

THE LOS ANGELES RUBBER GROUP, INC.

A Subdivision of the Rubber Division, ACS



RULES & PROCEDURES

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DUTIES OF THE CHAIRMAN

BY-LAWS

ARTICLE V - SECTION 2

The duties of the Chairman shall be those usually performed by that officer. The Chairman shall preside at the meetings of the Group and at the meetings of the Board of Directors. The Chairman shall, with the advice of the Board of Directors, appoint all committees before the first meeting of the year, except those committees specially provided for otherwise.

RULES AND PROCEDURES

Chairman shall:

1. Make firm reservations at a proper meeting place for regular meetings in months specified in Article VII of By-Laws. Normally these will be held on the first Tuesday of the month. This might well be done before officially assuming office. Set the price of the dinner tickets, which should include a \$1.00 administrative fee. Dinner ticket prices are to be tiered at a cost of \$10.00 additional for non-members; the Board can amend this rule for special circumstances.
2. Appoint Auditing Committee to handle January 1st audit of books as soon after January 2nd as possible. It is suggested that at least one member of this committee be a man/woman versed in accounting.
3. Upon receipt of committee preference cards, appoint all committee chairmen, assistant committee chairmen and assign members to committees as called for in the Rules and Procedures.
4. Appoint any special committees he/she deems necessary to assist in carrying on the business of the Group.
5. Invite new officers, board members and committees to a special dinner meeting at their own expense in early January to outline general policy for the year and give committees an opportunity to get acquainted and organized. Have photographer present to take group pictures of all committees for Yearbook.
6. Introduce new officers, board members, and committee chairmen at the first regular meeting in February.
7. Assign Directors and/or Officers to act as liaison officers for various committees.
8. At the start of their service year, determine location of electronic storage for the current board, and ensure everyone understands the importance of storing their documents for shared use, and how to access, (i.e. Dropbox, Google docs).
8. Supervise and ascertain that the duties of all officers and committees are being handled properly and efficiently and in a manner keeping with the high standards of the Group. Special attention should be paid to those committees whose financial commitments could affect the Group's solvency (e.g. Memberships, Yearbook, Summer Conference, Golf, and Christmas Party).
9. Check to see that the bond policy for the incoming Chairman, Chairman-Elect, Secretary, and Treasurer is in effect and in the Treasurer's possession.
10. Issue an agenda for each dinner meeting and Board meeting and check to see that those on the agenda will be present or represented.
11. Assume responsibility for calling the Board of Directors meetings, usually held within the week following the regular Group meeting, or at his discretion. All Board of Directors meetings may be held at TLARGI expense.
12. Consider inviting all Past Chairman to an informal meeting to discuss long-range plans and policies.
13. Appoint a Nominating and Election Committee as provided for in Article VI, Section 1, of the By-Laws not later than August 15th. Generally, the immediate past Chairman heads this committee.
14. Appoint an Honorary Life Membership Committee no later than August 15th, consisting of three Board Members and usually headed by the immediate past Chairman.
15. Invite the Rubber Division ACS Area Director to each and every Board meeting.
16. Make sure that the Southern California Director of the Rubber Division of the American Chemical

Society or a suitable alternate (he/she must be a member of the Rubber Division) attends all American Chemical Society Rubber Division meetings so as to insure our Group's representation. In addition, if the Chairman cannot attend these American Chemical Society Rubber Division meetings, he/she should appoint a suitable alternate to represent him/her at all Rubber Division functions held in conjunction with the meetings.

17. A certificate for the past Chairman should be presented at the February meeting. This should be coordinated with the Secretary. Also, check with the Reception Committee Chairman on the Past Chairman's badge and plaque.
18. Determine at the February Board Meeting or later the amount of donation to be presented to the TLARGI Educational Fund Solicitation Committee.
19. The Chairman will notify the Secretary, Current Events/Publicity, Website, Membership, Reception, TLARGI News Editor and Memorial Scholarship Committees of deceased members, any past TLARGI Chairman (member or not), or any top executive of a company who regularly contributes to the TLARGI.
20. Financials are to be reviewed prior to each Board Meeting and any concerns/questions will be discussed.
21. At the end of the term and before the February meeting of the next year, write the new Chairman making suggestions for improving the operation of the Group and advising them of items underway and unfinished.
22. The Chairman shall forward any pertinent correspondence to the Historian by the end of the year or otherwise deemed appropriate. Sharing electronic folder with Historian is sufficient to meet this requirement.

DUTIES OF THE CHAIRMAN-ELECT

BY-LAWS

ARTICLE V - SECTION 3

The Chairman-Elect shall assume the duties of the Chairman in the latter's absence. Chairman-Elect shall have full responsibility for the program at all regular meetings and official events.

RULES AND PROCEDURES

Chairman Elect shall:

1. Preside over dinner meetings or Board meetings in the absence of the Chairman. Accept other assignments given him by the Chairman or Board of Directors.
2. Make arrangements for dinner speakers well in advance of meetings and send promotional material to the Chairman of TLARGI News at least 30 days prior to the meeting.
3. Every third year (1993, 1996, etc.), contact the last Past Chairman inducted into G.L.T.P.C. (Grand Lodge of TLARGI Past Chairmen) regarding scheduling and conducting the G.L.T.P.C. induction ceremony at the November meeting. The last three Past Chairmen are then inducted into G.L.T.P.C. The G.L.T.P.C. member conducting the induction should also be advised that it is customary for him/her to solicit Past Chairmen for a contribution to the TLARGI Memorial Fund or the TLARGI Educational Fund. Chairman-Elect also coordinates the speaker selection with the Chairman-Elect in the event that G.L.T.P.C. has a recommendation for that evening. ALL Past Chairmen are invited as guests of TLARGI.
4. Write a letter of thanks to all gratis dinner speakers and/or to all sponsors of dinner meetings. Gratis dinner speakers should also be sent a copy of the Yearbook.
5. Act as the Chairman of the Summer Conference and appoint all sub-committees and assume full responsibility for a successful, well-conducted Conference. See Rules and Procedures section on Summer Conference. Work with the Secretary in selecting a location for the following year's Summer Conference.
6. Be responsible for the possible extension of gratis memberships to the Group's attorney, accountants, photographer, and others. This should be decided no later than the November meeting of the Board of Directors.
7. By September, the Chairman-Elect should begin to get commitments to fill the Committee Chairman positions for the following year.
8. Consider making commitments for monthly meeting dates in writing with a suitable establishment for the following year.
9. Financials are to be reviewed prior to each Board Meeting and any concerns/questions will be discussed.
10. At the end of the term and before the February meeting of the next year, write the new Chairman-Elect, making suggestions for improving the operations of the Group and advising them of items under way and unfinished, copy to retiring Group Chairman.
11. The Chairman shall forward any pertinent correspondence to the Historian by the end of the year or otherwise deemed appropriate. Sharing electronic folder with Historian is sufficient to meet this requirement.

DUTIES OF THE SECRETARY

BY- LAWS

ARTICLE V - SECTION 5

The Secretary shall have charge of all the books, records and properties of the Group, except those specifically belonging to some other office. The Secretary will be responsible for the Group's mailing lists. The Secretary may appoint an assistant to record the minutes of the dinner meetings.

RULES AND PROCEDURES

Secretary shall:

1. After official notification of his/her election, Secretary should order new stationery as needed. Secretary shall be responsible for stationery and any other books or records not otherwise assigned. Special care should be taken of the Articles of Incorporation and the Official Seal.
2. Handle all correspondence for the Group (unless otherwise assigned by the Chairman). This includes a welcoming letter and a dinner coupon sent to each new member together with a Yearbook. For all members and individuals listed on Complimentary Mailing List with no email, the Secretary shall print copies of the emailed newsletter to the addresses on file within two business days of receipt. Secretary also responsible for obtaining yearbooks from Yearbook Committee Chairman and forwarding to everyone on the Complimentary Mailing List.
3. Issue minutes of all meetings of the Board of Directors. Send copies to all Board members and one copy to the Historian's File. Secretary is responsible for the accuracy of these minutes and should call attention to items not completed. Copies of the **December** minutes shall be sent to all incoming and outgoing Board members.
4. Submit a write-up of all regular business meetings to the Yearbook Chairman within two weeks of the event. The Secretary may appoint an assistant as outlined in the By-Laws to help with this function.
5. Be the primary contact for the Paid-Website/News Coordinator, monitor performance and hold Coordinator accountable to scheduled production.
6. Be the principal contact with the meeting place and be certain that proper space is available for the dinner and Technical meeting. Secretary shall send an e-mail advertising the upcoming meeting and soliciting RSVP's.
7. Receive applications for membership from the Membership Committee Chairman and present them to the Board of Directors for approval, certifying Board approval by signing and dating the application.
Within two days of the Board meeting the Secretary shall:
 - a. Send membership applications to the Historian.
 - b. Notify in writing the:
 - i. TLARGI News Editor – each new member's name, company name, city and state
 - ii. Reception Committee Chairman – each new member's name, company name, and badge nickname
 - iii. Website Chairman- Each new member's name and e-mail address.
 - c. Send welcome letter to each new member, enclosing a dinner coupon and Yearbook, and advise of next meeting. (See enclosed letter) Notify the sponsoring member that the new member has been accepted if the sponsor is not otherwise part of the process.

For TLARGI members, the following information appears in the database :

- Member's name, Company name, Mailing Address, phone and fax numbers, Email address
 - Membership type: Active, Active Emeritus, Active Honorary, Associate or Junior
 - Badge number
 - Rubber Div. ACS Membership: (yes or no)
 - Request for golf notice: (yes or no)
 - Employment status: Retired (yes or no)
 - For Electronic Complimentary Distribution List, the person's name, company and email only.
8. Be responsible for the maintenance and accuracy of the TLARGI mailing/membership list in an electronic format that is easily shareable. Secretary or assignee can make any changes in this list which includes two sections – TLARGI Members and Electronic Complimentary. Both the Director At Large and Membership Chairman should keep up-to-date files of these lists and compare them regularly. The Secretary's list will be considered the official record.
 9. Secretary will receive a copy of the new membership list from the outgoing Membership Chairman and using this list, along with the late renewals, drop from the list all those who have not paid their dues by February 2nd. Published deadlines will state January 2nd and every effort will be made to expedite late renewals for the benefit of the Yearbook.
 10. The Electronic Complimentary lists should also be revised after their submission by the Director At Large and approval of the Board of Directors.
 11. Mailing list changes, including new members, address changes, affiliation changes and deletions, should be made promptly and copied to the Membership Chairman and Website Chairman (if e-mail contact changes only).
 12. The Photographer and Assistant Photographer are to be included as regular members requesting golf notices.
 13. Notify in writing the officers, directors, committee chairmen and any other person who may originate or receive pertinent TLARGI correspondence to forward originals or copies to his /her office for filing and safekeeping.
 14. Immediately after the results of the yearly election are announced, write to the ACS/Rubber Division stating the results of the election and the proposed meeting dates and places for the coming year. Also have this information provided to the Chairman of the Current Events/Publicity Committee and Website Committee.
 15. Be the Board Liaison to the Historian.
 16. The Director At Large shall forward any pertinent correspondence to the Historian by the end of the year or otherwise deemed appropriate. Sharing electronic folder with Historian is sufficient to meet this requirement.
 17. Be responsible for the certificate to be presented to the Past Chairman at the February dinner meeting; coordinate with Chairman.
 18. Financials are to be reviewed prior to each Board Meeting and any concerns/questions will be discussed.
 19. Write the new Secretary at the end of the term, and before the February meeting of the next year, making suggestions for improving the operation of the Group and advising them of items underway and unfinished. Copies to be provided to incoming and retiring Group Chairmen.
 20. Assume all duties of the Chairman-Elect in the absence of that officer
 21. Approximately one year prior to the Vice Chairman's term as Chairman-Elect, preparations should be started for the Summer Conference. Dinner speakers for that term should also be considered

Name
COMPANY
Address
City, State, Zip

Dear

Your membership application has been presented to and approved by the Board of Directors of the Los Angeles Rubber Group, Inc. (TLARGI). We welcome you and are looking forward to seeing you at our future meetings.

