

**I2SL New England Chapter
Chapter Charter and By-laws
October 20, 2015**

Article 1 – I2SL New England Chapter Mission, Purpose, and Operational Structure

Section 1 - Identify the mission of our organization.

With its mission rooted in the goals of the Laboratories for the 21st Century (Labs21®) program, I2SL was selected to be the official cosponsor of the Labs21 Annual Conference and Workshops. By leveraging this responsibility, I2SL HQ and the I2SL New England Chapter now facilitate a network of technical capabilities to address global needs in the following areas while incorporating a whole-building approach to sustainable, high-tech, and low-energy laboratories.

Section 2 - Reasons we formed the organization and how we serve the local chapter:

The International Institute for Sustainable Laboratories (I2SL®) specializes in training and education, research through international and industry collaboration, and technical assistance to help improve the energy and environmental sustainability of laboratories and related high-technology facilities. I2SL provides both a local and global forum for information exchange to foster regional and international cooperation in creating and maintaining more sustainable laboratories and other high-tech facilities that accommodate the rapid pace of science, medicine, research, and development in an ever-changing and dynamic world.

Together with I2SL HQ, the local Chapter will serve the New England Region providing educational and social forums designed to provide networking opportunities and enable the exchange of relevant and cutting edge information on the current trends of these highly technical and low-energy buildings.

Section 3 – I2SL New England Chapter and I2SL Headquarters Operational and Organization Structure:

The I2SL New England Chapter operates under a 501(c)(3) tax “umbrella” of the I2SL headquarters organization. While operating under the I2SL HQ’s tax umbrella, the New England Chapter avoids substantial costs associated with incorporation, annual reporting to the Internal Revenue Service, and a variety of insurance fees. Under this operational structure, the New England chapter will receive accounting services from I2SL HQ for an annual maintenance fee. The New England Chapter operating under I2SL’s umbrella will be accountable to I2SL HQ for all financial transactions it undertakes once the chapter charter is approved. The New England Chapter may pursue incorporation and obtain a tax exemption status at any time.

I2SL Headquarters provides Liability Insurance to all unincorporated chapters. This includes a property and casualty policy that covers business and personal property, equipment, valuable papers and includes a host liquor liability clause. Also, the policy includes a Directors and Officers Liability policy that extends to all past, present and future directors and officers of the national organization and any of its unincorporated chapters.

Liability Insurance Summary:

- Broker Contact:
Kenneth M. Maher
Pinnacle Risk Services, Inc.
620 Freedom Business Center Drive, Suite 200
PO Box 60190
King of Prussia, PA 19406
610-205-6116 (O)
610-299-1473 (C)
610-371-7375 (F)
KMaher@PinnacleRiskServices.com

- Property and Casualty Policy
 - Insured: I2SI and all of its unincorporated chapters
 - Insurer: Transportation Insurance Company (aka CNA)
 - Policy No: B 6011884763
 - Term: 12/18/14 – 12/18/15
 - Coverage:
 - Property
 - Business Personal Property \$ 1,000
 - EDP Equipment \$ 50,000
 - Valuable Papers \$ 25,000
 - Deductible \$ 500
 - Liability*
 - Each Occurrence \$2,000,000
 - Personal and Advertising Liability \$2,000,000
 - Hired and Non-Owned Auto Liability \$1,000,000

**Includes coverage for Host Liquor Liability and extends to I2SL's national conference and the chapters local meetings.*

- Directors and Officers Liability
 - Insured: I2SI and all of its unincorporated chapters**

***Coverage extends to all past, present and future directors and officers of the national organization and any of its unincorporated chapters*

- Insurer: Travelers Casualty and Surety Company
- Policy No: 105710475
- Term: 11/21/14 – 11/21/15
- Limit:*** \$1,000,000

****As with policies of this type, defense costs are included within the limit and will serve to erode the limit available to pay claims.*

- Retention: \$ 1,000
- Duty to Defend: The insurer will appoint defense counsel and defend all covered claims.

Note: On occasion either National or a chapter will be asked to execute a lease agreement in connection with meeting space to be used. More often these agreement will contain Indemnification and/or Insurance requirements that will bind I2SL to legal liabilities. Before executing any such Agreement it is recommended that I2SL's insurance broker be allowed to review the document to determine if the terms being imposed upon I2SL is reasonable and whether or not I2SL can comply.

