



Division of Agricultural and Food Chemistry

PROCEDURES MANUAL

2026 EDITION

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BEST PRACTICES

For Chairs:

1. ACS wants divisions to have a strategic planning session every five years. An Executive Committee member applies to the Committee for Divisional Activities for a Strategic Planning Grant for this. A well-written proposal will result in a \$7500 grant to cover much of the travel and hotel rooms for the attendees. Usually, the session is held in Washington, DC and is facilitated by ACS members experienced in this.

For Program Chairs:

1. Try to have all our awards presented in one session in a location within or close to the meeting rooms. Advertise them so that the meeting attendees are aware.

2. Starting in 2024, a Student Networking Lunch has been held on the second day of the meeting. It is intended to have younger members and prospective members interact with veteran members. Around 35 box lunches are ordered. This event should be advertised.

EXECUTIVE COMMITTEE MEETING AGENDA

Name of hotel/convention center

City

Date and time

This meeting is open to the Executive Committee, subdivision members, and invitees. Roberts Rules of Order are used. The Secretary takes the minutes, records the names of the attendees, and sends a copy of the minutes to them. The corrected minutes are sent to the Cornucopia editor for publication in the next issue.

1. Call to Order (Division Chair)

2. Minutes of previous Executive Committee meeting (Division Chair)

Any changes to the minutes are suggested here. A motion is made to accept the minutes and is voted upon.

3. Treasurer's Report (Treasurer)

The Treasurer presents the status of AGFD's funds, including revenues, expenses, and performance of investments. Since money is involved, a motion is made to accept the report and is then voted upon.

4. Program Report

a. Current national meeting (Program Chair)

b. Next national meeting (Program Chair for that meeting)

The number of symposia and sessions are reported.

c. Set and pass budget for next national meeting (Treasurer and Program Chair for that meeting)

A motion is made to approve the budget and is voted upon.

d. Future national meetings (Next Program Chair)

e. Other meetings involving AGFD (People involved in those)

These may include Pacifichem, the International Flavor Conference, etc.

5. Councilors Report (Councilors)

Council business affecting AGFD is reported.

6. Awards Committee Report

a. Award for Advancement of Application of Agric. & Food Chem. (Committee Chair)

b. Fellow Awards (Committee Chair)

c. Student Awards (Committee Chairs)

d. Industrial scientist awards (Committee Chair)

e. Hendricks Award (Committee Chair)

f. Spencer Award (Committee Representative)

g. Other awards (People involved in those)

The Awards Committee Chair may cover all of these in one report.

7. Cornucopia Report (Newsletter Editor)

8. Hospitality/Public Relations Report (Hospitality/Public Relations Chair)

Includes information about the Spring Reception and Fall Banquet. The Hospitality Chair also arranges for a dinner immediately following the Executive Committee meeting, as a thank you for the volunteers.

9. Membership Report (Membership Chair)

10. Nominations Report (Immediate Past Chair)

Nominations for Executive Committee positions are presented at the Fall Meeting: Chair, Chair-Elect, Vice-Chair, Secretary, Treasurer, Councilors, and Alternate Councilors. The slate of officers is proposed at the Executive Committee meeting and a motion is made to approve the slate. Final approval is made at the Business Meeting. Any Councilor or Alternate Councilor candidates who are to start terms the following January are nominated, but the AGFD membership votes on them in accordance with the Bylaws.

At-Large Executive Committee members are appointed by the Chair and no vote is necessary.

Subdivision officers nominate and approve their officers without involvement by the Executive Committee.

11. Journal Report (Journal Editor or Associate Editor)

12. Web Site and Social Media Report (People involved in these)

13. Other Topics

Some of these items may be worked out at a special topics meeting prior to the Executive Committee meeting. Special topics meetings are helpful but not mandatory. Updates on strategic planning sessions may be included here.

14. Old Business and New Business

15. Adjourn

Note: In accordance with the bylaws, AGFD holds an Annual Meeting (also called the Business Meeting) during an ACS National Meeting. The Division customarily does this at the Fall Meeting, and it is open to any AGFD member. The Chair goes through the agenda above and reports on the highlights. The final vote of the slate of officers is held at this meeting.

AWARDS BANQUET

Held on an evening of the Fall Meeting. The Hospitality Chair arranges for the location and menu unless a member living in the vicinity of the meeting volunteers to take this on.

The Hospitality Chair prints the programs using previous programs as examples. The Treasurer prints the tickets and lists the attendees on a sign-up sheet at the hospitality table. Symposium organizers, symposium book editors, and awardees receive free tickets.

The starting time for the social/cocktail hour is usually 6:00. The program starts while dessert is served. The Chair emcees the banquet.

Introductions: The Chair may recognize fellow officers, symposium organizers, and speakers by asking them to stand. The person who arranged for the banquet receives special thanks.

Awards: Most of the award winners are announced by the Chair, who should check the sign-up sheet in advance to see which winners will be absent. Those receiving awards are called up to accept them and pose for photos. Some awardees might not be present, such as student winners from earlier in the year and members recognized for length of service, so these names are simply read out. The AGFD Fellows Committee Chair recognizes the winners of that award. The AGFD Awards Committee Chair announces the winners of the ACS Fellow Awards and AGFD Exemplary Service Awards. The Award for Advancement of Application of Agricultural and Food Chemistry is the last to be given. The Chair does this, and a representative from the sponsor, International Flavors & Fragrances, presents the plaque and check.

Closing: The Chair introduces the Chair-Elect, who receives the ceremonial gavel and presents the Past Chair pin to the Chair. The Chair-Elect then thanks everyone for attending.

A Chair's Reception is held on an evening of the Spring Meeting. As with the banquet, the Hospitality Chair arranges for the location and food unless a member living in or near the meeting city offers to do so. The only formal portion of the reception is when the student awards selected at the meeting are given out by the Chair.

OFFICERS AND COMMITTEES

OFFICERS

1. Chair

Term of Office: One year. Automatically succeeds to the office of Chair on January 1 of the calendar year immediately following his/her year as Chair-Elect.

Responsibilities: The primary responsibility of a Division Chair is to ensure that the business of the Division is carried out properly and expeditiously. The Chair is *the* leader of the Division and must ensure that all Division officers, as well as the non-elected leaders, are performing their assigned duties and meeting deadlines. The Chair fulfills his/her responsibilities through exemplary performance of the following activities:

- Chair meetings of the Executive Committee at the Spring and Fall National Meetings, and the Division Business Meeting at the Fall National Meeting.
- Schedule meetings, prepare agendas (a sample agenda is on page 4), request reports for, and preside at the Division Executive Committee meetings and Business Meetings. Invite all those expected to attend such meetings (be specific). In the absence of an Executive Committee member, be prepared to present his/her report. Executive Committee meetings may be held outside National Meetings at the discretion of the Division Chair.
- Execute the decisions (resulting from majority vote) of the Executive Committee and the Division Membership.
- Remain in ongoing contact with all Division officers and committee chairs to determine the status of activities.
- Replace (as dictated by Division bylaws) leadership positions that are vacant or that are not being properly filled by incumbents.
- Review Division correspondence to ensure compliance with Division (and ACS) policies.
- Communicate to Division members throughout the year via appropriate channels, such as email blasts and the Cornucopia newsletter.
- Serve as the official contact between the Division, ACS Headquarters, and other ACS bodies except where specifically provided for by ACS regulations or other provisions.
- Ensure that the Division's activities are in compliance with ACS policies and that requests from ACS Governance, other ACS Divisions and committees, etc., are fulfilled.
- *Annual Reports:* Review Secretary and Treasurer annual reports for accuracy and comprehensiveness prior to submission to the ACS Office of Divisional Activities. Annual Reports must be submitted every February for the Division to receive its allotment (membership dues) from ACS.
- Obtain memoranda of agreement for meetings being cosponsored, co-hosted, or held jointly with other organizations. Submit such memoranda to the ACS Office of Divisional Activities six months or more in advance of any such meeting.
- Ensure that the Division is represented during an ACS National Meeting at all sessions related to the interests of Divisions (Division officers' caucus, open meetings of the Committee on Divisional Activities, etc.).
- Ensure Division councilor representation at each Council meeting.

- Approve travel expenses submitted by councilors.
- Review the Division's procedures manual annually for the section(s) relevant to the office of Division Chair and suggest changes to the Executive Committee.
- Ensure that the Division's activities are in alignment with the Society's plans and objectives.
- Appoint committee chairs and committee members as directed by the Division bylaws. Complete all appointments prior to the Fall National Meeting of the Society prior to the calendar year in which they will assume office.
- Establish a strong working relationship with the ACS Office of Divisional Activities.
- Establish *ad hoc* committees or taskforces (in accordance with Division bylaws) to address specific topics/issues.
- Monitor the financial health of the Division through budget reviews and analyses of other financial reports.
- Upon completion of term of office, ensure that all relevant files have been transferred to the incoming Chair.

2. Chair-Elect

Term of Office: One year. Automatically succeeds to the office of Division Chair on January 1 of the following calendar year.

Responsibilities: The primary responsibility of the chair-elect is to become familiar with the responsibilities associated with the office of Division Chair in order to effectively fulfill those responsibilities when assuming the role of Chair the following year. The Chair-Elect fulfills his/her duties through exemplary performance of the following activities:

- Assume the responsibilities of the Division Chair at the latter's request or in the event that the Chair is absent or unable to fulfill his/her responsibilities.
- Attend Division Executive Committee and Business Meetings; attend any other meetings at the request of the Division Chair.
- Become familiar with the current Division activities through review of all reports, correspondence, etc.
- Present the Past Chair pin to the outgoing Chair at the annual awards banquet.
- Attend appropriate ACS training conferences, preferably starting in the calendar year immediately following election to the Chair-Elect position.

3. Vice-Chair

Term of Office: One year. The office is assumed on January 1 of the calendar year immediately following election.

Responsibilities: The primary responsibility of the chair-elect is to become familiar with the responsibilities associated with the office of Division Chair and Chair-Elect in order to effectively fulfill those responsibilities when assuming those offices. The Vice-Chair fulfills his/her duties through exemplary performance of the following activities:

- Attend Division Executive Committee and Business Meetings; attend any other meetings at the request of the Division Chair.
- Become familiar with the current Division activities through review of all reports, correspondence, etc.
- Attend appropriate ACS training conferences.
- Chair poster session and general papers sessions at National Meetings, if needed.

4. Immediate Past Chair

Term of Office: One year. The office is assumed on January 1 of the calendar year immediately following the term of office as Division Chair.

Responsibilities: Provide advice to ensure continuity of Division plans, activities, etc.; serve as Chair of the Nominations Committee because of his/her Division experience and knowledge of Division members; and serve as Chair of the Finance Committee. The Immediate Past Chair fulfills his/her responsibilities through exemplary performance of the following activities:

- Serve as Chair of the Nominations and Finance Committees.
- Assist the Division Secretary in the preparation of the annual report covering the year of his/her term of office as Division Chair.
- Attend Division Executive Committee and Business Meetings; attend any other Division meeting at the request of the Division Chair.

5. Secretary

Term of Office: Two years. The office is assumed on January 1 of the calendar year immediately following election.

Responsibilities: The primary responsibility of a Division Secretary is to record the official business of the Division and to ensure that such business is carried out in accordance to the Division bylaws. The Secretary fulfills his/her responsibilities through exemplary performance of the following activities:

- Attend and record the minutes of all Executive Committee Meetings and Division Business Meetings, plus any other official Division meetings at the request of the Division Chair.
- Distribute minutes in a timely manner to Division officers, committees, and Division members, as appropriate.
- Maintain up-to-date list of Division officers and committee members for publication in the Cornucopia and web site.
- Compose an AGFD letterhead each year, listing officers, committee chairs, and subdivision chairs. The letterhead is used for official invitations and for notifying winners of awards.
- Attend appropriate ACS training conferences.
- Handle correspondence as directed by the Division Chair. Maintain correspondence file.

- Send an email regarding issues requiring a vote of the Executive Committee to committee members and provide results when voting has concluded. Make sure the wording of the email is agreeable to the initiator of the request.
- Notify the Communications Committee if an email that may be of general interest should go out to all Division members.
- Maintain the official current files, Corporate Seal, and Corporation Minute Book of the Division. Files of current correspondence should be kept for at least one year.
- Verify the attendance of Councilors at National Meetings of the Society, arrange for the attendance of Alternate Councilors, if necessary, and accredit Councilors or Alternate Councilors for Council meetings in the manner and at the time specified by the Society.
- *Annual Report:* Complete the administrative (Secretary's) portion of the Division annual report for the ACS Office of Divisional Activities by the February deadline. (*Note: The Division annual report is written by the Secretary and Treasurer who served during the year that the report covers.*)
- In cooperation with the ACS Office of Divisional Activities, ensure that the Division election ballots, including candidate biographies, are prepared and sent to Division members on time.
- Notify all candidates of the election results immediately after the ballots are tallied.
- Notify the executive director of the Society of new Division officers, Councilors, and Alternate Councilors on the forms provided by ACS Headquarters.
- Certify and forward the biographies for newly elected and/or re-elected Councilors to ACS Headquarters.
- Upon completion of term of office, transfer all relevant files to the incoming Division Secretary.
- Refer to the "Duties of the Division Chair" to ensure coordination of activities.

6. Treasurer

Term of Office: Two years. The office is assumed on January 1 of the calendar year immediately following election.

Responsibilities: The primary responsibility of the treasurer is to coordinate and monitor the financial activities of the Division, to accurately maintain the Division financial records, and to report on the financial health of the Division to the Division Executive Committee, Division members, the IRS, and to the Society. The treasurer fulfills his/her responsibilities through exemplary performance of the following activities:

- Receive all payments due to the Division.
- Deposit of any dues payments sent directly to the Division and the submission of the payee's name and address to ACS Member and Subscriber Services for inclusion in the Division membership records. Note: Division dues notices issued by ACS for the following calendar year are included with ACS national dues notices. These are mailed by the Society in accordance with Division bylaws to all Division members and affiliates with the exception of those who have paid in advance. These Division dues payments are paid directly to ACS Headquarters along with the member's annual Society dues fee. Information on Division membership dues, along with a payment check, is supplied to

the Division twice a year—approximately February 15 and August 15. The Society charges one dollar for each division affiliate membership dues payment processed. The check sent to Divisions for membership dues is net of this processing fee.

- Pay all duly authorized bills for the Division.
- Maintain and ensure the accuracy of all Division financial reports.
- Maintain the Division checking and savings accounts in any bank(s) convenient to the Treasurer. The Treasurer and the Division Chair are authorized to make withdrawals by signing checks against the Division accounts. Checks are to be endorsed as follows: For deposit only, Division of Agricultural and Food Chemistry, American Chemical Society, followed by the Treasurer's signature and title. Maintain accurate account records, showing the source of all receipts and bills and the reasons for all expenditures.
- Complete and return to the Office of Divisional Activities the ACS form requesting the price of Division membership for the following calendar year after discussion at the Division's Spring Executive Committee meeting.
- Recommend investment strategies to the Division Executive Committee.
- Manage Division investments and report on their status in Division financial reports issued to the Division Executive Committee.
- Order award plaques, certificates, etc., and pay monetary portion of any award.
- Attend the Division Executive Committee meetings and the Division Business Meeting to report on Division finances; attend any other official Division meetings at the request of the Division Chair.
- Attend appropriate ACS training conferences.
- *Annual report:* Prepare the Division annual financial report and circulate copies to all Division officers, allowing sufficient time for review and changes prior to on-time submission of the annual report to the ACS Office of Divisional Activities. The report should be written in collaboration with those who served as Division Chair and Secretary during the year that the report covers. *Note: The Division annual financial report is written by the person who served as Treasurer during the year covered by the report.*
- File the Division's annual federal income tax return on or before the due date, usually May 15. Refer to the most current edition of the *Information Digest for Division Officers* for examples of income tax forms, due dates, etc.
- Obtain the financial reports for all Division technical programs within 90 days after the meeting; issue appropriate tax forms to all speakers, awardees, etc., who received Division payments in excess of \$600.
- Initiate the annual audit of the Division's financial records.
- Upon completion of term of office, transfer all relevant files to the incoming Treasurer.

7. Councilors/Alternate Councilors

Term of Office: Three years. The office is assumed on January 1 of the calendar year immediately following election by the full members (*not* affiliate members) of the Division.

Note: A Councilor is an officer of the Society; the term of office is set by the ACS bylaws, as is the number of councilors for each Division. Non-councilors (including Alternate Councilors) that serve on governance committees and attend National Meetings are eligible to receive travel reimbursement at 50% of Councilor reimbursement.

Responsibilities: The primary responsibility of a Councilor (and the Alternate Councilor, who is the substitute representative in the absence of the Councilor) is to serve as a Division representative to the Society through active participation in the decisions and activities of Council. The Councilor fulfills his/her responsibilities through exemplary performance of the following activities:

- Maintain awareness and understanding of all issues brought to Council for consideration and/or vote.
- Inform the Division Executive Committee of all issues to be discussed or voted upon by Council and the potential impact of those issues upon the Division.
- Represent the Division through attendance at Council meetings held at National Meetings of the Society.
- Vote on Council issues as directed by the Division Executive Committee.
- Report to the Division Executive Committee and Division members on all issues discussed at Council meetings that may be of interest.
- Attend the Division Executive Committee meetings and Business Meeting to report on Council activities; attend other official Division meetings upon the request of the Division Chair.
- Seek appointments to, and actively participate in, committees of the Society.
- Serve on Division committees and taskforces at the request of the Division Chair.
- Represent the Division at the Division officers' caucus held at National Meetings of the Society.
- Attendance and participation of an elected councilor at the National Meeting and on governance committees are critical to the function of ACS governance and ACS council.
- Councilor candidates are expected to serve at all six council meeting during their 3-year term for which they are seeking election and fulfill the previously described responsibilities at all ACS meetings.
- If a Councilor is unable to attend a meeting and does not inform the Chair and other AGFD councilors within two months prior to the meeting, the councilor is requested to submit a letter of resignation. The Chair or a committee designated by the Chair will review cases of emergency.
- If a Councilor is unable to attend two Council meetings during their term, the Councilor is requested to submit a letter of resignation to the Chair.
- Councilors shall meet (electronically) prior to the National Meeting to:
 - Review – align on actions requests detailed in the official Council agenda
 - Identify if any Councilors will not be able to attend the requisite meetings and caucuses
 - Develop a brief report to the Chair on pending Council actions and attendance for the upcoming meeting
 - Work with the Chair to identify an Alternate Councilor to fill in for Councilors that cannot attend requisite meetings
- Ideally, Alternate Councilors will attend both ACS National Meetings, become active in ACS governance committees, and establish participation records that would lead to potential future candidates for Councilor.

