

**APPENDIX B TO STANDING RULES  
ARCS FOUNDATION, INC.  
CHARTERS OF THE STANDING COMMITTEES**

*(Recommended for NB Approval on January 22, 2022, with an effective date of July 30, 2021)*

**Appendix B. Charters of the Standing Committees:**

Audit Committee - see Bylaws Section 6.2.1

Chapter Engagement Committee

Communications and Marketing Committee

Finance Committee

Philanthropy Committee

University Relations Committee

Nominating Committee - see Bylaws Section 6.2.7

National Endowment Fund Committee - see Bylaws Section 6.2.8 and Appendix C

# Achievement Rewards for College Scientists Foundation, Inc.

## Chapter Engagement Committee Charter

### PURPOSE

The Chapter Engagement Committee (the "Committee") is a standing, advisory committee of Achievement Rewards for College Scientists Foundation, Inc. (the "Foundation"), the purposes of which are to:

- Oversee and report to the National Board ("NB") on a periodic basis regarding the status, concerns and needs of the Chapters;
- Serve as a liaison to the Council of Presidents; and
- Coordinate the utilization of NB resources to support the Council of Presidents and Chapters.

### STRUCTURE AND COMMITTEE MEMBERSHIP

1. Number. The Committee shall consist of such number of members as the President of the Foundation shall appoint from time to time. Normally, the Committee shall consist of at least five (5) members, of which the Chair of the Council of Presidents and the Immediate Past Chair of the Council of Presidents shall be ex-officio members.
2. Qualifications and Independence. Each member of the Committee must be an active member of one or more of the Foundation's Chapters.
3. Chair. The Chair, Chapter Engagement shall be elected by the NB and shall serve as chair of the Chapter Engagement Committee.
4. Selection and Removal. Members of the Committee shall be appointed by the President in consultation with the Chair, Chapter Engagement. The President shall submit all Committee members for approval by the NB. Following such NB approval, the Chair, Chapter Engagement, in consultation with the President, may remove members of the Committee from such Committee, with or without cause, and shall report to the NB the removal of members from the Committee.

### AUTHORITY AND RESPONSIBILITIES

1. The Committee shall support and maintain close contact with the Council of Presidents through coordination and cooperation with the Chair of the Council of Presidents, including the organizing and holding of an orientation to the National Board for members of the Council of Presidents and periodic meetings in order to facilitate the timely conveyance of areas of concern or needs of the Chapters to the NB.
2. The Committee shall help educate and communicate with the Council of Presidents regarding current Foundation educational resources, such as webinars and P.A.T.S. Learning Portal, currently available and suggestions regarding future resources to be developed and the oversight of the updating and refreshment of the P.A.T.S. Learning Portal.
3. The Committee shall coordinate and provide communication with Council of Presidents regarding current and suggestions for future Foundation projects to provide support and value to the Chapters, e.g. efforts to update and build a more robust database of ARCS Scholars and increased fundraising opportunities.
4. The Committee shall develop and provide input from the Council of Presidents regarding any NB review or self-assessment.
5. The Committee shall develop and provide support to the Chapters via the Council of Presidents regarding the recruitment, retention and development of Chapter members and Chapter leadership.

6. The Committee shall coordinate and provide leadership for the identification, chartering and support of new Chapters.
7. The Committee shall coordinate and provide support to the Chapters with respect to affiliation matters between and among the Chapters and National, and Chapter compliance with affiliation issues, such as reporting compliance.

### **PROCEDURES AND ADMINISTRATION**

1. Meetings. The Committee shall meet in person or by any means available as often as it deems necessary in order to perform its responsibilities. The Committee may also act by unanimous written consent in lieu of a meeting. The Committee is required to keep minutes of its meetings.
2. Subcommittees. The Committee may form and delegate authority to one or more subcommittees (including a subcommittee consisting of a single member), as it deems appropriate from time to time.
3. Reports to the NB. The Committee shall report regularly to the NB.
4. Charter. The Committee shall, from time to time as it deems appropriate, review and reassess the adequacy of this Charter and recommend any proposed changes to the NB for approval.

# Achievement Rewards for College Scientists Foundation, Inc.

## Communications and Marketing Committee Charter

### PURPOSE

The Communications and Marketing Committee (the "Committee") is a standing advisory committee of Achievement Rewards for College Scientists Foundation, Inc. (the "Foundation"), the purposes of which are to:

- Promote the visibility of the Foundation to stakeholders and audiences in the community at large;
- Provide resources and materials to assist the Foundation and the Chapters generate support for the mission of the Foundation; and
- Establish and oversee a unified national brand for the Foundation and its Chapters.