Reporting to I2SL HQ:

- Chapter Event Accounting Form - this form must be used by I2SL Chapters operating under the "umbrella" of I2SL HQ's 501(c)(3) tax status and will be due within 30 days of a chapter event for which sponsorships were received, funds were collected, and/or expenses were paid.
- Chapter Continuation Confirmation - this letter, which can be submitted along with the Annual Chapter Operations Report - simply notifies I2SL HQ of the chapter's intent to continue operating in the coming year.
- Annual Chapter Operations Report - This report is required by I2SL HQ for its annual tax report. Each year the chapter is in operation it shall complete the Annual Chapter Operations Report, reporting in U.S. dollars (US\$), for the previous year and return it to I2SL HQ no later than April 30. (Note: I2SL HQ's fiscal year begins on April 1 and ends March 31 the following year.)
- Reports of Nomination and Election of Chapter Officers. Officers include the president, vice president, treasurer, and secretary, where applicable. It shall be the duty of the chapter officers to

furnish the I2SL Board of Directors a complete list of the elected officers as elections are completed.

- Chapter Meeting Minutes and Newsletters/Publications. A signed copy of chapter meeting minutes must be submitted to I2SL HQ within two weeks of their occurrence.
- Activity Reports. From time to time the I2SL HQ Board may request reports on chapter activities. A reasonable time will be negotiated for submitting any requested report.

Annual fees to I2SL HQ:

- Annual operation fee: 10% of Chapter Gross Revenue (Min. \$300)
- Annual accounting fee: \$900

Other obligations to I2SL HQ:

- Ensure that all chapter members are I2SL HQ Members in good standing. Chapter members may join directly through I2SL HQ's website at www.i2sl.org/globalcommunity/members.html so chapters need not collect and remit membership fee payment to I2SL HQ.
- Chapters must achieve and maintain approximately 25 members on an annual basis.
- Chapters may establish their own chapter member fee to support its activities. These fees shall be collected directly by the chapter.
- Notify I2SL HQ in writing at least two months before the chapter desires to undertake any I2SL Chapter activities that involve revenue sharing, including but not limited to offering I2SL workshops, holding a country/regional/city conference, or using any I2SL tools that may require I2SL HQ support.
- Share with I2SL HQ any technical training materials, case studies, best practices, tools, and other technical documents created by the chapter (these materials will need to be reviewed by I2SL in advance of publication) for promotion and use by others. The chapter may request reimbursement for I2SL HQ use of these materials.
- Promote the I2SL Annual Conference, formerly the Labs21 Annual Conference.
- Promote I2SL workshops, webinars, and other training opportunities as appropriate.
- Invite a member of I2SL HQ Board of Directors to present and participate in at least one chapter meeting annually and conferences or programs organized by the chapter.
- Schedule regular chapter meetings to conduct chapter business.

Article 2 – I2SL New England Chapter Organization

Executive Officers

President	Greg Muth
Vice President	Jim Blount
Treasurer	Erik Lustgarten
Secretary	Dave Rausch

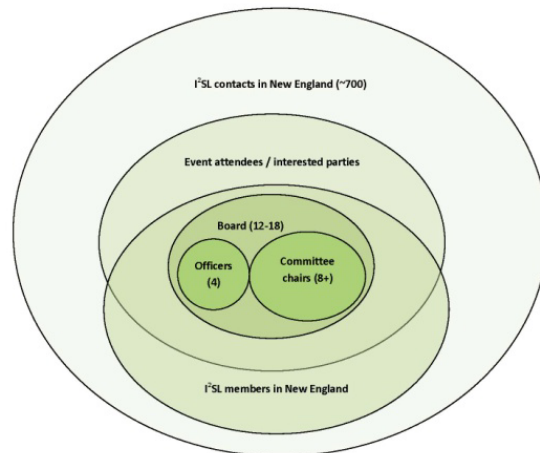
Board of Directors

Meeting and Events Chairs*	Pam Greenley and Mark Mullins
* <i>Logistics coordinator role will be added to this group on an event by event basis</i>	
Membership Chairs	Lauren Laidlaw and Jack Conway
Sponsorship Chairs	Jim Grunwald and co-chair presently vacant
Public Relations/Communications Chairs	Chuck McKinney and Jay Henry
Young Professionals Chairs	Michelle Ruda and co-chair presently vacant
Social Media Chairs	Kumkum Dilwali and Kristiana McMunn
Lab Tour Chairs	Ken Crooks and Kevin Moriarty
Chapter Business Planning Chairs	Jim Blount, Erik Lustgarten and Jim Grunwald

Note: Board of Directors and committee members must be active I²SL members.

