
6. October Board Meeting prior year: Chair submits the nominee and his, or her, qualifications to the Board for approval.
7. November prior year: President notifies the nominee, verifies that he, or she, will accept the award, and determines who will make the citation.
8. December prior year: Chair files newsletter item announcing awardee and his qualifications.
9. February of year of award: Chair notifies Awards Committee Chair to have award engraved and brought to Annual Meeting.
10. April of year of award: Citation is given at Awards luncheon at Annual Meeting.
11. Immediately following Annual Meeting: Chair sends ISCC News both citation and recipients remarks for publication.

#### Timetable for Subcommittee Activities of Nickerson Award

1. Winter Board Meeting year prior to award: ISCC President appoints and gets approval of new chair and members of Nickerson Service Award Committee.
2. June 15 of prior year: Chair announces award and solicits nominations in July/August newsletter.
3. October year prior: Chair compiles list of nominees from membership and committee members. Requests additional supporting information if necessary.
4. December prior year: Chair polls committee to select nominee, if any.
5. Winter Board Meeting year of award: Chair reports nominee and his, or her, qualifications, or reports that there is no nominee this year.
6. February year of award: President notifies the nominee, verifies that he or she will accept the award, and determines who will make the citation.
7. February year of award: Chair files newsletter item announcing awardee and his qualifications. Chair notifies Awards Committee Chair to have award engraved and brought to Annual Meeting.
8. April of year of award: Citation is given at Awards luncheon at Annual Meeting.
9. Immediately following Annual Meeting: Chair sends ISCC News both citation and recipients remarks for publication.

## **APPENDIX M. GUIDELINES FOR THE MEMBERSHIP SECRETARY**

### **General**

The Membership Secretary is charged with developing and enhancing membership services, increasing membership among various categories, and maintaining a vital link between the membership and the ISCC Board of Directors.

### **Duties and Responsibilities**

The Membership Secretary shall:

1. Be the official chair of the Membership Committee
2. Work with the Individual Member Group Liaison to do whatever is necessary to increase membership globally or in specific color-related categories, if the need is present.
3. Do whatever is necessary to increase the number of sustaining members.
4. Work with the Member-Body Liaison to do whatever is necessary to bring new Member-Bodies into ISCC membership.
5. Work with the Administrative Office Manager to keep current on membership status and to help with membership problems that may arise.
6. Work with the Editor of the ISCC News to incorporate important membership issues as they arise.
7. Report at each meeting of the Board of Directors, in person or by letter, on pertinent activities, making appropriate recommendations as required.

## **APPENDIX N. GUIDELINES FOR THE ADMINISTRATIVE OFFICE MANAGER**

### **General**

The Administrative Office Manager is charged with performing all duties necessary to keep the ISCC Office running smoothly. These include covering the phone and FAX, processing membership applications from individuals, sustaining members and Member-Bodies, maintaining the membership roster, assisting individuals or organizations needing to reach the ISCC membership through the mails, and updating the ISCC Directory on an annual basis.

### **Duties and Responsibilities**

The Administrative Office Manager shall:

1. Answer all telephone messages coming into the ISCC Office.
2. Receive correspondence coming into and transmit correspondence out of the ISCC Office as needed.
3. Provide membership information to existing Council members and delegates, and to all others who request such information.
4. Process applications for membership, deposit all monies to the proper bank accounts as directed by the Treasurer, forwarding completed membership applications to the Board of Directors for its approval, and after such approval, providing information about new members to the Editor of the ISCC News.
5. Maintain the membership list on computer, by the use of data base software, adding data for new members, making required changes, and deleting data for resigning or lost members.
6. Incorporate membership information as well as all necessary additional information that appears in the published ISCC Directory in order to update it on an annual basis.
7. Forward updated ISCC Directory data to the printer for publication as required.
8. Bill the membership (retired, student, individual, but omitting honorary), member-bodies and sustaining.
9. Provide to the Treasurer, the mailer of the ISCC News, and other authorized persons, current rosters as hardcopy, magnetic media, or mailing labels covering the Council membership in whole or in part, so as to promote the best interest and smooth operation of the organization. An example of such use is: Labels for all voting members and delegates are provided to the Secretary for mailings related to balloting. Occasionally, with Board of Director authorization, labels are provided, sometimes for a fee, to organizations desiring to reach ISCC members.
  - a. The ISCC Membership List is available to such organizations under the following guidelines:
    - (1) Fee Schedule
    - (2) Member Body-----No fee as long as a reciprocal agreement to share mailing lists exists, otherwise \$250.00
    - (3) Sustaining Member----\$500.00
    - (4) All Others-----\$1,000.00

