

**\*BYLAWS OF THE  
DIVISION OF PROFESSIONAL RELATIONS  
OF THE  
AMERICAN CHEMICAL SOCIETY**

**BYLAW I  
Name and Objects**

**Section 1.** The name of this organization is the Division of Professional Relations (hereinafter referred to as “the Division”) of the AMERICAN CHEMICAL SOCIETY (hereinafter referred to as “the SOCIETY”).

**Section 2.** The objectives of the Division are: to represent its membership and to inform general membership in professional rather than scientific matters; to increase awareness of members and to influence SOCIETY policies on professional matters through the organization of appropriate programs, conferences and discussion groups; to assess member opinions on professional matters and to make this information available to SOCIETY members through appropriate means.

**BYLAW II  
Members and Affiliates**

**Section 1.** Membership in this Division is open to all members of the SOCIETY who return a completed application to the Secretary of the Division and who pay the dues.

**Section 2.** A Society Affiliate may become a Society Affiliate of the Division, provided that divisional dues established for Society Affiliates are paid. Qualified persons - not members of the SOCIETY and/or representing other organizations wishing to cooperate with the Division in its objectives - may become Division Affiliates upon written application to the Secretary of the Division and payment of dues. Society and Division Affiliates shall have all the privileges except those of voting for and holding elective position, voting on bylaw or incorporation changes and serving on the Executive Committee. Society and Division Affiliates may be appointed to divisional committees.

- a. Students enrolled full time in a field of chemical science may become Division Affiliates upon payment of one-half the annual Division affiliate dues.

---

\***Effective February 8, 2006.** Approved, as amended, by the Committee on Constitution and Bylaws, acting for the Council of the American Chemical Society.

**Section 3.** Any member may resign membership in the Division by submitting a written resignation to the Secretary of the Division during the year for which the member's dues are paid.

**Section 4.** Loss of Membership.

- a. Any member in arrears for one year shall be dropped from membership and may be reinstated by written application to the Executive Committee.
- b. Any Society and Divisional Affiliate shall retain such status only so long as payment is made of Division dues. Such Affiliate's name shall be stricken from the rolls as soon as dues are in arrears.

**Section 5.** An emeritus member of the SOCIETY who has been a Division member for at least ten (10) years shall, upon written request to the Secretary of the Division, continue as a member of the Division without further payment of dues.

**Section 6.** A retired member of the SOCIETY who has been a Division member for at least twenty (20) years shall, upon written request to the Secretary of the Division, continue as a member of the Division without further payment of dues.

### **BYLAW III Management**

**Section 1.** The management of the Division shall reside in its Executive Committee. The Executive Committee shall consist of a Chair, Chair-Elect, Secretary, Treasurer, the Division Councilors, the Division Alternate Councilors, six Members-at-Large, and the immediate Past Chair. If not holding an elected office, the Program Chair shall be a non-voting member of the Executive Committee. The officers of the Division shall be the Chair, Chair-Elect, Secretary and Treasurer. Councilors and Alternate Councilors shall be MEMBERS of the SOCIETY and of the Division. All other positions on the Executive Committee may be held by members of the Division who are MEMBERS or ASSOCIATE MEMBERS of the SOCIETY.

**Section 2.** The Executive Committee shall be empowered to manage all of the affairs between meetings of the Division, including its finances. A majority of its members shall constitute a quorum of the Executive Committee for the transaction of business. The Executive Committee shall meet at least twice each year at national meetings of the Society and its annual meeting shall be at the Fall meeting; a meeting may be called at any time by the Chair or at the request of any three members of the Executive Committee. Notice must be sent to each Executive Committee member at least ten days prior to the date for such meeting.

