

**BYLAWS**  
**for the**  
**ILLINOIS HEARTLAND LOCAL SECTION**  
**of the**  
**AMERICAN CHEMICAL SOCIETY**

**BYLAW I – NAME**

**Section 1.** This organization shall be known as the Illinois Heartland Local Section, hereinafter referred to as the “SECTION” of the American Chemical Society, hereinafter referred to as the “SOCIETY”. The SECTION is also known as the Illinois Heartland ACS.

**BYLAW II – OBJECT**

**Section 1.** The object of the SECTION shall be the promotion of the chemical enterprise consistent with the objects of the SOCIETY.

**Section 2.** The SECTION’s goals are to promote the practice of and education in the chemical enterprise. The SECTION shall offer programs and activities that benefit the members and the community.

**Section 3.** Nothing in these BYLAWS shall be inconsistent with the Charter, Constitution, and Bylaws of the SOCIETY. If a conflict is found to exist, the latter shall prevail and a procedure in conformity shall be adopted for the SECTION by suitable resolution of the Executive Committee.

**BYLAW III – TERRITORY**

**Section 1.** The territory of the SECTION shall be that assigned to it by the SOCIETY.

**BYLAW IV – MEMBERS AND AFFILIATES**

**Section 1.** Membership in the SECTION shall be designated by the SOCIETY, provided that exceptions to this rule shall be made in conformity with the Constitution and Bylaws of the SOCIETY.

**Section 2.** The SECTION may have Section Affiliates as authorized in the Constitution and Bylaws of the SOCIETY. Student Affiliates at institutions within the SECTION

may become Section Affiliates upon certification by the advisor of their Student Affiliate Chapter.

- Section 3.** Members and Section Affiliates shall have such rights and privileges as are accorded them by the Constitution and Bylaws of the SOCIETY. Only MEMBERS of the SOCIETY may vote or hold elective positions within the SECTION.

### **BYLAW V – ORGANIZATION**

- Section 1.** The officers of the SECTION shall be Chair, Chair-Elect, Immediate Past-Chair, Secretary, and Treasurer.
- Section 2.** The SECTION shall have Councilors and Alternate Councilors as provided in the Constitution and Bylaws of the SOCIETY.
- Section 3.** All officers, Councilors, Alternate Councilors, and other persons elected by the members shall be chosen from the MEMBERS.
- Section 4.** The Executive Committee shall consist of the officers of the SECTION, the Councilors, and the Alternate Councilors. The Chairs of the Standing Committees are non-voting members of the Executive Committee.

### **BYLAW VI –TERMS OF OFFICE AND MANNER OF ELECTION**

- Section 1.** The Chair, Chair-Elect, and Immediate Past-Chair of the SECTION shall serve for terms of one year each, beginning on January 1, or until their successors qualify. Upon completion of the Chair's term of office, the Chair-Elect shall succeed to the office of Chair, and the Chair shall succeed to the office of Immediate Past-Chair. The Secretary of the SECTION shall serve for a term of one year. The Treasurer of the SECTION shall serve for a term of two years. The terms for Secretary and Treasurer will begin on January 1, or until their successors qualify.
- Section 2.** Councilors and Alternate Councilors shall serve for a term of three years beginning on January 1.
- Section 3.** In the event of a vacancy in the office of Chair, the Chair-Elect shall assume the duties of the Chair for the unexpired term. In the event the office of Chair-Elect is filled by an interim appointment, the SECTION shall elect both a Chair and a Chair-Elect at its annual election. All other vacancies shall be filled by the Executive Committee by interim appointment for the period up to the next defined term of office. Appointments for any vacancy shall be in accordance with the BYLAWS pertaining to nominations for the office concerned.

- Section 4.** The Executive Committee will appoint a Nominations Committee by September 1. The members of the Nominations Committee, comprising no fewer than three members of the SECTION, will nominate one or more MEMBERS for the offices of Chair-Elect, Secretary, and, at appropriate intervals, Treasurer, Councilors and Alternate Councilors.
- Section 5.** The names of the nominees will be presented to the membership by the September meeting, at which time additional nominations may also be made from the floor or by communication to the Secretary. To be valid, such nominations must be endorsed by at least five members. Nominations must be communicated to the Secretary by September 30. The Secretary will determine the eligibility of prospective candidates by comparing their MEMBER status with the requirements of office.
- Section 6.** The consent of each nominee must be obtained prior to his or her name appearing on the ballot.
- Section 7.** In the event of an uncontested election for the entire slate of candidates, the election may occur by acclamation at the November meeting by MEMBERS in attendance.
- Section 8.** The Secretary shall submit a ballot bearing the names of all those duly nominated for each office, and this ballot shall be mailed to members and made available on the SECTION's website. Members shall receive this ballot at least three weeks prior to the November meeting. Ballots may be returned to the Nominations Committee Chair by mail, email or cast in person at the November meeting.
- Section 10.** The Nominations Committee Chair shall have the duty of certifying all ballots received by mail, email or cast in person against a roll of accredited voters. In the event of a member voting both by email and by printed ballot, the printed ballot will be considered valid and the email discarded. If more than one email or or more than one printed ballot per member is received, the ballots shall be discarded. Once the ballot is certified, identifying information will be removed and the ballots collected, opened and counted.
- Section 11.** Officers, Councilors, and Alternate Councilors shall be elected by a simple majority of the certified votes cast for each office.
- Section 12.** In case of a tie vote for any officer, Councilor, or Alternate Councilor position, the Executive Committee shall make the final selection.
- Section 13.** Elections shall be completed and the results certified to the Executive Director of the SOCIETY by December 1, as required by the Bylaws of the SOCIETY.