I²SL Members

I²SL members within the New England region (Maine, New Hampshire, Vermont, Massachusetts, Rhode Island and Connecticut) are automatically enrolled as New England I²SL chapter members.



I²SL Membership Benefits

- Free access to all of I²SL's High-Tech Talks Webinars and the Annual Conference Presentations Archive.
- Discount on I²SL Annual National Conference registration fee.
- Reduced or complimentary registration fee for some I²SL Chapter events.**
- Invitation to identify, lead, and participate in various I²SL Working Groups and their committees and to develop training, guidance, best practices, case studies, and research initiatives.
- Open invitation to submit informative articles to I²SL's *Sustainable Laboratory Times* newsletter and E-Library.
- Access to a unique electronic I²SL Member logo.
- Membership identification at the I²SL Annual Conference.
- Early invitation to serve on the I²SL Annual Conference Planning Committee, which provides input on session and symposia topics, keynote speakers, workshop offerings, and tours.
- Invitation to serve on the I²SL Annual Conference Call for Presenters Abstract Review Committee and/or the *Go Beyond Awards* Evaluation Committee.
- Recognition as part of I²SL's Global Community, with your name and organization listed on I²SL's website.
- Consideration as one of I²SL's technical experts, to be contacted when I²SL is asked to offer a workshop or provide technical assistance.
- Membership discount on future I²SL publications.

I²SL Membership Responsibilities

- Accurately represent I²SL by following the organization's branding and marketing guidance and employing its mission statement.
- Pay annual membership dues as defined by I²SL:
 - Individual membership dues are \$185 per year.
 - Dues for full-time students are \$25 per year.
- Actively contribute to and promote the I²SL Annual Conferences, working groups and their committees, workshops and webinars, and other I²SL activities.

* I²SL reserves the right to change member benefits at any time. If I²SL changes member benefits, it will notify members in advance of the benefit change(s). All activities will be undertaken at I²SL's discretion.

** Chapter event registration fees and discounts are decided by each I²SL Chapter and may or may not include I²SL Member discounts.

I2SL Membership Privileges with Local Chapter

- Participation: Each I2SL member is entitled to attend all chapter events and chapter membership meetings.
- Chapter Membership Meetings:
 - The chapter membership business meeting will be held annually in the fall. Notification of this meeting shall be made 30 days prior to said meeting.
 - The agenda for the annual meeting will include, at a minimum:
 - Year in review
 - Chapter financial summary
 - Election of Executive Officers and Board of Directors
 - Approval of Upcoming year schedule / budget
 - Chapter Bylaw modifications*
 - Other items as deemed appropriate by board
 - Open Feedback opportunity for members
- Chapter voting: Each I2SL member is entitled to one vote at their local chapter
- The President of the local chapter may call other meetings to coordinate the ongoing activities of the chapter throughout the year.

Article 3 – Chapter Business Address and Primary Contact

I2SL Headquarters: I²SL or International Institute for Sustainable Laboratories;
744 Cave Hill Road
Luray, Virginia 22835
USA
Email: info@i2sl.org
I²SL Message Line: 1.703.841.5484

I2SL New England Chapter: I²SL NE or International Institute for Sustainable Laboratories New England;
C/O Greg Muth
Box #122
82 Broad Street
Boston, MA 02110
USA
Email: newenglandI2SL@gmail.com

Chapter By-Laws

Article 4 – Chapter Leadership Roles and Responsibilities

Credo: Represent the New England Chapter of I²SL objectively, professionally, and ethically in support of the mission and core values of the organization.

