

CRS Chapter Policies & Procedures

The overarching goal of the parent society, Controlled Release Society (CRS), is to grow and maintain successful relationships with each chapter through collaborative, open partnerships, strong communication, and clearly defined level of services that the society and chapters will provide to members.

I. Local Chapters

a. Definition

CRS Local Chapters are components of CRS that typically encompass one country or geographic location, but may include multiple countries or geographic regions.

i. Purpose

The purpose of CRS Local Chapters is to promote and stimulate local involvement in the delivery science community, enhance delivery science through collaboration, provide local networks, and introduce at a local level the benefits of CRS membership.

Furthermore, local chapters act as resources for CRS-hosted meetings and events, topical workshops, webinars, and other scientific-based educational opportunities, by providing insight and scientific content.

b. Application

To become a local chapter of CRS, all prospective chapters must have a designated representative complete the CRS Local Chapter Application and sign the Chapter Agreement.

i. Submission

The application and agreement must be submitted to CRS Headquarters via the Headquarters Liaison who will then review the application for completeness. If the application is not complete, the Staff Liaison will work with the chapter representative to ensure the application is completed. The Staff Liaison will then submit the application to the COO who will bring forth the application to the CRS Board of Directors for approval.

c. Approval

The application submitted by the prospective chapter must be approved by the CRS Board of Directors before it can be recognized and act as a local chapter of CRS.

i. Minimum requirements

1. CRS Membership

Individuals leading the chapter by acting on the chapter's board or leadership council, at least the Chapter President and other Chapter Officers and Representatives must maintain current membership in CRS. Maintaining active membership ensures the chapter will be well informed of CRS activities and information, and aids in promoting CRS membership value within the chapter.

2. Minimum Number of Members

Upon application, the prospective chapter must provide in the application the contact details of a minimum of 15 individuals (this includes the chapter leadership) who are interested in being members of the chapter. One year from becoming an approved CRS Local Chapter, the chapter must maintain a minimum of 30 members of the Local Chapter.

3. Bylaws and/or constitution

The bylaws of the chapter must be included with the application. The chapter bylaws may not conflict with the current bylaws of CRS. The CRS Board of Directors may request clarification on any component of the bylaws and may require modifications for approval of the chapter application. A chapter bylaws template is provided by CRS.

d. Chapter Operations

i. Finances

CRS's 501(c)(3) tax-exemption does not extend to any of its local chapters. The local chapter will be solely responsible for all debts and obligations incurred by the chapter or arising in the course of its activities.

ii. Local Government Laws

Local Chapters must adhere to and operate within local government laws and regulations.

iii. Chapter Membership

One year from becoming a CRS Local Chapter, the chapter must attain a minimum of 30 members of the Local Chapter. The chapter is expected to grow and/or maintain the amount of chapter members as part of the Key Performance Indicators.

iv. Logo

The Local Chapter logo and the CRS logo are to be used on all chapter materials. The CRS logo is not to be altered; however, the local chapter name may be added.

v. Chapter Events

The local chapter is expected to hold at least one event per year in which the entire chapter membership is invited to attend. The event should stimulate social interaction and scientific collaboration. The chapter is also encouraged to host other events including workshops, symposia, and joint chapter meetings.

Local chapter events cannot compete with or take place during the same time as the CRS Annual Meeting. The local chapter is expected to sufficiently communicate with CRS in regards to event details so that CRS can uphold its obligation of communicating event details to the CRS membership population.

vi. Chapter Obligations

CRS Local Chapters are expected to meet the following obligations that support CRS's goal and the purpose of local chapters.

1. Communication of Chapter Activities and Information

The local chapter must communicate to CRS any pertinent information relating to chapter activities and updates. This includes time and location of events, change in leadership of chapter, change in bylaws of chapter, chapter participation in local events, significant contributions of chapter members, change in status of chapter, etc.

2. Promotion of CRS Membership

The CRS Local Chapter must introduce the benefits of CRS membership and stimulate chapter members to join CRS. The local chapter is expected to have a CRS membership benefits promotion plan in place, and make increasing the amount of chapter members that join CRS a priority. The chapter is strongly encouraged to work with CRS to obtain promotional materials and information.

3. Promotion of CRS Annual Meeting

The local chapter must inform its membership about the CRS Annual Meeting and promote the benefits of attending. The

chapter is strongly encouraged to work with CRS to obtain promotional materials and information.

4. CRS Annual Meeting Contribution

Participation with planning annual meeting sessions and events will be asked of local chapters from time to time. In most cases, this will occur with local chapters in close proximity to the annual meeting location, but all chapters are encouraged to contribute at every opportunity.