COMMITTEES

1. Executive Committee

Purpose: To serve as the Senior Management Team responsible for ensuring the overall growth and financial health of the Division.

Composition: According to the Bylaws, the Executive Committee consists of the standard elected Division officers—the Chair, Chair-Elect, Vice-Chair, Secretary, Treasurer, Councilors, and Alternate Councilors — as well as the Immediate Past Chair, Subdivision Chairs, and four At-Large Executive Committee members. Committee Chairs and other Past Chairs are informally considered to be part of the Executive Committee.

Term of Office: At-Large Executive Committee members are appointed for two-year terms by the Chair. The terms of office of other Executive Committee members are noted in the appropriate sections on elected Division officers.

Responsibilities:

- Develop, implement, and monitor the Division strategic plan; review annually and revise as needed.
- Ensure that the Division's administrative framework supports the Division's current goals.
- Oversee the finances of the Division and ensure the Division's overall financial health.
- Provide management guidance to the Division's committees to ensure that their activities are in alignment with the Division's mission, goals, and objectives, as well as those of the Society.
- Maintain an awareness and understanding of the current needs and expectations of Division members.
- Ensure that the Division's activities (technical programs, membership recruitment, etc.) meet members' needs.
- Ensure that the Division adapts to meet the changing needs of its members as the science of chemistry and its supporting technologies evolve.
- Encourage cooperative ventures within ACS and with other societies at the local, regional, national, and international level.
- Ensure that the Division operates in accordance with the Division and Society bylaws.
- Communicate on a regular basis with Division members; facilitate interactive communication.
- Communicate and work in cooperation with ACS Headquarters and ACS Governance.
- Encourage and recognize member participation in ACS Governance.
- Recognize and reward member contributions to the Division.
- Ensure that succession planning is in place for all key Division leadership roles.
- Lead by example.

2. Awards Committee

Purpose: To administer all awards offered by the Division to the extent authorized by the Division Executive Committee.

Composition: A committee chair, appointed by the Division Chair, and several additional members chosen to represent the broad spectrum of Division membership (industry, academia, government, etc.). The committee chair nominates committee members for approval by the Division Chair. The committee can establish subcommittees and taskforces that focus on specific awards and award canvassing.

Responsibilities:

- Solicit nominations for the Division awards.
- Maintain up-to-date contact information for soliciting award nominations.
- Publish call for nomination flyers for distribution to key people in industry, academia, and government, and have copies available at each National Meeting of the Society.
- Develop a slate of qualified nominees for each Division award.
- Notify the awardee of his/her selection, of the date and location of the award presentation, of the details of the award (travel expenses covered, etc.), and of anything that is expected of the awardee (award speech, attendance at the banquet, etc.).
- Notify the Division Program Chair promptly of all award selections, so that he/she can initiate the development of any symposia related to the award presentation.
- Notify the Publicity Chair promptly of all award selections, so that he/she can initiate publicity in the *Cornucopia*, *Chemical and Engineering News* (C&EN), etc.
- Notify the Division Treasurer promptly of all award selections, so that he/she can award plaques, certificates, etc. If there is a monetary portion of the award, formally request the check from the Division Treasurer.
- Submit written committee reports to the Division secretary for review at the Executive Committee meetings held at each National Meeting of the Society.
- A committee member should attend the Executive Committee meetings held at each National Meeting of the Society.

3. Cornucopia Editor

Purpose: Publication of the Division's newsletter, The *Cornucopia*.

Responsibilities:

- Assemble the *Cornucopia* twice a year, well in advance of the Spring and Fall National Meetings of the Society.
- Ensure that the *Cornucopia* meets its publication deadlines.
- Forward an electronic copy to the Communications Committee so that it is posted on the AGFD web site and included in an email blast to members.
- Ensure that ACS includes the Division's abstracts for the upcoming National Meeting in that meeting's online issue.
- Solicit written contributions from the membership, as well as a message from the Division Chair, list of future programs from the Program Chair, list of officers and committee members from the Secretary, and brief biographies of award winners from the Awards Committee.
- Provide the Division Executive Committee with recommendations on changes to publication frequency, format, advertising rates, etc.

- Maintain relationships with the Awards, Membership, and Program Committees of the Division and with the Division officers in order to coordinate activities.
- Submit reports for the Division Executive Committee meetings held at each National Meeting of the Society.
- Attend meetings for Division and Local Section newsletter editors when scheduled at National Meetings of the Society.
- Forward copies of Cornucopia to each National Meeting of the Society for distribution on-site.

4. Finance Committee

Purpose: Monitoring the financial activities of the Division.

Composition: The Treasurer, Immediate Past Chair, and any Division members willing to provide advice on Division investments.

Responsibilities:

- Recommend to the Division Executive Committee a fiscally sound operating budget derived from input from Division committees and officers.
- Evaluate Division programs and activities for overall financial impact (expenses versus revenues).
- Monitor internal and external trends that will impact or influence Division finances (meeting attendance, publication sales, competition, member behavior, price increases, etc.).
- Monitor the Division budget versus actual expenses and revenues to ensure that spending authorities and income revenues are performing as expected; make recommendations to the Division Executive Committee for adjustments to the budget, as necessary.

5. Hospitality Committee

Purpose: Plan reception at spring meetings and banquet at fall meetings of the Society.

Responsibilities:

- Arrange for the Division's reception at the Spring National Meeting. *Note: As a benefit of Division membership, there is no charge for this reception.*
- Arrange for the Division's awards banquet at the Fall National Meeting, ensuring that admission tickets and programs are printed and handed out. *Note: There is no charge for Division awardees, symposium organizers, and editors who have published a proceedings book during the year.*
- Provide the Division Executive Committee with reports on the committee's activities.

6. Membership Committee

Purpose: Maintain accurate Division membership data and develop programs and activities for the recruitment of new members to the Division and to the Society, and for the retention of existing members.

Composition: The Committee consists of a Chair appointed by the Division Chair and subject to the approval of the Division Executive Committee. The Committee Chair nominates as many members as deemed necessary to meet the Committee objectives, and members are appointed by the Division Chair.

Responsibilities:

- Recruit new full, affiliate, and student Division members.
- Process membership applications that are sent directly to the ACS Member and Subscriber Services Department for ACS processing.
- Communicate to new members via a welcoming letter and include other Division information (newsletter, web site information, etc.).
- Communicate to all whose names are provided by ACS Headquarters as being interested in the Division; send copies of the Division recruitment brochure.
- Work with the Division treasurer and ACS Headquarters in order to maintain current and accurate membership records.
- Develop and maintain an inventory of a Division recruitment brochure that contains a membership application; review annually for possible updating.
- Utilize the membership rosters received from ACS Member and Subscriber Services as a resource to identify new and canceled members.
- Ensure the accuracy of membership lists used for Division directory purposes.
- Report to the Executive Committee on the status of Division membership.
- Reward 25- and 50-year Division members with special recognition, such as pins.
- Write articles for Division publications to highlight Division membership; use as potential recruitment tools.
- Attend forums for Division Membership Chairs that are scheduled at National Meetings of the Society by the Committee on Divisional Activities.

7. Nominations Committee

Purpose: Develop a qualified slate of candidates for the elected Division offices that need to be filled for the following calendar year.

Composition: The Immediate Past Chair, who may select additional members who have Division experience and some knowledge of those who may be qualified candidates.

Note: The Division strives to have the offices of Chair, Chair-Elect, and Vice-Chair filled by one person each from government, academia, and industry. At-Large Executive Committee members, subdivision officers, symposium organizers, and other active Division members are usually good candidates for nomination.

Responsibilities:

- Identify the elected Division offices that need to be filled in the following calendar year. Consult with the prior year's chair of the Nominations Committee and other experienced Division members to identify previous candidate considered. The Executive Committee has widely varying backgrounds and levels of experience and will identify people who will be dedicated and effective leaders.

- Select willing, eligible, qualified candidates for each office to be filled.
- Communicate with each potential candidate to determine their willingness to stand for election, their ability to attend Division meetings during their terms of office, to inform them of the details of the position and what is required from a time and travel perspective, and what information they must supply—and by when and to whom—should they accept the nomination.
- Candidates for Councilor and Alternate Councilor are usually past Division Chairs. The ACS Nominations and Elections guidelines state that the minimum number of nominees is at least twice the number of open positions.
- Report the proposed election slate at the Division Executive Committee meeting that is held at the Fall National Meeting of the Society. The slate of officers is approved at this meeting, and the candidates must be finalized by then.
- Notify the Secretary of the names of Councilor and Alternate Councilor candidates so that a ballot can be sent to members in a timely manner.

8. Program Committee

Purpose: The purpose of the Program Committee is to plan, develop, and implement the Division's technical programs.

Composition: The Chair-Elect serves as the Program Chair for the Fall National Meeting and continues as Program Chair for the following Spring National Meeting. Subdivision Chairs are on the committee and past and future Program Chairs may be included.

Responsibilities:

- Schedule Future Program meetings to be held at the Spring and Fall National Meetings of the Society. Additional meetings may be scheduled at the discretion of the committee chair.
- Identify topics for future Division symposia. Topics should be selected with due consideration given to the various interests represented by Division members, to the timeliness of the topic, to recent past symposia held on the topic by any ACS Division, and to the availability—and willingness—of a symposium chair to organize the symposium.
- Identify symposia topics at least two years in advance in order to secure the best possible participants, to raise funds if necessary, to make travel arrangements, etc.
- Coordinate sponsored and co-listed symposia with other ACS Divisions and committees.
- Pursue cooperative programming ventures with related scientific societies following established ACS procedures. Refer to the *ACS Handbook for Planners of National Meeting Technical Programs* for guidelines.
- Pursue Division participation in regional meetings of the Society. This task may be assigned to a Regional Meeting Coordinator.
- Pursue Division participation in the Pacificchem conferences and other intersociety meetings in which the ACS participates.
- Engage in long-range programming. This task may be assigned to a Long-Range Programming Coordinator.

- Ensure the quality of presentations at Division technical programs with respect to content and presentation.
- Ensure that all speakers and symposia chairs are fully aware of their duties and obligations. Make sure they carefully review abstracts prior to acceptance, invite proven, high quality speakers, provide guidance to speakers with regard to the use and creation of visual aids, etc.
- Provide symposia chairs with the Division Guidelines for Symposium Organizers.
- Manage all operational details at the Division program technical sessions, e.g., that the meeting rooms are suitable, that adequate seating is provided, and that all audiovisual equipment is available and working properly.
- Maintain “no-show list” of presenters who failed to appear without advance notification.
- Thank all symposia chairs during or after every meeting.
- On site or after each National Meeting ensure that all symposia attendance reports are promptly submitted to ACS Headquarters staff.
- Establish and maintain a working relationship with the ACS Office of Meetings, Expositions, and Divisional Activities.
- Provide, as requested, the semiannual information regarding future Division symposia that is published in *C&EN* under “Call for Papers for National Meetings and the ACS Meetings Calendar.”
- Submit a preliminary program for each National Meeting of the Society.
- Submit the final program, with a complete set of abstracts, for each National Meeting of the Society in which the Division participates.
- Provide the Division Executive Committee with reports on the committee’s activities.
- Maintain relationships with the Division’s committees on Awards, Public Relations, Publications, etc. in order to coordinate activities.
- Encourage publication of books based on Division symposium and submission of publication-quality manuscripts of papers presented at Division symposia to appropriate ACS journals.
- Attend any program planning conferences or luncheons sponsored by the Society.
- Establish working relationships with other Division Program Chairs.

9. Senior Programming Guidance Committee

Purpose: Ensure AGFD programming covers critical areas of the science and serve as a resource for the AGFD program chair and subdivisions.

Composition: Six highly experienced symposium organizers/past AGFD program chairs/editors/advisory board members. Members of the Executive Committee are excluded. The Program Chair is an ad hoc member to ensure communication.

Appointment: Nominated by the nominations committee and appointed by the Chair.

Term: 3 years (will eventually be staggered with no more than three appointments in one year). Members can be re-appointed for one consecutive term, or after one term away from the committee.

Responsibilities:

- Advise the program chair and subdivisions on continuity of technical program.
- Identify gaps in technical programming.
- Identify potential new areas and symposium organizers where AGFD should be more active.
- Maintain the list of past AGFD symposia/symposia organizers.
- Identify new avenues to communicate science (webinars, etc.).
- Provide a high level overview of the impact of the technical programming in each Cornucopia.
- Engage by encouraging less experienced symposium organizers.
- Draw in new symposium organizers.

10. Public Relations Committee

Purpose: Serve as the publicity vehicle for the Division and its committees.

Composition: The committee consists of a Chair appointed by the Division Chair, and other interested Division members.

Responsibilities:

- Maintain relationships with the Awards, Membership, Program, and Publications Committees of the Division in order to assist them with the publicity required to reach their goals.
- Assist the Division Executive Committee in promoting the Division.
- Develop programs that promote the Division's scientific contributions to the general public.
- Maintain a PR contact list (newsletter editors, journal editors, etc.).
- Establish working relationships with related committees in other ACS Divisions and Local Sections as well as in other societies/organizations in order to promote interdivisional and intersociety information exchange.
- Work with the News and Information Department at ACS Headquarters to promote the Division's technical programs.
- Publicize the Division awards through Division publications, *C&EN*, and through any other appropriate media.
- Provide the Division Executive Committee with reports on the committee's activities.

11. Communications Committee

Purpose: Enhance communications with Division members and Executive Committee members.

Composition: The committee consists of a Chair appointed by the Division Chair, a webmaster, and other interested Division members.

Responsibilities of webmaster:

- Maintain the Division's web site, keep it current, and explore new applications and improvements.

Responsibilities of other committee members:

- Maintain an e-mail mailing list server. Decide if an e-mail that may be of general interest should go out to all Division members.
- Give status reports to the Executive Committee.

12. Student Committee

Purpose: To gain more student participation.

Composition: Two student members of AGFD, each serving two years.

Responsibilities: Run activities such as student get-togethers, hand out membership materials to students who may be interested in joining the division, and invent other methods for achieving committee goals.

13. Past Leaders Committee

Purpose: To allow former officers to remain active in the division without having to hold an official position in AGFD.

Composition: Past AGFD chairs and others who wish to participate.

Responsibilities: Provide institutional knowledge and advice to newer Executive Committee members.

14. Subdivision Officers

Purpose: Organize symposia and identify possible future leaders of the Division.

Composition: A Chair, Chair-Elect, Vice-Chair, and Secretary, each serving one year and then moving up to the next position.

Note: The subdivisions are Agriceuticals, Flavor, Food Bioengineering, Food Safety, Functional Foods & Natural Products, Nutrition & Gut Microbiome, and Sustainability & Green Technology. The Executive Committee may change the focus or number of subdivisions to reflect changing interests. Many Division Chairs have come up through a subdivision, which provide a proving ground for future Division leaders.

Eligibility: Division members with interests aligning with a subdivision are encouraged to become actively involved by participating as an officer.

- It is strongly recommended that when filling open subdivision positions that candidates have strong social media skills (social media influencers).
- Division members should not be officers in more than two subdivisions during the same rotation period.
- If a Division member is an officer in more than one subdivision, their sequence in the officer rotation of the two subdivisions cannot be the same. That is, they cannot be the chair of two subdivisions at the same time.

- It is preferred that members of the AGFD Executive Committee not serve as subdivision officers. AGFD Executive Committee members should only serve as subdivision officers when subdivisions have difficulties filling all officer positions.
- Members of the Executive Committee are encouraged to be active members of subdivisions, and serve as mentors to the subdivision officers.
- If a subdivision chair is also a member of the Executive Committee, that member is only allowed one vote on division actions.

Requirements of subdivision officers -- Executive and Program Committees:

- Subdivision Chairs are members of the AGFD Executive Committee, and they (or a designated subdivision officer) should attend at least one Executive Committee meeting during their term as Chair.
- Subdivision officers shall make sure their contact information is up to date and shall respond to inquiries from the Program Chair, AGFD Chair, or AGFD Secretary within 72 hours.
- Subdivision chairs are members of the Program Committee and they and/or the Chair-Elect should attend the Future Programs meeting. An oral report on subdivision programming activities should be presented. The report should contain an up to date list of future programs, with up to date contact information for symposium organizers, and the anticipated number of oral sessions for future symposia proposed for two National Meetings following the current meeting.
- If a subdivision officer cannot provide a report at the future programs meeting, a written report shall be submitted to the program chair no less than one (1) week following the National Meeting.
- Reach out to all the subdivision members a minimum of two times a year, preferably four times per year (twice between each National Meeting) to gain input on programming and help identify future subdivision leaders and symposium organizers. (Note: This is aspirational. The division needs to enable this through setting systems to develop and maintain subdivision member contact lists. New online meeting capabilities should provide a foundation for this to occur.)
- Coordinate a subdivision report to the Executive Committee for each National Meeting. The report should include any new subdivision activities and highlights of the report to the Program Committee. The report must also contain up to date contact information for subdivision officers.