Section 1 – Roles and Responsibilities of the Executive Officers:

President / Founding Executive Officer: Greg Muth

General responsibilities;

The President shall be the chief elected officer of the chapter and shall preside at all meetings of the chapter. The President shall conduct all business meetings. As the chapter's chief elected officer, the President shall be responsible for all chapter business. The President shall insure that actions of the chapter further the mission of I2SL and the vision of the chapter as spelled out in the chapter bylaws. The President shall ensure that decisions of the Board are delegated and carried out, and that all required

correspondence and reports are transmitted to I2SL national Headquarters on a timely basis. The President shall be the primary contact with the I2SL national organization.

Specific Responsibilities;

- Make sure that the following positions are filled with active chapter members:
 - Executive Officer / Vice President
 - Executive Officer / Secretary
 - Executive Officer / Treasurer
 - Board of Director Positions:
 - Meeting and Events Chair and Co-Chair
 - Membership Chair and Co-Chair
 - Sponsorship Chair and Co-Chair
 - Public Relations/Communications and Co-Chair
 - Young Professionals Chair and Co-Chair
 - Social Media Chair and Co-Chair
 - Lab Tour Chair and Co-Chair
 - Chapter Business Planning Chair and Co-Chair
- Notify I2SL national Headquarters of Changes in elected or appointed officers
- Call special meetings as necessary
- Review and insure chapter's bylaws are utilized in all chapter business
- Call for updating of bylaws as changes in chapter and situations require
- Be knowledgeable about and aware of all the business conducted by the chapter
- Prepare the agenda for all regular meetings and the Annual Meeting
- Approve all chapter sponsored or sanctioned events
- Turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term.

Vice President / Founding Executive Officer: Jim Blount

General responsibilities;

The chapter Vice President may be called upon at any time to assume the responsibility of the President. So, it is essential for these two positions to work closely together. In addition, while the President is responsible for the overall management of the Chapter, the Vice President is responsible to assist the President with Chapter-wide organizational, communication and managerial tasks, and must assume responsibility and provide consistent, inspired and enthusiastic leadership for chapter committee chairs and members.

Specific Responsibilities;

- Work closely with the president and other chapter board members to assess progress toward meeting chapter goals.
- Work closely with the president, board members and committee chairs in the evaluation of chapter events and programs. Orchestrate change for events and programs that are not working.
- Work closely with the president, board members and committee chairs in preparation of the chapter annual report (Year-end and look ahead)
- Work closely with the president, board members and committee chairs in preparation of the annual chapter business plan.
- Work closely with the committee chairs to assist with issues and challenges that arise within the various chapter committees.
- Work closely with the committee chairs to evaluate chapter events and programs
- Preside over any board meetings in the absence of the President.
- Greet attendees at meetings and events.

Treasurer / Founding Executive Officer: Erik Lustgarten

Responsibilities;

- Maintain chapter financial records and balance sheet
- Send financial cross-check to ERG and I²SL HQ accounting on the first Monday of each month.
- Resolve variances with I²SL HQ accounting or ERG accounting.
- Distribute finance dashboard to officers 3 days prior to each chapter meeting.
- Complete & submit Chapter Event Accounting Forms and receipts to I²SL HQ within 30 days of each event.
- Coordinate, complete and submit Annual Chapter Operations Report and Chapter Continuation Confirmation to I²SL HQ before the end of the month of April each year.
- Provide financial and sponsor information for Annual Chapter Report to members and sponsors.
- Coordinate with Sponsorship Chair to maintain the log of sponsor pledges, pledge levels, and sponsor funds received.
- Coordinate financial transactions for events, goods, and services with committee chairs.
- Financial transactions are made either via chapter credit card or by checks provided through I²SL HQ accounting.

Secretary / Founding Executive Officer: Dave Rausch

Responsibilities;