A copy of our yearbook and Directory is enclosed. It lists the Board members and Committee members for the current year; it is an advertising vehicle for suppliers to the rubber manufacturers; and it lists the rubber manufacturers in our area. We hope the publication will be useful to you.

You will also be receiving a copy of the TLARGI News. This is sent to our membership seven or eight times per year. It reports on recent activities and informs our members of upcoming events. We look forward to your participation in our events, and we are sure that you will find them to be enjoyable and rewarding.

Our meetings are generally held the first Tuesday of the month, February through May and October through November, at the Phoenix Club, Inc., 1340 South Sanderson Avenue, Anaheim, California. The meetings normally begin with a technical session at 5:30 p.m., followed by cocktails at 6:15 p.m. and then the dinner meeting. As a new member, your name and company will be announced at our next meeting. I have enclosed a coupon for one free dinner--good only at our next meeting. Please exchange this coupon for your dinner ticket with our treasurer, _____ . Our technical presentation will be on _____ is scheduled to be our after-dinner speaker.

Sincerely,

(Name)
Secretary

cc: Reception Chairman
Treasurer

DUTIES OF THE TREASURER

BY -LAWS

ARTICLE V - SECTION 6

The Treasurer shall have charge of all the funds of the Group and shall make disbursements as required to cover expenses, subject to the approval of the Board of Directors. The Treasurer shall render a monthly Treasurer's Report to the Board of Directors and an annual statement of accounts, receipts and disbursements at the regular annual meeting.

RULES AND PROCEDURES

Treasurer shall:

A. GENERAL FINANCES:

1. Deposit into the bank account all monies received.
2. Receive cash and/or checks from the chairmen of projects or committees of funds handled by their committees with a written report showing in detail all receipts and any necessary cash disbursements.
3. Prepare and maintain records showing name and source of all funds deposited. This list must balance with deposit tickets from the bank. Transactions shall be recorded under separate account numbers. The first three digits refer to the account activity; the last two digits refer to the year. For example, account number 40297 would be receipt for the 1997 Christmas Party.

<u>DESCRIPTION</u>	<u>BALANCE</u>	<u>RECEIPT</u>	<u>ACCOUNT NUMBERS</u> <u>DEPOSIT/EXPENSE</u>	
Money Market Account		100		
General Checking Account		200		
Badges			401-	501
Christmas Party			402-	502
Conference - Summer			404-	504
Conference - Technical			405-	505
Computer Services/Website			406-	506
Rubber Tech Course			424-	524
Flowers and Gifts			407-	507
GLTPC Golf Tournaments			428-	528
Golf - Committee			408-	508
Insurance			409-	509
Interest			410-	510
Membership - Annual Dues			411-	511
Meetings - Speakers			412-	512

<u>DESCRIPTION</u>	<u>BALANCE</u>	<u>RECEIPT</u>	<u>DISBURSEMENT</u>
Meeting - Dinner			413- 513
Meetings - Board & Special			414- 514
Memorial Fund			415- 515
Miscellaneous			416- 516
Nominating Committee			425- 525
Postage			417- 517
Prize Fund – Donations			418- 518
Prize Fund - Ticket Sales			419- 519
Promotional Items/Lapel Pins, etc.			426- 526
Technical Committee			420- 520
TLARGI Foundation			421- 521
TLARGI News			422- 522
Undergraduates Scholarship			
-Family & Friends			427- 527
-Rubber Industry Fields of Interest			429- 529
Yearbook & Directory			423- 523
Chemical Resistance Chart			430- 530
Printing			431- 531
Advertising & Promotion			432- 532

4. All disbursements must be made by check. No cash money to be spent, except dinner cash receipts.
5. All checks are to be signed and issued by the Treasurer (or by Bookkeeper); any amount over \$200.00 must also be signed by one of the following: Chairman, Chairman-Elect, or Secretary. In the case of electronic checks/payments, email approval can be used as a substitute for a second signature.
6. Be informed of all obligations or purchases made by authorized members and receive a bill as promptly as possible (preferable in duplicate). Any bill of \$1,000.00 or more must be approved by the Board of Directors before a check is issued unless the bill has been budgeted for and pre-approved by the Board.
7. Balance and submit his records to the Auditing Committee at the end of the fiscal year. The fiscal year shall be the same as the calendar year.
8. The Treasurer, with the assistance of the Auditing Committee, shall be responsible for completion and submission of the California State Franchise Tax Form 199 and Federal Government Income Tax Form 990. Both these forms are required of organizations claiming exempt status. These should be completed after the final audit. If less than \$50,000, postcard (-N) can be used (tax folder in electronic drive contains contact name and number for filing).

B. DINNER MEETINGS

1. Treasurer will create a list of RSVP names and inform the meeting place of expected attendance by noon on Monday preceding the meeting. An amended guarantee should be made 72 hours prior to the meeting.
2. Update & review the list of RSVPs' in advance of dinner meeting (paid and unpaid dinners), for account of attendees.
3. The list of RSVP names should be randomized and numbered to present to the prize committee chairman to be used for prizes as directed.
4. Be responsible for the sale of dinner tickets at our dinner meetings, providing receipts when required.
5. At the conclusion of the dinner meeting, meet with the management of the establishment and settle the account according to a prearranged method.

C. MISCELLANEOUS

1. Maintain and preserve a copy of the Articles of Incorporation in shared electronic files.
2. Hold and maintain all insurance policies authorized by the Board of Directors for the protection of the Group. Records to be stored in shared electronic files.
3. Advise board of new acquisitions of physical property and add to the official TLARGI property inventory list at the time the asset is acquired, with proper description, condition and physical location of the item.
4. During summer months TLARGI bills will be paid by the Treasurer after having polled Board members and received 7 votes of approval.
5. At February Board Meeting, Treasurer will give a brief tutorial on how to read financial statements.
6. Financials are to be reviewed prior to each Board Meeting and any concerns/questions will be discussed.
7. Shall write the new Treasurer at the end of his term and before the February meeting of the next year, making suggestions for improving the operation of the Group and advising him of items under way and unfinished. Copy to incoming and retiring Group Chairmen.
8. Shall forward any pertinent correspondence to the Historian by the end of the year or otherwise deemed appropriate. Sharing electronic folder with Historian is sufficient to meet this requirement.
9. Shall be assisted, as deemed necessary, by a TLARGI-paid Bookkeeper. It is the responsibility of the Treasurer to oversee performance and hold accountable paid Bookkeeper.
10. Be responsible for making a physical inventory of the Corporation's properties and submit to the Board at the February Board meeting. This inventory shall properly describe all items and state condition and location of this inventory. The Treasurer will file same with insurance policy covering this property. New acquisitions shall be noted and added to inventory as they are made. Record of Inventory to be stored in shared electronic files.
11. Put all unpaid members' records in an inactive file marked with the year and retain in the Treasurer's file. Store records of inactive members in electronic shared files.
12. Receive from outgoing Membership Chairman a list of all members who have applied for Emeritus membership and present it to the Board for approval at the February Board meeting.
13. Handle raffle monies at each meeting, check for accuracy, and sign each report for Prize Committee Chairman.
14. The Treasurer is responsible to complete and submit all forms to the state of California for TLARGI's Non-profit status, *annually*. The form can be submitted online at www.sos.ca.gov/business/be , click on Forms Samples & Fees, #14 Statement of Information. The current cost is \$20.00 and the Form # is SI-100.
15. The Treasurer is to act on behalf of the Membership Chairman in signing and transferring these dinner meeting applications to the Secretary for immediate Board consideration.
16. Be responsible for making a physical inventory of the Corporation's properties and submit to the Board at the February Board meeting. This inventory shall properly describe all items and state condition and location of this inventory. The Treasurer will file same with insurance policy covering this property. New acquisitions shall be noted and added to inventory as they are made.
17. Put all unpaid members' records in an inactive file marked with the year and retain in the Treasurer's file.
18. Receive from outgoing Membership Chairman a list of all members who have applied for Emeritus membership and present it to the Board for approval at the February Board meeting.
19. Handle raffle monies at each meeting, check for accuracy, and sign each report for Prize Committee Chairman.
20. The Treasurer is responsible to complete and submit all forms to the state of California for TLARGI's Non-profit status [501c3], *annually*. The form can be submitted online at www.sos.ca.gov/business/be , click on Forms Samples & Fees, #14 Statement of Information. The current cost is \$20.00 and the Form # is SI-100. Once filed, the documents must be forwarded to the Rubber Division (annually).

21. Shall write the new Treasurer at the end of his term and before the February meeting of the next year, making suggestions for improving the operation of the Group and advising him of items under way and unfinished. Copy to incoming and retiring Group Chairmen.

- TLARGI Yearbook advertisers Yearbook Advertising
Manager
- Prize Fund Donors Prize Committee
- TLARGI Solicitation Donors Educational Fund
Scholarship Committee
- TLARGI Scholarship recipients Educational Fund
Scholarship Committee

6. The electronic complimentary mailing list should be submitted to the Board for approval at their April meeting. When approved, it should then be passed on to the Director At Large for updating.

DUTIES OF THE AUDITING COMMITTEE

BY-LAWS

ARTICLE VI - SECTION 5

The Auditing Committee shall consist of the immediate past treasurer and current treasurer. Additional appointments can be made at the discretion of the Chairman. This Committee shall audit the books of the Treasurer and shall make a report at the February meeting.