Requirements of subdivision officers: organize/co-organize symposia:

- Subdivision officers are encouraged to organize a minimum of one symposium during their period of rotation,
- A subdivision is required to sponsor at least one symposium per year
- Subdivisions are encouraged to select either the Spring or Fall National Meeting to focus their efforts. (It is hoped that more than one subdivision-focused symposium would be run at the meeting where the subdivision is focusing their efforts).
- Subdivisions can program at any National Meeting. Additionally, the Program Chair can group the general papers and general posters into subdivision topics and invite the presenters to join the subdivision.

Subdivision officer succession/replacement:

- Chair of the subdivision should report to the Nomination Committee Chair the candidates for officers for the next year. The subdivision chair is accountable for identifying the incoming Secretary and other officers with input from the other subdivision officers.
- The minimum requirement for subdivision officers is that they attend a national ACS meeting at least once a year
- If subdivision officers do not attend a national meeting within 2 years, they should step down as an officer of the subdivision by submitting a letter of resignation to the ranking subdivision officer and the AGFD Chair.
- If a subdivision officer has not attended an ACS national meeting within the last two years, or has not fulfilled reporting or symposium organizing responsibilities, the ranking subdivision officer (most senior subdivision officer in the rotation that is fulfilling their responsibilities) shall initiate actions to replace that subdivision officer. The ranking subdivision officer shall
 - inform the AGFD chair that the subdivision officer is not fulfilling their responsibilities
 - request that the AGFD Chair make a request to the negligent subdivision officer to submit their resignation or inform the negligent officer that they are being removed from office and will be replaced (this should come from the AGFD Chair as the Chair of the Executive Committee)
 - align with other subdivision officers to accelerate matriculation through the officer rotation
 - identify a new subdivision Secretary

***BYLAWS OF THE
DIVISION OF AGRICULTURAL AND FOOD CHEMISTRY
OF THE
AMERICAN CHEMICAL SOCIETY**

**BYLAW I
Name**

This organization shall be known as the Division of Agricultural and Food Chemistry (hereinafter referred to as the “Division”) of the AMERICAN CHEMICAL SOCIETY (hereinafter referred to as the “SOCIETY”).

**BYLAW II
Objects**

Section 1. The objects of the Division shall be those of the SOCIETY as stated in the Charter and Constitution of the SOCIETY. In particular, the objects shall be to bring together persons particularly interested in the chemistry of agricultural and food products, both raw and finished; to foster programs of general papers and symposia on special topics dealing with this field of chemistry to promote such other activities as will stimulate activity in and emphasize the importance of research in agricultural and food chemistry.

Section 2. Nothing in these bylaws shall be inconsistent with the Charter, Constitution and Bylaws of the SOCIETY.

Section 3. The Division is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

**BYLAW III
Members and Affiliates**

Section 1. Membership in the Division is open to all members of the SOCIETY. Any member of the SOCIETY may join the Division by enrolling with the Division and paying the established annual dues as mentioned elsewhere in these bylaws.

Section 2. A Society Affiliate may become a Society Affiliate of the Division provided that Division dues established for Society Affiliates are paid. A Society Affiliate may not vote for or hold an elective position or vote on Articles of Incorporation or bylaws of the Division. A Society

***Effective September 10, 2015.** Approved, as amended, by the Committee on Constitution and Bylaws, acting for the Council of the AMERICAN CHEMICAL SOCIETY. (C&B: bylaws@acs.org; www.acs.org/bulletin5)

Affiliate may not serve as a voting member of the Executive Committee. Society Affiliates may be appointed as committee chairs.

Section 3. The Division may have Division Affiliates as authorized in the Constitution and Bylaws of the SOCIETY. A Division Affiliate shall retain affiliate status only so long as payment is made of Division Affiliate dues of not less than two dollars (\$2.00) per annum. A Division Affiliate shall have all the privileges of membership in the Division, as provided in the Division bylaws, except that of holding an elective position in the Division, voting on Articles of Incorporation and bylaws, serving as a member of the Executive Committee or equivalent policy-making body, or voting for Councilors or Alternate Councilors.

Section 4. Members and affiliates shall have such rights and privileges as are accorded them by the Constitution and Bylaws of the SOCIETY.

Section 5. STUDENT MEMBERS may not serve as Councilors, Alternate Councilors, or Temporary Substitute Councilors.

Section 6. Any member or affiliate may resign from membership in the Division by submitting a resignation in writing to the Secretary of the Division; any dues previously paid shall not be reimbursed.

BYLAW IV

Officers, Executive Committee, and Councilors

Section 1. The officers of the Division shall be MEMBERS of the SOCIETY and the Division and shall consist of the Chair, Chair-Elect, Vice-Chair, Secretary, and Treasurer.

Section 2. The Executive Committee shall be the governing body of the Division and as such shall have full power to conduct, manage, and direct the business and affairs of the Division in accordance with the Constitution and Bylaws of the SOCIETY and these bylaws. The Executive Committee shall consist of the officers of the Division, the Immediate Past Chair, the Councilors and Alternate Councilors, the chair of each Subdivision, and four elected Members-at-Large. Members-at-Large shall be MEMBERS of the Division.

Members-at-Large shall perform duties to support the activities of the Division as directed by the Chair of the Division.

Section 3. The duties of the officers shall be such as usually pertain to their offices, together with those required by these bylaws, and by the Constitution and Bylaws of the SOCIETY, and such other duties as may be assigned to them from time to time by the Executive Committee.

- a. The duties of the Chair shall be to preside at meetings of the Executive Committee, to carry into effect the decisions and recommendations of that Committee, to preside at business meetings of the Division, to appoint, with the approval of the Executive Committee, all

committee chairs and committee members except as stated elsewhere in these bylaws, and to carry out the duties required by the Constitution and Bylaws of the SOCIETY.

- b. In the absence of the Chair, the duties of the office shall devolve upon the Chair-Elect. The Chair-Elect shall serve as Chair of the Program Committee.
- c. The Vice-Chair shall assist the Chair-Elect in developing technical programs, with particular emphasis on future programs. The term of office shall be for one year.
- d. The duties of the Secretary shall be to keep a record of the minutes of the meetings of the Division and of the Executive Committee, to maintain a list of members and affiliates, to send to members and affiliates such notices as the business of the Division may require, to submit a report to the Division at its annual meeting, and to carry out the duties required by the Constitution and Bylaws of the SOCIETY and elsewhere in these bylaws. The term of office shall be one year; reelection is permissible.
- e. The Treasurer shall have charge of the funds of the Division, keep an accurate record of all receipts and disbursements, receive dues, and make those disbursements approved by the Executive Committee. The Treasurer shall render an account of all transactions and of the financial condition of the Division to the Executive Committee at times set by the Committee, and shall submit such reports as are required by the Constitution and Bylaws of the SOCIETY. The term of office shall be one year; reelection is permissible.

Section 4. Vacancies

- a. In the event of a vacancy in the office of Chair, the Chair-Elect shall assume the duties of Chair for the remainder of the term. In such case, the person moving into the position of Chair shall also hold that position during the normal year as Chair as part of the leadership transition.
- b. In the event of a vacancy in the office of Chair-Elect, the Vice-Chair shall assume the duties of Chair-Elect for the remainder of the term.
- c. All other vacancies, except for Councilors and Alternate Councilors, shall be filled by majority vote of the Executive Committee through interim appointment for the period up to the next annual election. At that time, the procedures for election as outlined in the bylaws of the Division shall be followed.
- d. An interim appointee to the vacated office of Chair-Elect and/or Vice-Chair shall not automatically succeed to the offices of Chair and/or Chair-Elect, respectively. At the next election, a Chair, Chair-Elect, and/or Vice-Chair shall be elected.

Section 5. Councilors, Alternate Councilors, and Temporary Substitute Councilors

- a. The Division shall have Councilors and Alternate Councilors as provided in the Constitution and Bylaws of the SOCIETY. The Division's Councilors and Alternate

Councilors shall carry out those duties assigned to them by the Constitution and Bylaws of the SOCIETY.

- b. Councilors and Alternate Councilors shall be elected from the MEMBERS for three-year terms beginning January 1. Reelection is permissible. Councilors shall be elected in separate years, whenever possible, to provide for a rotation of terms in accordance with the Constitution of the SOCIETY.
- c. In the event that a Councilor is unable to attend a specified meeting of the Council of the SOCIETY, the Chair of the Division shall appoint one of the Alternate Councilors to serve as Councilor at the specified meeting. Such appointment of an Alternate Councilor shall be for only one meeting.
- d. If every Councilor and Alternate Councilor of the Division will be absent from a Council meeting, thus leaving the Division without representation at such meeting, the Executive Committee may designate one MEMBER of the Division as a Temporary Substitute Councilor in accordance with the Bylaws of the SOCIETY.
- e. The Executive Committee shall designate one or more Councilors to be disqualified under the SOCIETY Bylaw provisions for reallocation of Councilors among the Divisions.
- f. Any vacancy in the position of Councilor or Alternate Councilor shall be filled for the remainder of the unexpired term at the time of the next annual election. The vacancy may be filled until the next annual election by appointment by the Executive Committee.

BYLAW V

Manner of Election and Terms of Office

Section 1. The election of officers and Members-at-Large shall be conducted either by a ballot distributed to the members of a Division in accordance with the Bylaws of the SOCIETY or at a regular meeting of the Division provided there is a quorum present as described elsewhere in these bylaws.

Section 2. Elected officers of the Division shall serve for a term of one year beginning on January 1 or until their successors are elected. Members-at-Large of the Executive Committee shall serve for a term of three years beginning on January 1 or until their successors are elected; reelection is permissible. At the end of the Chair-Elect's term of office, the Chair-Elect shall succeed to the office of Chair. At the end of the Vice-Chair's term of office, the Vice-Chair shall succeed to the office of Chair-Elect. The Secretary, Treasurer, and Members-at-Large of the Executive Committee shall be elected at a business meeting of the Division. In the absence of a quorum, the election shall be conducted by ballot. Councilors and Alternate Councilors shall be elected by a ballot of those eligible to vote.

Section 3.

- a. Prior to the spring meeting of the Society, the Nomination Committee shall make one nomination for each position of Councilor to be filled and one nomination for each position of Alternate Councilor to be filled in the next election. The Committee shall submit its report in writing to the Secretary who shall promptly report to the Division members. Any member of the Division may submit additional nominations in writing to the Secretary before July 1. Nominations so made shall be equally valid as those from the Nomination Committee. All candidates nominated shall have indicated willingness to serve if elected.
- b. At least thirty days prior to the annual meeting of the SOCIETY, the Nomination Committee shall make one nomination for each position other than Councilor or Alternate Councilor to be filled. The Nomination Committee shall report to the membership its nominations and submit a report in writing at the next business meeting of the Division. Any member of the Division may, in writing or from the floor at the meeting, nominate additional candidates for office, if the nomination is seconded by another member. Nominations so made shall be equally valid as those from the Nomination Committee. All candidates nominated shall have indicated willingness to serve if elected.

Section 4. When a ballot is used, the candidates for each office shall be listed in an order to be selected by lot on a ballot to be distributed to each member of the Division by November 1. The ballot shall provide for a write-in candidate for each position to be filled. A paper ballot shall be provided to any member who requests it.

Section 5. The ballots shall be tabulated and validated not later than November 15. The candidate for each position receiving the largest number of votes shall be declared elected. In case of a tie vote, the Executive Committee, by ballot, shall elect from among the candidates who share the tie vote; the candidate receiving the largest number of votes shall be declared elected.

The results shall be announced by the Division Chair as soon as possible after the election, and also published in the Division's newsletter and/or on the Division's website soon thereafter. The results shall be certified to the Executive Director of the SOCIETY not later than December 1 in accordance with the Bylaws of the SOCIETY.

Section 6. In accordance with the SOCIETY's Bylaws, balloting procedures should ensure fair balloting that is open to all eligible members, protection against fraudulent balloting, and the timely reporting and archiving of balloting results.

BYLAW VI

Recall of Elected Officials

Section 1. The elected officials of the Division (officers and elected Executive Committee members) are subject to recall for neglect of duties or conduct injurious to the SOCIETY. Recall procedures are not applicable to Councilors and Alternate Councilors.

Section 2. The recall of an official shall be initiated when a signed petition, indicating in writing the specific charges and reasonable substantiating evidence, is submitted to the Chair from at least

five members of the Division. In the event the Chair is the official in question, the Chair-Elect shall receive the petition and shall assume the duties of the Chair with respect to this issue until the issue is resolved.

Section 3. The Chair shall, without delay, determine that the petitioners are aware of the gravity of their actions and the procedures to be followed. The Chair shall seek an alternate resolution to the problem and a withdrawal of the petition at this time. In the absence of a resolution to the problem, the Chair shall notify the members of the Executive Committee and call a special meeting within thirty days.

- a. The Executive Committee shall promptly continue the recall process or dismiss the petition as ill-founded or find an alternate resolution to the problem. The Chair shall promptly inform the petitioners and the official of the decision of the Executive Committee. If no contact with the official can be made after a reasonable effort, the Executive Committee may remove the official in question with a two-thirds (2/3) vote of the remaining members.
- b. If the proceedings continue:
 - (1) The Chair shall assign the duties of the official to another qualified MEMBER of the Division until the issue is resolved.
 - (2) The official shall be offered an opportunity to answer the allegations in the petition before the Executive Committee. A certified letter shall be sent to the last known address on the official SOCIETY membership roll. Upon notification, the official shall have thirty days to make a written response to the allegations.
 - (3) The Executive Committee shall decide whether or not to proceed after studying the official's response. The Chair shall inform the official and the petitioners of the decision of the Executive Committee. If the Executive Committee decides that the proceedings shall continue, the official shall choose one of the following options:
 - (a) The official may resign.
 - (b) The official may request a recall vote. Division members shall be informed, through brief written statements prepared by the Executive Committee and the official, of the issues involved with the recall vote. Both statements shall be distributed to the members with the ballot. A paper ballot shall be provided to any member who requests it. At least two-thirds (2/3) of votes cast shall be required for the official to be removed from office. The membership shall be informed of the results of the recall vote.
 - (c) The official may request a hearing and a recall vote by the remaining members of the Executive Committee. At least two-thirds (2/3) vote of the remaining members of the Executive Committee shall be required to recall the official.
 - (d) The official may choose not to respond and thus forfeit the position.

Section 4. The vacancy provisions of these bylaws shall be used to fill a vacancy caused by a recall process. The Executive Director of the SOCIETY shall be informed of the recall and the filling of the vacancy.

BYLAW VII Committees

Section 1. The Executive Committee shall establish committees as necessary for the proper operation of the Division.

Section 2. The Division shall have the following standing committees as described below and elsewhere in these bylaws: Audit, Executive, Finance, Membership, Nomination, and Program.

- a. An annual audit of the books of the Treasurer and of any other transactions regarding the Division's funds shall be conducted by an Audit Committee as described elsewhere in these bylaws.
- b. The Immediate Past Chair of the Division shall serve as Chair of the Finance Committee.
- c. The Membership Committee shall consist of three or more members of the Division. This Committee shall aggressively promote membership in the Division by members of the SOCIETY.
- d. The Nomination Committee shall consist of the Immediate Past Chair of the Division, who shall serve as Chair of the Committee, and two or more members of the Division appointed by the Executive Committee.
- e. The Program Committee shall consist of the Chair-Elect of the Division, who shall serve as Chair of the Committee, the Vice-Chair of the Division, and at least one or more appointed members of the Division. The Program Committee shall organize the program of papers for all technical meetings of the Division. It shall work cooperatively with other Divisions of the SOCIETY in planning joint sessions and programs of mutual and timely interest.

BYLAW VIII Meetings

Section 1. The Executive Committee shall designate the times and places of meetings as it finds necessary or desirable for the proper functioning of the Division. The Division shall hold at least one technical session annually; however, this requirement may be modified by the Executive Committee in accordance with the Bylaws of the SOCIETY.

Section 2. The annual meeting of the Division to conduct Division governance business shall be held at the time of a national meeting of the SOCIETY. The Executive Committee shall set the order of business for business meetings of the Division. The order of business may be suspended by a majority vote of the members present.

Section 3. The Division may hold special meetings to conduct governance business upon the written request of a majority of the Executive Committee or upon the written request of 15 members of the Division. To be valid, such request shall be received by the Secretary at least ten days before the date requested for the meeting and shall state the exact nature of the business to be transacted. No other business shall transpire at such meetings.

Section 4. Meetings of the Executive Committee and meetings of the Division to conduct Division governance business, with the approval of the Executive Committee, may be held by means of electronic communications technology that permits those in attendance to hear the proceedings substantially concurrently with their occurrence, to vote on matters submitted, to pose questions, and to make comments.

Section 5. The Executive Committee shall meet upon due notice either at the call of the Chair or upon request of a majority of its members. A quorum for an Executive Committee meeting shall consist of a majority of the members of the Committee. In the absence of a quorum, called meetings of the Executive Committee shall adjourn to a specific date.

Section 6. Due notice of all meetings shall be sent to each member and affiliate of the Division. A quorum for the transaction of governance business at such a Division meeting shall consist of 10 members of the Division. No governance business shall be conducted in the absence of a quorum. Notice of other meetings of the Division shall be disseminated in such a manner that it is available to all members and affiliates of the Division.

Section 7. The fee for registration at any special meeting shall be decided by the Executive Committee in accordance with the Constitution of the SOCIETY.

