

Following are the New By-laws of the New Haven
Section of the American Chemical Society.

Please read thoroughly.

The By-Laws will be voted on during our Regular November Meeting.

Alan Richard Smilo, Secretary
New Haven Section
American Chemical Society
9/24/2000

**BYLAWS OF THE
NEW HAVEN SECTION
OF THE
AMERICAN CHEMICAL SOCIETY**

**Bylaw I
Name**

The name of this organization shall be the New Haven Section (hereinafter referred to as "the Section") of the AMERICAN CHEMICAL SOCIETY (hereinafter referred to as "the SOCIETY").

**Bylaw II
Objects**

Section 1. The objects of the Section shall be those of the SOCIETY as stated in the Constitution of the SOCIETY.

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

**Bylaw III
Territory**

The territory of the Section shall be that assigned to it by the SOCIETY, and consists of the area within the boundaries of New Haven County in the State of Connecticut.

**Bylaw IV
Members and Affiliates**

Section 1. The rolls of the Section shall include those MEMBERS, ASSOCIATE MEMBERS, and National Affiliates of the SOCIETY residing within the territory of the Section, residing outside of the territory of the Section but having a mailing address listed with the SOCIETY within the territory of the Section, or residing outside of the territory of the Section but granted permission by the SOCIETY to be on the rolls of the Section, provided that any exceptions to this rule shall be made in conformity with the constitution and Bylaws of the SOCIETY.

Section 2. The Section may have Local Section Affiliates as authorized in the Constitution and Bylaws of the SOCIETY. Local Section Affiliates shall have such rights and privileges as are

accorded them by the Constitution and Bylaws of the SOCIETY. An ASSOCIATE MEMBER may not hold an elective position or serve as a Temporary Substitute Councilor. A National Affiliate or Local Section Affiliate may not vote for or hold an Elective position or vote on articles of incorporation and bylaws. A Local Section Affiliate may not serve as a member of the Executive Committee; a National Affiliate may not serve as a voting member of the Executive Committee.

Bylaw V Organization

Section 1. The officers of the Section shall be the Chair, Chair-Elect, Secretary, and Treasurer.

Section 2. The Section shall have Councilors and Alternate Councilors as provided in the SOCIETY'S Constitution and Bylaws.

Section 3. The Executive Committee shall consist of the officers of the Section, the Councilors and Alternate Councilors, and the Immediate Past Chair.

Section 4. The Executive Committee may appoint by majority vote Section members to serve as temporary Executive Committee members for a specified term with the right of voting on issues defined in the appointment. The Executive Committee may, at its discretion, appoint by majority vote National Affiliates to serve as nonvoting members on the Executive Committee for a term not to exceed one year. These temporary appointments may be renewed each year by a majority vote of the Executive Committee.

Bylaw VI Terms of Office

Section 1. The terms of office of Chair and Chair-Elect shall be one year. The terms of office of Secretary and Treasurer shall be two years.

Section 2. In the event that the office of the Chair should become vacant during the term of that office, the Chair-Elect shall assume the added duties of the Chair for the unexpired term. All other vacancies shall be filled by the Executive Committee from among the MEMBERS by interim appointment for the period up to the next annual election, at which time the Section shall elect a MEMBER to complete the unexpired term. In the event the office of

Chair-Elect is filled by such interim appointment, the Section shall elect both a Chair and a Chair-Elect at its next annual election.

Section 3. Councilors and Alternate Councilors shall be elected for a term of three years. The terms of office for these positions shall be such that no two Councilors or Alternate Councilors are elected at the same time.

Bylaw VII Manner of Election

Section 1. A Committee on Nominations and Elections shall be formed as follows: The Chair shall appoint one member, and the Executive Committee shall appoint two members to the Committee on Nominations and Elections. Only one member of the Committee on Nominations and Elections can be from the Executive Committee. The Committee on Nominations and Elections shall choose the Committee Chair. The Committee on Nominations and Elections shall be appointed no later than two months following the installation of the Section officers. The Committee on Nominations and Elections shall identify and nominate at least one candidate, and preferably more than one candidate, for each office to be filled at the next election. The qualifications of candidates for elective office to be certified by the Committee on Nominations and Elections shall include the following:

1. The candidates are to be MEMBERS of the SOCIETY *and* the Local Section.
2. The candidates must reside within the territory of the Section or in close proximity to it.
3. The candidates must be willing and able to serve the office they will occupy.