- b. The fee covers a one-time use.
  - c. Payment to the ISCC will be made in advance.
  - d. The ISCC will supply postal addresses only – No E-mail addresses will be released.
  - e. The ISCC will supply the Membership List as individual labels.
  - f. The ISCC makes no claim for the accuracy of the list.
  - g. The Executive Committee may make exceptions to this rule as it deems necessary.
  - h. This policy is in effect as of April 20, 2002.
10. Report at each meeting of the Board of Directors, in person or by letter, as to the operations of the Administrative Office and the membership status, making appropriate recommendations as required.
  11. Assure that upon approval new members receive a welcome letter and directory.

## **APPENDIX O. GUIDELINES FOR THE EDUCATION COMMITTEE**

### **General**

The Education Committee has the responsibility of serving the needs of the ISCC color science educators as well as identifying and addressing the color education needs of the ISCC general membership. The Education Committee is led by a Chair appointed by the Board of Directors. The members include the Vice-Chairs of the ISCC Interest Groups.

### **Duties**

The specific duties of the committee are

- (1) Organization of a program at the annual meeting and
- (2) Organization and review of the Student Chapters.

The Chair reports on the activities of the Committee to the Board before each Board meeting.

(1) Education program at the annual meeting: The Education Committee program is usually scheduled for a 3-hour time slot on the first morning of the annual meeting. The goal of this program is to present informative material that will reflect the interests of the membership. There is no set format. Previous programs have included brief presentations from the three Interest Groups followed by an open Round Table discussion, topic-based programs with expert speakers invited from outside the society, and inter-disciplinary programs that involve all three Interest Groups.

(2) Student Chapters: A student Chapter is formed by a group of ISCC student members at an institution. The students must first find a Faculty advisor, who is an active ISCC member. With guidance from the advisor, the proposed chapter should establish a formal structure with elected officers. The student president is the liaison to the home institution and to the ISCC Education Chair. The structure of the proposed student chapter should conform to institutional requirements for student activities. The student president should then petition the ISCC Education Chair for formal recognition. The petition should include the membership list and a description of activities. Once accepted as an official student Chapter of the ISCC, the ISCC provides the group with a student banner. An example of the ISCC/RIT Student Chapter Constitution and Bylaws is on file with the Education Committee. Information concerning the design of the banner is available from the Education Committee Chair. The student president provides annual reports on Chapter activities to the Education Chair.

Specific Duties for the Chair concerning the Education Program at the annual meeting

The Chair, with the advice of the vice-Chairs of the Interest Groups and other officers of the Society selects a program for the meeting.

- (a) Speakers are identified and asked to participate.
- (b) Following the "Guidelines for Annual Meeting Chairperson", the names and titles of the speakers are reported to the General Chair for the Annual meeting. Special audio-visual needs are reviewed at this time. Abstracts and biographical material are submitted to the General Chair according to appropriate deadlines.

- (c) Information about the date, time and location of the meeting is given to the speakers, including information about hotel reservations and registration. If an invited speaker can attend only the Education Program, the Chair requests waiver of the registration fee from the General Chair.
- (d) Limited funds are available for reimbursement of travel expenses for invited speakers who have insufficient funds to attend the meeting. The procedure to request reimbursement is described in "ISCC Interest Group Speaker Reimbursement".