Section 8. The most recent edition of *Robert's Rules of Order Newly Revised* shall be the parliamentary authority for all matters not covered in these bylaws or in the SOCIETY's documents.

BYLAW IX

Finances

Section 1.

- a. Members of the Division shall pay annual dues in an amount set by the Executive Committee. The Executive Committee shall have the option to waive or discount dues for STUDENT MEMBERS and for others as provided in the SOCIETY's Bylaws for waived or discounted dues. A member of the Division who is in arrears in payment of dues for one year shall be removed from the rolls.

- b. Society Affiliates may be assessed annual dues in an amount set by the Executive Committee.
- c. The annual dues of Division Affiliates shall be determined by the Executive Committee in accordance with the Constitution and Bylaws of the SOCIETY, and as mentioned elsewhere in these bylaws.

Section 2. The Division may raise or collect funds to be expended for Division purposes, and may have the entire management and control of such funds insofar as such management and control shall not conflict with any provision of these bylaws or with the Constitution or Bylaws of the SOCIETY.

Section 3. The Division may receive donations or bequests made to it, and may expend or invest the same on behalf of the Division. Such expenditures or investments shall be made by the Treasurer of the Division upon authorization by the Executive Committee.

Section 4. An annual audit of the books of the Treasurer and of any other transactions regarding the Division's funds shall be conducted by an Audit Committee of two or more disinterested members or individuals, appointed by an officer with no authority to disburse funds. The audit report shall be submitted to the Executive Committee by January 31.

BYLAW X

Presentation of Papers

Section 1. The Executive Committee shall be responsible for the selection of papers to be presented at meetings of the Division. It may delegate this authority to a Division member or to a committee created for this purpose.

Section 2. The rules for papers presented before meetings of the SOCIETY as outlined in the Bylaws and Regulations of the SOCIETY shall govern this Division.

BYLAW XI

Subdivisions

Section 1. The Division may organize within itself one or more units, known as Subdivisions, which shall be established to cover a specified portion of the general field of the Division. Each such Subdivision shall operate in conformity with the bylaws of, and shall be responsible to, the Division.

Section 2. Formation or discontinuance of a Subdivision shall be at the discretion of the Executive Committee of the Division. Steps to initiate a Subdivision may be taken by action of the Executive Committee or by a petition signed by at least the number of Executive Committee members plus

five members of the Division, sent to the Executive Committee. The scope of the activities of a Subdivision shall be defined and monitored by the Executive Committee of the Division. Members and affiliates of the Division may join the Subdivision by request to the Secretary of the Subdivision.

Section 3. Upon establishment of a Subdivision, the Executive Committee of the Division shall appoint MEMBERS of the Division to serve as Chair, Chair-Elect, Vice-Chair, and Secretary of the Subdivision. The Chair-Elect shall assume the office of Chair after one year, the Vice-Chair shall assume the office of the Chair-Elect after one year, and the Secretary shall assume the duties of Vice-Chair after one year. Thereafter, the Chair-Elect shall succeed to the office of Chair and the members of the Subdivision shall nominate and elect the remaining officers, who must be willing to serve in these positions. The officers, who shall be MEMBERS of the SOCIETY, shall be elected in accordance with election procedures for Division officers and shall serve for one year beginning January 1. The Chair of the Subdivision shall be a member of the Executive Committee of the Division and may appoint such committees as may be necessary to conduct the activities of the Subdivision. The Secretary of the Subdivision shall maintain a list of members and affiliates of the Subdivision.

BYLAW XII

Amendments

Section 1. A petition to amend the bylaws may be initiated by the Executive Committee, or by petition signed by at least the number of Executive Committee members plus five members of the Division. If the proposed amendment is approved by the Executive Committee, if practical, it shall be submitted to the SOCIETY's Committee on Constitution and Bylaws for review.

Section 2. The Executive Committee will then incorporate all the required changes and either accept or reject any recommended changes that are suggested by the Committee on Constitution and Bylaws. The revised bylaws shall then be submitted to the Division membership for adoption. This may be accomplished at a business meeting of the Division held during a national meeting of the SOCIETY provided that at least eight weeks prior notice is given to the Division members.

Section 3. If a proposed amendment is not approved by the Executive Committee and if the petition is signed by at least twice the number of Executive Committee members of the Division, if practical, it shall be submitted to the SOCIETY's Committee on Constitution and Bylaws for review before being distributed to the members of the Division.

Section 4. At least two-thirds (2/3) of votes cast shall be required to approve the amendment provided a quorum is present. Alternatively, or failing the presence of a quorum, the vote may be taken by a ballot distributed to all members of the Division. At least two-thirds (2/3) of the valid ballots returned must be affirmative for adoption.

Section 5. The Secretary shall distribute the outcome of the vote regarding the amendment(s) to the Division members and within one month shall meet all requirements for submitting the results to the Committee on Constitution and Bylaws.

Section 6. Amendments to these bylaws, after adoption by the Division, shall become effective upon approval by the Committee on Constitution and Bylaws, acting for the Council of the SOCIETY, unless a later date is specified.

BYLAW XIII

Dissolution of the Division

Upon dissolution of the Division, any assets of the Division remaining thereafter shall be conveyed to such organization then existent as is dedicated to objects similar to those of the Division and the AMERICAN CHEMICAL SOCIETY, or to the AMERICAN CHEMICAL SOCIETY, so long as whichever organization is selected by the governing body of the Division at the time of dissolution shall be exempt under Section 501(c)(3) of the Internal Revenue Code of 1954 as amended or under such successor provision of the Code as may be in effect at the time of the Division's dissolution.

GUIDELINES FOR ORGANIZERS OF DIVISION SYMPOSIA

1. Goals of AGFD Symposia

Symposia topics should support the mission of the Division and the ACS by addressing research of current major importance. Symposia should cover a topic in depth with fundamental presentations spanning basic concepts and their applications. Symposia should bring together scientists from diverse disciplines, but with common interests, to focus on the most current data on a single topic.

2. Symposia Topics

Twice a year the AGFD Program Committee publishes a list of future symposia topics in the Cornucopia. The Program Committee, Subdivision Committees, and individual scientists identify future symposia topics. Symposia organizers should consider logical locations for presenting topics that can have more relevance when presented at particular locations, e.g. a symposium on citrus in Florida, a symposium on grain in the Midwest, on wine in California.

3. Declaring Intent to Organize a Symposium

Generally the Division can support symposia presented in 2-3 concurrent sessions over the 5 days of a national ACS meeting. Anyone considering organizing a symposium needs to inform the Program Committee 1.5 to 2 years in advance of the proposed presentation date. The Program Committee will review a symposium request based on the following information supplied by symposium organizers:

- Symposium topic
- Proposed presentation date/location
- Need/relevance to AGFD
- Potential interest to other ACS Divisions for joint sponsorship or co-listing
- Estimated number of papers or days required
- Contact info for symposium organizers (name, affiliation, address, phone, fax, e-mail)
- Estimated budget and intended sources of funding to meet the budget
- Size of room needed/audience size expected
- Any special needs, audio-visual or otherwise

While a symposium can be proposed at any time the best time to propose a symposium is at the Future Programs meeting, scheduled at each National Meeting. The Division strongly recommends that each symposium have at least 2 organizers to help share the workload of contacting speakers, arranging book proposals, preparing budgets, reviewing abstracts, soliciting funding and making follow-up calls to speakers. Contact previous symposium organizers or the Program Chair for examples of letters you will need to send to invite speakers, solicit funding, and propose a book deal. The AGFD Program Chair must approve any significant modifications to a symposium proposed by the symposium organizers. The Program Chair will list all symposia as 'open to all submissions' unless specifically instructed by the organizers to list it 'invited papers only'. The Graduate Student Symposium is an exception in that the papers are

always by invitation only. The Program Chair may cancel a proposed symposium but no later than 9 months prior to the proposed meeting date.

4. Funding Symposia

From the outset symposium organizers should know that AGFD division promises no money in support of symposia. The Program Chair works with all symposium organizers to ensure that the entire program stays within the budget cap established by the Executive Committee. If organizers anticipate the need for funding, the organizers must present a budget to the Program Chair at least one ACS national meeting before the expected symposium date. Once their budget is approved by the Program Committee, symposium organizers are responsible for operating within their budget. As the symposium date nears, organizers should provide the Program Chair a more detailed budget listing the extent to which individual speakers are to be funded. The AGFD division may provide funds for speakers considered essential to the success of the symposium based upon need, detailed by written requests/justification from speakers or organizers. AGFD funding is based on the needs of the program, not the needs of the speaker or a desire to fund all speakers equally. That a speaker is from academia and therefore needs funding is not a valid argument. The Finance Committee evaluates all funding requests on their merit. The maximum Division support a speaker may receive is 1/2 the round trip coach airfare, two days per diem, and registration. AGFD does not pay speakers honoraria and will not fund symposia that do, even if the organizer pays honoraria from other funds. Typically the Division can provide a symposium organizer no more than \$750 per half day session but the \$750 is in no way guaranteed. Symposium organizers should not automatically offer to pay registrations for speakers. Many speakers only need a single day registration, which is less expensive than a full registration. There is a one-day nonmember registration available for less than \$100. Registration for members is strongly discouraged, and should be used if attendance would be a hardship or impossible otherwise. Speakers working for industry should not request or be offered any reimbursement. The division will not reimburse industrial speakers if requested to do so by the symposium organizer. More on registration costs in the 'Speaker Registration' section, below.

Since funding from AGFD is limited, it is important for symposium organizers to investigate sponsorships. It is best to try to tap on companies that will derive some benefit from your symposium. The USDA and other grant giving bodies can serve as sources of funds. For symposia largely by and for ACS members from industry the ACS Committee on Corporation Associates is a potential source of funds (more info at <http://chemistry.org/industry/ca>). If your organization will not permit you solicit money directly, the Program Chair can sign a letter you prepare to request support from a potential funding source. There is no need for organizers to establish a bank account for symposia funds. AGFD has well-established procedures for collecting, recording and distributing symposia funds. Make funding checks out to the "Agricultural and Food Chemistry Division of ACS." Send checks to the AGFD treasurer (contact info below) with an explanation as to its intended use.

Stephen Toth, AGFD Treasurer, IFF R&D, 1515 Highway 36, Union Beach, NJ 07735, phone 732-335-2772, e-mail stephen.toth@iff.com

If you apply for an NRI grant note that ACS AGFD is always the receiving (granted) organization with all funds sent directly to AGFD treasurer. For more information about NRI grants and a grant application form, contact the program chair.

Symposium organizers should mention sponsor names in printed announcements prepared for the symposium. Sponsor logos can appear on promotional literature and on a sponsor acknowledgement slide shown at the start of the sessions. Symposia cannot be named for a sponsor. No 'Jiffy-Pop Symposium on the Advances in Corn Processing'. The Finance Committee approves the disposition of all funds derived from sponsors. Only speakers, organizers, and/or session chairs may receive reimbursement. Organizers should identify to the Program Chair and Treasurer those speakers for whom registration fees are to be paid. Total funding for registration fees, travel and per diem must not exceed that approved in advance by the Finance Committee. Reimbursements do not take place until at the meeting itself - so that only speakers that appear at the meeting receive funds. Reimbursements must take place soon after the meeting as the division needs to 'close its books' on a meeting. Do not approach the treasurer months after a meeting with additional reimbursement requests. Bring your final and most detailed budget to the meeting to assist the division treasurer in properly documenting reimbursements. Use the format below for organizing and submitting your budget.

SYMPOSIUM BUDGET				
program date:				
symposium title:				
fund sources (inflows)	inflows			
sponsor 1				
sponsor 2				
approved \$ from AGFD				
total anticipated inflows				
		outflows	outflows	
outflows by speaker *		registration	T&E	Comments
speaker 1				
speaker 2				
speaker 3				
speaker 4				
speaker 5				
speaker 6				
speaker 7				
speaker 8				
total anticipated outflows				
difference (inflow - outflow)	0			

*maximum division support a speaker may receive is 1/2 the round trip coach airfare, two days per diem, and registration. AGFD does not pay speakers honoraria and will not fund symposia that pay honoraria.

5. Selection of Speakers

Anyone can speak. If speakers are not ACS members they have to be formally invited (by the organizer) - so just invite them. The Division Secretary can provide AGFD letterhead for invitations and correspondence. Encourage speakers to join AGFD/ACS if they are not already members. Discourage speakers that want to present little more than a sales pitch. They should address cutting edge science; stretch and challenge the participants and provide insights into knowledge otherwise not available. Choose highly-qualified, enthusiastic speakers at the forefront of their specialization. When inviting speakers, make clear to what extent (if any) that you can reimburse their costs. Work only with speakers that have a reasonable certainty of attending the meeting.

6. Confirmation of Proposed Symposia

At Future Programs Meetings the AGFD Program Chair will contact each symposium organizer to confirm

- Is the symposium still on?
- How many speakers have signed up?
- Any changes in symposium organizer or co-organizer contact info?
- Any need to change the title of the symposium - if so, to what?
- Any problems anticipated that could prevent the symposium from taking place?

7. Publishing Symposium Proceedings

Organizers should seriously consider publishing the proceedings of their symposium in book form, acting as editors. Publication of symposium books provides royalties that support future division programs. The AGFD Division will ask symposium organizers to sign an agreement stating that all royalties from symposium publications, regardless of publisher, accrue to the Division. To avoid potential financial liabilities organizers must send a copy of the contract to the Secretary/Treasurer of the Division PRIOR TO SIGNING.

An Acquisition Editor will need a cover letter stating the purpose and scope of the symposium, an idea of the types of scientists that might purchase such a book, information such as how the book would complement or update existing publications, and a list of chapter titles with author names and affiliations organized in a tentative table of contents.

8. Gathering Abstracts and Arranging Symposium Sessions

Symposium organizers are responsible for getting speakers to submit their abstract and for providing the Program Chair the time and order of presentation of each talk. They need to use the web-based program for registering abstracts. Let speakers know that the Program Chair reserves the right to reject any abstract or require editing of an abstract prior to acceptance. The Program Chair will e-mail the symposium organizer concerning potential rejections or edits. Symposium organizers serve as the main contact for information needed by speakers. Organizers that have not used on-line abstract submittal should try it so that they can advise

speakers. If you enter a practice abstract just clearly label it as a test so that the Program Chair can delete from the final program. The ACS has a practice version available for speakers to learn the system. Speakers that enter their abstract on the practice version need to re-enter their abstract on the live version if they want to have their paper included in the program. Abstracts should have only the first letter of the first word in the abstract title capitalized (like a normal sentence), the abstract has a 150-word limit, and it is best to avoid using any unusual characters or fonts in the title or abstract. Organizers use the on-line abstract system to put papers in the order they desire, assign times for each speaker, include breaks and assign session presiders. About 2 weeks after abstract submittal opens symposium organizers get an email from ACS with instructions and a password to permit review of abstracts. If you did not get a password from ACS, contact the AGFD program chair.

Putting a break in the middle of sessions provides an opportunity to recover time lost due to long-winded speakers. Abstract submission deadlines are normally around November 10 for the Spring meeting and May 10 for the Fall meeting. As soon as the program is printed in C&EN, organizers must contact speakers informing them of the date and time of their presentation and reminding them to register for the meeting.

Organizers wanting to co-sponsor a symposium require a document signed by both divisions. Co-listing of symposia requires no paperwork.

9. Arranging Symposia to Create the AGFD Program

Do not promise any speaker a time or date for speaking prior to publication of the program in C&EN. Organizers should let the Program Chair know their preference for a particular day or days. Consider the rest of the program. If other symposia will compete for your audience you may want to avoid the competition. Explain to speakers that they may need to present anywhere from Sunday a.m. to Thursday p.m. ACS does not assign hotels or conference rooms prior to the close of abstract submittal so there is no way to provide any specific location information to speakers when they submit abstracts. Only papers listed in the published program can be presented. Once a program schedule is published it cannot be changed -- if a speaker cancels the program slot must either remain blank, be replaced with a discussion period, or you can ask the previous speaker to run long. Replacing one paper for another or adding a paper is not permitted. Editing an abstract after the abstract final close deadline is not possible. The schedule of abstracts closes for edits months before the meeting and a month or so prior to publication on the ACS web site. If a speaker cannot make the meeting another person can present the work in their place -- preferably a person with an excellent knowledge of the work. If the second to last paper of the day is cancelled the last paper of the day can be given in its place, if, and only if, the speaker agrees to re-present the paper at the correct time should someone new show up at the correct time and want to see the paper. ACS allocates rooms based on the audience size estimated by the symposium organizer. Switching to a larger room is difficult once the symposium is underway and confuses attendees. Morning sessions need to complete by noon as the meeting rooms are often scheduled for division business meetings.

10. Posters

AGFD poster presenters are part of the General Posters session but some AGFD posters are typically presented also at Sci-Mix, Monday night from 8-10. Authors with more than one Sci-

Mix poster should remind the Program Chair to arrange their posters so that they receive adjacent poster boards.

11. Audio-Visual Equipment

LCD projectors are the standard (no extra charge) ACS audio-visual devices. The session chair has the responsibility to provide a laptop or obtain access to one -- ACS does not provide them for free. If you want to rent a computer or non-standard AV equipment you have to pay for it out of your symposium budget and note that renting non-standard equipment is expensive. Get speakers to prepare PowerPoint presentations on flash drive. If the session organizer is bringing a laptop, speakers could e-mail ppt files to the session organizer for loading onto the laptop ahead of time -- this way you can identify potential problems with equipment or software versions. Organizers also need to find out ahead of time if speakers have Mac-based presentations. DVD videos with sound that play on laptops require extra audio cabling that needs preparation and testing before the beginning of a session. Speakers will have access to a speaker ready room where they can review their presentations. Remind speakers to speak up so that the back row can hear them and to make sure their presentation does not require more time than the schedule permits. ACS does not provide timers -- if you want them, bring them. If company logos appear on each slide they should not be too prominent.