- To be the secretary for a board of directors, you have to be elected to the position or appointed by either the board or general membership of the organization. The secretary position has wide-ranging responsibilities, requiring much more than simply being present at all board meetings. He or she is an active conduit for communication by giving proper notice of any meetings and timely distribution of materials such as agendas and meeting minutes. Additionally, the secretary should be knowledgeable of the organization's records and related materials, providing advice and resources to the board on topics such as governance issues, amendments to the state laws, and the like, that will assist them in fulfilling their fiduciary duties. The secretary is a position that ensures all rules and bylaws of the organization are adhered to by the board during meetings and the implementation of board decisions.
- As the custodian of the organization's records, the secretary is responsible for maintaining accurate documentation and meeting any legal requirements such as annual filing deadlines. The secretary is responsible for reviewing and updating documents as necessary and ensuring all documents are safely stored and readily accessible.
- A secretary will be most useful to an organization when his or her role is catered to meet the unique structure and needs of the organization, rather than filling a "one-fits-all" job description. For example, these duties often increase when the corporation is a membership organization, giving members the right to elect the directors. Duties may additionally change from time to time as may be assigned to him or her by the board.
- Organizations are required by law and by custom to maintain certain records for several purposes, including:
 - Accurate recollection of decisions;
 - Determination of eligibility to vote;
 - Continuity of policies and practices; and
 - Accountability of directors and officers.
- The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted. In order to fulfill these responsibilities, and subject to the organization's bylaws, the Secretary records minutes of meetings, ensures their accuracy, and availability, proposes policies and practices, submits various reports to the board, maintains membership records, fulfills any other requirements of a Director and Officer, and performs other duties as the need arises and/or as defined in the bylaws. (**see note 1**)

Accountability:

- The Secretary is accountable to the Board of Directors (if elected or appointed by them) or Members. (If elected by the membership at a members meeting) as specified in the bylaws. Through the Board of Directors, certain duties of the Secretary may be delegated to the Executive Director, Board members and/or committees as appropriate; however, the accountability for them remains with the Secretary.

Specific Duties:

- Minutes - The secretary is responsible for ensuring that accurate minutes of meetings are taken and approved. Requirements of minutes may vary with the jurisdiction but should include at a minimum:
 - date, time, location of meeting;
 - list of those present and absent;
 - list of items discussed;
 - list of reports presented;
 - text of motions presented and description of their disposition. **(see note 2)**
- The Secretary signs a copy of the final, approved minutes and ensures that this copy is maintained in the corporate records.
- Custodian of records - The secretary ensures that the records of the organization are maintained as required by law and made available when required by authorized persons. These records may include founding documents, (eg. letters patent, articles of incorporation), lists of directors, board and committee meeting minutes financial reports, and other official records.
- Membership Records - The Secretary ensures that official records are maintained of members of the organization and Board. He/She ensures that these records are available when required for reports, elections, referenda, other votes, etc.
- Bylaws - The Secretary ensures that an up-to-date copy of the bylaws is available at all meetings.
- Communication - The Secretary ensures that proper notification is given of directors' and members' meetings as specified in the bylaws. The Secretary manages the general correspondence of the Board of Directors except for such correspondence assigned to others.
- Meetings - The Secretary participates in Board meetings as a voting member. The Secretary provides items for the agenda as appropriate. In the absence of the President (and Vice-President, if the position exists), the Secretary calls the meeting to order, presiding until a temporary chairperson is elected. The secretary records meeting minutes as described above. Depending upon the bylaws and practices of the organization, the Secretary may perform these duties for Member meetings (eg. Annual General Meeting) and/or for an executive committee.
- Signing Officer - The Secretary may be designated by the Board of Directors and/or bylaws as one of the signing officers for certain documents. In this capacity, the Secretary may be authorized or required to sign or countersign checks, correspondence, applications, reports, contracts or other documents on behalf of organization.
- Filing of Documents - The Secretary may be the registered agent with respect to the laws of the jurisdiction.; the person upon whom legal notice to the corporation is served, and responsible for ensuring that documents necessary to maintain the corporation are filed.

Note 1

This document uses the word "ensure" to convey the intent that accountability for the specified responsibilities lies with the Secretary but it is not necessarily the Secretary who carries out the activity. Indeed, we expect that many of these responsibilities will be delegated to board committees, staff, or others including experts retained for a specific

purpose. The word "ensure" is not intended to imply any additional source of legal duties beyond those that are required by law.

Note 2

Minutes should have enough information to help absent directors and members understand what issues were discussed and what decisions were made. Some lawyers advise that in certain circumstances, minutes should include summary of discussion, rationale for decision, names of those participating in the discussion, and the roll call, noting any declared conflicts of interest. These circumstances: are if the matter is contentious, if board members dissent, if there is any concern about exposure to liability, or if a board member has a conflict of interest.

Section 2 – Roles and Responsibilities of the Board of Directors (Committee Chairs/Co-Chairs):

Represent the New England Chapter of I²SL objectively, professionally, and ethically in support of the mission and core values of the organization.