Section 2. A petition candidate for any office may be placed on the ballot if

1. The candidate's credentials meet the criteria set forth in Section 1 of this bylaw.
2. The candidate is sponsored by a petition signed by three MEMBERS of the SOCIETY and the Local Section.

Section 3. The timetable for the election of Local Section officers is as follows:

a. On or before September 1, the Committee on Nominations and Elections will present to the Executive Committee the list of approved and acceptable candidates for the positions to be filled during the election.

b. On or before October 1, ballots containing the names of all candidates nominated for the positions to be filled during the election will be prepared and mailed to each member whose name appears on a list of Section members provided by the SOCIETY. Biographies for all candidates shall be included with the ballot materials.

c. Instructions provided along with the ballot will inform the voting member of the address where the completed ballot must be returned and the latest date that a completed ballot will be accepted to be counted in the election.

d. The Executive Committee Chair and the Committee on Nominations and Elections shall together be responsible for the counting of all valid ballots received by the ballot deadline and shall certify the election results.

e. The results of the election are to be certified and made known to the Executive Committee by December 1.

Section 4. In case of a tie vote for any elective position, the Executive Committee shall elect one candidate by secret ballot.

Section 5. Elections shall be completed and results certified to the Executive Director of the SOCIETY as required by the Bylaws of the SOCIETY.

Section 6. No write-in candidates shall be allowed on the ballot.

Bylaw VIII Duties of Officers and Executive Committee

Section 1. The duties of the officers shall be those customarily performed by such officers, together with those responsibilities prescribed by the Constitution and Bylaws of the SOCIETY. Duties also include those prescribed by these bylaws and any other duties that may be assigned by the Executive Committee.

Section 2. The Executive Committee shall be the governing body of the Section, and, as such, shall have full power to conduct, manage, and direct the business and affairs of the Section in

accordance with the Constitution and Bylaws of the SOCIETY and these bylaws. The Chair of the Section shall serve as Chair of the Executive Committee.

Bylaw IX Committees

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

Bylaw X Meetings

Section 1. The Section shall hold regular meetings of its members and affiliates at times and places designated by the Chair-Elect with the consent of the Executive Committee. A written notice in advance of these meetings shall be given to the members and affiliates.

Section 2. The Executive Committee shall meet, upon due notice to its members, at the call of the Chair or at the request of at least three members of the Committee. In the absence of a quorum, which shall be a majority of the members of the Executive Committee, called meetings of the Executive Committee shall adjourn to the earliest date when a quorum can be present.

Section 3. The Executive Committee shall meet no later than 30 days following the date of installation of the newly elected officers to plan Section activities and set the annual budget. Other meetings of the Executive Committee shall be called as necessary.

Bylaw XI Finances

Section 1. All members and assigned National Affiliates of the Section may be requested to pay voluntarily such annual Local Section dues as may be set by the Executive Committee.

Section 2. The annual dues of Local Section Affiliates shall be set by the Executive Committee in accordance with the Constitution and Bylaws of the SOCIETY. Failure to pay such dues for the current year shall terminate the affiliation. At the discretion of the Executive Committee, Student Affiliates of the SOCIETY may be enrolled as Local Section Affiliates without the payment of Section dues.

Section 3. In any fiscal year, the Section may not spend more money than the income from dues and investments and the cash available in the operating account, except by vote of the Executive Committee authorizing conversion of investment vehicles.

Section 4. Funds beyond those required to meet ongoing expenses shall be invested in interest-bearing, secure financial instruments such as U.S. government bonds, treasury notes and bills, corporate bonds, and bank certificates of deposit.

Bylaw XII Amendments

Section 1. A proposed amendment to these bylaws must first be submitted in writing to the Executive Committee for discussion and approval. If approved for consideration by the Executive Committee, the proposed amendment shall be submitted for consideration of the membership by publishing it in the next Section bulletin. The bulletin announcement shall include the current language (when applicable) and the proposed language of the bylaw change with an explanation of the changes, and the number of Executive Committee votes for and against the amendment. The announcement shall also serve notice to the membership of an impending ballot to approve or reject the proposed amendment.

