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DOCUMENT PURPOSE

In conjunction with our Constitution, the purpose of the Operating Procedures is to define and coordinate the activities of the Board. They help to initiate the Board Members into their duties and responsibilities toward the smooth operation of the organization.

MEMBERSHIP

Membership Criteria

These criteria are based on Article III of the Constitution.

Membership Rights

1. A member may attend all the meetings and participate in all other activities of the RESC.
2. A member in good standing is eligible to be elected to an office, or to become a member of the Board. The RESC members are encouraged to volunteer for official duties.
3. Members are automatically put on the RESC Mailing List and email newsletter distribution list. Members can "opt-in" for postal mail distribution.
4. A member may attend and address a Board meeting, provided he/she has advised the president in advance.

BOARD

Meetings of the RESC Board are held at 9:30 a.m. on the second Tuesday, September through May.

Board Members

The Board consists of the following:

1. The Officers as listed in the Constitution
2. The most recent or available past President
3. Members designated or appointed by the RESC President to serve as follows:
 - A. Audio/Video Coordinator (PA System & Program Presentation)
 - B. Community Service Projects Coordinator
 - C. Continuing Education Coordinator
 - D. Historian
 - E. Hospitality and Health Watch Coordinator
 - F. Liaison for Technical Organizations
 - G. Luncheon Arrangement Coordinator (May include Humorist, Prayer & Vignettist)
 - H. Membership Chair (Development & Welcoming)
 - I. Newsletter Editor (Includes Publicity and Preparation of meeting notices)
 - J. Program Chairman (May be the Vice President)
 - K. Photographer
 - L. Recreation Activities Coordinator (Includes Golf Program)
 - M. Special Events Coordinator (Includes tours)
 - N. Webmaster

Regular Committees may be added or deleted at any time by the Board. Special Committees, such as "Nominating" are appointed by the President and approved by the Board during the year as required.

Board Activities and Programs

1. Governs the activities and programs of the RESC in such a manner that they conform to the Operating Procedures, and carry out the purpose stated in the Constitution.
2. Make such revisions to the "Operating Procedures" as may be required to meet the needs of the membership.
3. Carry out the various duties assigned under "Duties of Officers and Board Members".
4. Prior to the first meeting of the new Board, this document will be made available to each member.

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OFFICERS

These statements are based on Article V, Sections A through D of the Constitution.

Note: with the normal progression, the Offices of Vice President, President, and Immediate Past President link to involve a three-year commitment.

Officers, Election of

In the event an elected officer drops out for any reason, the President shall appoint a Regular Member in good standing to fill the vacancy, with the approval of the Board.

Officer Terms are detailed in the Constitution.

OFFICERS AND BOARD MEMBERS, DUTIES OF

President

1. Presides at the regular luncheon meetings and at the Board meetings.
2. Prepares and furnishes to all Board Members a copy of the meeting agenda. Be guided by the Perpetual Calendar in the Appendix.
3. Represents the RESC at other functions.
4. Makes appointments to the Board as needed.
5. Assures that each Member has the Operating Procedures and the Membership Roster.
6. Makes arrangements for notification of the RESC Membership in the event of meeting cancellation or other emergency.
7. Insure that either the President or the Vice President can write the RESC checks if the Treasurer is unavailable.
8. It is the duty of the President and/or Vice President to determine that all aspects of an upcoming luncheon meeting have been addressed and appear to be in order. These aspects should be reviewed at the Board meeting held the week preceding the Luncheon meeting. These officers are to preside over the luncheon meeting to insure that all goes according to plan.
9. Respond to / or dispose of Google mail sent to RESC. (The President is the ONLY one who gets these emails, and must take the action needed since no one else can.)
10. Present the Lifetime Achievement Award to the selected nominee at the May Meeting.

Vice President

1. In the absence of the President, preside at luncheon meetings and at Board meetings.
2. On the day of a luncheon Meeting, assist the President in any way possible.
3. Assists the President in emergency communications when necessary to have all Board Members notified of important actions.
4. Procures the table decorations for the December and May luncheon meeting if not otherwise accomplished.