## BYLAW VII – 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 and by these BYLAWS and such other duties as may be assigned from time to time by the Executive Committee.
- Section 2.** The Chair of the SECTION shall serve as Chair of the Executive Committee and, except as provided elsewhere in these BYLAWS, shall appoint all committees and **committee chairs** authorized in these BYLAWS or by the Executive Committee. **The Chair shall also appoint members to special short-term task forces established by the Executive Committee.** The Chair-Elect shall be Vice-Chair and shall preside in the absence of the Chair at general meetings and at Executive Committee meetings.
- Section 3.** 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 these BYLAWS and the Constitution and Bylaws of the SOCIETY. **A quorum for conducting business of the SECTION shall be 2/3 of the Officers, Councilors, and Alternate Councilors.** The Executive Committee shall allocate funds annually to carry on activities of the SECTION.
- Section 4.** The Secretary shall keep a record of the proceedings of the SECTION and of the Executive Committee, and maintain a list of members & affiliates. **The Secretary is chair of the Public Relations Committee. The Secretary is responsible for the newsletter and has oversight of the website. The Secretary will send meeting announcements by email and in print as required.** The Secretary shall carry out the duties of that position as outlined in the Constitution and Bylaws of the SOCIETY and elsewhere in these BYLAWS.
- Section 5.** The Treasurer shall have charge of the funds of the SECTION, keep an accurate record of all receipts and disbursements, receive dues, and pay all reasonable and customary expenses based on an approved SECTION budget or given approval by the Executive Committee. **The Treasurer shall serve as Chair of the Finance Committee,** render an account of all transactions and of the financial condition of the SECTION to the Executive Committee at times set by the Executive Committee, and shall submit such reports as are required by the Constitution and Bylaws of the SOCIETY. **The Treasurer shall furnish to the SECTION such bond as may be required by the Executive Committee to guarantee the faithful performance of the above duties, the expense of the bond to be borne by the SECTION.**
- Section 6.** **The Immediate Past-Chair shall be responsible for the preparation of an Annual Report of the operations of the SECTION during the previous year.** Not later than February 15 following the Chair's term of office, this report shall be submitted to the Council Committee on Local Section Activities using online reporting tools (SOLAR) with the Treasurer's itemized statement of receipts and expenditures and investment of SECTION funds. **The Annual Report shall be available to MEMBERS online.**

## BYLAW VIII – RECALL OF ELECTED OFFICIALS

**Section 1.** The elected officials (officers, councilors, and alternate councilors) of the SECTION are subject to recall for neglect of duties or 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 fifteen (15) 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 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 schedule an Executive Committee meeting and present the issue to the Executive Committee.

- (a) The Executive Committee shall promptly dismiss the petition as ill-founded, find an alternative solution to the problem, or continue the recall process. 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 (3/5) vote of the remaining members of the Executive Committee.
- (d) If proceedings continue, the official shall choose one of the following options.
  - (1) The official may choose not to respond and thus forfeit the position.
  - (2) The official may resign.
  - (3) The official may request a hearing and a recall vote by the remaining members of the Executive Committee. A two-thirds (3/5) vote of the

remaining members of the Executive Committee shall be required to recall the official.

- (4) 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 official, of the issues involved with the recall vote. Both statements shall be given to the voting membership before the vote is taken.

## BYLAW IX – FINANCES

- Section 1.** All members may be assessed voluntary annual local dues. Annual dues shall be set by the Executive Committee but shall not be less than the minimum amount provided in the Bylaws of the SOCIETY.
- Section 2.** Student Affiliates who attend an institution within the SECTION's territory and are in good standing with the SOCIETY will be exempt from annual dues when they become a Section Affiliate.
- Section 3.** The collecting of funds from members other than dues may be provided by suitable resolution adopted at a regular or special meeting of the SECTION by a majority vote of the members present, subject to the provisions of the Constitution and Bylaws of the SOCIETY.
- Section 4.** Donations or bequests of funds or property may be accepted by suitable resolution adopted by the Executive Committee subject to the provisions of the Constitution and Bylaws of the SOCIETY. This action shall be reported to the members.
- Section 5.** The fiscal year for the SECTION shall be January 1 through December 31. The Executive Committee shall set an annual budget (Bylaw VII, Section 3) and report the fiscal status of the SECTION to the members on an annual basis.