12. Speaker Registration

All speakers must register for the ACS meeting. Registration costs cannot be waived -- someone must pay, either the speaker or the symposium organizer (from the symposium budget). It costs less for an ACS member to register and less before the meeting as opposed to on-site. One-day registration costs about half of a full registration. In the case of non-members, it is less expensive for them to become members (if possible) than to register as a non-member. Non-chemist non-members pay lower registration costs than chemist non-members.

13. Timeline for Symposium Organizers

18 to 24 months before meeting -

- Declare (to AGFD Program Chair) intent to organize symposium

12 to 18 months before meeting -

- Identify co-organizer

9 to 12 months before meeting -

- Identify speakers
- Draw up budget
- Contact publishers regarding possibility of publishing symposium papers as a book
- Determine if symposium will be 'open' or 'invited papers only'
- Contact potential sources for funds or grants to support symposium
- Identify divisions that may wish to co-sponsor the symposium

6 to 9 months before meeting -

- Ask speakers to provide a tentative title
- Determine number of speakers/sessions

- Identify session presiders
- Determine which speakers will need funding; compare against budget
- Provide updated info to Program Chair
- Determine how much time each speaker will need to make their presentation.
- Prepare a handout that describes the symposium, listing sponsors, speakers & titles
- Discuss book publication plans with speakers

4 to 6 months before meeting -

- Instruct speakers to log on abstract submittal system and enter their abstract
- Review abstracts and organize as needed. Schedule breaks.

2 to 4 months before meeting -

- Remind speakers to register for meeting, and register yourself
- Send them 'Guidelines for Speakers' (the second part of this document)
- Confirm the types of audio-visual equipment needed by the speakers
- Estimate meeting room size needed
- Provide updated info to Program Chair

1 to 2 weeks before meeting

- If possible, obtain an electronic copy of the speaker's presentation
- Load speaker's presentations on a laptop that you can bring to the meeting
- Provide your address at the meeting to your speakers. Try and get theirs.
- Ask speakers to come early on their meeting date to iron out any last minute details

14. At the Meeting

Plan on arriving 30 minutes prior to the start of the session to check-in with the Program Chair and confirm the condition of the lighting and projection equipment. Introduce yourself to the audio-visual technicians and discuss any special needs. Ask all speakers and presiders scheduled for a session to check in with you before the beginning of the session. Keep your speakers within their time allotment.

Coffee breaks in the meeting room or an end-of-the-day reception cost about \$1000 to \$2000 and the division cannot provide funds. Consider possible conflicts when making evening plans -- the AGFD Executive Committee usually meets on Sunday night, Sci-Mix is always Monday night from 8 to 10, and AGFD has a reception or banquet on Tuesday night from 6 to 9.

Use PowerPoint slides before the session and during breaks to remind attendees of the reception/banquet, award sessions, and any special events. Encourage speakers to attend the AGFD reception. The Spring AGFD reception is free -- in the Fall they get to pay for it themselves. If you have money in your budget left over, buying speakers a ticket to the Fall banquet is a good place to spend the money.

15. After the Meeting

Email your speakers to thank them for their contribution to a successful symposium and ACS meeting. Contact your financial supporters letting them know that their support resulted in a successful symposium.

AWARDS

1. Award for the Advancement of Application of Agricultural and Food Chemistry

Administered by the Division of Agricultural and Food Chemistry and sponsored by International Flavors and Fragrances, Inc.

First awarded: 1973.

Purpose: To recognize and encourage outstanding contributions to pure and/or applied agricultural and food chemistry.

Eligibility: A nominee must have made:

1. An outstanding application of chemistry and/or chemical technology to the solution of agricultural or food problems of importance to the nourishment and health of mankind, or
2. Outstanding contributions to the advancement of pure and/or applied agricultural and food chemistry.

Special consideration shall be given to independence of thought and the originality shown, or to the importance of the work when applied to the public welfare or the needs of humanity. The nominee must be actively engaged in the line of work for which the Award is made.

Prize: \$3000, an engraved plaque, and an allowance to cover the travel expenses of the awardee to the ACS Fall Meeting at which the Award will be presented.

Nomination package: Nominations should list the name, present affiliation, and achievements of the candidate. The nomination form and no more than three letters of endorsement must be submitted to the Chair of the Awards Committee by February 1 of the year for which they are nominated. The Awards Committee will select one nominee for ratification by the Divisional Executive Committee at their Spring Meeting. Nominees, other than the recipient, will be eligible for consideration for two consecutive calendar years without re-submission of information.

Deadline: February 1.

Send nominations to: Michael J. Morello, mjmorello226@gmail.com

Previous winners:

1973	A. Larry Elder	1980	Dexter French
1974	Frank M. Strong	1981	Hisateru Mitsuda
1975	Stuart Patton	1982	Irwin E. Leiner
1976	Harold Olcott	1983	George E. Inglett
1977	Leonard Jurd	1984	Yeshajahn Pomeranz
1978	Robert E. Feeney	1985	John R. Whitaker
1979	Thomas Jukes	1986	Thomas Mabry

1987	Eric Block	2007	Fereidoon Shahidi
1988	John H. Bremner	2008	Donald S. Mottram
1989	Roy Teranishi	2009	Russell L. Rouseff
1990	John E. Kinsella	2010	Terry E. Acree
1991	Aloys L. Tappel	2011	Peter Schieberle
1992	Gary A. Reineccius	2012	Eric Decker
1993	Charles V. Morr	2013	Takayuki Shibamoto
1994	Harold E. Swaisgood	2014	Thomas Hofmann
1995	Owen R. Fennema	2015	Andrew Taylor
1996	Sigmund Schwimmer	2016	Zhen-Yu Chen
1997	Ron G. Buttery	2017	Ronald Wrolstad
1998	Russell J. Molyneux	2018	Sevim Erhan
1999	Soichi Arai	2019	Fidel Toldrá
2000	Mendel Friedman	2020	Gary List
2001	Shin Hasegawa	2021	Rickey Yada
2002	Harold E. Pattee	2022	Shengmin Seng
2003	Donald W. Thayer	2023	Liangli (Lucy) Yu
2004	Shuryo Nakai	2024	Tara McHugh
2005	Chi-Tang Ho	2025	H.N. Cheng
2006	David Julian McClements		

2. AGFD Fellow Award

Sponsored by the Division of Agricultural and Food Chemistry of the American Chemical Society

First awarded: 1988.

Purpose: To recognize outstanding scientific contributions to the field of agricultural and food chemistry.

Eligibility: The award recognizes the application of chemistry to improve the supply, safety, and/or quality of food and agricultural products. A significant portion of the research should have been reported in ACS journals and books and/or at Divisional symposia. For industrial chemists who may be discouraged or prohibited from publishing, qualification criteria might include patents, product launches, process enhancements, reports, and presentations. The nominee must have been a member of ACS and the Division for at least the preceding five years.

Prize: The winner receives an engraved plaque at the ACS Fall Meeting.

Nomination package:

1. Letter of nomination (there is no nomination form)
2. 2-4 letters of support from AGFD Fellows
3. Brief summary of nominee's research
4. Brief curriculum vitae
5. Up-to-date publication list

The nominations are reviewed by a committee consisting of Division members from industry, government, and academia.

Deadline: February 1.

Send nominations to: Dr. Fereidoon Shahidi, fshahidi@gmail.com

Previous winners:

- 1988 Robert E. Feeney, Chi-Tang Ho, Herbert O. Hutlin
- 1989 Mendel Friedman, Robert L. Ory, Harold E. Pattee, Roy Teranishi
- 1990 Owen R. Fennema, John W. Finley, Steven Nagy, John R. Whitaker
- 1991 Marshall L. Fishman, Chang Y. Lee, Braja D. Mookherjee, Takayuki Shibamoto
- 1992 Mitsuo Namiki, Wassef Nawar, Russell L. Rouseff
- 1993 Eric Block, Phillip E. Shaw, Harold E. Swaisgood
- 1994 Ron G. Buttery, Richard A. Scanlan, Fereidoon Shahidi
- 1995 John P. Cherry, William A. Moats, George E. Inglett
- 1998 Irwin E. Leiner, Tung-Ching Lee, Ron Wrolstad
- 1999 Terry E. Acree, E. Allen Foegeding, Donald S. Mottram, Gary Takeoka
- 2000 Shin Hasegawa, Paul Hedin, Thomas H. Parliment
- 2002 Srinivasan Damodaran, Karl-Heinz Engel, Matthias Guntert, Robert Rosen, Dominic Wong
- 2004 Gary A. Reineccius
- 2005 Gow-Chin Yen
- 2006 Casimir C. Akoh, James N. Seiber, Andrew J. Taylor
- 2007 Peter Schieberle
- 2008 Thomas Hofmann, Rui-Hai Liu
- 2009 Eunice Li-Chan, Bhimanagouda S. Patil
- 2010 Keith Cadwallader
- 2011 Gary List, Sheng Min Chen, Lucy Yu
- 2012 Zhen-Yu Chen, Michael H. Tunick, Youling Xiong
- 2013 Mark Berhow, Sam K.C. Chang, Guddadarang K. Jayprakash
- 2014 Eric Decker, Min-Hsiung Pan, Michael C. Qian, Agnes M. Rimando, Shridhar K. Sathe
- 2015 Michael Appell, David Julian McClements, Alyson Mitchell, Kazuo Miyashita
- 2016 Susan Ebeler, Qingrong Huang, Peter Winterhalter, Wallace Yokoyama
- 2017 Andrea Buettner, Hang Xiao
- 2018 H.N. Cheng, Mingfu Wang
- 2019 Xuetong Fan, Michael Granvogl, Luke R. Howard, Bosoon Park, Yan Xu
- 2020 Brian Guthrie, Veronika Somoza, Yu Wang
- 2021 Lauren S. Jackson, Coralía Osorio Roa, LinShu Liu, Jianping Wu
- 2022 Fidel Toldrá, Michael J. Morello
- 2023 Shiming Li, Rickey Yada
- 2024 Jerry King, Youngmok Kim, Chibuike Udenigwe
- 2025 Kwang-Geun (James) Lee, Xiaonan Lu, Robert J. McGorin

3. Roy Teranishi Graduate Fellowship in Food Chemistry

Sponsored by the Division of Agricultural and Food Chemistry of the American Chemical Society

First awarded: 2002.

Purpose: To fund original graduate school research.

Eligibility: Beginning graduate students. The student must have an outstanding graduate grade point average (GPA) and show promise of an excellent graduate research career.

Prize: A one-time fellowship award of \$2500.

Nomination package: The applicant should submit a research proposal for consideration by the committee. It should be typed on standard 8" x 11" paper, and must be no longer than two pages. The application must be accompanied by a letter of recommendation from the faculty member with whom the proposed research will be done. In addition, at least one other letter, but no more than three, from professors at the student's undergraduate institution must be supplied. The package should be sent as pdf attachments to an e-mail message and must include:

1. Name, address, telephone number
2. Graduate status at time of application
3. Name and location of college or university
4. Department in which research is being done
5. Name, address, and phone number of the research advisor
6. Objectives of the research
7. Summary of the research
8. Research techniques to be used
9. Expected results or accomplishments of the research
10. Significance of the research to food chemistry
11. Official transcripts, both undergraduate and graduate if possible

Deadline: February 1.

Send nominations to: Dr. Lucy Yu, lyu5@umd.edu

Previous winners:

- 2002 Alberto Sun, Univ. of California-Davis
- 2003 April M. Elston, Univ. of Florida
- 2004 Caitlan S. Boon, Univ. of Massachusetts
- 2005 Yuko Noda, Penn State Univ.
- 2006 Yu Wang, Rutgers Univ.
- 2007 Patricio Lozano, Univ. of Illinois
- 2008 Imelda Ryona, Cornell Univ.
- 2009 Wenping Tang, Rutgers Univ.

- 2011 Jessica Cooperstone, Ohio State Univ.
- 2012 Rashin Sedighi, North Carolina A&T Univ.
- 2013 Morgan Cichon, Ohio State University
- 2014 Geoffrey A. Dubrow, Univ. of Minnesota
- 2015 Cansu Ekin Gumus, Univ. of Massachusetts
- 2016 Shi Feng, Univ. of Florida
- 2017 Tianxi Yang, Univ. of Massachusetts
- 2018 Amadeus Driando Ahnan, Univ. of Massachusetts
- 2019 Brianne M. Linne, Ohio State University
- 2020 Xinhe Huang, Univ. of Illinois
- 2021 Holly D. Childs, Univ. of Maryland
- 2022 Zihan Wang, Univ. of Alberta
- 2023 Kaidi Wang, McGill Univ.
- 2024 Sarah L. Caballero, Oregon State Univ.
- 2025 Dongjoo Kim, Univ. of Florida

4. AGFD Young Scientist Award

Sponsored by the Division of Agricultural and Food Chemistry of the American Chemical Society

First awarded: 1992.

Purpose: To recognize outstanding scientific contributions of scientists early in their careers to the field of agricultural and food chemistry.

Eligibility: Candidates must have earned their last degree within twelve years of October 1 of the year of the presentation.

Prize: \$1000 and an engraved plaque. A panel of AGFD judges will choose the Young Scientist based on the nomination package. The awardee will be invited to present their research during a symposium as part of the AGFD program at the fall ACS meeting. The awardee will receive up to \$1000 to off-set travel expenses.

Nomination package: A nomination letter, two supporting letters, a two-page summary of the research of significance, a 150-word abstract of the proposed oral presentation, and the candidate's curriculum vitae. The nominator must be a member of the Division.

Deadline: February 1.

Send nominations to: Michael J. Morello, mjmorello226@gmail.com

Previous winners:

- 1992 Shelly Schmidt, Univ. of Illinois-Champaign
- 1993 Michael J. McCarthy, Univ. of California-Davis
- 1994 Eric A. Decker, Univ. of Massachusetts-Amherst

- 1995 Thomas G. Hartman, Rutgers Univ.
- 1996 David Julian McClements, Univ. of Massachusetts-Amherst
- 1997 Youling L. Xiong, Univ. of Kentucky-Lexington
- 1998 Lauren S. Jackson, Food & Drug Administration, Center for Food Safety
- 1999 Thomas F. Hofmann, German Research Center for Food Chemistry
- 2000 Susan E. Ebeler, Univ. of California-Davis
- 2004 Bhimanagouda S. Patil, Texas A&M
- 2005 Andrew P. Breksa III, USDA-ARS, Albany, Calif.
- 2006 Liangli Yu, Univ. of Maryland
- 2007 Sheng Min Shan, Rutgers Univ.
- 2008 James Kennedy, Oregon State Univ.
- 2009 Navindra Seeram, Univ. of Rhode Island
- 2010 Danielle DiNallo, International Flavors and Fragrances
- 2011 Andrea Buettner, University of Erlangen - Nuremberg
- 2012 Ryan Elias, Pennsylvania State Univ.
- 2013 Julie Goddard, Univ. of Massachusetts-Amherst
- 2014 Silvana Martini, Brigham Young Univ.
- 2015 Lili He, Univ. of Massachusetts-Amherst
- 2016 Erika Salas, Univ. Autónoma de Chihuahua
- 2017 Michael Granvogl, Technical Univ. of Munich
- 2018 Chibuike C. Udenigwe, Univ. of Ottawa
- 2019 Ranjith Ramanathan, Oklahoma State Univ.
- 2020 Bruno Fedrizzi, Univ. of Auckland
- 2021 Xiaonan Lu, McGill Univ.
- 2022 Boyan Gao, Shanghai Jiao Tong Univ
- 2023 Xiaonan Sui, Northeast Agricultural Univ.
- 2024 Joonhyuk Suh, Univ. of Georgia
- 2025 Tianxi Yang, Univ. of British Columbia

5. Young Industrial Scientist Award

Sponsored by the Division of Agricultural and Food Chemistry of the American Chemical Society

First awarded: 2023

Purpose: Recognize the significant scientific development contributions of junior industrial scientists to commercial fields of agricultural and food chemistry.

Eligibility: Up to 10 years of industrial service (age < 40), full membership in AGFD for at least 5 years, being active in the division (for example: presentations/posters in AGFD technical programs, attendance at AGFD technical programs, service as a symposium organizer, or subdivision officer), and must have made significant scientific and/or commercial contributions, including technical publications, patents and patent application fillings, product-ingredient development, or analysis methodology.

Prize: Awardees will be invited to present their research during a symposium as part of the AGFD program at the Fall ACS National Meeting and will be presented with an engraved plaque to commemorate this distinguished award. Awardees will receive up to \$1000 to defray travel expenses.

Nomination package:

1. A self-nomination letter.
2. Two letters of support, one of which must be from an AGFD member.
3. A one-page summary of the research/development significance.
4. A 150-word abstract of the proposed oral presentation.
5. The candidate's curriculum vitae, including service to AGFD.

A panel of AGFD judges will choose the Young Industrial Scientist based on the nomination package. A maximum of two Awardees may be selected each year. Nominations will be valid for two years, as long as nominees maintain their eligibility status.

Deadline: February 1.

Send nominations to: Michael J. Morello, mjmorello226@gmail.com

Previous winners:

2023 Zhuohong (Kenny) Xie, US Pharmacopeia

2024 Liz Kreger, Sensient Flavors

6. Withycombe–Charalambous Award for Excellence in Graduate Research in Agricultural or Food Chemistry

Sponsored by the Division of Agricultural and Food Chemistry of the American Chemical Society

First awarded: 1981, in present form 2004.

Purpose: To showcase the research talents of graduate degree candidates to prospective employers.

Eligibility: Participation in the symposium is open to all year-to-be-degreed graduate students at all certified universities doing advanced research in areas of food and agricultural chemistry. Applicants must be a member of AGFD.