Secretary

1. Keeps minutes of all meetings.
2. Handles correspondence as required.
3. Prepares and maintains the official file of the RESC Activities.
4. Prepare the minutes and send a copy to each Board member for comment shortly after each Board meeting. Send a file of the resulting minutes in a compatible format for approval to the Board at least three days before the next Board meeting.
5. Renew our name registration with the State of Ohio every five years from the original registration date of 12-1-2010.

Treasurer

1. Collects dues, fees and Contributions.

Dues Payment Guidelines

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Dues bills will be sent out to the Membership with the meeting notice for the October monthly luncheon meeting.

- A. Members will send their dues payments, via check or electronic transfers to the Treasurer, and the Treasurer will keep a record of dues payments.
- B. Using the payments record, the Treasurer will compile a list of those members who are delinquent in the current year's dues. At the January meeting of the Board, the Treasurer can solicit the help of the Board Members to make contact with those delinquent Members and determine their intention of remaining active in the RESC.
- C. Board Members will report their findings at the February Board Meeting. The following are guidelines for Board action(s):

Membership Guidelines

- a. Members who indicate that they do not wish to keep their membership will be deleted from the rolls.
 - b. Members who declare their intention to remit their dues to the RESC will be carried on the rolls through the remainder of the fiscal (program) year if their dues have not been received by May of that year, they will be deleted from the rolls at that time.
 - c. For new Members joining the RESC during February, March, April, or May, their first dues payment shall be 50% of the then current annual dues. Their next dues payment will be due the following October for the full amount of the current annual dues.
2. Over payments for either membership dues or luncheons will be returned upon request. If the return of an overpayment is not requested the money will be accepted as a donation to the RESC.
3. Maintains a list of Dues Paying Members.

Membership List

- A. Emails sent to the membership should not reveal the membership list.
 - B. Mailings to the membership should be of general interest regarding the business of the RESC and should not include commercial, religious, or political content.
 - C. The mailing list should never be sold, distributed at no charge, or otherwise provided to anyone outside the RESC Board. Any specialized use of the mailing list should be done with the express permission of the Board.
4. Collects the Golf Fees for the benefit of the Golf Chairman. In April turn over to the Golf Chairman the money collected for the Golf dues.
5. Arranges to collect Payments for Special Events (Tickets to Dinner Theater, for example).
6. For Luncheons away from our normal meeting site, prepares tickets for food choice selections to enhance service at the Host Restaurant.
7. At regular luncheons, collects payments (preferably checks) for Luncheons, and prepares a check from the RESC to settle with the meal provider.
8. Before the luncheon, the RESC Treasurer advises the personnel at our luncheon meeting site as to the number of reservations for the Luncheon and the number of places to be set at the head table and any special diet requirements for a member.
9. Pays bills after receiving approval from the Board. Payment of routine bills may be authorized by a Blanket Board approval.
10. Prepares a monthly Treasurer's report and sends a copy to each Board Member by the regular Board Meetings. Paper copies will be provided to those requesting them.
11. Maintains the RESC checking account in an approved FDIC Institution. The right to make withdrawals shall be in the Treasurer's name. The President or Vice President shall also be authorized to make withdrawals.
12. Maintains a record of persons participating in the P E Continuing Education program and receiving C E credit from the RESC Board approved events. Participants must provide P E registration numbers when pre-registering the event.
13. Rents a box from a local Post Office to receive luncheon reservations and payments, collects them at the appropriate times, gets a substitute Board member for when he is unavailable, and uses the information and money for which it is intended.

Financial Donation Guidelines

Donations from the RESC treasury will be decided by the Board on a case by case basis.

Recommendation for consideration to the ESFC (Engineers and Scientists Foundation of Cincinnati) for a financial donation funded by the ESFC will use the ESFC Constitutional guidelines to determine the applicant's eligibility as listed in items 1-5 below.

1. Foster educational programs to meet the needs of engineers and scientists by means of lectures, seminars, presentations, etc.
2. Support educational programs for others as needed so they may have a better understanding of the engineering position.
3. Assist deserving local high school students in pursuing college and similar advanced education.
4. Develop and implement activities for stimulating interest in science and engineering among young people.
5. To recognize engineers and scientists of the community who have made outstanding contributions to their profession or community.