### STRUCTURE AND COMMITTEE MEMBERSHIP

1. Number. The Committee shall consist of such number of members as the President of the Foundation shall appoint annually. The Committee shall consist of at least five (5) members.
2. Qualifications and Independence. Each member of the Committee must be an active member of one or more of the Foundation's Chapters. No member of the Committee shall be an employee or consultant to the Foundation or an employee of the Foundation's association management firm.
3. Chair. The Chair, Communications and Marketing shall be elected by the National Board ("NB") and shall serve as chair of the Committee.
4. Selection and Removal. Members of the Committee shall be appointed by the President in consultation with the Chair, Communications and Marketing. The President shall submit all Committee members for approval by the NB. Following such NB approval, the Chair, in consultation with the President, shall remove members of the Communications and Marketing Committee from such Committee, with or without cause, and shall report to the NB the removal of members from the Communications and Marketing Committee.

### AUTHORITY AND RESPONSIBILITIES

1. The Committee shall advise the Chair, Communications and Marketing regarding the Foundation's messaging.
2. The Chair, Communications and Marketing, with the advice of the Committee, shall oversee the production of communication and marketing materials by the Foundation's association management firm.
3. The Committee shall advise the Chair, Communications and Marketing and assist with planning of all public relations, promotional materials in printed and electronic formats, the Foundation's e-newsletter, and social media efforts that are under the purview of the Committee, including the Foundation's internet (public) and intranet (member and scholar) websites.
4. In cooperation with the Vice President for Operations, the Committee shall develop and maintain a public relations strategy to help the Foundation increase its visibility in Chapters' communities and nationally (public relations).
5. The Committee shall advise on ways to increase awareness and engagement between the Foundation and the Chapters, as well as between and among Chapters (internal relations).
6. The Committee shall be responsible for recommending updates to the Style Guide and monitoring compliance by the Foundation and the Chapters.
7. The Committee shall advise on promotional strategy for campaigns such as fundraising, the All Members Conference and others.

8. The Committee shall advise about social media strategy with the goals to increase the number of followers, audience engagement and awareness.
9. The Committee shall provide style and content oversight of the Foundation's internet and intranet (member and scholar) websites to ensure a unified brand.
10. The Committee shall coordinate with the Chapter Engagement Committee to update pertinent subject matter areas on the P.A.T.S. Learning Portal and assist the Audit Committee with document retention.
11. The Committee shall oversee the preparation and distribution of National's annual report.

### **PROCEDURES AND ADMINISTRATION**

1. Meetings. The Committee shall meet in person or by any means available as often as it deems necessary in order to perform its responsibilities. The Committee may also act by unanimous written consent in lieu of a meeting. The Committee is required to keep minutes of its meetings.
2. Subcommittees. The Committee may form and delegate authority to one or more subcommittees (including a subcommittee consisting of a single member), as it deems appropriate from time to time.
3. Reports to the NB. The Committee shall report regularly to the NB.
4. Charter. The Committee shall, from time to time as it deems appropriate, review and reassess the adequacy of this Charter and recommend any proposed changes to the NB for approval.

# Achievement Rewards for College Scientists Foundation, Inc.

## Finance Committee Charter

### PURPOSE

The Finance Committee (the "Committee") is a standing, advisory committee of Achievement Rewards for College Scientists Foundation, Inc. (the "Foundation"), the purposes of which are to:

- Be responsible for the day to day financial operations of the National Board ("NB");
- Oversee and report to the NB on a periodic basis regarding the financial results of operations of the Foundation;
- Review the finance and insurance information periodically submitted by the Chapters as required by the Chapter Affiliation Agreement and Compliance Resources Guide;
- Make recommendations to the NB regarding the current and long-term financial sustainability of the Foundation and the identification and prioritization of the Foundation's financial needs and expenditures; and
- Regularly review and propose to the NB for its consideration and approval of financial policies that reflect the current best practices of charitable organizations with respect to operations, budgeting, expenses, projections, financial accounting and financial reporting, as well as policies designed to ensure the long-term sustainability of the Foundation.