Prize: A panel of judges will choose up to six applicants to participate in a symposium at the ACS Spring Meeting. Those selected will receive travel expenses up to \$750. The first place winner receives a cash award of \$1000 and a plaque. The second place winner receives a cash award of \$250 and the third place winner receives a cash award of \$100. A panel of experienced AGFD member-judges will determine the awardees.

Nomination package:

1. Cover letter with resume
2. Complete college/graduate school transcripts with grade point average
3. Letters of recommendation from two major degree professors (one preferably the graduate advisor)
4. 150-word abstract of the proposed oral presentation

Deadline: October 15.

Send nominations to: Dr. Kathryn Deibler, kdd3@cornell.edu

Previous winners:

- 1986 Charles J. Belunis, Rutgers Univ.
- 1987 Frank J. Miskiel, Pennsylvania State Univ.
- 1988 Denise L. King, Univ. of Illinois and Todd Gusek, Cornell Univ.
- 1989 James M. Carr, Cornell Univ. and Gregory C. Mattern, Rutgers Univ.
- 1990 Aswathi Ann George, Univ. of California-Berkeley and James E. Hauschild, Rutgers Univ.
- 1991 Cynthia F. Ridenour, Colorado State Univ. and Belinda Vallejo-Córdoba, Univ. of British Columbia
- 1992 Ana Bravo, Cornell Univ, Sriram Naganathan, SUNY-Albany, and Marie K. Walsh, North Carolina State Univ.
- 1993 Deborah D. Roberts, Cornell Univ.
- 1994 Naina K. Shah, Rutgers Univ.
- 1995 Ellen C. Hopmans, Iowa State Univ.
- 1996 Chen-Mu Foster, Rutgers Univ.
- 1997 Yuhan Chen, Rutgers Univ.
- 1998 Prasanthi Jella, Univ. of Florida
- 1999 Darcy Driedger, Univ. of Alberta
- 2000 Shawna L. Lemke, Texas A&M
- 2001 S.P. Janaka Namal Senanayake, Memorial Univ. of Newfoundland
- 2002 Xiofeng Meng, Rutgers Univ.
- 2003 Nathan V. Matusheski, Univ. of Illinois
- 2004 Haiqing Yu, Rutgers Univ.
- 2005 Dapeng Chen, Rutgers Univ.
- 2006 Amanda B. Newell, Univ. of Illinois
- 2007 Jeffrey Moore, Univ. of Maryland
- 2008 Christina Kriegel, Univ. of Massachusetts, Amherst
- 2009 Ka Wing Chen, Univ. of Hong Kong
- 2010 Joséphine Chavre, Univ. of Minnesota
- 2011 Hyeyoung Lee, Univ. of California-Davis
- 2012 Wenping Tang, Rutgers Univ.
- 2013 Yuwen Ting, Rutgers Univ.
- 2014 Kim K. Hixson, Washington State Univ.
- 2015 Lindsay Springer, Cornell Univ.
- 2016 Juhong Chen, Univ. of Massachusetts, Amherst
- 2017 Jingjing Guo, Rutgers Univ.
- 2018 Yaxi Hu, Univ. of British Columbia

2019 Lia Lozano Salazar, Point Loma Nazarene Univ.
 2020 Luyao Ma, Univ. of British Columbia
 2024 Zhong (Marti) Hua, McGill Univ. and Zhiya Yin, Rutgers Univ.
 2025 Joshua Scott, Cornell Univ.

6. AGFD Undergraduate Award

Sponsored by the Division of Agricultural and Food Chemistry of the American Chemical Society

First awarded: 2011.

Purpose: To showcase the research talents of undergraduate students, provide a professional forum for presentation of their research and promote their continuance of education in food and agricultural chemistry.

Eligibility: Participation in the symposium is open to all undergraduate students at all certified universities actively participating in research projects/programs in the areas of food and agricultural chemistry.

Prize: This is a research poster competition held as part of the AGFD program at the spring national meeting. Up to six applicants are selected by a panel of judges to make poster presentations at the AGFD poster session. Applicants selected to participate receive up to \$1000 to off-set travel expenses. The first-place winner receives a cash award of \$500, the second-place winner receives a cash award of \$250, and the third-place winner receives a cash award of \$100. A panel of experienced AGFD member-judges will determine the awardees.

Nomination package:

1. Application form
2. Resume/CV
3. Complete college transcripts
4. One page summary of the research done to date
5. Letters of recommendation from two professors (one from advisor)
6. Abstract of the proposed oral presentation

Deadline: October 15

Send nominations to: Dr. Kathryn Deibler, kdd3@cornell.edu

Previous winners:

2011 Kimberly Hibshman, Lebanon Valley College
 2012 Jennifer C. Koch, Miami Univ. of Ohio
 2013 Deborah Gho, University of California-Davis
 2014 Christopher A. Tollett, Arkansas State Univ.
 2015 Sebastiaan Groothuis, Hanze Univ. of Applied Science
 2016 Elvira Sukamtoh, Univ. of Massachusetts, Amherst

- 2017 Marti Hua, Univ. of British Columbia
- 2018 Alexia Ciarfella, Rutgers Univ.
- 2019 Lia Lozano Salazar, Point Loma Nazarene Univ.
- 2020 Yunxuan Chen, Univ. of British Columbia
- 2023 Celina Paoletta, Christopher Newport Univ. and Christopher Prajogo, Univ. of California-Davis
- 2024 Virginia H. Pistilli, California Institute of Technol.
- 2025 Abbie Morgan, Shippensburg Univ., Nikki Tan, Univ. of Massachusetts, Amherst, and Poll Zhang, Univ. of California-Davis

7. Award for Distinguished Service to the Division of Agricultural and Food Chemistry

Sponsored by the Division of Agricultural and Food Chemistry of the American Chemical Society

First awarded: 1984.

Purpose: To recognize substantial and sustained service to the Division.

Eligibility: The nominee must have served the Division for a minimum of ten years in at least two of the following categories:

1. Service as an officer
2. Participation as a member of the Executive Committee
3. Organization of Divisional symposia

Prize: The winner receives an engraved plaque at the ACS Fall Meeting.

Nominations: Made, reviewed, and voted upon by the Executive Committee.

Deadline: March 1.

Send Nominations to: Michael Tunick, mht39@drexel.edu

Previous winners:

- 1984 George Charalambous, George E. Inglett, Daniel MacDougall, J. Wade Van Valkenburg, Emily L. Wick
- 1985 Ira Hornstein, Roy Teranishi, Leonard S. Stoloff
- 1986 Constance V. Kies, Stanley J. Kazeniac, Virginia H. Holsinger, Robert L. Ory, Robert E. Feeney, Cynthia J. Mussinan
- 1987 Harry J. Prebluda, Ira Katz, Steven Nagy
- 1988 Richard A. Scanlan, Harold E. Pattee, Donald Withycombe
- 1989 Irwin E. Liener, John R. Whitaker
- 1990 John P. Cherry, John W. Finley
- 1991 Terry E. Acree, Marshall Phillips, John P. Zikakis

1992 Charles J. Brine
 1999 Glenn Fuller, Robert J. McGorin, Sara J. Risch
 2000 Chi-Tang Ho, William A. Moats, Thomas H. Parliment
 2001 David A. Armstrong, Richard J. Petroski
 2004 Karl-Heinz Engel, Carl Frey, Michael H. Tunick
 2005 Michael J. Morello
 2008 Fereidoon Shahidi
 2012 Keith Cadwallader, Jane Leland, Agnes Rimando
 2013 Michael Appell, Bhimanagouda S. Patil
 2014 Lauren S. Jackson, Alyson Y. Mitchell
 2015 Wallace H. Yokoyama
 2017 Russell Rouseff
 2018 Kathryn Deibler, Michael Qian
 2019 Navindra P. Seeram
 2020 Brian Guthrie
 2021 Neil DaCosta
 2022 Stephen Toth III
 2024 Xuotong Fan
 2025 Liangli (Lucy) Yu, Univ. of Maryland

8. Award for Exemplary Leadership of the Division of Agricultural and Food Chemistry

Sponsored by the Division of Agricultural and Food Chemistry of the American Chemical Society

First awarded: 2020.

Purpose: To recognize substantial and extended service to the Division.

Eligibility: The nominee should have provided a minimum 25 years of active service to AGFD. Areas of service to be considered are Division officer, Subdivision officer, Councilor, Executive Committee Member, committee chair, and symposium organizer.

Prize: The winner receives an engraved plaque at the ACS Fall Meeting.

Nominations: Made, reviewed, and voted upon by the Executive Committee.

Deadline: February 1.

Previous winners:

2020 Michael Morello, Cynthia Mussinan
 2024 Chi-Tang Ho, Fereidoon Shahidi

Note: The Exemplary Leadership Award replaces the award for Continuous Distinguished Service to AGFD, which had been presented on two previous occasions:

1987 Cynthia Mussinan
 1991 Daniel MacDougal

9. Sterling B. Hendricks Memorial Lectureship Award

Administered by the Agricultural Research Service of the U.S. Department of Agriculture, and cosponsored by the Division of Agricultural and Food Chemistry and the Division of Agrochemicals.

First awarded: 1981.

Purpose: To recognize scientists who have made outstanding contributions to the chemical science of agriculture. Dr. Hendricks contributed to many diverse scientific disciplines, including soil science, mineralogy, agronomy, plant physiology, geology, and chemistry. He is most frequently remembered for discovering phytochrome, the light-activated molecule that regulates many plant processes.

Eligibility: Nominees may be outstanding, senior scientists in industry, universities, or government positions. Current ARS employees are not eligible.

Prize: The Lecture, on a scientific topic, trend or policy issue of the Lecturer's choice, will be presented at the ACS Fall Meeting. The award includes an honorarium of \$2000, a bronze medallion, and expenses to present the Lecture. All of these costs are borne by ARS, which selects the winner.

Nomination Package:

1. A letter explaining the nominee's contributions to chemistry and agriculture and
2. A current curriculum vitae

Deadline: January 15.

Send nominations to: HendricksLecture@usda.gov

Previous winners:

1981	Norman E. Bourlag	1993	Philip H. Abelson
1982	Warren L. Butler	1994	Wendell L. Roelofs
1983	Melvin Calvin	1995	Winslow R. Briggs
1984	Frederick Ausubel	1996	Hugh D. Sisler
1985	Alan Putnam	1997	Ernest Hodgson
1986	Ralph Hardy	1998	Martin Beroza
1987	Mary-Dell Chilton	1999	Bruce D. Hammock
1988	Bruce N. Ames	2000	William S. Bowers
1989	Sanford A. Miller	2001	Malcolm J. Thompson
1990	Roy L. Whistler	2002	Irvin E. Liener
1991	Peter S. Eagleson	2003	Kriton K. Hatzios
1992	John E. Casida	2004	Robert L. Buchanan

2005	Donald L. Sparks	2015	James Tumlinson
2006	Stanley B. Prusiner	2016	May Berenbaum
2007	Bruce E. Dale	2017	John A. Pickett
2008	Fergus M. Clydesdale	2018	James Seiber
2009	Charles J. Arntzen	2019	John W. Finley
2010	Christopher Somerville	2020	Thomas C. Sparks
2011	Deborah Delmer	2021	Fereidoon Shahidi
2012	Eric Block	2022	Stephen Duke
2013	Keith Solomon	2023	Gary List
2014	Robert T. Fraley	2024	John M. Clark

10. Kenneth A. Spencer Award

Administered by the Kansas City Section of ACS, and cosponsored by the Division of Agricultural and Food Chemistry and the Division of Agrochemicals. The lectureship is presented at an AGFD or AGRO symposium and at a Kansas City Section meeting.

First awarded: 1955.

Purpose: The Kansas City Section continues to present this award to stimulate education, research and industrial developments in science and technology at all levels in the area and to promote chemistry in agricultural and food science nationwide.

Eligibility: A candidate must be a citizen of the United States and must have done the work for which he or she qualified as a candidate within the United States. The candidate need not be a member of ACS. A candidate's work, whether done in education, industry or research, should have meritoriously contributed to the advancement of agricultural and food chemistry.

Prize: The Award consists of a medal and an honorarium of \$6,000, both of which are presented at a public meeting sponsored by the Kansas City Section. At this meeting the recipient will deliver an address outlining his or her achievements.

Nomination Package: A form is given at <http://kcacs.sites.acs.org/spencerawardapplication.htm>.

Deadline: December 1.

Previous winners:

- 1955 Dr. Ralph M. Hixon, Dean of the Graduate College, Iowa State University
- 1956 Dr. Conrad A. Elvehjem, President, University of Wisconsin
- 1957 Dr. William C. Rose, Professor Emeritus, University of Wisconsin
- 1958 Dr. E.V. McCollum, Professor Emeritus, Johns Hopkins University
- 1959 Dr. Karl Folkers, Executive Director of Fundamental Research, Merck, Sharpe and Dohme Research Laboratories
- 1960 Dr. C.H. Bailey, Dean and Professor Emeritus, University of Minnesota
- 1961 Dr. H.L. Haller, Agricultural Research Service, US Department of Agriculture (USDA)
- 1962 Dr. A.K. Balls, Professor Emeritus and Collaborator, USDA

- 1963 Dr. C.G. King, Lecturer and Associate Director, Columbia University, Consultant, Rockefeller Foundation
- 1964 Dr. Daniel Swern, Senior Research Investigator, Fels Research Institute, Professor of Chemistry, Temple University
- 1965 Dr. Aaron M. Altschul, Chief Research Chemist, USDA
- 1966 Dr. Robert L. Metcalf, Chairman, Department of Entomology, University of California
- 1967 Melville L. Wolfrom, Regents' Professor of Chemistry, Ohio State University
- 1968 Dr. Hervert E. Carter, Vice-Chancellor for Academic Affairs, University of Illinois
- 1969 Dr. Edwin T. Mertz, Professor of Biochemistry, Purdue University
- 1970 Dr. Lyle D. Goodhue, Former Technical Manager, Phillips Petroleum Company
- 1971 Dr. William J. Darby, President, The Nutrition Foundation Inc., Professor of Biochemistry, Vanderbilt University
- 1972 Dr. Emil M. Mrak, Chancellor Emeritus, University of California
- 1973 Dr. Esmond E. Snell, Professor of Biochemistry, University of California
- 1974 Dr. Roy L. Whistler, USDA, Center for Agricultural Utilization Research, Professor of Biochemistry, Purdue University
- 1975 Dr. Thomas Hughes Jukes, Professor of Medical Physics, University of California
- 1976 Dr. E. Irvine Liener, Professor of Biochemistry, University of Minnesota
- 1977 Dr. N. Edward Tolbert, Professor of Biochemistry, Michigan State University
- 1978 Dr. John F. Casida, Professor of Biochemistry, University of California
- 1979 Dr. Charles W. Gehrke, Professor of Biochemistry, University of Missouri
- 1980 Dr. George K. Davis, Institute of Food and Agricultural Chemistry, University of Florida
- 1981 Dr. John Speziale, Former Director of Research, Monsanto Company
- 1982 Dr. Howard L. Bachrach, Research Chemist, Plum Island Animal Disease Center
- 1983 Dr. Peter Albersheim, Professor of Biochemistry, University of Colorado
- 1984 Dr. Richard H. Hageman, Professor of Agronomy, University of Illinois
- 1985 Dr. Bruce Nathan Ames, Professor of Biochemistry and Department Chair, Univ. of Calif.
- 1986 Dr. John M. Brenner, Curtiss Distinguished Professor in Agriculture, Iowa State Univ.
- 1987 Dr. Hector F. Deluca, Professor of Biochemistry, University of Wisconsin
- 1988 Dr. Boyd L. O'Dell, Professor Emeritus, Dept. of Agricultural Chemistry, Univ. of Mo.
- 1989 Dr. Robert H. Burris, Professor Emeritus, Dept. of Biochemistry, University of Wisconsin
- 1990 Dr. John E. Kinsella, Dean, College of Agricultural and Environ. Sciences, Univ. of Calif.
- 1991 Dr. George Levitt, Research Associate, DuPont Experimental Station
- 1992 Dr. Clarence A. Ryan Jr., Charlotte Y. Martin Professor, Institute of Biological Chemistry Washington State University
- 1993 Dr. Bruce Hammock, Professor, Depts. of Entomology and Environmental Toxicology, University of California
- 1994 Dr. William S. Bowers, Professor, Dept. of Entomol. and Chem. Ecology, Univ. of Ariz.
- 1995 Dr. Robert T. Fraley, President, Ceregen unit of Monsanto Company
- 1996 Dr. James N. BeMiller, Professor and Director, Whistler Center for Carbohydrate Research, Purdue University
- 1997 Dr. William M. Doane, USDA, Center for Agricultural Utilization Research
- 1998 Dr. Mendel Friedman, USDA, Western Regional Research Center
- 1999 Dr. James A. Sikorski, Science Fellow, Monsanto Company
- 2000 Dr. Wendell Roelofs, Entomology Department, Cornell University
- 2001 Dr. James H. Tumlinson, US Department of Agriculture, Gainesville, FL

- 2002 Dr. Daniel W. Armstrong, Caldwell Professor of Chemistry, Iowa State University
- 2003 Dr. Eric Block, Distinguished Professor of Chemistry, University at Albany, State University of New York
- 2004 Dr. Steven D. Aust, Department of Chemistry and Biochemistry, Utah State University
- 2005 Dr. Don R. Baker, Berkeley Discovery Inc., Orinda, Calif.
- 2006 Dr. Russel J. Molyneux, USDA, Western Regional Research Center
- 2007 Dr. David A. Schooley, Department of Chemistry, University of Nevada - Reno
- 2008 Dr. Ron G. Buttery, USDA, Western Regional Research Center
- 2009 Dr. George P. Lahm, Principal Research Investigator and DuPont Fellow, DuPont
- 2010 Dr. Clive A. Henrick, Trece Inc.
- 2011 Dr. Michael W. Pariza, Professor Emeritus, University of Wisconsin-Madison
- 2012 Dr. James N. Seiber, Professor Emeritus, University of California-Davis
- 2013 Dr. Attila Endre Pavlath, USDA, Western Regional Research Center
- 2014 Dr. Ronald Horst, USDA, National Animal Disease Center, Heartland Assays, Ames, IA
- 2015 Dr. Thomas Selby, DuPont Crop Protection
- 2016 Dr. Agnes Rimando, USDA, Natural Products Utilization Research
- 2017 Dr. J. Bruce German, Professor, University of California, Davis
- 2018 Dr. Thomas Stevenson, DuPont Crop Protection
- 2019 Dr. Thomas Sparks, Corteva Agriscience, DowDuPont
- 2020 Dr. Jerry W. King, University of Arkansas and National Center for Agricultural Utilization Research
- 2021 Dr. Takayuki Shibamoto, Professor, University of California-Davis
- 2022 Dr. H.N. Cheng, USDA, Southern Regional Research Center
- 2023 Dr. Joel Coats, Iowa State University
- 2024 Dr. Atanu Biswas, USDA, National Center for Agricultural Utilization Research
- 2025 Dr. Gary R. List, USDA, National Center for Agricultural Utilization Research

11. Journal of Agricultural and Food Chemistry (JAFC) Research Article of the Year Lectureship

Sponsored by JAFC, the Division of Agricultural and Food Chemistry and the Division of Agrochemicals.