Meeting and Events Committee

Co-Chairs: Pam Greenley and Mark Mullins

Responsibilities:

- Confer with Executive Committee and draft initial plan of events – number and type
- For EACH event, decide on event objective(s): e.g. Educational, fund raiser, membership drive
- Determine date and location for event with input from other Executive Committee members
- Develop event format: e.g. dinner + presentation, outdoor afternoon social, etc.
- Identify speaker/ presenter needs for event. Obtain initial contact other Committee Members. Confirm speaker roster, schedule, and coordinate speaker requirements
- Develop preliminary budget for event, including but not limited to:
 - Venue space rental
 - Food-related expense (meals, staffing)
 - Speaker expense (travel, honorarium)
 - Material preparation (signage, brochures, collateral, certificates, etc.)
- Create event-specific volunteer Logistics Team Leader, whose responsibilities will include:
 - Coordination of real-time event logistics with location liaison, including paperwork, permits or approvals
 - Arrange for all AV/ IT requirements at event, e.g. webinar connectivity, projector/screen, sound system
 - Menu/ pricing coordination with caterer and/or bartender
 - Creation of event invitation with electronic registration
 - Maintain log of confirmed attendees, track registration, print name tags as needed
 - “Run the Event” on assigned day(s). Duties include:
 - Convene volunteers and assign duties for event execution
 - Affix directional signage, notify co-occupants of space re: event
 - Arrive early for venue set up
 - Test all systems, i.e. internet connectivity, phone/ webcam capability, microphones/ sound, recording
 - Arrange for coverage in the event of absence
 - Be available to respond to attendee queries

- Stand by to respond to logistical emergencies at event
- Coordinate venue cleanup with location staff
- Coordinate return of rental equipment (sound, tables/ chairs, tents, etc.)
- Provide invoices to Executive Committee for timely payment of event-related expenses.
- Create event electronic registration & invites
- Track registrations and print name tags for all attendees, speakers, etc.
- Review post-event lessons learned with Executive Committee: what worked, areas of improvement
- Acknowledge all volunteers who contributed to the success of the event

Membership Committee

Co-Chairs: Lauren Laidlaw and Jack Conway

Responsibilities:

- Lead efforts to sign up members to I²SL
- Articulate benefits of membership (at events and via chapter emails)
- Track and report on membership in our area
- Send new members a “welcome” message
- Send lapsed members a reminder message
- Help to define chapter “membership”

Sponsorship Committee

Co-Chairs: Jim Grunwald and co-chair presently vacant

Responsibilities:

- Securing sponsorship commitments to fund I2SL Boston ongoing operations
- Maintaining current sponsor base via a series of discussions with sponsors to survey their needs and areas of interest. - (Could / should drive special events)
- Working on expanding sponsor company base with outreach to new targeted firms.
- Providing feedback to I2SL Board/ Committee Chairs for strategic planning exercises
- Working with the Board and all Committees to meet the strategic goals of the Chapter

Desirable Assets

- Relationship capital – A person with many excellent connections that can continue to leverage for sponsorship, new volunteers, venues, etc.
- A person who can add value to short, mid, long range planning activities that might be planned for upcoming Chapter events.
- Experience and support - Continued feedback and support as a sounding board for the challenges and opportunities that await the Chapter.

Public Relations/Communications Committee

Co-chairs / Founding Committee Member: Chuck McKinney and Jay Henry

Responsibilities:

- Write and publish press releases and other public disclosures of chapter activity
- Monitor chapter’s Gmail inbox and direct inquiries to relevant parties
- Manage chapter’s mailing list (via list management software)
- Assist officers and subcommittees with development of supporting communication
- Support other subcommittees (e.g. events committee) needing to send announcements to chapter mailing list

Young Professionals Committee

Co-chairs: Michelle Ruda and co-chair presently vacant

Responsibilities:

- Develop content and activities that will help build YP experience & networking

Social Media Committee

Co-chairs: Kumkum Dilwali and Kristiana McMunn

Responsibilities:

- Update web page areas for NE Chapter (on I2SL “HQ” web site)

Lab Tour Committee

Co-chairs: Ken Crooks and Kevin Moriarty

Responsibilities:

- Identify interesting venues to tour based on sustainability features of facility
- Coordinate with events subcommittee to lock in appropriate dates

Chapter Business Planning Committee

Co-chairs / Founding Executive Officers: Jim Blount, Jim Grunwald and Erik Lustgarten

General responsibilities: Work closely with the president, board members and committee chairs in preparation of the annual chapter business plan.