RULES AND PROCEDURES

1. The Auditing Committee shall meet shortly after the first of each year, audit the books and records and notify the Board of any irregularities. All records are then to be turned over to the accountant who will prepare the year-end financial statements and the tax return. If possible, both the incoming and retiring Treasurer should attend the audit.
2. Before proceeding with an audit, the Auditing Committee shall first review the By-Laws and the Rules and Procedures as they apply both to the Treasurer and their Committee.
3. The audit shall proceed following the lines of standard auditing practice and make sufficient test checks of transactions to satisfy themselves that all is functioning as outlined by the By-Laws, the Rules and Procedures and good and sound business practice. Review shall be made of the Corporation's insurance policies and an examination made of the inventory of the Group's properties, to insure that they are adequate and up-to-date.
4. In the event accounting-operating problems should arise, the Chairman of the Auditing Committee shall be available to the Board of Directors for consultation and assistance on procedures.
5. Assist Treasurer in preparation and filing of all required State and Federal Tax Forms.
6. Chairman shall forward any pertinent correspondence to the Historian by the end of the year or otherwise deemed appropriate

DUTIES OF THE CHRISTMAS PARTY COMMITTEE RULES AND PROCEDURES

1. The Chairman of the Group shall be assigned by the Director and Director at Large and have full charge. The Christmas Party Committee should consist of a minimum of seven persons. He/She should select a Co-Chairman and assign responsibilities as he/she sees fit.
2. This is TLARGI's top social function and should be so conducted as to be in keeping with the high standards of the Group.
3. In January obtain a written commitment with one hotel or suitable site for a TLARGI Christmas Party date for the following year so as to ensure a location.
4. He/She should obtain the files of the previous Chairman and confirm or cancel his/her tentative reservations. The date and the setting for the party should be established in January. The Yearbook Committee, TLARGI News and the Publicity Chairman should be informed as quickly as possible.
5. The Chairman shall submit his budget for discussion and approval to the Board of Directors no later than the April meeting. The Chairman shall report updates at board meetings on the status of his/her arrangements.
6. Responsibilities that could be assigned to committee members or handled by the Chairman and Co-Chairman included:
 - a) The band and entertainment.
 - b) Promotion - Advance announcements should be made in May, October and November issues of TLARGI News. The layout for the December issue is a shared responsibility with the TLARGI News Editor.
 - c) Printing of tickets and reservation folder (if used).
 - d) Favors and Door Prizes - (Members and guests to be treated equal in receiving prizes). Prize Committee Chairman might well be consulted. He/She will have final prize donations figure available.
 - e) Ticket sales and seating assignments.
 - f) Pictures for the Yearbook will be decided by Yearbook
 - g) Menu and Program - The program shall include introduction of the new Board of Directors.
 - h) Boutonnieres/corsages should be ordered for all members of the incoming Board.
 - i) Reception.
6. Prepare a final report including the financial balance and suggestions for improving the operation of future Christmas parties.
7. Chairman shall forward any pertinent correspondence to the Historian by the end of the year or otherwise deemed appropriate.

DUTIES OF THE EDUCATION COMMITTEE RULES AND PROCEDURES

1. Education Committee shall consist of a Chairman and at least four other members, including instructors for the Basic Rubber Technology Program.
2. It shall be responsible for the continuation, development and improvement of the course in Basic Rubber Technology and issue Certificates of Completion to all who finish the course. The Committee shall make every effort to keep the standards of this course at such a high level that these certificates will be a valuable asset in the industry.
3. The Chairman and each Committee member should attend one class each semester, to view operations.
4. It shall also be responsible for publicizing all courses in the Polymer Program at the University as well as other programs, the library and research facilities that would be of interest to TLARGI members.
5. The Chairman shall obtain Board approval for the syllabus.
6. The Committee shall be responsible for publicizing the course in at least one issue of TLARGI News prior to the registration date. The publicity should include the syllabus, dates, time and location of the classes.
7. The Education Committee shall provide the Yearbook Editor and/or a list of names of current participants of the program, along with a write-up publicizing the course syllabus, date, time, and location of the classes.
8. The Basic Rubber Technology students will receive an invitation and a free dinner for the Mini Expo in order to introduce them to members and familiarize them with TLARGI. The cost of the dinner will be included in the initial registration fee.
9. The Chairman should write to his successor at the end of his term making suggestions for improving the operation of the committee and advising him/her of items underway and unfinished. Copies should be sent to the incoming and retiring Group Chairman.
10. Chairman shall forward any pertinent correspondence to the Historian by the end of the year or otherwise deemed appropriate.

DUTIES OF THE GOLF COMMITTEE RULES AND PROCEDURES

1. Consist of a Chairman and at least four other members. One member should be named Vice-Chairman and would normally advance to Chairman in the following year.
2. Plan and conduct an appropriate number of tournaments including the tournaments run in conjunction with special conferences. The number of tournaments will vary with the interest shown and weather. An attempt should be made to schedule tournaments on the Monday preceding or Wednesday following the regular scheduled dinner meetings.
3. Charge a sufficient amount to make the events self-supporting and build a prize fund reserve, for final tournament.
4. Notify TLARGI News Editor of tournament dates and locations as soon as they are confirmed.
5. Send a tournament announcement to all TLARGI members via website or e-mail. The Chairman or designate shall also announce upcoming tournaments at regular dinner meetings.
6. Submit a report of each outing to TLARGI News Editor and Liaison within one week after each tournament.
7. Keep complete record of attendance, scores and handicaps.
8. Submit a complete write-up of all tournaments with winners to the Yearbook Committee Editor, not later than December 1st.
9. Assist with obtaining reservations for weekend TLARGI Conference and set up the first tournament for the following year.
10. Submit a financial report following each tournament to Golf Liaison and Treasurer.
11. Prepare and revise Rules of Play.
12. Write a final report after the last tournament within one week. This should include a financial balance of the year's program and any suggestions for succeeding committees. Send copies to the Treasurer, Liaison, Historian, and incoming and retiring Group Chairmen. Any profit should be sent to the Treasurer along with any advance that might have been made.

TLARGI GOLF CLUB

Duties of the Tournament Captain

The Chairman of the TLARGI Golf Club appoints the tournament Captain. Usually a different captain manages each tournament during the year. The following information (Duties of the Tournament Captain) is being provided as a suggested guideline on how to run a tournament.

Personnel:

Reservations Registrar (usually appointed by the Chairman for a one year term)

Registration Registrar (minimum of two)

Scorers (minimum of two)

Materials:

1. Reservations/registration form which lists starting times, names of players in each foursome and status of payment
2. A page-announcing tournament rules, course rules etc.
3. Cash box containing receipts and ball point pens
4. Score cards (one for each foursome)
5. The table from which Calloway scores are determined
6. Score tally forms (one form for each prize i.e. 1st Flight 1st, 2nd and 3rd Places; 2nd Flight 1st, 2nd and 3rd Places; 3rd Flight 1st, 2nd and 3rd Places if justified by the number of players and Calloway 1st, 2nd and 3rd Places-also, a form for special prizes ie, closest to the pin, longest drive etc.)
7. Handicap forms (usually provided by the Manager of Handicaps)
8. Prizes

Duties:

1. Confirm with the Chairman or the Golf Professional at the host course the date and time of the tournament.
2. Obtain a scorecard for each foursome from the host course.
3. On the day prior to the tournament obtain the completed Reservations Form from the Reservations Registrar and the handicap indices from the Manager of Handicaps. Determine the handicaps (course slope +/- 113 handicap or use a conversion chart for the slope of the host course)- add to each score card the date, the names of the players in the foursome, the handicap of each player and the hole on which the foursome will start
4. Distribute the materials to the appropriate personnel.
5. Obtain prizes from the chairman who will decide which prize will be awarded to each contest winner
6. Distribute the prizes
7. Report the results to the Chairman who will transmit the report to the editors of TLARGI News and TLARGI Yearbook and Directory

DUTIES OF THE HISTORIAN/LIBRARIAN RULES AND PROCEDURES

1. The TLARGI Chairman in office appoints the Historian-Librarian for a term of four-year intervals at the time when each four-year term expires. Re-appointments are permissible and the Chairman may request the resignation of the Historian-Librarian for cause, upon approval by the Board of Directors.
2. His/Her principal duty shall be to collect and preserve all historical and statistical correspondence, literature, photographs and any other material, which may be of interest to succeeding generations.
3. Principal items for preservation shall include:
 - a) Back issues of TLARGI Yearbook. He shall receive ten copies of each new book and must preserve at least three.
 - b) Back issues of TLARGI News. He shall receive ten copies of each issue and every four years should have a complete set bound for permanency.
 - c) All photographs and negatives, whether used in any publication or not, shall be kept in a file indexed for the year and the event.
 - d) Minutes of the Board of Directors meetings, including the Treasurer's monthly report. Secretary to furnish.
 - e) Copy of the annual audit.
 - f) Newspaper and periodical clippings referring to TLARGI activities and members. The Publicity Chairman shall furnish at the end of the year.
 - g) Original membership forms, signed and approved, as supplied by the Secretary.
 - h) Any special literature or correspondence on TLARGI educational courses, scholarships, etc.
 - i) The first historian, Ray Phelan, wrote and published a history of TLARGI, in 1963. Succeeding Historians are to keep this current with an addendum to be added at the end of each four-year term.

DUTIES OF THE HONORARY LIFE MEMBERSHIP COMMITTEE

BY-LAWS

ARTICLE III - SECTION 4

Honorary Life Membership - In recognition of outstanding and unselfish service to the Group or Industry, the Board of Directors, by secret unanimous vote of all the Directors, may elect any member to Honorary Life Membership. Such membership shall be subject to all rules and regulations, and shall have full voting rights and privileges of active membership, but shall be exempt from dues and assessments.

RULES AND PROCEDURES

1. This Committee shall consist of three Board members, usually with immediate Past Chairman as Chairman.
2. Only exceptionally outstanding and unselfish service to the Group or the Industry shall be considered as a qualification for this honor. In other words, this membership shall be reserved for those who have made contributions over and above those normally resulting from efficient and able handling of the Group's offices.
3. It shall be the duty of this Committee to pass on all written recommendations for honoring our deserving members with Life Membership. This Committee shall consider these proposals once a year and make their recommendations to the Board of Directors not later than the October meeting. These recommendations are to be discussed then and voted on by the Board of Directors not later than the November meeting.
4. The By-Laws specifically state that this great honor requires unanimous approval by all members of the Board of Directors on a secret ballot. This requires ballots to be sent to all the Board well in advance of the November meeting. These are then to be returned to the Committee Chairman and opened at the meeting.
5. It shall be the duty of this Committee to provide Honorary Membership Certificates and a suitable presentation to any member awarded this honor at the first official meeting of the New Year.
6. Should special circumstances arise necessitating such action, the Board of Directors may deviate from the date schedule outlined above.
7. Each Honorary Life Member is also presented with a gold membership button. If the Honorary Life Member is also a Past Chairman, the button should show the chairmanship year.
8. The TLARGI Yearbook Committee should be advised of any Honorary Life Members inducted during the year so they may be included in the list printed in the Yearbook.
9. Chairman shall forward any pertinent correspondence to the Historian by the end of the year or otherwise deemed appropriate.

DUTIES OF THE MEMBERSHIP COMMITTEE RULES AND PROCEDURES

1. The Membership Committee shall consist of a Chairman and at least five other members. Its primary function shall be to receive, approve for membership and submit to the Secretary those applications that qualify under Article III of the By-Laws.
2. In a well-organized manner, this Committee should constantly solicit prospective members of high caliber regardless of rank or position who are interested in rubber or closely related fields, including working in soliciting membership from dinner meeting guests. Fanatical membership drives are to be avoided. The mutual advantage of the fellowship and opportunity for a closer relationship with other persons in the industry should provide sufficient incentive for anyone's affiliation with the Group.
3. The Committee should meet regularly to discuss applications and procedures. This is best accomplished by meeting before the regularly scheduled Group dinner meetings. *Each application should be checked to insure that:*
 - a) It is filled out completely.
 - b) The applicant qualifies for the classification of membership applied for.
 - c) Sponsor must be a member in good standing.
 - d) A check in the proper amount is attached.
 - e) The Membership Committee must be aware that memberships are granted to individuals, not companies, and are non-transferable
 - f) After checking the above, the Membership Chairman or Treasurer shall sign each application. A communication is to be addressed to the Secretary providing:
 - Applicant's name and company affiliation
 - Check number and amount
 - Total dollar amount enclosed
 - g) The checks are to be included with the communication to the Treasurer. The applications are to be included with the communication to the Secretary. The Membership Chairman shall keep a copy of each application and letter for his/her files.
 - h) Upon Board approval, the Secretary will send correspondences to the following to acknowledge new member approval:
 - Membership Chairman
 - TLARGI News Editor
 - Reception Committee Chairman
 - New Member(s) and sponsor if not otherwise included
 - i) Update database and compare regularly with Secretary. The Secretary's copy of the database shall be considered the official record. Upkeep of the database may be assigned to a member of the committee.
 - j) Membership database is private for internal membership reference and not for to be released for distribution or solicitation.
 - k) Applications approved at or after the August Board of Directors meeting are considered paid for the following year.
4. In the event of a member's death, the Membership Committee will notify the Secretary for maintenance of the TLARGI mailing list. The list should be amended so future mailings will not be sent. The Chairman should also be notified.