Past President, Duties of the immediate

1. Observe and offer advice, if pertinent to the Board regarding operation of the organization.
2. Chair the nominating committee conduct the elections.
3. Present the outgoing President, at the May meeting, with a suitable gift in appreciation for the services rendered.

COMMITTEES, CHAIRMAN, COORDINATORS, DUTIES OF

1. Committee chairmen shall identify and train replacements, and advise the president when accomplished.
2. Roles of committees are defined as follows:

Audio Visual Coordinator

1. At least one member of this committee shall attend the monthly meeting of the Board.
2. During the Board meeting the Coordinator shall obtain from the Program Chairman (V.P.) all of the Audio/Visual requirements for the Luncheon meeting such as the need for Video Equipment, extension cords, display table, etc.
3. After the Board meeting, the attending Coordinator shall call the other Audio/Visual Coordinator for the purpose of verifying that he will attend the Luncheon meeting to perform his part of the duties. If he does not plan to attend, a substitute must be obtained.
4. Is responsible for safe storage and transportation in addition to the identification of replacement needs of AV as necessary.

Audit and Transition Committee

Before a new treasurer takes office, a group consisting of the president, treasurer, assistant treasurer, past president, and the past treasurer are to meet to accomplish the following:

1. To provide an orderly transfer of knowledge, records and the RESC business practices to the incoming administration.
2. Audit the treasurer records for the preceding season.
3. There will be no carryover of overpayments from the close of books in June to the beginning of the next season in September.
4. Small (about \$20) over payments will be considered as donations unless a refund is specifically requested.
5. The new president will produce a document detailing the results of the audit and present it to the Board at the September Board meeting.

Community Service Projects Coordinator

Contact and work with existing organizations such as the Museum Center, Historical Society, Children's Museum, Boards of Education, Colleges and Universities, and civic groups in the interest of formulation and implementation of various projects.

1. Stimulation of the practical and scientific knowledge of children should be a prime concern in volunteering assistance.
2. All contemplated projects must obtain Board approval.

Continuing Education Coordinator

Continuing Education (C E) for Registered Professional Engineers (P E)

Background:

Registered P E's in Ohio are currently required to take 15 qualifying continuing education credits each year to maintain their license. In Ohio these are defined as CPD or Continuing Professional Development credits. Sources or sponsors for these credits may be technical organizations such as the RESC, provided their programs are focused on technical, engineering, and/or professional development. The Ohio State Board does not pre-approve the sponsor organization, the CPD course content or the qualifications of the presenters. Each registrant is responsible for determining the acceptability of credits logged.

Selection Criteria

Visit www.ohiopeps.org for lists of qualifying and non-qualifying activities.

If all answers are "yes" for the following six questions the program should qualify for a CPD credit:

1. Presented at a professional or technical society meeting
2. Relevant to the practice of engineering
3. Includes technical, ethical or managerial content
4. Presenter has knowledge and expertise
5. Course outline or summary provided
6. Certificate of attendance, (Includes registrant name & registration number, date, location, presenter & course).

Certificate

Certificates of attendance should be prepared by the C E committee from the P E reservation list provided in advance by the Treasurer. Those desiring C E credit but not attending lunch should register directly with the C E committee designated representative.

Dining Coordinator

1. Negotiate in the interest of securing the best product at a reasonable cost.
2. Act as principal contact for the RESC when seeking out "off site" facilities for dinners, etc.

Note: The Luncheon and Social Period preceding the luncheon meetings are most important in maintaining good fellowship and attendance. It is therefore imperative that the Coordinator pays particular attention to selection of menus that are appetizing and satisfactory to the Members. Any change in cost of Luncheons must be approved by the Board.

Historian

1. Collect copies of the following documents during the program year for inclusion in the RESC Archives for that year.
 - A. Meeting Notices.
 - B. Board Meetings (Agendas, Minutes, Treasurer's Reports, Committee/Project Reports and Outside Communications)
 - C. General Meetings (Minutes, Speaker Programs and Photographs)
 - D. Write-up about tours including tour pictures.