First awarded: 2013.

Purpose: To identify the best research article of the year in JAFC.

Prize: \$1000

Nominations: Solicited from the JAFC Advisory Board. The awards are selected by the JAFC Editor and Associate Editors. Lectures are presented as part of the Division's technical program held at the Fall ACS national meeting.

Previous winners:

Human Psychometric and Taste Receptor Responses to Steviol Glycosides. Caroline Hellfritsch, Anne Brockhoff, Frauke Stähler, Wolfgang Meyerhof, Thomas Hofmann. *JAFC* **2012**, 60, 6782-6793.

Different Phenolic Compounds Activate Distinct Human Bitter Taste Receptors. Susana Soares, Susann Kohl, Sophie Thalmann, Nuno Mateus, Wolfgang Meyerhof, Victor De Freitas. *JAFC* **2013**, 61, 1525-1533.

NMR-Based Metabolomic Investigation of Bioactivity of Chemical Constituents in Black Raspberry (*Rubus occidentalis* L.) Fruit Extracts, Liladhar Paudel, Faith J. Wyzgoski, M. Monica Giusti, Jodee L. Johnson, Peter L. Rinaldi, Joseph C. Scheerens, Ann M. Chanon, Joshua A. Bomser, A. Raymond Miller, James K. Hardy, R. Neil Reese. *JAFC* **2014**, 62, 1989-1998.

Oxyphytosterols as Active Ingredients in Wheat Bran Suppress Human Colon Cancer Cell Growth: Identification, Chemical Synthesis, and Biological Evaluation. Yingdong Zhu, Dominique Soroka, Shengmin Sang. *JAFC* **2015**, 63, 2264-2276.

Toxicologically Relevant Aldehydes Produced during the Frying Process Are Trapped by Food Phenolics. Rosario Zamora, Isabel Aguilar, Michael Granvogl, Francisco J. Hidalgo. *JAFC* **2016**, 64, 5583-5589.

A Search for CD36 Ligands from Flavor Volatiles in Foods with an Aldehyde Moiety: Identification of Saturated Aliphatic Aldehydes with 9–16 Carbon Atoms as Potential Ligands of the Receptor. S. Tsuzuki, T. Amitsuka, T. Okahashi, Y. Kimoto, K. Inoue. *JAFC* **2017**, 65, 6647–6655.

Yeast Metabolites of Glycated Amino Acids in Beer. Michael Hellwig, Falco Beer, Sophia Witte, Thomas Henle. *JAFC* **2018**, 66, 7451–7460.

Transglycosylation Forms Novel Glycoside Ethyl α -Maltoside and Ethyl α -Isomaltoside in Sake during the Brewing Process by α -Glucosidase A of *Aspergillus oryzae*. Yusuke Kojima, Chihiro Honda, Izumi Kobayashi, Ryo Katsuta, Satomi Matsumura, Izumi Wagatsuma, Maya Takehisa, Hitoshi Shindo, Masaru Hosaka, Tomoo Nukada, and Masafumi Tokuoka. *JAFC* **2019**, 68, 1419–1426.

Quantitative Dietary Fingerprinting (QDF)—A Novel Tool for Comprehensive Dietary Assessment Based on Urinary Nutrimetabolomics. Raúl González-Domínguez, Mireia Urpi-Sarda, Olga Jáuregui, Paul W. Needs, Paul A. Kroon and Cristina Andrés-Lacueva. *JAFC* **2020**, 68, 1851–1861.

Unraveling the Ergot Alkaloid and Indole Diterpenoid Metabolome in the *Claviceps purpurea* Species Complex Using LC–HRMS/MS Diagnostic Fragmentation Filtering. Silvio Uhlig, Oscar Daniel Rangel-Huerta, Hege H. Divon, Elin Rolén, Kari Pauchon, Mark W. Sumarah, Trude Vrålstad, and Justin B. Renaud. *JAFC* **2021**, 69, 7137-7148.

Novel Plant Growth Regulator Guvermectin from Plant Growth-Promoting Rhizobacteria Boosts Biomass and Grain Yield in Rice, Chongxi Liu, Lu Bai, Peng Cao, Shanshan Li, Sheng-Xiong Huang, and Sheng-Xiong Huang. *JAFc* **2022**, <https://doi.org/10.1021/acs.jafc.2c07072>.

Sweet Biotechnology: Enzymatic Production and Digestibility Screening of Novel Kojibiose and Nigerose Analogues. Shari Dhaene, Amar Van Laar, Marc De Doncker, Emma De Beul, Koen Beerens, Charlotte Grootaert, Jurgen Caroen, Johan Van der Eycken, John Van Camp, and Tom Desmet. *JAFc* **2022**, <https://doi.org/10.1021/acs.jafc.1c07709>.

Immune Mechanism of Ethylcinn-Induced Resistance to *Xanthomonas oryzae* pv. *oryzae* in Rice. Hongxia Lu, Zhongjie Shen, Yujun Xu, Linjing Wu, Deyu Hu, Runjiang Song, and Baoan Song. *JAFc* **2023**, <https://doi.org/10.1021/acs.jafc.2c07385>.

Proof of Concept for Cell Culture-Based Coffee. Heikki Aisala, Elviira Karkkainen, Iina Jokinen, Tuulikki Seppanen-Laakso, and Heiko Rischer. *JAFc* **2023**, <https://doi.org/10.1021/acs.jafc.3c04503>.

Reactivity of the 2-Methylfuran Phase I Metabolite 3-Acetylacrolein Toward DNA Verena Schäfer, Simone Stegmüller, Hanna Becker and Elke Richling. *JAFc* **2024**, <https://doi.org/10.1021/acs.jafc.4c07280>.

Electrochemical Generation of Hydroxide and Hydrogen Peroxide for Hydrolysis of Sulfuryl Fluoride Fumigant, Cindy Weng, Cade Napier, Cedric Katte, Spencer S. Walse, and William A. Mitch. *JAFc* **2024**, <https://doi.org/10.1021/acs.jafc.4c00864>

12. Thomas H. Parliment Award for Advances in Flavor Chemistry

Administered by the American Chemical Society

The first award will be given in 2026 and will continue in even-numbered years. The award is supported by an endowed fund established by Thomas H. Parliment.

Purpose: The American Chemical Society established this national award in 2024. It is intended to recognize a scientist who has significantly contributed to the advancement of flavor chemistry.

Eligibility and nominations: Guidelines and the link for submission of a nomination are at acs.org/funding/awards/national/nominations.html

Prize: \$20,000, a medallion, a certificate, and an allowance to cover the travel expenses of the awardee to the ACS Meeting at which the Award will be presented.

Nomination period: July 1-November 1 in odd-numbered years.

First winner:

2026 Terry Acree, Cornell Univ.

13. ACS Fellows

Administered by the American Chemical Society

First awarded: 2009

Purpose: The American Chemical Society Fellows Program was created by the ACS Board of Directors in December 2008 to recognize members of ACS for outstanding achievements in and contributions to science, the profession, and the Society.

Nominations: Divisions may nominate twice their number of councilors.

Coordinators from AGFD: Michael Appell, Carl Frey, and Michael Morello

ACS Fellows from AGFD:

2009	H.N. Cheng, USDA, ARS, SRRC
2010	George Inglett, USDA, ARS, NCAUR Attila Pavlath, USDA, ARS, WRRRC James N. Seiber, University of California-Davis Fereidoon Shahidi, Memorial University of Newfoundland Leslie H. Sperling, Lehigh University
2011	Terry E. Acree, Cornell University Jean Delfiner, New York City Board of Education John W. Finley, Louisiana State University Chi-Tang Ho, Rutgers, University N. Bhushan Mandava, Mandava Associates Cynthia J. Mussinan, International Flavors & Fragrances Michael H. Tunick USDA, ARS, ERRC John R. Vercellotti, V-LABS, Inc.
2012	Charles J. Brine, Brine & Assoc. Sara J. Risch, Science by Design
2013	Michael J. Morello, PepsiCo Marshall Phillips, USDA, NADC
2014	Jane V. Leland, Kraft Foods Group Robert J. McGorin, Oregon State University Agnes M. Rimando, USDA, ARS
2015	Michael Appell, USDA, ARS Rodney M. Bennett, Critical Path Services, LLC Bonnie A. Charpentier, Cytokinetics, Inc. John J. Johnston, USDA, FSIS
2016	Lauren S. Jackson, USDA, CFSAR Kim M. Morehouse, USDA
2017	Stephen Duke, USDA, ARS Alyson E. Mitchell, University of California-Davis

2019	Michael C. Qian, Oregon State University
2020	Carl Frey, Carl Frey Enterprise/PepsiCo R&D
2021	Keith Cadwallader, University of Illinois Kathryn Deibler, GlaxoSmithKline Bosoon Park, USDA, ARS Liangli Yu, University of Maryland Wally Yokoyama, USDA, ARS
2022	Brian Guthrie, Cargill, Inc. Bhimanagouda (Bhimu) S. Patil, Texas A&M Univ.
2023	Omowunmi “Wunmi” Sadik, New Jersey Inst. of Technol.
2025	Lin-Shu Liu, USDA, ARS Jerry W. King, USDA, ARS Katherine N. Maloney, Point Loma Nazarene Univ.

PAST AND CURRENT EXECUTIVE COMMITTEE MEMBERS

Chairs:

1909	Willard D. Bigelow
1910	Charles D. Woods
1911-13	Harry E. Barnard
1914-15	Floyd W. Robinson
1916	Lucius M. Tolman
1917-18	Thomas J. Bryan
1919	William D. Richardson
1920-21	Charles E. Coates
1922	Thomas J. Bryan
1923	Harry A. Noyes
1924-25	Clyde H. Bailey
1926-27	Edward F. Kohman
1928-29	Frederick C. Blanck
1930	Ruric C. Roark
1931	James S. McHargue
1932-33	Henry A. Schuette
1934-35	Donald K. Tressler
1936	John H. Nair
1937-38	Henry R. Kraybill
1939	Roy C. Newton
1940	Charles N. Frey
1941	Gerald A. Fitzgerald
1942-43	Ellery H. Harvey
1944-46	Nollie B. Guerrant
1947	Bernard L. Oser
1948	Paul Logue
1949	Carl R. Fellers
1950	LaVerne E. Clifcorn
1951	Bernard E. Proctor
1952	Asger F. Langlykke
1953	Arthur N. Prater
1954	Clair S. Boruff
1955	Walter O. Lundberg
1956	A. Larry Elder
1957	Dilbert M. Doty
1958	Herbert L. Haller
1959	Frank M. Strong
1960	Lloyd W. Hazelton
1961	Leonard S. Stoloff
1962	John C. Sylvester
1963	Herbert E. Robinson
1964	J. Wade Van Valkenburg

1965	John F. Mahoney
1966	Louis Lykken
1967	Floyd L. Kauffman
1968	Daniel MacDougall
1969	Kenneth Morgareidge
1970	Irwin Hornstein
1971	Emily L. Wick
1972	Stanley J. Kazeniac
1973-74	George E. Inglett
1975	Richard J. Magee
1976	Roy Teranishi
1977	Michael E. Mason
1978	Robert E. Feeney
1979	George Charalambous
1980	Robert L. Ory
1981	Irvin E. Liener
1982	Akiva Pour-El
1983	Steven Nagy
1984	John R. Whitaker
1985	Ira Katz
1986	John P. Cherry
1987	John P. Zikakis
1988	John W. Finley
1989	Marshall Phillips
1990	Terry E. Acree
1991	Charles J. Brine
1992	Glenn Fuller
1993	Richard A. Scanlan
1994	Robert J. McGorin
1995	David J. Armstrong
1996	Chi-Tang Ho
1997	Sara J. Risch
1998	Harold E. Pattee
1999	Russell L. Rouseff
2000	Michael J. Morello
2001	Michael H. Tunick
2002	Fereidoon Shahidi
2003	Carl Frey
2004	Wallace H. Yokoyama
2005	Keith R. Cadwallader
2006	Jane V. Leland
2007	Agnes M. Rimando
2008	Bhimanagouda S. Patil
2009	Deepthi K. Weerasinghe
2010	Michael Appell
2011	Alyson E. Mitchell

2012	Neil Da Costa
2013	Lauren Jackson
2014	Michael Qian
2015	Kathryn Deibler
2016	Bosoon Park
2017	Navindra Seeram
2018	Brian Guthrie
2019	Xuetong Fan
2020	Liangli Yu
2021	Youngmok Kim
2022	LinShu Liu
2023	Jonathan Beauchamp
2024	Jason Soares
2025	Elizabeth Kreger
2026	Coralia Osorio Roa

Secretary-Treasurers:

1909	William B.D. Penniman
1910-11	Bert E. Curry
1912-17	Glen F. Mason
1918	Fred F. Flanders
1919-21	Thomas J. Bryan
1922-27	Clement S. Brinton
1928-30	Henry A. Schuette
1931-34	John H. Nair
1935-36	Henry R. Kraybill
1937-39	Gerald A. Fitzgerald
1940	Ellery H. Harvey
1941	Carl R. Fellers
1942-43	Roger H. Lueck
1944-46	Paul Logue
1947-48	LaVerne E. Clifcorn
1949-51	Arthur N. Prater
1952	Louis B. Howard
1953-54	Dilbert M. Doty
1955-57	Frank M. Strong
1958-59	John H. Nair III
1960-61	Robert W. Thomas
1962-63	J. Wade Van Valkenburg
1964-65	Floyd L. Kauffman
1966	John H. Nair III
1967	Robert J. Weir
1968-70	Richard J. Magee
1971-74	Michael E. Mason
1975-76	George Charalambous
1977-78	Akiva Pour-El

1979-98 Cynthia J. Mussinan

Treasurers:

1999-2011 Cynthia J. Mussinan
2012-date Stephen Toth

Secretaries:

1999-2002 Sara J. Risch
2003-18 Michael H. Tunick
2019-date Alyson E. Mitchell

Cornucopia Editors:

1960-19.. Len Stoloff
19..-1998 Edward L. Wheeler
1999-2000 Dominic Wong
2001-03 Charles L. Cantrell
2003-06 Susan P. Bodett
2006-date Carl Frey

Councilors:

1990-2009 Marshall Phillips
19..-1998 George E. Inglett
19..-1996 Robert E. Feeney
1997-2013 Sara J. Risch
1997-date John W. Finley
2000-02 John R. Whitaker
2003-17 Michael J. Morello
2010-18 Agnes M. Rimando
2014-19 Michael Appell
2018-26 Lauren S. Jackson
2019-27 Michael H. Tunick
2020-26 Alyson E. Mitchell

Alternate Councilors:

19..-1996 Harold E. Pattee
19..-1999 John R. Whitaker
19..-2002 Glenn Fuller
1997-99 Robert E. Feeney
2000-02 Wallace H. Yokoyama
2000-18 Charles J. Brine
2000-05 Gary R. Takeoka
2003-10 Chi-Tang Ho
2003-06 Agnes M. Rimando
2006-09 Alyson E. Mitchell
2007-13 Russell L. Rouseff

2010-16	Fereidoon Shahidi
2010-23	Keith Cadwallader
2014-19	Alyson E. Mitchell
2017	Lauren S. Jackson
2018-27	Michael Qian
2019-27	Kathryn Deibler
2024-26	Brian Guthrie

At-Large Executive Committee Members:

19..-1997	Russell L. Rouseff
19..-1998	Stanley J. Kazeniac
19..-1998	Ira Katz
19..-1999	Steven Nagy
1998	Michael H. Tunick
1997-2026	Robert J. McGorrin
1999-2021	Terry E. Acree
1999-2010	Harold E. Pattee
2000-02	Deborah D. Roberts
2003-08	Kathryn Deibler
2009-26	Jane V. Leland
2010-21	Mathias Sucan
2021-24	Bosoon Park
2021-24	Brian Guthrie
2025-27	Keith Cadwallader
2025-27	Jonathan Beauchamp