MEMBERSHIP RENEWALS

Membership Chairman shall:

1. Mail invoices for dues along with return forms requesting complete information of members as to address, affiliation, telephone and FAX numbers, etc. First invoices for dues should be mailed by October 1st; second notices, by November 10th. All renewals should be checked to determine eligibility. E-mail notifications may be used in addition to mailing in order to raise awareness.
2. Regularly send renewal updates to Secretary at the beginning of the next year.
3. Be responsible for collection of dues as presented below:
 - a) Send check to Treasurer, with a cover letter designating Account 411 (e.g. 411-95 in 1995).
 - b) After December 15th the incoming Chairman of the Committee will receive a computer generated membership list from the outgoing Committee Chairman. The Committee shall make earnest effort to contact un-renewed members and to solicit their renewal. Members not renewing by February 2nd are delinquent, will not be listed in the Yearbook, and must re-apply as new members. All publications will use January 2nd as the delinquency date, and all efforts will be made to expedite late renewals in order to help with Yearbook listings.
 - c) After the membership renewals have been determined, the outgoing and incoming Committee Chairman shall communicate with the incoming Secretary in order to compare and ensure the accuracy of the membership/ mailing list. Pay special attention to renewing members who have changed company affiliation.
4. All requests for special consideration or Honorary Life Membership shall be sent to the Board of Directors (note: Honorary Life Members are exempt from dues).
5. Prepare a list of all members who have applied for Emeritus membership and send to new Treasurer by January 5th.
6. Provide a current copy of the membership roster to the Yearbook Chairman by January 15th.
7. A member of the Membership Committee shall announce the new members and their affiliations at each meeting.
8. After the Chairman's term and before the January meeting of the next year, the outgoing Membership Chairman shall write the incoming Membership Chairman, making suggestion for improving the committee's operation. Copies of this report should go to the incoming and retiring Group Chairmen.
9. Chairman shall forward any pertinent correspondence to the Historian by the end of the year or otherwise deemed appropriate

**DUTIES OF THE NOMINATING AND ELECTION COMMITTEE
BY-LAWS
ARTICLE VI - SECTION 1**

Nominating and Election Committee. This shall be a committee of at least six members, consisting of Past Chairmen, the current TLARGI Chairman, Chairman-Elect and Secretary. The committee chairman shall invite the last eight Past Chairmen plus any other Past Chairmen that he/she determines should their current active participation in TLARGI activities. The committee chairman shall appoint this committee not later than August 15th. This committee shall prepare a ballot and report to the Chairman at the October meeting.

The Nominating Committee shall allow the current Chairman-Elect to run unopposed for office of Chairman, and the current Secretary to run unopposed for office of Chairman-Elect. If one of these officers is not available for re-election, two members will be nominated in his place. For the offices of Secretary and Treasurer, two members will be nominated. For the offices of Directors, six members will be nominated with instructions to vote for two only. The two receiving the most votes will be elected to two-year terms. Any second terms, unfilled at the start of the new year, will be filled by the person or persons with the next highest vote count. Additional nominations will be accepted when presented as a petition submitted to the Nominating and Election Committee and signed by ten paid-up members up to and including October 18th. The persons so nominated shall be included in the official ballot. The ballot of the Nominating and Election Committee, together with any nominations that may be submitted by petition, shall be posted at the November meeting. The voting shall be by letter ballot sent to all members except associate and junior members, who are not permitted to vote. The ballots are to be mailed no later than the first week after the November meeting.

Ballots must be returned in a signed envelope, postmarked by November 25th. All ballots voted will be counted by the Nominating and Election Committee prior to the Christmas Party and the results announced at such Christmas Party.

RULES AND PROCEDURES

1. The Group Chairman shall appoint a Chairman of the Nominating and Election Committee. Normally he/she will be the Immediate Past Chairman (Director-at-large). The Group Chairman should form a committee as stipulated in the By-Laws and call a meeting sometime before the October dinner meeting.
2. Each member should come to the meeting with a list of his/her nomination proposals. These and subsequent proposals will be discussed and the slate of candidates selected by vote of the Committee members.
3. It is suggested that the Nominating Committee consider running salesperson against salesperson, and manufacturer against manufacturer, alternating between these general groups each year. It is recommended that nominees for Chairman-Elect be members who have served as TLARGI officers; that nominees for the offices of secretary and Treasurer be members who have served on the TLARGI Board; and that nominees for Directors be members who have chaired TLARGI committees.

4. When candidates cannot be reached at the time of the meeting, they are to be contacted by the Committee Chairman as soon as possible and alternates selected so that no additional meeting need be called.
5. The slate is to be read at the October dinner meeting, additional nominations invited per the By-Laws and the final slate as of the printer's deadline printed in November TLARGI News. This slate is also to be announced and posted at the November meeting.
6. The final slate together with a summary of the TLARGI activities of each candidate shall be delivered to the printer to be mailed to all active members in order that they are received by November 10th. A ballot envelope, a return envelope addressed to the Committee Chairman and a committee preference card addressed to the incoming Group Chairman shall be included.
7. Another meeting will be called around the end of November and all ballots postmarked by November 25th, properly executed, shall be tallied. The active membership of all persons submitting ballots should also be confirmed. In the event ballots were sent to Associate or Junior members, they will not be counted.
8. In the event of a tie in the voting for any office, the winner is to be selected by secret ballot of the Board of Directors. The same method will be used to fill any vacancy that occurs in any of the offices.
9. The results of the election are to be kept secret until announced by the Chairman at the Christmas Party, but all candidates successful or not should be so notified in writing. The number of votes received is never to be revealed. The ballots shall be retained by the Chairman for a period of one year and then destroyed. After the formal announcement, a written report of the results shall be made to the retiring Secretary with copies to the incoming Secretary, the incoming and retiring Chairmen and the Chairman of the Publicity Committee.
10. At the end of his term, the Chairman should also write to the new Group Chairman making suggestions for improving the operation of the Committee, copy to the retiring Chairman.
11. Chairman shall forward any pertinent correspondence to the Historian by the end of the year or otherwise deemed appropriate.

DUTIES OF THE PLACEMENT COMMITTEE RULES AND PROCEDURES

1. Placement Committee shall consist of a Chairman and at least two other members.
2. The purpose of this Committee is:
 - a) To assist members and qualified prospective members in obtaining contacts through which they may find a position in the rubber or allied industries of Southern California.
 - b) To assist the personnel departments of the area's rubber industry seeking trained employees, recent graduates and interns in technical, supervisory and sales capacities.
3. The Committee is not:
 - a) An employment agency. It will charge no fees and will not aid in pirating any company's personnel.
 - b) A shopping center for positions by presently employed members.
4. Inquiries from professional employment agencies will be accepted only in writing. The inquiries can then be forwarded to persons potentially interested. Those interested can then contact the agency directly.
5. Companies in the rubber or allied industries within the Southern California area shall submit openings including position title, desired experience and education if required to the Committee Chairman.
6. All applicants must furnish the Committee information on, or attached to, the TLARGI Certificate of Availability (copy attached). This ensures that the applicant is unemployed or about to be unemployed. No guarantee of any kind, however, is given to either party as to qualifications or veracity of statements made.
7. The information furnished on this form will be made available to qualified employers in the Southern California area. All final arrangements must be made between the applicant and the prospective or future employers.
8. Applicant's information shall be posted in the TLARGI Newsletter under section titled Career Center. This information shall include specific title and/or general experience and education. The posting shall not include applicant's identity, contact information or specific company from their experience. Committee Chair shall encourage applicants to include Basic Rubber Technology Course under education if applicable. The posting shall be permitted to appear in three consecutive newsletters unless otherwise filled. Extensions may be granted.
9. Applicants as well as companies seeking shall not be posted on the TLARGI website.
10. All Statements of Availability will be considered active for a period encompassing three newsletters unless otherwise requested in writing by the applicant. Extensions may be granted. The Committee assumes no responsibility for finding positions for applicants.
11. Chairman or designee should contact USC and other participating universities for students interested in summer internships by March of each year. Copies of the TLARGI Internship literature and Rubber Division/ACS Internship/Co-Op Program Operational Guide should be provided to campus contact(s) for distribution to students. The Chairman or designee should submit a solicitation for interested companies in the April and May TLARGI News.
12. Chairman or designee may consider organizing a TLARGI presence at campus job fairs. Scheduling should be made in August for the coming school year.
13. Chairman shall forward any pertinent correspondence to the historian by end of the year or otherwise deemed appropriate.

**PLACEMENT COMMITTEE FORM
TELEPHONE CONTACT
STATEMENT OF AVAILABILITY**

Name _____

Home Address _____ City _____ State _____

Employed _____ Not employed _____

Present Employer: Name _____ Address _____

Last Employer: Name _____ Address _____

Member of The Los Angeles Rubber Group, Inc. or former member: Yes _____ No _____

PREVIOUS EXPERIENCE

	Company and Address	Time Employed	Type of Work
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____

EDUCATION

High School: Yes _____ No _____

College: Yes _____ No _____ Years Attended _____ Degree _____

School Attended _____

Graduate Work: Yes _____ No _____ Years Attended _____ Degree _____

School Attended _____

Additional Education (include completion of Basic Rubber Technology Course if applicable) _____

TYPE OF WORK NOW DESIRED

State the kinds of position for which you think you are fitted or would like to have:
Attach detailed biographical sketch and photograph, if available.

AGREEMENT

The representations and statement made above are true and correct as regards my status as of this date. (Date)
You are privileged to contact either my present employer or my last place of employment for verification.
No Certificate of Availability will be acted upon unless the above agreement paragraph is signed.