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- E. Annual Reports (Revised Constitutions/Operating Procedures, Membership Lists, Speakers List, Special Events List, Golf League, Awards and Photographs.
2. Compile the material for a program year into booklet form and present it to the Board at the following September Board Meeting.
3. The Board will approve (or disapprove) it for deposit in the Archives of the Cincinnati Historical Society for posterity. If disapproved, revise it as the Board directs and resubmit it at the following Board Meeting as often as necessary
4. Keep the current Archive Book for three years and then deposit it with the Historical Society. This means that the Historian will have three years of Archives under his/her control at all times.

Hospitality and Health Watch Coordinator

1. Be present at meetings, making Members and Guests feel welcome by exchanging personal greetings at their arrival. Make introductions between members, new members, and guests when appropriate
2. Keep attending members alerted as to the status of members who are ill
3. Send "Get Well" or "Sympathy" cards to Members who are ill or otherwise incapacitated.
4. Advise Officers of the death of an RESC Member.

Memorial Guidelines

- A. If a memorial is desired, it must be requested by an active Member of the Regional Engineers and Scientists of Cincinnati (RESC) through the Hospitality/Health Watch (H/HW) Chairman.
- B. This memorial must concern a former member of the RESC who was active at the time of his or her death or be a former elected Board Member.
- C. The H/HW chairman shall bring the request for the attention of the Board at the next regular board meeting and, with its approval, secure a knowledgeable volunteer to write the Memorial and give it at the next possible General Meeting.
- D. The aforementioned volunteer does not have to be a Member of the Board but should be an active member of the RESC, if possible.
- E. The H/HW Chairman shall have the Memorial printed on our Memorial Form.
- F. The H/HW Chairman shall invite the appropriate next of kin, as guests of the RESC, to the meeting at which the Memorial is read. At the conclusion of that, a copy shall be given to that next of kin. An unbound copy shall also be filed in the RESC Archives. If the next of kin does not attend the meeting at which the Memorial is read, a copy of the Memorial shall be forwarded to that next of kin.
5. Assist the Membership Services Committee in any way possible.

Humorist

Prepare and present to the Luncheon audience a 2 -3 minute humor when the timing of such is mutually acceptable.

Liaison for Technical Organizations Coordinator (This position is optional)

1. Collect contact information and mission statements for the other technical organizations in the area.
2. Develop peer relationships with a person in those organizations
3. Exchange information about operations and programs
4. Make appropriate recommendations to the board

Membership Development Coordinator

1. Shall strive to broaden the membership base of the RESC by contacting other member societies.
2. Invite prospective members. For example: Seek out recent retirees by making contact with their recent places of employment to obtain the names of recent eligible retirees.
3. Extend an invitation for a "free lunch" to prospective new members.

Membership Services Coordinator

1. For those requiring paper copies of the newsletter, order printing of the monthly meeting notice (prepared by the Newsletter Committee), obtain printed mailing labels, arrange for the folding of the printed meeting notices, apply Postage Stamps and the mailing labels, and mail.
2. Maintain the address list for land mailing.

Newsletter Editor

1. Prepares an attractive, up to six-page monthly newsletter from information supplied by:
 - a. Program Chairman concerning the speaker, the topic, and his/her background.
 - b. Luncheon Arrangement Coordinator concerning location, time, and luncheon menu.
 - c. Members who provide appropriate technical articles, information on tours, and other RESC activities.
2. Creates the newsletter in an appropriate format for postal mail, email, and the website.
3. Works with RESC board members who submitted content and RESC Newsletter Committee on approval of layout and content in newsletter. Obtains editing help as needed before distribution.
4. Forwards the approved newsletter to those responsible for emailing, reproduction & mailing of printed copies, and posting on the website.

Nominating Committee

1. Obtain one or more candidates for the offices of "Vice President" and "Secretary" and/or "Treasurer" as appropriate.
2. Present a candidate (or candidates) for the offices of "Vice President" and "Secretary" and/or "Treasurer" as the case may be, to the assembled members at the March luncheon meeting.