### STRUCTURE AND COMMITTEE MEMBERSHIP

1. Number. The Committee shall consist of such number of members as the President of the Foundation shall appoint from time to time. Normally, the Committee shall consist of at least five (5) members, of which the Treasurer and the Vice President for Philanthropy shall serve as ex-officio members.
2. Qualifications and Independence. Each member of the Committee must be an active member of one or more of the Foundation's Chapters. No member of the Committee shall be an employee or consultant to the Foundation or an employee of the Foundation's association management firm.
3. Chair. The Vice President for Finance of the Foundation shall be elected by the NB and shall serve as Chair of the Committee.
4. Selection and Removal. Members of the Committee shall be appointed by the President in consultation with the Vice President for Finance. The President shall submit all Committee members for approval by the NB. Following such NB approval, the Vice President for Finance, in consultation with the President, may remove members of the Committee from such Committee, with or without cause, and shall report to the NB the removal of members from the Committee.

### AUTHORITY AND RESPONSIBILITIES

1. The Committee shall work with the NB to ensure the long-term viability of the Foundation consistent with NB policy. To that end, the Committee shall regularly review and propose to the NB (in coordination with the Audit Committee) for its consideration and approval policies that reflect the current, best practices of charitable organizations with respect to operations, budgeting, expenses, projections, financial accounting and financial reporting.
2. The NB-approved financial policies shall be utilized by the Committee as it designs and recommends the Foundation's annual operating budget for NB approval, oversees the Foundation's operations in accordance with the NB-approved annual operating budget, and prepares and delivers periodic reports to the NB regarding budget performance.

3. The Committee shall oversee all aspects of the Foundation's day-to-day financial operations, including oversight of its association management company and its recordkeeping of the Foundation's operating budget and cash flow. The Committee shall assist the NB in its understanding of (a) the Foundation's financial position, budgeting, expenses and resources, and (b) the impact of contributions to operating revenue from dues from the Chapters, distributions from the National Endowment Fund, and fundraising for both operations and for the National Endowment Fund.
4. The Committee shall propose for the review and approval by the NB a long range financial plan that implements and supports the long range strategic plan approved from time to time by the NB. The Committee shall also provide the NB with long range financial projections that have been prepared in accordance with the approved long range financial plan and the priorities identified in that plan. The long range financial plan and resulting long range financial projections shall inform the NB's future decisions about the priorities of the Foundation as it reviews proposed operations and actions.

### **PROCEDURES AND ADMINISTRATION**

1. Meetings. The Committee shall meet in person or by any means available as often as it deems necessary in order to perform its responsibilities. The Committee may also act by unanimous written consent in lieu of a meeting. The Committee shall keep minutes of its meetings.
2. Subcommittees. The Committee may form and delegate authority to one or more subcommittees (including a subcommittee consisting of a single member), as it deems appropriate from time to time.
3. Reports to the NB. The Committee shall report regularly to the NB.
4. Charter. The Committee shall, from time to time as it deems appropriate, review and reassess the adequacy of this Charter and recommend any proposed changes to the NB for approval.

# Achievement Rewards for College Scientists Foundation, Inc.

## Philanthropy Committee Charter

### PURPOSE

The Philanthropy Committee (the "Committee") is a standing, advisory committee of Achievement Rewards for College Scientists Foundation, Inc. (the "Foundation"), the purposes of which are to:

- Plan and execute resource development for support of the strategic vision of the Foundation, to raise the funds for the National Endowment Fund, as well as for operating expenses; and
- Create a climate of engagement for the Foundation that will encourage private philanthropy, as well as corporate and foundation partnerships in support of the Foundation and its National Endowment Fund.

### STRUCTURE AND COMMITTEE MEMBERSHIP

1. Number. The Committee shall consist of such number of members as the President of the Foundation shall appoint from time to time. The Committee shall consist of at least five (5) members, of which the Vice President for Finance and the Treasurer shall serve as ex-officio members.
2. Qualifications and Independence. Each member of the Committee must be an active member of one or more of the Foundation's Chapters. No member of the Committee shall be an employee or consultant to the Foundation or an employee of the Foundation's association management firm.
3. Chair. The Vice President for Philanthropy shall be elected by the National Board ("NB") and shall serve as chair of the Committee.
4. Selection and Removal. Members of the Committee shall be appointed by the President in consultation with the Vice President for Philanthropy. The President shall submit all Committee members for approval by the NB. Following such NB approval, the Vice President for Philanthropy, in consultation with the President, may remove members of the Committee from such Committee, with or without cause, shall report to the NB the removal of members from the Committee.

### AUTHORITY AND RESPONSIBILITIES

1. The Committee shall plan, organize, coordinate and implement fundraising strategies designed to attract support from individuals, corporations, and foundations to meet the needs of the Foundation.
2. The Committee shall research national contacts and industrial leaders whom have given prior support to the Foundation and who would be willing to assist with introductions to new contacts.
3. The Committee shall solicit donations from national contacts and industrial leaders for the support of the Foundation.
4. The Committee shall coordinate with the Chapter Engagement Committee to update pertinent subject matter areas on the P.A.T.S. Learning Portal.