**Section 3.** The duties of the members of the Executive Committee shall include but not be limited to the following:

- a. The Chair shall preside at meetings of the Executive Committee, carry into effect the decisions and recommendations of that Committee, preside at business meetings of the Division, appoint all committees, except those herein specified, and perform such other functions as are generally required of a Chair.
- b. The Chair-Elect shall preside over meetings in the absence of the Chair.
- c. The Secretary shall keep minutes of all business meetings of the Division and of the Executive Committee and shall discharge such responsibilities as are laid down in the Constitution and Bylaws of the SOCIETY or by the Executive Committee of the Division. With the assistance of the Treasurer, the Secretary shall maintain a list of Division members and Affiliates and send them such notices as the business of the Division may require. Together with the Treasurer, the Secretary shall submit a report to the Division at its annual meeting and an annual report of the Division to the SOCIETY's Committee on Divisional Activities through the Executive Director of the SOCIETY. All elections for and changes in office shall be certified promptly by the Secretary of the Division to the Executive Director of the SOCIETY. The Secretary shall preside at Executive Committee and Division business meetings in the absence of the Chair and Chair-Elect.
- d. The Treasurer shall have charge of the funds of the Division, with their disposition subject to the approval of the Executive Committee. The Treasurer shall discharge such other responsibilities as are laid down in the Constitution and Bylaws of the SOCIETY or by the Executive Committee of the Division. The Treasurer shall assist the Secretary in maintaining a list of members and Affiliates and in sending them such notices as the business of the Division may require. Together with the Secretary, the Treasurer shall submit a report to the Division at its annual meeting and an annual report of the Division to the SOCIETY's Committee on Divisional Activities through the Executive Director of the SOCIETY. The Treasurer shall provide a financial report to the members of the Executive Committee thirty days in advance of each national meeting. The Treasurer shall prepare a balance sheet for the previous year for publication in the Division's newsletter once a year.
- e. The Councilors and Alternate Councilors shall represent the Division on the Council of the SOCIETY and shall perform such duties as are prescribed in the Constitution and Bylaws of the SOCIETY.
- f. The Members-at-Large shall be voting members of the Executive Committee and shall discharge such responsibilities as are laid down by the Executive Committee of the Division.
- g. The immediate Past Chair shall offer counsel in deliberations of the Executive Committee and shall assist in the smooth transfer of operations during changes in personnel of the Executive Committee. The immediate Past Chair shall serve as the Chair of the Nominating Committee in that year, except as specified in Section 5(d).

- h. The Program Chair shall have the responsibility for planning and coordinating symposia and other programs for divisional sponsorship. The Program Chair shall present program proposals to the Executive Committee for approval.

**Section 4.** The terms of office of members of the Executive Committee shall be as follows:

- a. The Chair, Chair-Elect, and immediate Past Chair shall each serve one year and the Chair-Elect shall automatically succeed to the office of Chair. The Chair shall be ineligible to serve consecutive terms.
- b. The Secretary and Treasurer shall each serve two years and their elections shall be in alternate years.
- c. The Councilors and Alternate Councilors shall serve three years and they shall be elected in a manner to produce alternation.
- d. The six Members-at-Large shall serve two years, three being elected each year.
- e. The Program Chair shall be appointed by the Chair with the approval of the Executive Committee to serve three years.
- f. Terms of all officers and other members of the Executive Committee shall begin January 1 of the year for which elected and end when their terms expire or until their successors take office.
- g. Vacancies in any opening on the Executive Committee caused by death, resignation or removal may be filled by the Executive Committee and the new member so appointed shall serve until the next regular election.

**Section 5.** Election of Members of the Executive Committee.

- a. Members of the Executive Committee shall be elected by ballot. The Secretary shall declare that candidate elected to each office who receives the largest number of votes cast. Ties shall be resolved by a majority vote of the whole Executive Committee.
- b. The Chair shall appoint two (non-officer) members in good standing to serve on the Nominating Committee with the immediate Past Chair, who is the *ex-officio* Chair. The Chair shall also appoint a Teller Committee of at least two members in good standing. At the Executive Committee meeting during the spring national meeting of the SOCIETY, the Nominating Committee shall report with a list of one or more Division members as candidates for each opening to be filled on the Executive Committee in the fall election. The Executive Committee may add to, but not delete from, the list of names of candidates. The Secretary shall prepare a draft ballot from this list, and shall send the list of nominations to each Division member by May 1 or three weeks after conclusion of the Spring meeting, whichever is later. Other candidates for each office may be nominated by petition signed by ten members in good standing in the Division provided that such

candidate is willing to serve and is otherwise eligible. Such petition must be received by the Secretary by July 1. Ballots shall be sent to Division members by August 15. Ballots must be returned by October 1. The Executive Committee shall establish procedures not in conflict with other parts of these bylaws to carry out the provisions of this section.

- c. Ballots shall be returned to the Chair of the Teller Committee. All ballots shall be checked against the most recent membership roster as of August 15. Prior to October 16 the ballots shall be counted, in the presence of all members of the Teller Committee. Final vote counts shall be communicated promptly to the Chair and Secretary of the Division. The Secretary shall certify the results of the election to the Executive Director of the SOCIETY by November 15.
- d. Should the Immediate Past Chair be unwilling or unable to serve as Chair of the Nominating Committee, the Chair of the Division, with the concurrence of a majority of the members of the Executive Committee, may appoint another member of the Executive Committee to serve as Chair of the Nominating Committee.