(Signed) _____ Date _____

DUTIES OF THE PRIZE COMMITTEE RULES AND PROCEDURES

1. The Prize Committee shall consist of a Chairman and at least six members. These should be people who regularly attend the dinner meetings.
2. The Committee has two functions:
 - a) It completely handles the raffle and attendance prizes at the dinner meetings.
 - b) It solicits contributions to the annual prize fund that are used for prizes and/or entertainment at the Christmas Party and Summer Conference.
3. At the Dinner meeting, the Committee shall:
 - a) Bring in and display previously purchased prizes.
 - b) Sell raffle tickets.
 - c) Handle the distribution of prizes at the end of the meeting. One prize is the attendance prize and is to be drawn from RSVP's received by the Treasurer before the deadline. The purpose of this is to encourage the use of RSVP's. One prize is an award for attending the Technical meeting and is to be drawn from collected business cards.
4. The raffle prize drawing is designed to increase attendance and to keep members in their seats until the end of the program. Hard sell tactics are to be avoided. Since Committee revenues are to be self-supporting, raffle prize revenue shall be the fund source to provide for purchase of prizes at Dinner meetings.
5. The Chairman will submit a meeting report showing monies received and monies spent and send to the Prize Committee Liaison.
6. For the Annual Prize Fund, the Chairman shall:
 - a) Solicit industry and suppliers for contributions by letter sent by email or regular mail no later than February 15th. This letter and the acknowledgement/thank-you letter are to be approved by the Board of Directors at their February meeting.
 - b) In the event the first letter response is deemed by the chairman to be insufficient, a duplicate follow-up letter may be sent at the Chairman's discretion. No pressure is to be used under any circumstances.
 - c) A letter shall acknowledge each contribution and a careful record of the contributions kept. This list should be displayed at the Summer Conference and Christmas party, and submitted to the Yearbook Chairman for the Summer Conference and Christmas party, and submitted to the Yearbook Chairman for publication.
 - d) Provide the Director At Large with a list of donors for inclusion in the electronic complimentary mailing list.
 - e) Maintain an up-to-date file of current and past contributions (for the past three years) and pass this along to the following year's committee.
 - f) The fund shall be allocated 50% to the Christmas Party and 50% to the summer Conference.
7. If not possible to establish an open account, he will be given advancement as determined by the Board of Directors. The Chairman will maintain an accurate record of all monies spent and submit a report to their Liaison Director, prior to the Board of Directors meeting. Within one week after the last dinner meeting (usually November) he will submit a final report. Copies of this report will be sent to the Group Chairman, the Treasurer and Liaison.
8. The Chairman should be willing to aid other committees who request his/her help in securing prizes.
9. At the end of his term, the Chairman should write to his successor making suggestions for improving the operation of the committee. Copies to the retiring and incoming Chairman.
10. Chairman shall forward any pertinent correspondence to the Historian by the end of the year or otherwise deemed appropriate.

PRIZE COMMITTEE FORM
MONTHLY RECAP FOR _____ (YEAR)
ADVANCEMENT RECEIVED: \$ _____

	AMOUNT OF MONIES (+)	EXPENSES (-)	TOTAL RECEIVED
FEBRUARY			
APRIL			
OCTOBER			
NOVEMBER			
TOTAL			

NOTE: THIS REPORT IS TO BE FILLED OUT EACH MEETING MONTH AND A COPY GIVEN TO YOUR LIAISON AND TREASURER.

DUTIES OF CURRENT EVENTS/PUBLICITY COMMITTEE RULES AND PROCEDURES

1. The Current Events/Publicity Committee shall consist of a Chairman and up to four additional members, all of whom should be on the lookout for items of interest to the group, and to get publicity in the trade journals for TLARGI activities, schedule of meetings, schedule of golf outings, technical meetings, Summer Conference, Christmas Party, and other special events. Items should be passed along to the Committee Chairman. Principal journals are Rubber World, and Rubber and Plastics News. They will update the Rubber Division website (www.rubber.org) for all changes to the board and/or calendar of events. Others may be considered at the discretion of the Committee or the Board, and some events might be deemed sufficiently newsworthy for non-industry publications.
2. Prepare to present before the Group at all regular meetings a review of subjects and personalities of current interest. The concerned person or group should approve all announcements for release. The committee Chairman or a member of the Committee should do the presentation. In December, following the election of the new Board, the election results and meeting dates for the following year should be sent out to trade journals.
3. Special events, such as the election of an Honorary Life Member, should be sent out to trade publications within ten (10) days of the meeting. Where special meetings or events are scheduled, the Committee may wish to pre-publicize the event to help attract out-of-state guests and members to boost attendance.
4. Report to the Editor of TLARGI News for publication in TLARGI News current events of interest to the Group immediately when secured, by phone or in writing. The Chairman should familiarize himself with the deadline dates of trade journals. Pre-publicity should be scheduled to conform to those dates.
5. The following is a policy of TLARGI; however, the mechanics are the responsibility of the Current Events/Publicity Committee.
 - a. In cases of serious accident or sickness of a member, a suitable remembrance shall be sent to the member in the name of TLARGI by the Committee Chairman.
 - b. Normally nothing is sent if the accident or sickness involves the spouse or children of a member.
 - c. Upon learning of the death of a member, any past TLARGI Chairman or Honorary Life Member, or the top executive of any company who is a contributor to TLARGI, the Committee Chairman should inform the Group Chairman. An announcement should be coordinated with the Group Chairman for the next regular dinner meeting.
6. Working with the Technical Committee, an announcement of the program should go out to trade publications at least six (6) weeks before the event and a report on its success with ten (10) days afterward.
7. The request for publication of non-rubber industry events requires board discussion and approval. The inclusion of announcements that are of a purely commercial nature, such as the addition of product lines or equipment, shall not be announced (or printed) in Current Events, to promote fairness within the industry. The Chairman shall keep a file of all newspaper and periodical clippings that refer to TLARGI activities and members. At the end of his or her term, they should be forwarded to the Historian's file for future reference.
8. The Committee is responsible for organizing the TLARGI Promotional Booth at the fall Rubber Division/ACS Expo when the Board elects to participate. Volunteers should be solicited and a booth duty schedule established at least two weeks in advance of each event. Booth space for the Rubber Division/ACS Expo needs to be reserved by February for the following fall. The committee should solicit advertisers to participate in a continuous computer presentation to be shown during each event.

9. At the end of his or her term, the Chairman should write to his or her successor making suggestions for improving operation of the Committee. Copies are to be provided to the incoming and retiring Group Chairmen.
10. Chairman shall forward any pertinent correspondence to the Historian by the end of the year or when otherwise deemed appropriate.

DUTIES OF THE RECEPTION COMMITTEE RULES AND PROCEDURES

The Reception Committee shall:

1. Consist of a Chairman and at least six members. These should be people who regularly attend the dinner meetings.
2. Provide and maintain the badge storage facilities and secure badges for new members promptly after they are accepted as members.
3. Set up to pass out badges to members as they arrive and place them back in the boxes after the meeting.
4. Provide an adequate supply of guest badges.
5. Keep a registration sheet for out-of-state guests to be announced during the meeting.
6. Welcome all members and especially members visiting for the first time.
7. Provide visitors membership brochure and solicit immediate membership.
8. Provide forms for badge changes to those requiring them. An appropriate fee shall be received to partially pay for the cost of the new badge. The fee should be passed along to the Treasurer with a cover letter.
9. Receipts shall be kept of all badges ordered and the date they are received.
10. Function as Sergeant-at-Arms on request from Chairman of Group.
11. The Committee Chairman shall receive a copy of the new membership list from Secretary and, using this along with later renewals, remove from the boxes the badges of all those who have not paid their dues by March 15th.
12. Have supply of membership applications and membership brochures available at reception table.
13. Order the Past Chairman and Honorary Life Member(s) badges in November to be presented to the Past Chairman and Honorary Life Member(s) at the February dinner meeting.
14. Upon notification by the Group Chairman, the Reception Chairman shall forward the badge of deceased members to the Scholarship Chairman for inclusion with the condolence card or letter from the Group.
15. At the end of his/her term, the Chairman shall write the new Chairman making suggestions for improving the operation of the Group. Copies of report to incoming and retiring Group Chairmen.
16. Chairman shall forward any pertinent correspondence to the Historian by the end of the year or otherwise deemed appropriate.

DUTIES OF THE SUMMER CONFERENCE COMMITTEE RULES AND PROCEDURES

1. The Summer Conference Committee should consist of a minimum of fifteen persons. The Chairman-Elect of the Group shall be Conference Chairman and have full charge. He/She should select a Co-Chairman and assign responsibilities as he/she sees fit.
2. Early selection of a location and date is important. It may be appropriate for the Secretary to select a location a year in advance. The Yearbook Committee and TLARGI News should be informed as soon as date and place are confirmed.
3. A budget shall be drawn up and submitted to the Board no later than the February meeting. The ticket price is to be set so that with the Prize Fund allocation the event will be self-supporting and provide a 5% administrative fee.
4. The Conference is to receive 50% of the Prize Fund; all of this money is to go toward favors and/or prizes. If the Prize Fund is not final when a decision is necessary, an estimate may be made with Board approval.
5. Responsibilities that could be assigned to Committee members or handled by the Chairman and Co-Chairman include:
 - a) Housing and Liaison with Hotel
 - b) Ticket Sales
 - c) Fun and Games
 - d) Fishing (when appropriate)
 - e) Bowling and/or Tennis (if desired)
 - f) Golf
 - g) Program and Entertainment
 - h) Prizes (members and guests to be treated equal)
 - i) Pictures for the Yearbook will be the responsibility of the Yearbook Editor
6. Fun and Games are often the highlight of the Conference. They should be in good taste and conducted in a manner that reflects the high standards of our Group. Strenuous events or events that have safety hazards should be avoided.
7. Golf is under the jurisdiction of the Golf Committee. They will make their own arrangements and supply their own prizes.
8. A deep-sea fishing party should be scheduled for the Friday of any Conference held near a seaside resort. It should be financially self-sufficient and provide its own prizes.
9. When a bowling tournament or a tennis tournament is included, it also should be financially self-sufficient and provide its own prizes.
10. The layout of the June issue of TLARGI News is a shared responsibility with TLARGI News Editor. Advance announcements should be made in previous issues and at the May dinner meeting. Reservation forms should be included in both the April and May issues.
11. A Schedule of Events should be printed and passed out with the ticket books.
12. After the Conference, a written report of all activities and prizewinners should be passed along to the Yearbook Chairman within two weeks. A final report including the financial balance and suggestions for improving the operation of future Conferences should be sent to the Groups Chairman. Copy to the Group Secretary.
13. Chairman shall forward any pertinent correspondence to the Historian by the end of the year or otherwise deemed necessary.

DUTIES OF THE TECHNICAL COMMITTEE RULES AND PROCEDURES

The Technical Committee shall consist of a Chairman and at least two members. The TLARGI ACS Rubber Division Representative shall be one of these members. These members should represent a wide variety of interests in the rubber industry. The purpose of this committee shall be to arrange for speakers for the technical portion of the TLARGI dinner meetings and to conduct an annual Technical Conference.

Technical Conference

1. The purpose of the TLARGI Technical Conference is to provide the membership with the latest developments affecting the industry. This is intended to be a technical, not a sales, forum. Topics may include products or services that are outside the traditional rubber industry, such as those from software or information companies. The key criteria are that the content should be strictly technical in nature, it should provide for a meaningful impact on the members' operations and it should enhance their technical competitiveness in the marketplace.
2. A minimum of four papers and a maximum of eight appear to be desirable. The Chairman and written confirmations requested should make invitations in writing.
3. A budget should be submitted to the Board of Directors at their April meeting. Besides the cost of the facility, other items required include identification badges, programs and coffee for the break periods. If a meal is included, only speakers and the photographer will be given complimentary tickets. If no formal meal is arranged, the speakers should still be taken to eat at Committee expense.
4. The initial announcement and registration form should be printed in the May issue of TLARGI News. This should be repeated in the subsequent issues along with the pictures of the speakers and brief abstracts of their talks. The announcement should be submitted for inclusion on the TLARGI website and directly e-mailed to the other rubber groups within the Rubber Division. The Chairman should also make a promotional announcement at the May dinner meeting.
5. As soon as possible, the Publicity Chairman should be given the program for advance publicity, and the photographer invited to take pictures for later publicity and the Yearbook.
6. Requirements for audio-visual aids should be ascertained well in advance and their availability insured.
7. Certificates, plaques or some other symbol of appreciation should be prepared in advance and presented to all speakers at some appropriate time in the program.
8. When the Committee receives checks and monies, they should be turned over to the Treasurer using the Standard Cash Form. Where possible, all bills should be sent to and paid by the Treasurer.
9. Within two weeks after the event, a final report, including a balance sheet, should be submitted to the Group Chairman, Chairman-Elect, and Liaison.