Photographer

1. Be present at the Luncheon meeting to photograph the presentation of the "Certificate of Appreciation" to the Luncheon Speaker. When possible, be available to take publicity photos for upcoming speakers.
2. Photograph other events, etc., at the direction of the Board.
3. Maintain an album of the RESC Photographs, meeting notices, etc., for Historical Purposes.
4. Expenses for photographic and historical materials are to be reimbursed from the RESC Treasury.
5. Furnish a copy of the Speaker Certificate Presentation picture and others to the Webmaster, Historian, and Publicity Coordinator.

Program Chairman

The RESC will make every effort to provide programs that qualify for continuing education credit under the state of Ohio guidelines for licensed engineers and surveyors. Two possible, but not mandatory, exceptions to this are the December and May luncheon meetings when spouses are particularly invited to attend with their husbands. All programs are to be approved by the Board.

1. Develop a questionnaire to determine the type of programs the Membership would prefer during the coming year by asking members to complete a survey during a lunch and sending it to the Membership along with their May RESC Newsletter.
2. Using the summary, develop a list of speakers and/or topics and/or other entertainments and present it, along with the questionnaire summary, to the Board for approval by the Board.
3. When approval has been given, contact and book the speakers and/or other forms of entertainment. Interview prospective speakers whenever possible to determine the suitability of their presentation.
4. Eight programs must be developed for the months of January through December of the following year.
5. A budget not to exceed \$250 exists for the December entertainment. Any additional program expenses occurred during the year must have prior approval by the Board before making any commitment.
6. Provide each speaker with the "RESC Speaker Guidelines". Send Part 1 as soon as the engagement is booked then follow-up to get the replies indicated and pass them along to the

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CPD team, Webmaster, and Publicity Coordinator. Send part 2 a month before the speaking date and receive and pass along the replies to the board. Update the guidelines as needed.

7. Greet and host the Speaker at the luncheon meeting. Introduce the programs that were developed and booked.
8. Obtain and present a Certificate of Appreciation to the Speaker after his presentation.
9. If a stipend and/or other expense are involved, present a check to the Speaker after the meeting.
10. May prepare and send "letters of thanks or appreciation" to the Speaker(s) immediately following their presentation.
11. Add the year's program to the compilation of previous years' programs and present them to the incoming Vice President to help him prepare for future programs. The listings should include the month, program title, speaker, speaker's affiliation, and any other pertinent information.

Recreational Activities Coordinator

Design and sponsor golf activities and other recreational activities.

1. In the case of golf, the General Chairman shall:
 - A. Arrange monthly golf outings for interested RESC Members and guests.
 - B. Appoint individuals to handle the various directives of the Chairman for each of the golf outings.
 - C. Prepare and send (e-mail where possible) invitations monthly to individuals who have indicated an interest in the golf activities.
 - D. Select courses, advance Reservation Deposits, award prizes and preside at Awards Ceremonies following the usual Lunch.
2. All activities to be self-supporting; Registration Fees are collected by the RESC Treasurer.
3. General Chairman will request reimbursement of all expenses from the treasurer, as required.
4. Prize money, collected at each outing, will be distributed at subsequent golf outings as cash or other prizes (purchased with the prize money).
5. Inform the Publicity Coordinator and Webmaster of significant events of any activities.

Special Events Coordinator

Provide Educational opportunities for the RESC Members.

Tour Director

1. Members should be invited to suggest tour topics and be given a chance to comment on those suggested. (This can be easily done when the Program Chairman poles the group for luncheon presentation topics.) Tours should be selected whenever possible to qualify for C E /CPD credit for registered P E's. The tour location should be within twenty-five miles of downtown Cincinnati, unless the RESC Board approves an out-of-area location.
2. Choose a date to take advantage of Newsletter publication date to announce the tour. It should not conflict with the RESC Board meeting or RESC luncheon or other important dates members might observe. Some tours, especially those qualifying for C E /CPD credit, should be scheduled for late afternoon or Saturday morning. Otherwise, tours in the morning starting about 9:30 to 10:00 a.m. allow members to lunch at a nearby restaurant about noon. Tours in the afternoon should start at 1:00 to 1:30 p.m. to allow members to meet and have lunch prior to the tour. Occasionally tours will be available only in the late afternoon or early evening due to working/parking restrictions.
3. Determine the degree of pedestrian difficulty (steps and overall walking length) of the facility being toured, and display this in the promotional information.
4. Use the RESC monthly Newsletter and website to announce a tour. Flyers are often prepared to distribute at the Evergreen luncheons, if there is enough lead time. Remind the Vice President to include a request to register in the Auditorium. Include a cut-off date for registration and a note that the tour provides C E /CPD credit if applicable. Guests are welcome, but members have priority. Tour Directors' phone numbers must be provided. Obtain phone number of each one on tour in the event of sudden tour cancellation.