#### **BYLAW IV Committees**

The Chair shall appoint all committees, with the advice and approval of the Executive Committee.

#### **BYLAW V Meetings**

**Section 1.** The Division shall hold divisional meetings open to all registered members of the SOCIETY at one or more national meetings of the SOCIETY each year; it may schedule divisional meetings apart from the national meetings, provided that the meetings are in accordance with the Bylaws of the SOCIETY.

**Section 2.** The Division shall hold an annual business meeting at the fall national meeting of the SOCIETY and at other national meetings of the SOCIETY as called by the Executive Committee if notice of date and subject matter is given to the membership in writing at least eight weeks prior to the meeting.

**Section 3.** Twenty members of the Division shall constitute a quorum for the conduct of business.

**Section 4.** The business and Executive Committee meetings of the Division shall be conducted in conformity with "Robert's Rules of Order, Newly Revised."

**BYLAW VI**  
**Finances**

**Section 1.** Divisional dues for members, Society and Division Affiliates, and retired members shall be annual and the amount shall be decided by the Executive Committee. The dues of Society and Division Affiliates shall conform to the requirements of the Constitution and Bylaws of the SOCIETY.

**Section 2.** Emeritus members of the Division shall pay no dues. Upon written request to the Secretary of the Division, a member who is temporarily unemployed shall pay no dues for the year requested.

**Section 3.** Registration fees at symposia held apart from national meetings of the SOCIETY shall be at reduced rates for members, to be decided by the Executive Committee.

**Section 4.** The fiscal year of the Division shall correspond to the calendar year.

**Section 5.** Expenses of all committees shall be documented for purpose, date and amount before authorization for payment by the Executive Committee.

**BYLAW VII**  
**Henry Hill Award**

**Section 1.** There shall be an award, known as the Henry Hill Award, to honor persons who have served the profession in the area of professional relations in a unique and distinguished manner. The award may be given annually to one or more members of the SOCIETY, living or deceased.

**Section 2.** By July 1 the Chair shall appoint a Henry Hill Award Committee whose duties shall be to gather nominations and select no, one, or more awardees for the following year. The Committee shall comprise a Chair and four additional members who shall be members of the Division. The Chair of the committee shall be a former winner of the Henry Hill Award.

**Section 3.** Selection of Henry Hill Awardees shall be by vote of four-fifths of the membership of the Henry Hill Award Committee. The results of the selection process shall be communicated to the members of the Executive Committee no later than January 15 of the year of the award. The names of unsuccessful nominees shall not be revealed. Whenever possible, the Award shall be presented at the Spring National Meeting.

**BYLAW VIII**  
**Lou Sacco Award**

**Section 1.** There shall be an award, known as the Lou Sacco Award, to honor persons who have served the Division of Professional Relations in a meritorious and exemplary manner, over a significant period of time.

**Section 2.** Written nominations shall be sent to the Chair or Secretary of the Division.

Nominations may be submitted at any time, but awards shall be announced not more than once per year. Subsequent to receiving one or more nominations, the Chair shall appoint a Lou Sacco Award Committee comprising a chair and four additional members who shall be members of the Division. The terms of members of the Committee shall not exceed one year. The Committee shall determine if one or more of the nominees is worthy of the award. Selection of an awardee shall be by four-fifths vote of the membership of the Committee. The names of unsuccessful nominees shall not be revealed.

**Section 3.** The Lou Sacco Award shall consist of a suitably inscribed certificate.

### **BYLAW IX Amendments**

**Section 1.** Any petition for amendment of these bylaws shall be submitted with reasons to the Secretary of the Executive Committee over the signatures of not fewer than two members of the Executive Committee or not fewer than five members of the Division.

**Section 2.** The Secretary shall place the petition before the Executive Committee at its next meeting. A two-thirds vote of this body on the submitted or adapted petition shall instruct the Secretary to send the proposed amendment to the membership for voting. The proposed amendment shall obtain approval by a two-thirds majority of the votes cast.

**Section 3.** Amendments to these bylaws shall become effective upon approval by the Committee on Constitution and Bylaws, acting for the Council, unless a later date is specified.

### **BYLAW X Dissolution**

Upon dissolution of the Division, any assets of the Division remaining thereafter shall be conveyed to such organization then existent, dedicated to objects similar to those of the Division and of 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.