Section 2. Following the announcement of the proposed amendment a ballot shall be included in the next issue of the bulletin. The ballot shall again include both the current language and the amended language of the affected bylaws together with an explanation of the changes. Completed ballots shall be returned to the Secretary or other officer designated by the Executive Committee of the Section no later than three weeks after mailing. The amendment shall pass by a two-thirds (2/3) vote of the valid ballots cast; however, the affirmative vote must be at least 2% of the qualified voters of the Section.

Section 3. If a proposed amendment is not approved for membership consideration by the Executive Committee, it may, nevertheless, be brought to the members for a vote in an alternative manner. To bring about such a vote, a petition signed by at least 10 members of the Section must be presented to the Executive Committee. The procedure subsequently followed for general announcement of the amendment and balloting shall be identical to that used for an amendment approved by the Executive Committee.

Section 4. Amendments to these bylaws, after adoption by the Section, 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 in the amendment.

Bylaw XIII
Dissolution of the Local Section

In the event that it becomes necessary, for whatever reason, to dissolve the Local Section, the following steps shall be taken:

Section 1. A proposal for dissolution must be approved by a two-thirds (2/3) vote of the Executive Committee.

Section 2. Following approval, the Executive Committee shall inform the Section membership by direct mail of the proposal for dissolution, the reason(s) for the proposal, the number of Executive Committee votes for and against the action, and an announcement of the time and place for an open meeting of the membership to discuss the pros and cons relating to the dissolution. At this meeting, 10 percent of the membership must be present to form a quorum.

Section 3. At the open meeting of the membership, a discussion of the issues surrounding the proposal for dissolution, the pros and cons relating to the dissolution, and possible remedial action shall take place. After these discussions, a vote of the members in attendance shall be taken. The two-thirds (2/3) vote of the members in attendance will determine the continuance or dissolution of the Section. If the two-thirds (2/3) vote is to continue the activities of the Section, the current officers will serve until the next election.

Section 4. Upon the dissolution of the Local Section, any assets of the Section remaining thereafter shall be conveyed to such organization then existent, within or without the territory of the Local Section, as is dedicated to the perpetuation of objects similar to those of the AMERICAN CHEMICAL SOCIETY, or to the AMERICAN CHEMICAL SOCIETY, so long as whichever organization is selected by the governing body of the Local Section 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 Section's dissolution.

Bylaw XIV
Recall of Elected Officials

Section 1. Any Section elected official (Officers or elected Executive Committee Members) may be recalled for neglect of duties of conduct injurious to the SOCIETY.

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 (5) voting members of the Section. In the event the Chair is the official in question, the Chair-Elect shall receive the petition and shall assume the duties of the Office of 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 alternative 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 present the issue to the Executive Committee as a new business item at the next Executive Committee meeting.

(a) The Executive Committee shall promptly continue the recall process or dismiss the petition as ill-founded or find an alternative solution to the problem. The Chair shall promptly inform the petitioners and the official of the decision of the Executive Committee.

(b) If the proceedings continue, the Chair shall assign the duties of the official to another qualified member of the Section until the issue is resolved.

(c) If the proceedings continue, the official shall be offered an opportunity to answer the allegations in the petition before the Executive Committee.

Every reasonable effort shall be made to contact the official throughout this procedure. That effort shall include a certified letter to the last known address on the official SOCIETY membership rolls. Upon notification, the official shall have thirty (30) days to make a written response to the allegations. The Executive Committee shall decide whether 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 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.

(d) If the proceedings continue, the official shall choose one of the following options:

(1) The official may resign.

(2) The official may request a recall vote in the same manner as the original election, which must be consistent with the Section bylaws. The voting membership 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 given to the voting membership before the vote is taken.

(3) The official may request a hearing and a recall vote by the remaining members of the Executive Committee. A two-thirds (2/3) vote of the remaining members of the Executive Committee shall be required to recall the official.

(4) 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 membership of the Section and the Executive Director of the SOCIETY shall be informed of the results of the recall process and the replacement of the official.

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Revision 2/22/00