Specific Responsibilities:

- Take lead in the development of the initial Chapter Charter
- Lead in the development of the chapter's strategic plan
- Lead in the development of the chapter's annual business plan
- Lead in the development of the chapter's annual budget
- Present the annual business plan to the BOD at the year-ending Board Meeting
- Lead efforts to continuously re-evaluate the chapter's strategic objectives

I²SL Working Groups <http://www.i2sl.org/working/index.html> (note that the national-level benchmarking working group will soon appear on this page)

Co-chairs: Dave Rausch and co-chair presently vacant

New England Members: Dave Rausch, Michelle Ruda, Bryan Donovan

Working group objective: to support I²SL's national-level effort to enhance or expand lab benchmarking capabilities.

Article 5 – Chapter Leadership Election Process (Executive Officers and Board of Directors)

Section 1

Board Role, Size, and Composition: The Board is composed of the Executive Officers and the Board of Directors and is responsible for overall policy and direction of the Chapter and delegates responsibility for day-to-day operations to the committees and sub-committees. The Board shall have up to twenty, but no fewer than twelve members. The board receives no compensation.

Section 2

Meetings: The Board shall meet at least quarterly, at an agreed upon time and place.

Section 3

Board Elections: The current Board shall nominate candidates for open positions and all Board members shall be elected by the voting of chapter members.

Section 4

Election Procedures: The Board shall be responsible for nominating member representatives to preserve the diversity and balance necessary to enable the I2SL New England Chapter to provide policy guidance on the broad spectrum of I2SL issues. Nominees selected by the Board must be active member of I2SL in good standing.

- Any I2SL members in good standing who resides within the New England region is eligible to be nominated as an Executive Officer or Board Member.

Section 5

Terms: All Board members shall serve two-year terms, but are eligible for re-election. However, no board member shall serve more than two two-year terms.

- Two (2) of the four (4) Executive Officer positions and eight (8) of the sixteen (16) Board of Director positions will have staggered terms in order to facilitate a steady continuity of leadership and knowledge.
- The Chapter Founding "Inaugural" Board will include members with two and three-year terms to begin the staggered term process, beginning with the fall of 2015 elections.

Section 6

Quorum: For the purpose of the chapter meetings, a quorum equal to one half of the combined Executive Officers and Board of Directors + 1 is required for chapter business to be transacted or motions made or passed.

Section 7

Notice: An official Board meeting requires that each Board member have written notice at least five days in advance.

Section 8

Officers and Duties: There shall be four Executive Officers of the Board consisting of a President, a Vice-President, a Secretary, and a Treasurer. The officers shall be elected by the Board at the November Board Meeting after the other members are seated. The duties of the Officers are described in Article 4, Section 1 above.

Section 9

Vacancies: When a vacancy on the Board exists, nominations for new members may be received from present Board members and member organizations by the Secretary two weeks in advance of a Board meeting. These nominations shall be sent out to Board members with the regular Board meeting announcement, to be voted upon at the next Board meeting. All vacancies will be filled only to the end of the particular Board member's term.

Section 10

Resignation, Termination and Absences: Resignation from the Board must be in writing and received by the Secretary. If a member organization notifies the Board that their representative who serves on the Board no longer represents the member organization, the person is no longer eligible to be one of the Board members. A Board member shall be dropped for excess absences from the Board if he or she has three unexcused absences from Board meetings in a year. A Board member may be removed for other reasons by a three-fourths vote of the remaining directors.

Section 11

Special Meetings: Special meetings of the Board shall be called upon the request of the President or one-third of the Board. Notices of special meetings shall be sent out by the Secretary to each Board member postmarked two weeks in advance.

Section 12

Amendments to the Chapter Bylaws: These bylaws may be amended by a vote of two-thirds of the members of the organization present at any regular meeting or at a special meeting called for that purpose. The membership shall be notified of adopted bylaw amendments by the most feasible means.