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5. Include driving directions to the plant or tour facility; RESC members reside in greater Cincinnati including northern Kentucky. Share-the-ride drivers should be solicited especially if the tour involves considerable distance. Include the phone number for the person at the facility responsible for the tour.
6. If the site has security issues, the Tour Director needs to learn the requirements and work with our guests and the host well in advance to handle these matters to everyone's satisfaction.
7. The Tour Director selects a nearby restaurant to be used for lunch or dinner and makes the reservations. The flyer should indicate the restaurant name, address, driving directions, and phone number.
8. Write a summary, with photos, for the newsletter. Send a 'thank you' letter or message to the tour host, perhaps including a courtesy copy of the above summary.

Vignettist

Prepare and present to the Luncheon audience a three to five minute talk when the timing of such is mutually acceptable.

Webmaster

1. Develop the RESC web site and maintain a backup copy.
2. Develop and maintain a strategic plan for the RESC Internet presence, based on the Board priorities, policy directions, and goals.
3. Produce a consistent visual image on the site by using uniform fonts, formatting, icons, images, layout techniques, and modularization.
4. Determine the appropriate compression techniques, resolutions, sizes, color maps, and depths to insure that images are delivered to the viewer at sufficiently high speed and quality.
5. Exercise care when using copyrighted images without obtaining written permission from the source.
6. Manage links with other sites, periodically check for broken links, repair broken links, and ensure that links are up to date.
7. The Webmaster may remove pages and/or links to pages that do not comply with the guidelines.
8. All pages with links from the RESC home page should have link back to the home page.
9. Every page must have a title that is both short and descriptive. Every page should have a descriptive header (more descriptive than the title).
10. Update information so that content is both accurate and current. Check for bugs, problems, and cross browser compatibility. Diagnose and repair where possible.
11. Answer e-mails directed to the webmaster.
12. Keep registrations current with board approval.

LIFETIME ACHIEVEMENT AWARD

History

This award was established by the Engineers and Scientists of Cincinnati (ESC) in 1998 to acknowledge the accomplishments of the retired members of their profession. The award was presented by them until 2007. During this period, the RESC Control Board selected the nominees. The winner received their award at the ESC annual Awards Banquet. Because of the discontinuance of ESC the RESC assumed the responsibility for the award beginning in 2008.

Award

The award is to be presented to one RESC member each year for contributions, service, and dedication to the engineering or scientific communities and to society in general over an entire career and into retirement.

Nominations

The RESC January and February Newsletters should announce that nominations are now being accepted until the completion of the luncheon for the February meeting at which time nominations

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will be closed. All nominations must be accompanied by a short professional resume. The President will then open those nominations and accept them during the February luncheon meeting and bring them to the Board at the March meeting. The Board will review the candidates in the time period between the March and April Board meeting. At the April Board meeting the Board members will select the award recipient by secret ballot. (This process has been designed to allow ample time for decision making and the ordering and manufacturing of the Award plaque).

Presentation

The announcement of the award winner will be published in the May Newsletter. At the May Luncheon the recipient and a guest will receive a complimentary lunch from the RESC and receive the Award

PHOTOGRAPHIC PERMISSION POLICY

Print this on membership application, tour, lunch reservation forms, and RESC website.

Photo/Video/Audio Policy: RESC recording staff as designated by the presiding officer may take photos/video/audio recordings at our activities. Selected recorded material may be used in our newsletter, and/or web site, and/or may be made available to the public as promotional issuance. Attendance constitutes acceptance of this policy. Members are encouraged to advise their guests of this policy prior to the activity. Requests to be excluded from recording must be communicated personally at the event to RESC recording staff.

