

Standard Operating Procedures (SOP) of the SCBA Washington DC Chapter

06-17-2021(revised with updated Chapter name 04-2023)

SCBA Washington DC Chapter Leadership Team

The SCBA Washington DC Chapter Leadership Team consists of the president, president-elect, secretary, treasurer, award nomination committee, membership committee, and annual symposium organizers. The leadership team will meet via zoom once a month to discuss ongoing chapter business. The chapter president, secretary, and treasurer are nominated and approved by the advisory board. Other members are appointed by the president and president-elect.

SCBA Washington DC Chapter Advisory Board

The SCBA Washington DC Chapter Advisory Board is formed by former chapter leaders (Presidents and Treasurers). The board members should attend the chapter's monthly leadership team meetings and provide constructive feedback to the current leadership team on ongoing chapter business.

President

- The current president is responsible for all activities of the chapter.
- The current president should appoint members to the above-mentioned committees, establish an effective communication channel with the leadership team to discuss daily business.
- The current president is responsible for training the president-elect for running the chapter.
- The current president is responsible for organizing monthly meetings with the chapter's advisory committee and brief on the ongoing chapter activities.
- The term of the president is one year. The current president will be responsible for a smooth leadership transition at the end of the term. The leaving president should schedule a meeting with the new president, new president-elect, treasurer, and secretary to discuss transition-related issues and this SOP. After stepping down, the former president joins the chapter advisory committee to provide continued guidance to the new president.

President-elect

- The president-elect's main responsibility is to assist the current president in running the daily chapter business.
- The president-elect should serve as a monitor to ensure that this SOP is strictly followed.

- When the current president steps down, the president-elect becomes the new president.
- The term of the president-elect is one year.

Secretary

- The secretary should assist the current president in running the chapter's daily business.
- The secretary should also serve as a secondary monitor to ensure that this SOP is strictly followed and also passed to the new leadership team during the leadership transition.
- The secretary is responsible for maintaining and updating the current member directory. Verifying new members.
- The secretary also maintains and updates the SCBA DC-Baltimore email list, which includes both members and non-members.

Treasurer

- The treasurer is responsible for handling all financial-related issues for the chapter.
- The treasurer should attend the monthly business meetings, so he/she is familiar with the ongoing activities. The treasurer should also brief on the Chapter's financial activities at these meetings. If the treasurer cannot be present, he/she can send the "list of expenses" to the president or president-elect for sharing with the advisory board.
- The treasurer should deliver a detailed financial report at the end of the year to the advisory board and to chapter members at the annual meeting.
- The treasurer is responsible for working with the national treasurer to file annual IRS returns.
- When a new treasurer takes the position, the former treasurer is responsible for training the new treasurer until this SOP is strictly followed.
- Additional SOPs for the treasure can be found in Appendix A.

Award nomination committee

- The award nomination committee members are appointed by the president. The committee works with the current president to nominate members for various awards.
- The term is 3 years and is renewable.

Membership committee

Members of the membership committee are appointed by the president. The committee works with the secretary and the president to accomplish the following tasks. The term is 3 years and is renewable.

- Update and maintain a current member directory.
- Conduct membership drives.

- Organize social events to welcome new members and to help them network with senior members.

Membership

Membership is open to all scientists including principal investigators, staff, postdoctoral fellows, students, and those in other professions related to biomedical research. You do not have to be of Chinese heritage to join.

Member benefits

- Networking with bioscientists in the greater Washington DC-Baltimore area, in the US, and around the world.
- Free access to tenure-track investigator monthly social activities.
- Discounted registration fee at local chapter annual scientific symposium.
- Discounted fee at other local chapter events such as summer picnic and holiday dinner.
- Eligibility to nominate members and be nominated to serve in the SCBA national office and the DC-Baltimore local chapter, and to receive SCBA awards in the SCBA biennial international symposium and at local chapter events
- Eligibility to be nominated for prestigious lectureships and awards (e.g. K-T Jeang Memorial Lectureship, PNAS Cozzarelli Prize, AIMBE fellow, ASBMB fellow, AAAS fellow, etc).

Membership Fees

- Life-time (residing in North America) (PI/Staff): \$500 one time dues
- Regular PI/Staff (residing in North America & annual renewal): \$50/Year
- Regular Trainee (Student & Postdoctoral Fellow & annual renewal): \$15/Year

To become a member

Step 1 Sign up at the SCBA national office website and pay the membership fee.

<https://www.scbasociety.org/scba-membership>

Step 2 Register with the SCBA Washington DC Chapter

at <https://forms.gle/MR2rX4buZw84NMWz6>

NOTE: You may not be eligible for member benefits in our chapter if you do not complete step 2.