## BYLAW X – COMMITTEES

- Section 1.** Standing committees may include, but are not limited to, Awards, Career Program, Education, Finance, Government Relations, High School Chemistry Contest & Olympiad, Long Range Planning, Membership, Minority Affairs, National Chemistry Week, Nominations, Outreach, Project SEED, Public Relations, Women Chemists, and Younger Chemists. The new and incumbent officers of the SECTION shall review the list and membership of standing committees in December and recommend changes in committee structure and composition to the Executive Committee.
- Section 2.** The Nominations Committee (BYLAW VI, Section 4) shall be chaired by the Immediate Past-Chair and its duties will be those set down in BYLAW VI.

- Section 3.** The Finance Committee (BYLAW VII, Section 5) shall be chaired by the Treasurer. The Finance Committee will advise the Executive Committee on budgetary concerns and best practices. At the end of the fiscal year, the Finance Committee, independent of the Treasurer, shall audit the SECTION's financial transactions for the previous year. The Committee's report(s) shall be presented to the Executive Committee no later than February 1.
- Section 4.** The Public Relations committee will be chaired by the Secretary and will oversee the newsletter, the website, and communications with media organizations.
- Section 5.** The Awards Committee, chaired by the Immediate Past-Chair, shall consist of at least four Past-Chairs of the SECTION. The Committee shall choose recipients of the SECTION's Awards (BYLAW XII), nominate members for national and regional awards, and handle other award programs of the SECTION as directed by the Executive Committee.
- Section 6.** Other committees may be formed at any time by the Executive Committee, with members appointed by the Chair of the SECTION, but standing committee status must await review and approval in the following December by the Executive Committee. Chairs of newly-formed committees shall not become members of the Executive Committee until the next annual review. Task Forces with specific charges and time limits may also be appointed as deemed desirable by the Chair of the SECTION. Chairs of Task Forces do not become members of the Executive Committee.
- Section 7.** Each Committee Chair, at the end of the fiscal year, shall submit a written report of its activities to the Executive Committee through the Secretary as an aid in the preparation of the Annual Report.

## BYLAW XI – MEETINGS

- Section 1.** The SECTION shall hold regular meetings or events at places and times designated by the Program Committee and approved by the Executive Committee with due consideration to the geographical distribution of the members. The SECTION shall have at least four regular meetings each year which includes a meeting in November which shall be designated as the Annual Business Meeting of the SECTION.
- Section 2.** The SECTION may hold special business meetings at the call of the Executive Committee or at the written request of fifteen members of the Section. Notice of a special business meeting must be distributed by appropriate means to all members of the SECTION and state the exact nature of the business to be transacted, and no other business shall transpire.
- Section 3.** There shall be no required number of members present at business meetings of the SECTION to constitute a quorum.

**Section 4.** The rules of order in the conduct of the business meetings shall follow **Robert's Rules of Order**. **The Councilor or Alternate Councilor is responsible for serving as parliamentarian.**

**Section 5.** The Executive Committee shall meet upon notice by the Chair or upon request of a majority of the members of the Executive Committee. **Such notice must be given at least two weeks prior to the time of the called meeting.** In the absence of a quorum (BYLAW VII, Section 3), meetings of the Executive Committee shall adjourn to a **specified future** date.

## **BYLAW XII – COLLEGIATE SCHOLASTIC AWARDS AND ENDOWMENT**

**Section 1.** The name of this program shall be the Collegiate Scholastic Awards (CSA).

**Section 2.** The Program was established in 1951 by the SECTION “to promote interest in the profession of chemistry and to give recognition to outstanding ability and application in the discipline of chemical science at the undergraduate level.” An endowment was initiated to support the CSA.

**Section 3.** The candidates for the Collegiate Scholastic Awards shall be graduating college seniors majoring in chemistry or chemical engineering. Each college or university within the SECTION area having a curriculum leading to a BS/BA or AB degree with a major in chemistry may submit candidates for the Award(s). Applications for the Award(s) shall include the following: (a) transcripts of college record to the end of the seventh semester or equivalent period; (b) a resume or C.V. that includes a description of activities or organizations in which the candidate has participated; (c) suitable character references and recommendations from the department or professors (not more than 3) (d) information concerning plans for graduate study or employment in the chemical sciences; and (e) pertinent supplemental information.