Dinner Meeting Technical Speakers

1. Speakers shall be arranged for well in advance of the meetings. The incoming Committee will have the February and April speakers already committed. They in turn will make firm commitments for February and April of the following year. Confirmations should be requested in writing.
2. The Chairman or Committee member designated should offer local transportation to speakers and obtain accommodations if desired (at speaker's expense). He/She should also ascertain and arrange for whatever audio visual aids are required.
3. By telephone or in person, prior to the meeting, the meeting area should be checked to see that seating has been arranged and the microphone and requested visual aids have been set up.
4. At the Technical session, the Chairman or person designated shall introduce the speaker, handle any discussion and close the meeting, maintaining a proper time schedule. He/She shall receive a complimentary dinner ticket for the speaker, sit with him at the head table and introduce him after dinner with a brief account of his talk. He should also arrange to have an informal photograph taken for the

Yearbook.

5. At least thirty days prior to the meeting, the Committee Chairman shall supply TLARGI News with:
 - a. The speaker's photograph
 - b. A short biographical sketch (100 words)
 - c. A short abstract of the talk.
6. The committee Chairman should consider presenting a supplier exposition at the October dinner meeting in lieu of the regular monthly technical speaker.

Follow Up Details

1. Within one week of the meeting/conference the committee Chairman shall send a thank you note to the guest speaker(s) thanking them for their participation in our event.
2. The committee Chairman will also provide the Yearbook Chairman, within four weeks after the Technical Conference with a typed write-up/abstract for the conference. The committee Chairman shall also provide the Yearbook Chairman, within two weeks after each dinner meeting with a typed write-up/abstract for all of the dinner meeting technical speakers.
3. At the end of his term, the committee Chairman should write to the new committee Chairman making suggestion for improving the committee's operation and who the speakers are for the February and March meetings the following year. A copy of the suggestions shall be sent to the incoming Rubber Group Chairman.
4. Chairman shall forward any pertinent correspondence to the Historian by the end of the year or otherwise deemed necessary.

EDUCATIONAL FUND SCHOLARSHIP COMMITTEE

RULES AND PROCEDURES

1. The TLARGI Educational Fund Scholarship Committee shall consist of a Chairman and at least three other members. Persons of high stature in the Industry are especially effective on this Committee. Members may include the Director-At-Large.
2. A letter of solicitation for the Educational Fund shall be sent out in early spring to an up-to-date TLARGI membership list (General Membership, Honorary Life Members and Emeritus Members). This letter is to be approved by the Board at their February meeting. The timing should be such that any conflict with the Prize Fund solicitation is avoided. A follow-up letter or even a telephone call should be made to any regular contributors who have not responded by the fall of the year.
3. The funds collected shall be allocated to the TLARGI Undergraduate Scholarship Friends and Family Fund and/or to Rubber Industry Fields of Interest Fund. Allocation of the funds among the recipients is to be decided by the TLARGI Board of Directors.
4. Progress of the solicitation should be regularly reported to the Board through the Committee's Liaison Director.
5. All contributions should be acknowledged, and checks sent with the designated sub-account number to the Group Treasurer for the Educational Fund's (427-YEAR) account.
6. In December a list of contributors shall be sent to the Yearbook Chairman for inclusion in the next year's book. A list of contributors and their addresses shall be sent to the Secretary for inclusion on the complimentary mailing list if the contributor is not a TLARGI member.

TLARGI MEMORIAL SCHOLARSHIP FUND

1. The TLARGI Memorial Scholarship fund at the University of Southern California was established in order to build a lasting memorial to TLARGI's deceased members. The initial fund was established by solicitations but, since then, has been built up by individual contributions, made in lieu of sending flowers, to commemorate deceased members or their relatives and friends.
2. The TLARGI Treasurer will send a donation of \$100.00 to the Memorial Fund Chairman in the event of the death of a member, any past TLARGI Chairman (member or not), or any top executive of a company who regularly contributes to TLARGI. An acknowledgement with an approved card will be sent to the next of kin of the deceased.
3. Donations designated specifically for the Memorial Scholarship Fund should be forwarded to the Director of Gift Accounting at the University of Southern California, along with a descriptive cover letter and a request for acknowledgement of receipt of the contribution(s).
4. This Committee Co-Chairman shall maintain a record of all donations. In December a list of contributors and each person in whose memory the contribution was made shall be assembled and forwarded to the Yearbook Chairman.

5. The Director should receive quarterly statements from USC of the Fund's Fiscal Status. The Fund's principal is to be maintained and added to, but the income is to be used for a scholarship at U. S. C. Candidates for the scholarship can come from industry or from the University. The Educational Fund/Scholarship Committee makes the final selection.

TLARGI UNDERGRADUATE SCHOLARSHIPS

1. TLARI Undergraduate Scholarships will be offered for two categories, "Family & Friends" and "Rubber Industry Fields of Interest." Donors will be given the option to apportion their support for one or both, and the Treasurer will track donations in separate sub-accounts of the Educational Fund.
2. Funds for scholarships shall be authorized by the Board of Directors from the Educational Fund. If the Board chooses to designate funds from the General Fund in excess of the Educational Fund account balance, the Board will decide the apportionment of that excess based on its understanding of the needs of the industry and our membership. Payment will be made to the scholarship recipients by the Treasurer, based on written instructions from the Committee Chairman.
3. Starting in March, the Educational Fund/Scholarship Committee will begin soliciting candidates through announcements in the TLARGI News. The number of scholarships available will be determined by the Board no later than their summer meeting.
4. A candidate for a TLARGI undergraduate "Family & Friends" scholarship must:
 - a. Be nominated by a TLARGI member in good standing.
 - b. Be related to an employee in the rubber industry. First preference will be given to TLARGI members, their children, and family members. Second preference will be given to non-member employees in the Southern California rubber industry and their children.
 - c. Be accepted at an accredited four-year college or university of his/her choice as an undergraduate full-time candidate for a degree.
 - d. Have a high school grade point average of 3.0 or higher or a college/university grade point average of 2.5 or higher.
 - e. Provide three letters of recommendation which testify as to the candidate's potential and desire to succeed in an institution of higher education.
5. A candidate for a TLARGI undergraduate "Rubber Industry Fields of Interest" scholarship must:
 - a. Be nominated by a TLARGI member in good standing.
 - b. Be accepted into a major program that meets the needs of the local rubber industry as determined by the Scholarship Committee, with emphasis being given to Chemistry, Chemical Engineering, Mechanical Engineering or related technical disciplines.

- c. Be accepted at an accredited four-year college or university of his/her choice as an undergraduate full-time candidate for a degree.
 - d. Have a high school grade point average of 3.0 or higher or a college/university grade point average of 2.5 or higher.
 - e. Demonstrate an interest in a career in the rubber or a related industry.
 - f. Provide three letters of recommendation which testify as to the candidate's potential and desire to succeed in an institution of higher education.
6. The Committee shall meet to determine which applicants should be awarded scholarships. This determination shall be made by majority vote. The selection of the successful applicants must be in accordance with the criteria set forth in Sections 4 & 5 above, but otherwise shall rest in the sole and absolute discretion of the Committee members. No Committee member shall vote in any case in which the member is related to the applicant. The Committee may, at its discretion, determine not to award any scholarships at all, or to award less than the number of scholarships available for a particular year.
 7. Scholarships will be generally in amounts of \$1,500.00 (determined by the committee) with 50% or half paid at the beginning of the first quarter/semester. The balance will be paid at the beginning of the second quarter/semester, provided the Committee is confident that the recipient has maintained a GPA of 2.5 minimum and is a full-time student by proof through official transcript.
 8. The Committee Chairman shall provide the Yearbook Editor with a write-up and photo for each scholarship recipient for the current year.
 9. The Chairman of the Educational Fund/Scholarship Committee will write to his/her successor at the end of his/her term, offering suggestions for improving the operation of the Committee, with copies to incoming and retiring Group Chairmen.

SPECIAL SCHOLARSHIPS AND AWARDS

1. The TLARGI Scholarship Committee will meet to review any special scholarships and awards offered by any sources other than the offerings of the TLARGI Educational Fund Scholarship.
2. The TLARGI Board of Directors will be presented any special scholarships and awards for Board approval.
3. The TLARGI Educational Fund Scholarship Committee will administer and select the applicant(s) of the scholarships and awards in accordance with the criteria set forth by the originator of the scholarships and awards.

DUTIES OF THE TLARGI NEWS/WEBSITE COMMITTEE RULES AND PROCEDURES

The TLARGI News Committee shall consist of a Chairman (or Editor and Business Manager), Associate Editor, Advertising Manager, News Editor and at least three Assistant Editors. This Committee has full responsibility for the editing and publishing of TLARGI News, the official bulletin of The Los Angeles Rubber Group. Liaison to the Board is through the Chairman assigned Director.

Newsletter

1. The TLARGI News' main function is to publicize all the meetings, functions and other activities of TLARGI in cooperation with the Board of Directors and the Chairmen of other committees. It should also publish other items of interest to the members and the Rubber Industry in general. The inclusion of announcements that are of a purely commercial nature, such as the addition of product lines or equipment, shall not be printed, to promote fairness within the industry. Instead, submitters should be urged to make such announcements in the form of paid advertisements.
 2. In all, a minimum of seven issues will be published during the calendar year. The Board of Directors must approve the schedule.
 3. The April/May issue is designed to publicize the Summer Conference and; the December issue, the Christmas Party. Makeup of these issues is the joint responsibility of the News Committee and the event Chairman (or designated Publicity Manager). Other events can also be publicized at the request of the Chairman involved.
1. The Editor shall:
 - a) Oversee the activities of the other members of the Committee.
 - b) A copy to be sent to the TLARGI Webmaster. A deadline schedule and check list such, as the attached should be used. Sources of various items should be contacted well in advance of copy deadline dates.
 - c) Submit a budget for the following year to the Board of Directors at their October meeting. The News is to be self-supporting through the sale of advertising.
 - d) Present to the Board of Directors at its February meeting the deadline for each activity involved in the preparation of each issue. Deadlines involved are submitting articles, delivering to the printer, proof- reading and mailing. The TLARGI event being publicized should be included.
 - e) Check and approve all bills from the printer, then turn them over to the Treasurer for payment.
 - f) At the end of the year, write to the new Editor making suggestions for improving the Committee's performance. Copies to the incoming and retiring Group Chairmen.
 2. The Advertising Manager shall:
 - a) Be responsible for soliciting and billing all advertisers. The solicitation letter should be sent out no later than November 15. A copy of the attached statement of advertising policy should be included. No advertisements shall be accepted from personnel recruiters.
 - b) Notify the printer and the Editor of any changes in advertising copy.
 - c) Inform the Director At Large of persons or agencies who should be put on the Electronic Complimentary Mailing List for ad checking. A complete list of advertisers should also be sent to the Yearbook Chairman for inclusion in the next book.
 - d) Maintain a file to be passed along to his successor. This should include individual account files, master insertion schedule, standard invoice form and tally sheet.
 - e) Use the Standard Cash Form to turn over all monies to the Treasurer, or a cover letter.
 6. The Associate Editor is the heir apparent to the position of Editor and will assume those duties in the Editor's absence. It would be desirable for him to handle at least one issue even without the Editor

- being absent in order to become familiar with the job.
7. The News Editor is responsible for gathering current news items. He should be in contact with the Current Events Chairman and receive his notes. He should also solicit items from the Assistant Editors. All this material is to be handed over to the Editor by the copy deadline.
 8. The Assistant Editors are to be on the lookout for newsworthy items and report them to the News Editor. They will also receive assignments from the Editor and execute them as requested.
 9. In the February and October issues remind the membership that a reservation card is required for eligibility for the attendance door prize.
 10. The TLARGI News Editor shall have access to electronic distribution.