Also, print this on lunch registration forms

Photos/video/audio recordings of RESC presentations are prohibited without prior approval of the presenter. Requests for approval must be made to the program chairman.

APPENDIX

Frequently Asked Questions (FAQ)

Operating Procedures

This document is called the "Operating Procedures" and not the "By-Laws" to help facilitate the ease of updating this document. Changes to the Operating Procedures can be done by the Board where as changes to By-Laws would require approval by the membership.

Board Meeting Quorum (How to count / determine a quorum)

1. First - Non Active committee are eliminated
2. Chairman of active committees has only one vote no matter how many chairs they hold. List the names only once and add them up.
3. List the names of the officers and add them up.
4. An officer also holding a chair still only has one vote
5. Co-chairs do not have two votes per committee; only have one vote per committee. (If a co-chair is on another committee, let him vote as that committee chair leaving the other co-chair to vote on the committee that is co chaired) Robert Rules of order does not favor co-chairs. It favors a vice chair.
6. Add up the number on the executive board and the number of valid committee chairs. Divide that number by two and add one. This is a simple majority which is necessary for a quorum.
7. An executive quorum is the number members on the executive board divided by two plus one. If that answer ends in "one half, i.e. 7 ½, the quorum is 8" An executive board usually consists of the president, vice-president, Past-President, Secretary and Treasurer; some larger boards may also have a Corresponding Secretary, Financial Secretary. Advisers such as the Parliamentarian and an Attorney, etc. and they do not have a vote unless specified in the bylaws or operating rules.
8. Ex-officio members at committees are not counted in a quorum but have the right to vote in that committee unless otherwise specified in the bylaws or operating rules.
9. A chairperson can proxy his vote to a member of a standing committee in his absence by written notice, and this member is then counted in the quorum.

Perpetual Calendar for Board Meetings

July - no meeting

August – no meeting, but insure all Board members have access to this document

September - board meeting with focus on newsletter and plans for programs & tours

October - board meeting to plan luncheon, renew name registration with Ohio Secretary of State in 2015 -2020, etc.

November - board meeting to plan luncheon, empanel nominating committee

December - board meeting to plan luncheon, funding for Evergreen Employees Holiday fund, Wine for luncheon

January - board meeting to plan luncheon, call dues delinquent members, advertise "Lifetime Achievement Award" (LAA), consider funding for NACKES, Math Counts, Cincinnati Science Olympiad

February - board meeting to plan luncheon, advertise LAA. Close nominations for LAA at luncheon,

March - board meeting to plan luncheon, present/Vote on slate of new officer nominations to the general membership, present LAA candidates to the board for review

April - board meeting to plan luncheon, vote on LAA, order the LAA plaque and President's plaque.

May - board meeting to plan luncheon, wine for luncheon, and photo of new officers. Set dates and place for next year's calendar. Make plans for presenting the Lifetime

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Achievement Award, Past President's plaque, and transfer of gavel to new President at the May Luncheon. New board members take office at the end of the luncheon.
June – (no meeting) Audit financial records if there has been a change of treasurer.

Corporate Status

Our name, the "Regional Engineers and Scientists of Cincinnati" (RESC) is registered with the State of Ohio as a "**Trade Name**" for an "**Unincorporated Association**". Our stated purpose is registered as "**Meetings to pursue interests in scientific education for technology, business and industry developments**". The RESC Secretary maintains a copy of the document filed with the state, and renews it periodically as required by them.

The RESC is not a corporation nor a 501(c)3 non-profit organization. Contributions are not tax deductible, we have no state tax exemption, and we have no other legal connection with the State of Ohio or other organizations.

These "OPERATING PROCEDURES" (initially called "PURPOSE AND GOVERNING RULES") were first written March 15, 1967. The Board has subsequently approved revisions on: 6/30/83, 12/8/87, 9/15/90, 2/11/97, 5/12/97, 9/9/97, 3/10/98, 9/9/2003, 10/14/08, 01/13/11, 5/10/11, and 3/13/12