**Section 4.** Each Collegiate Scholar shall receive: (a) a Certificate of Achievement; and (b) a cash prize.

**Section 5.** The SECTION's Awards Committee shall select worthy candidates at such a time that the Award(s) can be presented at the Annual Awards & Recognition Banquet held in May. The Committee shall develop selection procedures with the approval of the SECTION's Executive Committee. If no candidate is deemed qualified for an Award during any calendar year, then no Award shall be given and income from the Endowment for that period shall be appropriately reinvested.

**Section 6.** The purpose of this **Endowment** shall be to provide, through its earnings, an annual income to support the CSA. The Endowment principal shall consist of monetary deposits and/or other property ownership, trust, or benefit. Income generated from the **Endowment** during the preceding calendar year shall be used

for the CSA or shall be used to increase the **Endowment**, and no individual shall benefit from the **Endowment** except the recipient(s) of the Award(s).

**Section 7.** Contributions, donations, or bequests of monies and properties may be obtained by the SECTION in accord with BYLAW XI, Sections 3 and 4 except that such monies and properties shall not be obtained through mandatory assessments of the SECTION members. This **Endowment** shall be administered by Treasurer for the Executive Committee (BYLAW VII, Section 5). The Executive Committee shall determine what portion, if any, of the **Endowment**'s annual income is set aside to defray reasonable expenses of the Program & Endowment. The Treasurer shall provide an annual itemized statement of receipts, expenditures, and investments of the **Endowment**.

**Section 8.** An annual audit of the **Endowment** shall be performed in January by the SECTION's Finance Committee (BYLAW X, Section 3).

### **BYLAW XIII – HIGH SCHOOL CHEMISTRY CONTEST**

**Section 1.** The name of this program shall be the High School Chemistry Contest. The competitive examinations are administered to (a) students with only one year of high school chemistry, and (b) students with more than one year of high school chemistry. All students currently enrolled in high school and residing within the SECTION's territory are eligible.

**Section 2.** The program was established in 1977 by the SECTION to encourage interest in the study of chemistry and to help enable high school teachers to evaluate their chemistry programs.

**Section 3.** The High School Chemistry Contest Awards shall be presented to those students who achieve the five highest scores on each of the two examinations.

**Section 4.** Awards may consist of (1) a certificate and/or plaque of achievement; (2) handbooks or other educational aids; and/or (3) a cash award. In addition, a traveling award for each examination shall be engraved with the top scorer's name and high school. The traveling award shall be in the custody of the winner's High School and must be returned to the SECTION at the next Contest.

**Section 5.** The High School Chemistry Contest Awards shall be presented at the Annual Awards & Recognition Banquet held in May. Costs for these awards shall be covered by the general fund of the SECTION.

**Section 6.** The Executive Committee approves the date, site and content of the High School Chemistry Contest.

### **BYLAW XIV – AMENDMENTS**

- Section 1.** A proposed amendment to the BYLAWS must first be submitted in writing to the Executive Committee. Once proposed changes to the BYLAWS have been fully discussed and approved by the Executive Committee, a preliminary review by the SOCIETY's Council Committee on Constitution and Bylaws (C&B) shall be requested. When the C&B review is completed, the Executive Committee shall modify the proposed changes and submit them to the MEMBERS for the approval.
- Section 2.** The Secretary shall announce the amendments at the next regular meeting of the SECTION and ensure that all members of the SECTION have access to copies of the current BYLAWS and proposed changes, together with the rationale for proposed changes. Four weeks after publication of the proposed changes, members will have the opportunity to approve or disapprove of the proposed changes by mail, email or in person at the next regularly scheduled meeting. Counting of the ballots shall follow the procedure as described for the election of officers (BYLAW VI, Section 10). The amendment will be adopted by approval of a simple majority of the votes cast.
- Section 3.** Any proposed amendment not approved by the Executive Committee within 60 days from the time it is submitted in writing, may be brought to a vote of the membership in the aforementioned manner by a petition signed by not less than fifteen members of the SECTION.
- Section 4.** Amendments shall become effective upon approval of the SOCIETY's Council Committee on Constitution and Bylaws acting for the Council of the SOCIETY, unless a later date is specified.

#### **BYLAW XV – DISSOLUTION OF THE SECTION**

- Section 1.** Upon dissolution of the SECTION, any assets of the SECTION remaining thereafter shall be conveyed to such organization then existent, within or without the territory of the SECTION, 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 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.

Last Revision: January 1993

Current Revision: February 22, 2006 by VLF

## **SUPPLEMENTARY INFORMATION**

1. The High School Chemistry Contest has been administered by Bradley University Department of Chemistry and Biochemistry for 30 years since its inception in 1977.
2. Bylaw IV Section 2 deals with student affiliates and their participation in the SECTION. Council is considering the status of student affiliates and may change student affiliates to STUDENT MEMBERS.