Website

1. The web site is TLARGI's face in the cyber world. Changes other than minor editing and cyclical changes such as Board members and calendar of events should not be made to the site without the review of the committee chairperson and/or approval of the Board of Directors.
2. The Webmaster hosting the web site shall accept changes/updates only as directed by the Website Committee chair or committee member.
3. The Webmaster will provide the committee with statistics and information regarding the volume and type of inquiries made as needed or requested. The committee chairperson/liaison will present a report to the Board of Directors as required.
4. At year's end, the webmaster, upon notification by the Board of Directors, shall make available to the incoming committee all access codes and passwords needed to operate and control the web site.
5. The incoming committee shall direct the Webmaster to make the following yearly updates to the web site as directed by the Board of Directors:
 - a. Contact point - new committee chair
 - b. Board of Directors and liaisons - new listings
 - c. Chairman - new message
 - d. Publications – TLARGI News Committee contacts
 - e. Education - Basic Rubber Technology Class schedules and fees
 - f. Update e-mail contacts and links
6. The Website Committee shall direct the Webmaster to make the following updates as needed or directed by the Board:
 - a. Noteworthy events, current events, etc.
 - b. Recognition: speakers, guests, golf and door prize winners, etc.
 - c. Calendar: upcoming golf, dinner meeting, conferences and special event dates.
 - d. Links: updates to link with member websites.
 - e. Publications: Chemical Resistance Chart, Rubber Division/ACS and RMA publications.
7. Committee chairperson shall establish an annual website budget for submission as required by the Board of Directors.
8. Committee chairperson shall see that all inquiries from the website are forwarded to the appropriate committees.
9. At the end of his or her term, the Chairman should write to his or her successor making suggestions for improving operation of the Committee. Copies are to be provided to the incoming and retiring Group Chairmen.
22. Chairman shall forward any pertinent correspondence to the Historian by the end of the year or when otherwise deemed appropriate.

DEADLINE SCHEDULE AND CHECK LIST

(This or something similar should be filled out for each issue)

Meeting or Event Date _____

Mailing Date _____

Material to Printer (14 days before Mailing Date) _____

Copy Deadline (16 days before Mailing Date) _____

- Mailing Date for meetings is 12 days before the meeting.
- Mailing Date for Christmas Party or Summer Conference is 21 days.

CHECK LIST (Check as received)

Technical Speaker info (all dinner meetings) _____

Dinner Speaker info (all dinner meetings) _____

Calendar of Coming Events (updated as info received) _____

Chairman’s Letter _____ Birthday List _____

Golf Report _____ Previous Meeting Report _____

News Report _____ Special Assignments _____

The following should be put into print and used at Editor discretion:

- The TLARGI News Committee
- TLARGI Officers and Directors
- TLARGI Committee Chairmen

Other Special Events:

Technical Conference--Copy featured in April and copy in May issues _____

Summer Conference--Copy in April issue Feature of May Issue _____

Christmas Party--Copy in November issue Feature of December issue _____

Nominations for new Officers and Directors--November issue _____

Rubber Courses at U.S.C.--Whenever copy is received _____

Requests for Publicity by any Committee or Rubber Division--(Honored if possible) _____

TLARGI NEWS ADVERTISING POLICY

The "TLARGI News" is a newsletter published a minimum of seven times a year by The Los Angeles Rubber Group, Inc. Circulation is to TLARGI membership, Northern California Rubber Group and electronic complimentary circulation to selected executives in the rubber business. Circulation numbers about 1,000.

The following details pertain to advertising run in the News:

1. The yearly advertising rate is \$_____ * for one insertion. The size of all ads is 1-1/2" x 2-5/8". No other size ads are run.
2. All artwork and logos for the ads are to be provided by the advertisers. If TLARGI is asked to provide the artwork, will charge the full cost of having the work done.
3. One ad change per year will be made without charge. Any other changes are for the advertiser's account.
4. The single insertion rate is \$_____ * per insertion. If an ad is placed for the remainder of the year, and also for following year, this year's remaining ads will be pro-rated for the number of issues yet to be published. If placed only in remaining issues for the current year (where no yearly ad is taken out the following year) the rate will be the \$_____ * single insertion rate.
5. The closing date for placement of ads in "TLARGI News" is the 5th of the month. The News is printed in February, March, April, May, (Midsummer up to Editor), September, October and November.
6. Position of ads is rotated each issue to insure all advertisers receive equal treatment.
7. Terms of billing are Net 30 Days. Ads will be discontinued upon 60 days delinquency.
8. "TLARGI News" does not provide tear sheets for checking purposes. Advertisers are requested to indicate one person for our electronic complimentary mailing list in lieu of tear sheets.
9. The inclusion of announcements that are of a purely commercial nature, such as the addition of product lines or equipment, shall not be printed to promote fairness with the industry.

* Subject to Annual Review

**DUTIES OF THE YEARBOOK COMMITTEE
RULES AND PROCEDURES**

1. The Yearbook Committee shall consist of an Editor, and an Associate Editor, an Advertising Manager and at least six other members (the TLARGI Photographer should be on this Committee). The term of the Chairman/Editor will begin on January 1 and end with the delivery of the issue Editor is assigned. The previous Yearbook Chairman shall be included in an advisory capacity. This Committee has full responsibility (except for policy and matters requiring Board approval as noted below) for producing the Group’s annual Yearbook and Directory.
2. They shall strive to produce an attractive and useful book. The Yearbook is a record of the Group’s meetings and accomplishments as well as a reference book for the members, advertisers and Western Rubber Manufacturers and Suppliers.
3. The Yearbook is to be completely self-supporting through advertising income. Ads can be sent to the printer as received. A copy of the book, together with an invoice, should be sent out within two weeks after the books are bound and collections closely watched. All monies received are to be turned over to the Treasurer, with a reference letter.
4. The Committee Chairman should attend the April Board of Directors meeting and submit for Board approval:
 - a) An estimated budget of planned expenses, advertising price schedule and proposed advertising space allocation to balance the expenses.
 - b) Tentative plan as to size, scope, theme and quantity to be printed. The cover should also have Board approval and may be submitted no later than the October Board meeting. The various segments normally included in the book together with their source are listed below.
 - c) Submit a formal budget by August Board Meeting.
 - d) Regardless of source, the Committee has the responsibility to review and/or edit annually:

Theme	Committee
Present Officers and Directors	Committee
Retiring Chairman’s Message	Retiring Chairman
In Memoriam	Memorial Fund Chairman
Memorial Scholarship Fund	Memorial Fund Chairman
Undergrad Scholarship Recipients	Undergrad Scholarship Committee Chairman
TLARGI Rubber Technology Foundation	Foundation Director
Dinner Meetings	Secretary
Technical Meetings	Technical Committee Chairman
Golf Review	Golf Chairman
Summer Conference	Chairman-Elect
Firms and Friends	Prize Committee
Chairman Christmas Party	Secretary
Membership List	Treasurer
Membership Cross Index	Treasurer
Suppliers List	Committee
Manufacturers List	Committee
Custom Mixers List	Committee
TLARGI Basic Rubber Technology Class	Instructor for Class
Rubber Division/American Chemical Society Meeting	Rubber Div./ACS Director
TLARGI Educational Fund Donors	TLARGI Educational Fund Committee Chairma
5. All copy should be requested in Microsoft Word via email, and received within two weeks of each event. Proofreading of printer’s copy is the responsibility of the Committee and should be done within three weeks after event.

6. The Yearbook Committee chairperson appoints the Official Photographer. He/she should be someone who has exceptional ability in photography. He/she should also be someone who regularly attends or could attend TLARGI functions. The Photographer shall make arrangement to have an alternate in the event that he/she is unable to attend a TLARGI function. The photographer is to receive complimentary tickets for dinner meetings, the Summer Conference, the Christmas Party, if his/her services are used, and any function he/she is assigned to cover in an official capacity. He/she shall keep a record of all expenses incurred in performing his/her duties and will be reimbursed by the Treasurer for any out-of-pocket costs. He/she will supply within one week all photographs and negatives from each event to the Publicity, News and Yearbook Chairmen. The Committee chairman will receive copies of all committee pictures and portraits of the new Officers and Directors. After use, these will be returned to the Historian, with event and date.
7. Copy should be submitted to the printer within three weeks of each event, and proofread, but the last items (Membership List and Committee pictures) should be submitted by January 20th. This will permit distribution of the Yearbook at the April dinner meeting.
8. Distribution shall be made as follows:
 - a) All TLARGI members. Copies are to be mailed to any member not attending the March meeting whose book has not been picked up by a co-worker.
 - b) All Advertisers (sent with the billing for their ads that have no TLARGI members but are listed in Yearbook.
 - c) One copy to all Western Rubber Manufacturers.
 - d) Dinner Speakers (if paid) and Technical Speakers of the previous year. Chairman-Elect and Chairman of the Technical Committee should send you the address of each speaker within two weeks of event.
 - e) All officers of the Rubber Division, ACS. Get addresses from ACS Director.
 - f) All Past Chairmen, if not a current member. Need update on addresses.
 - g) Ten copies to Historian file.
 - h) After allowing for (i), extra copies may be taken to the TLARGI Promotional Booth at the fall Rubber Division/ACS Expo.
 - i) Balance to go to the TLARGI Secretary, who will send copies to new members, Complimentary Mailing List recipients, and otherwise honor requests for additional copies as long as they are available.
9. If Committee does not receive any or all information needed within two weeks of each event, they should follow up promptly.
10. Finally, the Yearbook Editor shall submit a report to the Chairman, including financial balance and recommendations for improvements in the Committee's operation.

THE LOS ANGELES RUBBER GROUP, INCORPORATED

A Subdivision of the Rubber Division, ACS

BY-LAWS

ARTICLE I

Name and Meeting Place

- Section 1.** This organization shall be known as The Los Angeles Rubber Group, Incorporated, or TLARGI, a Subdivision of the Rubber Division, ACS.
- Section 2.** Regular meetings shall be held in Southern California.