### PROCEDURES AND ADMINISTRATION

1. Meetings. The Committee shall meet in person or by any means available as often as it deems necessary in order to perform its responsibilities. The Committee may also act by unanimous written consent in lieu of a meeting. The Committee is not required to keep minutes of its



meetings.

2. Subcommittees. The Committee may form and delegate authority to one or more subcommittees (including a subcommittee consisting of a single member), as it deems appropriate from time to time.
3. Reports to the NB. The Committee shall report regularly to the NB.
4. Charter. The Committee shall, from time to time as it deems appropriate, review and reassess the adequacy of this Charter and recommend any proposed changes to the NB for approval.

# Achievement Rewards for College Scientists Foundation, Inc.

## University Relations Committee Charter

### PURPOSE

The University Relations Committee (the "Committee") is a standing, advisory committee of Achievement Rewards for College Scientists Foundation, Inc. (the "Foundation"), the purposes of which are to:

- Ensure continued consistency and quality of recipient institutions, schools, departments, programs and scholars funded by the Chapters of the Foundation; and
- Support the mission of the Foundation to fund exceptional scholars in the country's leading programs in science, engineering, and medical research by maintaining consistently high standards when recommending recipient institutions, schools, departments and programs for ARCS Foundation Chapter funding.

### STRUCTURE AND COMMITTEE MEMBERSHIP

1. Number. The Committee shall consist of such number of members as the President of the Foundation shall appoint from time to time. The Committee shall consist of at least five (5) members, of which the Chair, Chapter Engagement shall serve as an ex-officio member.
2. Qualifications and Independence. Each member of the Committee must be an active member of one or more of the Foundation's Chapters. No member of the Committee shall be an employee or consultant to the Foundation, an employee of the Foundation's association management firm, or an employee of a university or department undergoing evaluation by the Committee.
3. Chair. The Chair, University Relations shall be elected by the National Board ("NB") and shall serve as chair of the Committee.
4. Selection and Removal. Members of the Committee shall be appointed by the President in consultation with the Chair, University Relations. The President shall submit all Committee members for approval by the NB. Following such NB approval, the Chair, in consultation with the President, may remove members of the Committee from such Committee, with or without cause, and shall report to the NB the removal of members from the Committee.

### AUTHORITY AND RESPONSIBILITIES

1. The Committee shall (a) review and recommend for NB approval new recipient institutions and (b) review and approve academic departments of NB-approved recipient institutions nominated by a Chapter of the Foundation to determine if a recipient institution and its academic departments qualify for Scholar funding by a Chapter.
2. The Committee shall monitor and record the results of required site visits conducted by Chapters on an annual basis.
3. The Committee shall maintain a database of approved academic departments and recipient institutions.
4. The Committee shall work to improve methods to evaluate the relative rankings of recipient institutions and their respective academic departments, to improve the efficiency of academic reviews, to increase the funding of graduate versus undergraduate scholars, and to improve the relationships of Chapters with their funded recipient institutions.
5. The Committee shall provide support for the Chapters and improve consistency of standards among ARCS Foundation Chapters by maintaining the University Relations Manual and training materials, and by providing training sessions from time to time for Chapter university relations leaders and committee members.

6. The Committee shall review the survey results (when conducted by the Evaluation Committee) of recipient institutions and propose any needed recommendations or guidelines.
7. The Committee shall monitor current level of Chapter commitments to undergraduate institutions and determine whether to direct more awards to graduate students versus undergraduates.
8. The Committee shall assist (a) the Chapter Engagement Committee and the Finance Committee with new Chapter development; and (b) the Chapter Engagement Committee with oversight of the policies and procedures for Chapter Scholar Awards
9. The Committee shall review the annual submission by each Chapter of its ARCS Scholar information in the ARCS Scholar Data Base.
10. The Committee shall coordinate with the Chapter Engagement Committee to update pertinent subject matter areas on the P.A.T.S. Learning Portal.
11. The Committee shall assist the Council of Presidents with any needed recommendations or guidance on issues pertaining to university relations.

### **PROCEDURES AND ADMINISTRATION**

1. Meetings. The Committee shall meet in person or by any means available as often as it deems necessary in order to perform its responsibilities. The Committee may also act by unanimous written consent in lieu of a meeting. The Committee is required to keep minutes of its meetings.
2. Subcommittees. The Committee may form and delegate authority to one or more subcommittees (including a subcommittee consisting of a single member), as it deems appropriate from time to time.
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