Awards

19..-1999	William A. Moats
2000-2015	Steven Nagy
2016-date	Michael J. Morello

Student Awards

19..-1998	Harold E. Swaisgood
1999-2018	Chi-Tang Ho
2019-date	Kathryn Deibler

Fellow Awards

19..-2002	John R. Whitaker
2003-date	Fereidoon Shahidi

Awards Canvassing

19..-1995	Mary E. Keelan
1996-2011	Lauren S. Jackson
2011-date	Stephen Toth

Bylaws

19..-1997 Larry Hood

Historian

19..-1997 Mir Islam

Hospitality

19..-2017 Charles J. Brine

2018-date Alyson E. Mitchell

Membership

19..-1995 Jesse Rivers

1996-2000 Carl Frey

2001-2017 Lucy Yu

2018-date Michael Qian

Public Relations

1973-80 Harry J. Prebluda

1981-19.. John P. Zikakis

19..-2017 Charles J. Brine

2018-date Alyson E. Mitchell

Web Site

2001-04 Colin J. Ringleib

2005-08 Terry E. Acree

2008-12 Victoria Finkenstadt

2012-date Michael Appell

Subdivision Chairs (since 1994):

Agriceuticals (founded in 2022)

2022 Wallace Yokoyama

2023 Daxi Ren

2024 Hyunsook Kim

2025 Ying Wu

Flavor (founded in 1965)

1994 Gary R. Takeoka

1995 Michael J. Morello

1996 Jane V. Leland

1997 Terry Bolton

1998 Deborah D. Roberts

1999 Fereidoon Shahidi

2000 Keith R. Cadwallader

2001 Byron C. Burros

2002 Prashanthi Jella

2003-06 Deepthi K. Weerasinghe

2007 Michael Qian

2008	Sree K. Raghavan
2009	Kanjana Mahattanatawee
2010	Mathias Sucan
2011	Kotambilli N.C. Murthy
2012	Kevin Goodner
2013	Gavin Sacks
2014	Sanjay Gummalla
2015	Valeria Acquarone
2016	Kawaljit Tandon
2017	Ryan Elias
2018	Julie Anne Grover
2019	Elizabeth Kreger
2020	Tony Shao
2021	Jonathan Beauchamp
2022	Yu Wang
2023	Gal Kreitman
2024	Xiaofen Du
2025	Joonhyuk Suh
2026	Yun Yin

Food Bioengineering (founded as Biotechnology in 2014)

2015	Sam Nugen
2016	Joey N. Talbert
2017	Rashmi Tiwari
2018	Nitin Nitin
2019-20	John Finley
2021-22	Tianxi Yang
2023	Majher Sarker
2024	Kwang-Geun Lee
2025	Hongsik Hwang
2026	Changqing Wu

Food Safety (1987-1999, reestablished in 2015)

1994	Larry Hood
1995	Lauren S. Jackson
1996	Tong-Jen Fu
1997	Michael S. Otterburn
1998	Susan F. Robinson
1999	Maria G. Beconi-Barker
2015	Lauren S. Jackson
2016	Lucy Yu
2017	Bosoon Park
2018	Alyson Mitchell
2019	Michael Granvogl
2020	Xiaohua He
2021	Juhong Chen

2022	Tony Jin
2023	Reuven Rasooly
2024	Xionan Lu
2025	Boyan Gao
2026	Vivian Wu

Functional Foods & Natural Products (founded in 2000 upon merger of three subdivisions)

2000	Mark A. Berhow
2001	Daniel K. Solaiman
2002	Agnes M. Rimando
2004-06	Richard J. Petroski
2007	Michael Appell
2008	Alyson E. Mitchell
2009	David Schmidt
2010	Richard J. Petroski
2011	Guddaram Jayaprakasha
2012	Navindra Seeram
2013	Gene Lester
2014	Luke Howard
2015	Youngmok Kim
2016	Steve Talcott
2017	Mathias Sucan
2018	Kwang-Geun Lee
2019	Hyang-Sook Chun
2020	Hang Ma
2021	Yu Wang
2022	Xian Wu
2023	Jianping Wu
2024	Kenny Xie
2025	Yingdong Zhu
2026	Khizar Hayat

Nutrition and Gut Microbiome (Nutrition founded in 2014, Diet and Gut Microbiome in 2020, combined in 2023)

2015	Britt Burton-Freeman
2016	Anne Kurilich
2017	Indika Endirisinghe
2018	Luke Howard
2019	LinShu Liu
2020	Youngmok Kim
2020-21	Jason Soares (Diet and Gut Microbiome)
2021	Mina Kim
2022	Mathias Sucan (Diet and Gut Microbiome)
2022	Guodong Zhang
2023	Karley Mahalak
2024	Laurel Doherty

2025 Ida Pantoja-Feliciano
2026 Tom Wang

Sustainability and Green Technology (founded in 2022)

2022 Omowunmi “Wunmi” Sadik
2023 Vinka Oyanedel-Craver
2024 Yufeng (Jane) Tseng
2025 Lingyun Chen
2026 Omowunmi “Wunmi” Sadik

Agricultural & Natural Products Chemistry (1982-1999)

1994 James D. McChesney
1995 Alan D. Kinghorn
1996 Stephen O. Duke
1997 Patrick Davis
1998 Manuel F. Balandrin
1999 Richard J. Petroski

Food & Nutritional Biochemistry (1983-1999)

1994 Lawrence P. Klemann
1995 Sharon P. Shoemaker
1996 Michael H. Tunick
1997 John W. Finley
1998 Peter S. Given
1999 Michael J. McCarthy

SAMPLE LETTERS

1. Student Award Winner

April 15, 2003

Ms. April M. Elston
University of Florida
Citrus Research and Education Center
700 Experiment Station Road
Lake Alfred, FL 33850

Dear Ms. Elston:

It is my pleasure to inform you that the Agricultural and Food Chemistry Division of the American Chemical Society has selected you as the winner of the \$2500 Teranishi Fellowship. The AGFD Division gives the award in recognition of your significant academic achievements. We look forward to your future contributions in the agricultural and food sciences.

The award is named in honor of the late Dr. Roy Teranishi, a long time researcher at the USDA Western Regional Research Center, a pioneer in the field of food and flavor analysis, and a former chair of the AGFD division. AGFD thanks Symrise, Inc. for partially underwriting the Teranishi Award.

If you anticipate attending the Fall ACS Meeting in New York City, we ask that you reserve the evening of September 9, 2003 and come to our AGFD Awards Banquet where I can present you with a commemorative plaque. Earlier the same day, at the AGFD hospitality table located near in AGFD technical sessions, you can pick up a complementary ticket to the banquet.

Congratulations on your selection as winner of the Teranishi Fellowship. Please contact me by phone or e-mail to confirm the receipt of this letter and to discuss your plans for September 9.

Sincerely,

Carl Frey
AGFD Chair 2003
carl.frey@pepsi.com
914-742-4832

2. Other Award Winner

April 4, 2003

Dr. Donald Thayer
USDA-ARS
600 E. Mermaid Lane
Wyndmoor, PA 19038

Dear Dr. Thayer:

It is my pleasure to inform you that the Agricultural and Food Chemistry Division of the American Chemical Society has selected you as the winner of the 2003 AGFD Award for the Advancement of Agricultural and Food Chemistry. The AGFD Division gives the award in recognition of your significant technical contributions in the agricultural and food sciences.

We ask that you reserve September 9, 2003 on your calendar so that you can attend the ACS National Meeting in New York City. At the meeting, we request that you make a 20 to 60 minute presentation that provides a general overview of your work. AGFD will list your presentation as part of its technical program so that it is open for all to attend. Later on the same day, at its Awards Banquet, AGFD will present you with a commemorative plaque and cash award.

AGFD thanks International Flavors and Fragrances for underwriting the Division Award, which also provides for your ACS meeting registration and travel costs for you and a companion.

Congratulations on your selection as winner of the Division Award. I will contact you soon to discuss the details of September 9.

Sincerely,

Carl Frey
AGFD Chair 2003
carl.frey@pepsi.com
914-742-4832

3. Invitation to Participate in a Symposium

January 27, 2003

Joanne Kennedy
Quest International
24 Capricorn Lane
Monsey, NY 10952

Dear Joanne,

At the ACS National Meeting, planned for the week of September 7, 2003, the Agricultural and Food Chemistry Division will hold a symposium on Advances in Natural Flavor and Fragrance Ingredients. The call for papers is attached. I invite Quest to participate in the symposium and share some of their state-of-the-art work in this field.

I expect a large and enthusiastic audience for the presentations as the Fall AGFD program will have several symposia addressing different aspects of flavor chemistry. The symposium is also ideally located in New York, a city surrounded by many of the world's greatest commercial flavor and fragrance suppliers and users.

The focus of the symposium is on natural aroma ingredients that are or will be available to creative flavorists and perfumers. Presentations should address new sources of natural aroma ingredients, new ways of producing existing natural aroma ingredients, new applications for natural aroma ingredients, and advances in the understanding of the composition and chemistry of natural aroma ingredients.

I am investigating the possibility of publishing the proceedings. Publication of the proceedings would require speakers to have manuscripts ready at the time of the presentation. Speakers will have approximately 25 minutes to present their research.

Please let me know by February 21, 2003 if you plan to participate. A preliminary title would be due by Feb 28, 2003. I am also looking for sponsors for the symposium. Financial support of \$500 to \$1000 would fund travel and expense for academic speakers. Sponsors' names will appear in the preface to the proceedings, be announced at the symposium, and appear in *The Cornucopia* (the AGFD newsletter). Support checks can be made out to AGFD and sent to: Cynthia Mussinan, AGFD Treasurer, IFF R&D, 1515 Hwy. 36, Union Beach, NJ 07735.

Looking forward to hearing from you. Have a great holiday and a happy new year.

Sincerely,

Carl Frey, symposium organizer and 2003 AGFD division chair
Pepsi-Cola Company
100 Stevens Avenue
Valhalla NY 10595
carl.frey@pepsi.com
914-742-4832
914-742-4771 (fax)

4. Acknowledging Symposium Sponsorship

November 17, 2003

Ms. Donna Hansee
Director of Marketing
WILD Flavors, Inc.
1261 Pacific Avenue
Erlanger, KY 41018

Dear Ms. Hansee,

Thank you for the \$2500 check for the 2004 AGFD Young Scientist Award, now called the 2004 AGFD Young Scientist Award funded by WILD Flavors, Inc. You will receive a separate letter from the AGFD treasurer, Cynthia Mussinan, acknowledging the cash award as a donation to a non-profit.

AGFD will present the award at its Awards Banquet on Tuesday, August 24, 2004 at the ACS National Meeting in Philadelphia. It is traditional for a representative of the award sponsor to present the award in person at the banquet. If a representative of WILD is not available to make the presentation, the AGFD chair for 2004, Dr. Wally Yokoyama, will do the honors.

I look forward to thanking you in person at the Awards Banquet. At the ACS meeting and the banquet you can see first hand the worth of the donation. At that time I can possibly get you to consider continuing support of the award in future years.

Have a great holiday season,

Carl Frey, AGFD Chair 2003

cc: C. Mussinan
W. Yokoyama

5. Thank You for Sponsoring a Symposium

September 3, 2002

Ms. Valerie Jacklin
Pepsi-Cola Company
100 Stevens Avenue
Valhalla, NY 10595

Dear Ms. Jacklin:

Thank you for the generous donation in sponsorship of the symposium entitled "Challenges in Characterization of Flavor Compounds" held during the American Chemical Society (ACS) Annual Meeting, August 18-20, 2002, in Boston, MA. The meeting was a huge success. Though the overall attendance at the ACS national meeting was down, at times there was standing room only at this symposium, with around 200 people in attendance, about 90% from industry. There was also a large international contingency.

The Pepsi Cola Company's sponsorship has been acknowledged in several ways. During the symposium, before and after each session, and during breaks, the Pepsi logo was prominently displayed on the meeting room's screen. In addition, over 500 brochures mentioning PepsiCo's sponsorship were distributed at various related meetings and of course the Pepsi Cola logo and link has been on the symposium's web page from day one (www.nysaes.cornell.edu/agfd/deibler02.html). And finally, the Pepsi Cola Company will be acknowledged in the publication of the proceedings.

The next big ACS flavor events will be the *Flavor Release* symposium organized by Deborah Roberts and Andy Taylor along with the *Flavor Research Workshop* organized by Terry Acree in New York City, September 5-6, 2003.

Your support of this symposium was invaluable in making it a success. Thank you for your support. Please contact Kathryn or Jeannine if you have any questions or comments: 315-787-2615; kdd3@cornell.edu or (614)-247-6756; delwiche.1@osu.edu.

Best Regards,

Kathryn Deibler & Jeannine Delwiche

6. Thank You to Symposium Organizers

Hello Symposium Organizers:

Thank you for organizing a symposium at ACS National Meeting in New Orleans. Your work helped to make the AGFD program a success.

Just a few follow-ups:

If you have not already done so, send a note or e-mail to your speakers thanking them for their efforts.

Send a note to anyone who financially supported you letting them know that the meeting was a success and that their money was well spent.

If there is something that AGFD can do to make future national meetings better, let me know.

Once again, thanks

7. Thank You to General Session Speakers and Poster Presenters

Hello Speakers (or Poster Presenters):

I want to thank you for your participation in the General Papers (or Sci-Mix Poster) session at the ACS National Meeting. Your work helped to make the AGFD program a success. If you attend the next ACS meeting, please stop by the AGFD hospitality table and say hello.

Best regards,

8. Acknowledging Nomination

September 15, 2003

Dr. Jane Leland
Strategic Innovation Product Manager
Kraft Foods
801 Waukegan Avenue
Glenview, IL 60025

Dear Dr. Leland,

At the recent ACS National Meeting in New York, you were nominated to begin a 3 year leadership rotation that would culminate in the ACS Agricultural and Food Chemistry Division Chair in 2006. I congratulate you on your nomination.

Should you decide to accept the nomination you would be expected to attend the next six ACS national meetings. At the meetings in 2004 you begin your duties by assisting the Chair and Program Chair. ACS provides a weekend training seminar to prepare you for AGFD leadership and to introduce you to the network of ACS division officers. The second year, probably the most demanding of the rotation, is the year as Program Chair. As Program Chair you work with symposium organizers to assemble AGFD technical programs at two ACS National Meetings. ACS provides a weekend training seminar to give you the background to serve as Program Chair. In the third and final year of the rotation, 2006, you serve as Chair of the division. Your duties ease a bit and focus on guiding the new Program Chair and in identifying future AGFD leadership candidates.

Please let me know if you accept the nomination. The AGFD leadership team is ready to make your service as an officer a success. Looking forward to your reply and your leadership of AGFD.

Sincerely,

Carl Frey
AGFD Chair 2003

DIVISION HISTORY HIGHLIGHTS

- The Division of Agricultural and Food Chemistry is one of the original divisions of the American Chemical Society. It was established on December 30, 1908.
- The Divisions of Industrial & Engineering Chemistry, Organic Chemistry, and Physical Chemistry were the only other divisions to celebrate their 100th anniversaries in 2008.
- The first AGFD program was held at the Detroit meeting, June 29-July 2, 1909. The first paper was “The distillation of whiskey,” delivered by Arthur B. Adams, the chief chemist of the IRS. The fourth paper was given by Elmer V. McCollum, who went on to become the co-discoverer of vitamins A and D, and who devised the letter names for vitamins.
- The first AGFD business meeting, held in conjunction with papers, took place in Boston on December 30, 1909. The first paper there, “Application of electricity to apparatus for water analysis,” was given by Ellen H. Richards, the first American woman to earn a chemistry degree and the founder of the field of home economics.
- The first talk with slides was presented by James S. McHargue at the 10th anniversary meeting in Cleveland, September 9-13, 1918. These were lantern slides, 3.5 x 4” glass plates.
- Four Divisional histories have been published in the *Journal of Agricultural and Food Chemistry*:
 Clifcorn, L.E. The ACS Division of Agricultural and Food Chemistry. *J. Agric. Food Chem.* **1959**, 7, 544-546.
 Zikakis, J.P. Agricultural and Food Chemistry: Accomplishments and Perspectives. *J. Agric. Food Chem.* **1983**, 31, 672-675.
 Pattee, H.E. Commemorative History of the Division of Agricultural and Food Chemistry. *J. Agric. Food Chem.* **2002**, 50, 3-6.
 Tunick, M.H. and Brine, C.J. One Hundred Years of the Division of Agricultural and Food Chemistry. *J. Agric. Food Chem.* **2009**, 57, 8063-8069.
- Two other ACS divisions originated as Agricultural and Food Chemistry subdivisions. The Fermentation Subdivision was founded in 1946, became the Division of Microbial Chemistry and Technology in 1961, and has been the Division of Biochemical Technology (BIOT) since 1989. The Pesticides Subdivision was founded in 1950, became the Division of Pesticide Chemistry in 1968, and was renamed the Division of Agrochemicals (AGRO) in 1985.
- The first book based on an AGFD symposium was “Agricultural Control Chemicals,” published in 1949 as the first volume in the *Advances in Chemistry* series.
- The *Cornucopia* newsletter was first published in 1960.
- The Division was incorporated in Washington, DC on June 17, 1999.

ACKNOWLEDGMENTS

Officers and Committees adapted from “Procedures Manual Guidelines for Divisions of the American Chemical Society” by Michael Tunick, September 2004

Subdivision office requirements were written and compiled by Michael Appell, Kathryn Deibler, Xuetong Fan, Lucy Yu, and Michael Morello, August 2020

Bylaws revised by Michael Tunick, September 2015

Symposium Guidelines written by Carl Frey, April 2003

Awards adapted from “Directory of Members and Divisional History, Division of Agricultural and Food Chemistry” and from award flyers by Michael Tunick, September 2004, updated September 2023

Sample Letters written by Carl Frey, 2003

Division History Highlights compiled by Michael Tunick, August 2008