ARTICLE II

Purpose

- Section 1.** To provide a means of friendly exchange of opinion, technical information and experience of those interested in the rubber and closely associated industries.
- Section 2.** To promote better acquaintanceship among its members.
- Section 3.** To purchase, own, buy, acquire or sell such real or personal property as may be necessary for the purposes of this organization.
- Section 4.** This corporation is not organized for the purpose of, nor does it contemplate, pecuniary profit or gain to the members thereof.
- Section 5.** To provide educational, recreational and social facilities to the members of the organization, either at one place or in branches, as may be established from time to time.
- Section 6.** To do and perform each and every act that a non-profit corporation, organized under the laws of the State of California, might do and properly perform.

ARTICLE III

Membership

- There shall be five (5) classifications of membership in The Los Angeles Rubber Group, Incorporated, and memberships shall be classified as follows:
- Section 1.** Active Membership. Any adult of good character engaged as owner or employee in a company or company division manufacturing and selling rubber products or selling or processing raw materials or equipment used primarily in the rubber industry or as a consultant dealing with such companies or company divisions may be eligible for membership. Any person applying for membership under this classification, who signifies his willingness to devote himself actively to the purpose of the Group, will be considered and voted upon by the Board of Directors, and upon election to membership, shall have full voting rights and privileges of membership as well as the liability of each member for dues or assessments as set forth in these By-Laws.
- Section 2.** Associate Membership. Any adult of good character, who cannot qualify for Active Membership, may be eligible to membership under this classification. Any person applying for membership under this classification will be considered and voted upon by the Board of Directors and, upon election to Associate membership, shall be subject to all rules and regulations, but shall not be entitled to vote or to hold office in the Group.
- Section 3.** Junior Membership. Any adult of good character, over 18 years of age but under 25 years of

age, who is interested in the rubber industry as an employee of a company manufacturing and selling rubber products, or selling or processing raw materials or equipment used primarily in the rubber industry; or a student of an accredited place of learning whose intentions are to be associated with the rubber industry, may be eligible to membership, and upon election to membership, shall be subject to all rules and regulations but shall not be entitled to vote or to hold office in the Group. After four years membership in this category or upon becoming 25 years of age, a Junior Membership may be transferred to another classification by petition to the Board of Directors. Such transfer will be construed as an application for a new membership.

Section 4. Honorary Life Membership. In recognition of outstanding and unselfish service to the Group or industry, the Board of Directors, by secret unanimous vote of all the directors, may elect any member to Honorary Life Membership. Such membership shall be subject to all rules and regulations and shall have full voting rights and privileges of active membership, but shall be exempt from dues and assessments.

Section 5. Emeritus Membership. Any active member with five years continuous membership immediately prior to retirement from active participation in the rubber industry, in a company or company division manufacturing and selling rubber products, or selling or processing raw materials or equipment used primarily in the rubber industry, and who having reached the age of 60 years or more may upon application to, and annual approval by, the Board of Directors shall become an Emeritus member with full privileges of active membership without liability for dues or assessments.

ARTICLE IV

Finances

Section 1. The Board of Directors shall establish dues and initiation fees. Honorary Life and Emeritus Memberships shall be exempt from all dues and assessments. All renewals, with appropriate dues, must be received by January 2nd to retain benefits of memberships.

Section 2. Initiation fees and one year's dues must accompany an application for membership in TLARGI. Memberships lapsed for non-payment of dues before January 2nd, or other reasons, can be reinstated as outlined in the Rules and Procedures.

ARTICLE V

Officers, Directors and Duties

Section 1. The officers of the Group shall be Chairman (who shall be a member or affiliate of the Rubber Division, ACS), Chairman-Elect, Secretary, and Treasurer, all elected by ballot of the membership. They shall assume office on January 1st and shall serve in such capacity for one year or until their successors have been duly qualified.

Section 2. The duties of the Chairman shall be those usually performed by that officer. The Chairman shall preside at the meetings of the Group and at the meetings of the Board of Directors. The Chairman shall, with the advice of the Board of Directors, appoint all committees before the first meeting of the year, except those committees specifically provided for otherwise.

Section 3. Chairman-Elect and Duties. The Chairman-Elect shall assume the duties of the Chairman in his absence. Chairman-elect shall have full responsibility for the program at all regular meetings.

- Section 4.** Secretary and Duties. The Secretary shall have charge of all the books, records and properties of the Group except those specifically belonging to some other office. Secretary shall be responsible for the Group's mailing lists.
- Section 5.** Treasurer and Duties. The Treasurer shall have charge of all the funds of the Group and shall make disbursements as required to cover expenses, subject to the approval of the Board of Directors. Treasurer shall render a monthly Treasurer's Report to the Board of Directors and an annual statement of accounts, receipts, and disbursements at the regular annual meeting. Treasurer shall keep an active file on all members.
- Section 6.** Directors and Duties. There will be four Directors who will serve as liaison members of regular committees and will form special committees at the direction of the Chairman. Two Directors will be elected each year to serve two-year terms.
- Section 7.** The Board of Directors shall consist of the Chairman, Chairman-Elect, Secretary, Treasurer, retiring Chairman and four Directors elected by the Group. The Board of Directors shall direct the management of the Group, subject to the By-Laws herein provided, and, by majority vote, shall establish and modify all standing rules and procedures. All meetings shall be at the discretion of the Chairman.
- Section 8.** Vacancies in office shall be filled for unexpired terms by majority vote of the Board of Directors.

ARTICLE VI

Committees and Duties

Section 1. Nominating and Election Committee. This shall be a committee of at least six members, consisting of Past Chairmen, the current TLARGI Chairman, Chairman-Elect and Director At Large. The committee chairman shall invite the last eight Past Chairmen plus any other Past Chairmen that he/she determines should their current active participation in TLARGI activities. The committee chairman shall appoint this committee not later than August 15th. This committee shall prepare a ballot and report to the Chairman at the October meeting.

The Nominating Committee shall allow the current Chairman-Elect to run unopposed for office of Chairman, and the current Secretary to run unopposed for office of Chairman-Elect. If one of these officers is not available for re-election, two members will be nominated in his place. For the offices of Secretary and Treasurer, two members will be nominated. For the offices of Directors, six members will be nominated with instructions to vote for two only. The two receiving the most votes will be elected to two-year terms. Any second terms, unfilled at the start of the new year, will be filled by the person or persons with the next highest vote count. Additional nominations will be accepted when presented as a petition submitted to the Nominating and Election Committee and signed by ten paid-up members up to and including October 18th. The persons so nominated shall be included in the official ballot. The ballot of the Nominating and Election Committee, together with any nominations that may be submitted by petition, shall be posted at the November meeting. The voting shall be by letter ballot sent to all members except associate and junior members, who are not permitted to vote. The ballots are to be mailed no later than the first week after the November meeting.

Ballots must be returned in a signed envelope, postmarked by November 25th. All ballots voted will be counted by the Nominating and Election Committee prior to the Christmas Party and the results announced at such Christmas Party.

Section 2. Auditing Committee. Auditing Committee shall consist of at least three members, appointed by the new Chairman at his first Board meeting. This committee shall audit the books of the Treasurer and shall make a report at the February meeting.

Section 3. Other permanent committees, established to carry out the purposes of the Group and handle its working functions, will have their duties regulated by the Rules and Procedures.

ARTICLE VII

Meetings

Regular meetings of the Group shall be held at minimum four times a year, as determined by the Board. The Board should avoid scheduling conflicts with the Rubber Division ACS. One regular meeting each year will be designated as the Group's annual meeting.

Amendments

These By-Laws may be amended at any regular meeting of the Group by a two-thirds vote of the members present provided such an amendment has been proposed and submitted at a previous meeting of the Group and published in one issue of TLARGI News.

Amended October 2016



**UNDERGRADUATE SCHOLARSHIP APPLICATION
THE LOS ANGELES RUBBER GROUP, INC.**

Name _____ Date of Birth _____
(Last) (First) (Middle)

Address _____
(Street) (City) (State) (Zip Code)

Social Security Number _____ Citizenship _____

Phone Number (s) _____

Email _____

High School _____ City/State _____

Colleges _____ From _____ To _____ Units _____ GPA _____

_____ From _____ To _____ Units _____ GPA _____

School Year: Fall Spring YEAR: _____

I am a (Check One): New Continuing Re-Entry [Student]

Freshman Sophomore Junior Senior @ _____ University/College

Major/Minor _____ Expected Graduation Date _____

Expected Degree(s) _____

Career Goals: _____

Sponsoring TLARGI Member (Print Name) _____

(Signature) _____ (Date) _____

Relative in the Rubber Industry (Print Name) _____

Relationship _____ Employer _____

ACTIVITIES INFORMATION (ATTACH A SECOND SHEET)

Please describe any accomplishments/activities in which you have been involved during your High School and College Careers, such as honors, awards, certificates, publications, hobbies, community involvement, volunteer work, organizational activities, teaching experience, etc.

PERSONAL STATEMENT (ATTACHED AN ADDITIONAL SHEET)

Please write a brief statement describing your interest in obtaining a scholarship. Comment on your educational/professional goals, How you intend to reach them? How you will put your training to use?

.....
**I CERTIFY THAT ALL INFORMATION IN THIS APPLICATION IS CORRECT TO THE
BEST OF MY KNOWLEDGE.**

(Signature of Student)

(Date)

Purpose

The Los Angeles Rubber Group Inc. mission is to promote the professional growth of those associated with the local rubber and affiliated industries and to meet the needs of companies and academic centers that support its members through educational, technical and networking activities.

The Group's focus is to:

- Provide technical training and education to members and to their supporting companies or academic centers.
- Present technical information that contributes to professional growth of members and the disciplines in which they serve.
- Serve as the focal point for advancements in rubber technology.
- Provide a venue for individuals, academic centers, affiliated industries and organizations to network and act upon issues and opportunities.
- Foster local workforce development through scholarships, on-campus career days, internships, on-going education and technical programs.

Industry View

Industry veterans are retiring and outside competition is intensifying. There is a high need to bring in new talent and develop the talent we have to remain competitive.

Vision

TLARGI is a professional organization dedicated to providing educational programs, technical resources and other vital services for the people associated with rubber and affiliated industries. TLARGI will foster workforce development through scholarships, on-campus career days, internships, on-going education and technical programs. TLARGI also provides management insights and partnering via networking events.

Our Antitrust Statement

The Los Angeles Rubber Group Inc. is a professional society of members who function as individuals and not as agents or representatives of any organization with which they may be associated. The policy of this Group shall be that it shall not engage in, nor permit any of its members at any function or activity of the Group to engage in any conduct, action or discussions which shall in any respect violate federal or state antitrust laws or be contrary to fair business practice laws, including but not limited to the policies provided herein below. This policy is essential to avoid violating federal and state antitrust laws. It is the policy of the Group and its members not to: (1) illegally agree or conspire to take any action that constitutes price fixing, or to discuss, consider or debate prices and production costs, production targets, market allocation or division; (2) illegally agree or conspire to take action or engage in discussion relating to the boycott, refusal to deal with, or exclusion of competitors; (3) illegally agree or conspire to improperly set or discuss standards or codes or ethics that unreasonably inhibit or restrict competition; and (4) not to engage in or discuss any other subject prohibited by the antitrust laws. If there are any violations of this policy, the offending member will be ruled out of order immediately and appropriately disciplined if necessary, and any action taken in violation of this policy immediately will be null and void, and a record minute will be made to that effect.