5. Contribution of Scientific Content

CRS local chapters must contribute scientific content to CRS publications, e-learning, workshops, meetings, etc. Contributing scientific content is beneficial to both the chapter and CRS as it allows the CRS membership an opportunity to learn from innovative research taking place within the chapter regions, and allows the chapter to showcase its members' science on an international scale. The minimum contribution to be eligible for Chapter funding is one CRSNews or CRS Newsletter item per year.

6. Chapter Annual Report

CRS local chapters must complete and submit a short annual chapter report detailing the chapter's activities and status throughout the previous year. This report forms part of the Local Chapter funding application

vii. CRS Obligations

CRS is expected to partake in the following obligations that support its goal and the purpose of local chapters.

1. Communication of CRS Activities and Information

CRS must communicate to chapter leadership any details on upcoming CRS meetings, workshops, events, and e-learning opportunities, as well as membership promotion. CRS will also communicate any updates to CRS bylaws and other pertinent governance amendments.

2. Promotion of CRS Local Chapter Activities

CRS must publish and promote local chapter events and activities on the CRS website, in the CRS Newsletter and CRSNews as well as through the various CRS Social Media Channels (Facebook, Twitter, LinkedIn and YouTube) upon receipt of information on such activities from the chapter.

e. Funding

CRS has designated funds within its operating budget to disperse to chapters. The primary aim of these funds is to support young scientists to attend the annual meeting.

i. Application

In order to receive funding from CRS, interested local chapters must complete the required funding application form and submit it, along with all necessary documentation, by the required deadline. All chapter presidents/chairs will be notified via e-mail when the application period has opened, and late application submissions will not be considered. The funding application period takes place within the months of September – February, and funds are disbursed in March-April of each year.

ii. Requirements

A local chapter must meet the following requirements to be eligible for funding.

1. Submission of Chapter Report

As mentioned in the Chapter Operations section of this document, local chapters are required to submit an annual chapter report as part of the funding application. If a local chapter has not submitted its most recent annual report, the chapter will not be eligible to apply for funding for the following year.

2. CRS Newsletter Participation

To be considered for funding, the local chapter is required to have submitted at least one item to CRSNews or the CRS Newsletter in the one-year period before the funding application deadline.

3. Additional Documentation Received with Application

In addition to the submission of the CRS Funding Application, the local chapter is required to submit all necessary documents as indicated on the application form. This includes the current Chapter Leadership roster with contact information and terms of office

iii. Alternative Funding Sources

1. Sponsorships

It is recommended that to sufficiently support its budget, local chapters seek sponsorships for its majority of funds from local industry and organizations. The local chapter is responsible for securing and administering sponsorship funds.

2. Membership Dues

CRS does not require local chapters to charge membership dues to secure membership within the local chapter. This is an optional function that the chapter can choose to implement to supplement its budget. If utilized, the chapter must clearly indicate the income from dues in its annual budget and make CRS aware of the fee amount. The local chapter is responsible for securing and administering membership dues.

3. Registration Fees

CRS does not require local chapters to charge a registration fee for chapter activities and events. This is an optional function that the chapter can choose to implement to supplement its budget. If utilized, the chapter must clearly indicate the income from registration fees in its annual budget and indicate the fee amount if applying for CRS funding. The local chapter is responsible for securing and administering registration fees.

f. Disbanding

Inactive chapters or those that do not operate in accordance with the CRS Chapter Policies & Procedures will be disbanded. CRS is not liable for any debts or obligations of the chapter.

i. Inactive chapters

1. Chapter Notifies CRS

Local chapters are required to notify CRS if the chapter will be disbanded. Upon receipt of the notification, a letter will be sent to the chapter's membership notifying them and giving them an opportunity to express their opinions or concerns. If no opposition is received by the deadline, CRS will mark the chapter as disbanded in its database, and will remove all mention of the chapter from the CRS website and publication materials. All chapter-related documents will be stored electronically in the instance that the chapter becomes active again.

2. No Communication from Chapter

If CRS receives no communication from a local chapter in a period of one year, the chapter leadership will be contacted to confirm the active status of the chapter. If no communication is received in a period of two years, further investigation will take place, including a letter that will be sent to the chapter's membership notifying them of the lack of communication and giving them an

opportunity to respond. Thereafter, if no communication is received and no evidence is found that the chapter is active, the Headquarters Liaison will notify the COO who, in turn, will recommend to the Board of Directors that the chapter be disbanded. Once approved, CRS will remove all mention of the chapter from the CRS website and publication materials. All chapter-related documents will be stored electronically in the instance that the chapter becomes active again.

ii. CRS Chapter Policies & Procedures Violation

Violation of the CRS Chapter Policies & Procedures will be examined on a case by case basis by CRS Staff and the CRS Board of Directors. Every effort will be made to remedy the violation prior to the chapter being disbanded.

If the chapter is disbanded, CRS will remove all mention of the chapter from the CRS website and publication materials. All chapter-related documents will be stored electronically in the instance that the chapter becomes active again.