

***BYLAWS
of the
MAINE SECTION
of the
AMERICAN CHEMICAL SOCIETY**

BYLAW I. NAME

This organization shall be known as the Maine Section of the AMERICAN CHEMICAL SOCIETY.

BYLAW II. OBJECT

The object of the Section is the encouragement and advancement of chemistry in all its branches and the promotion of social intercourse among those interested in chemistry and chemical industries.

BYLAW III. HEADQUARTERS

The Section shall have its headquarters at Orono.

BYLAW IV. TERRITORY

The Section shall have such territory as is allotted to it by the SOCIETY.

BYLAW V. MEMBERS AND AFFILIATES

Section 1. The members of the Section shall consist of members of the SOCIETY residing in the territory of the Section, 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 Local Section Affiliates and National Affiliates as authorized in the Constitution and Bylaws of the SOCIETY.

***Effective January 2, 1995.** Approved, as amended, by the Committee on Constitution and Bylaws, acting for the Council of the AMERICAN CHEMICAL SOCIETY.

Section 3. Members and affiliates shall have such rights and privileges as are accorded them by the Constitution and Bylaws of the SOCIETY.

BYLAW VI. OFFICERS, MANNER OF ELECTION

Section 1. The officers of the Section shall be Chair, a Chair-elect, **the Past Chair**, a Secretary, a Treasurer, an Archivist, and, as provided in the Constitution and Bylaws of the SOCIETY, Councilors and Alternate Councilors. The offices of Secretary and Treasurer may be held by one person. The Archivist and Alternate Councilors may in addition hold any one other office.

~~Section 2. The Secretary, the Treasurer, and the Archivist shall be elected annually for a term of one year. The Chair-elect shall be elected biennially for a term of two years. The Councilor(s) and Alternate Councilor(s) shall be elected as appropriate for three year terms. All officers shall assume their responsibilities on May first following their election and shall serve until their duly elected successors take office. The Chair-elect shall become Chair two years following. The term of Chair shall be for two years. In the event of a vacancy in the office of Chair, the Chair-elect shall immediately succeed to the office of Chair for the remainder of the calendar year plus two additional years. All other vacancies shall be filled by the Executive Committee by interim appointment for the period up to the next normal election.~~

Proposed:

Section 2. The Secretary, Treasurer, Archivist and Chair – Elect shall be elected biennially for a term of two years. The Councilor and Alternate Councilor(s) shall be elected for three year terms. In the case of a tie, run-off elections shall be held until a candidate is elected. All officers shall assume their responsibilities on January 1st in the year after they were elected and shall serve until their duly elected successors take office. In the event of a vacancy in the office of Chair, the Chair-elect shall immediately succeed to the office of Chair for the remainder of the calendar year plus two additional years. All other vacancies shall be filled by the Executive Committee by interim appointment for the period up to the next normal election. In the event that an office would be left vacant because of the lack of a replacement, the departing officer may serve beyond their normal term until a replacement can be found through election.

~~Section 3. By September twentieth in each year, the Chair shall appoint a Nominating Committee of not less than three members to provide nominees for the elective offices named in Section 1 of this Article.~~

Proposed

Section 3. By April 1st in the year of an election, the Chair shall appoint a Nominating Committee of not less than three members to provide nominees for the elective offices named in Section 1 of this Article.

~~Section 4. The Nominating Committee shall present its report to the Secretary not later than December first, and the Secretary shall send this list to each member not later than December fifteenth. Additional nominations may be made by written petition containing the signatures of not less than five percent of the Section members. Such petitions must be received by the Secretary not later than February first.~~

~~Proposed~~

Section 4. The Nominating Committee shall present its report to the Secretary not later than May 15th, and the Secretary shall send this list to each member not later than May 31st. Additional nominations may be made by written petition containing the signatures of not less than five percent of the Section members. Such petitions must be received by the Secretary not later than July 1st.

~~Section 5. Irrespective of other provisions of these bylaws, the name of a nominee shall be presented for balloting only if the nominee has indicated a willingness to serve if elected. It shall be the responsibility of the group submitting a nomination to the Secretary to present to the Secretary, at the same time, evidence of the willingness of the nominee to serve if elected.~~

~~Section 6. The Secretary shall prepare a ballot of the nominees for the elective offices and shall send the ballot to each member not earlier than February first (November 1st.) but (not later than October 1st.) at least two weeks before the March meeting. Ballots shall be returned by mail or by hand to the Secretary not later than the March meeting.~~

~~Proposed~~

Section 6. The Secretary shall prepare a ballot of the nominees for the elective offices and shall send the ballot to each member by September 15th. Ballots shall be sent by and returned to the Secretary by mail, hand or acceptable electronic means as described in Section 7, not later than October 7th.

~~Section 7. The ballot voted shall be sealed separately in a special ballot envelope. This envelope, accompanied by the signature of the member voting, shall be enclosed in a larger envelope and forwarded to the Secretary. The signature of the member voting must not appear upon the ballot nor upon the special ballot envelope; it may be written upon the outer envelope or enclosed within the same upon a separate slip of paper. Any ballot envelope not accompanied by such validating signature shall be rejected. The Chair, in conjunction with the Secretary and the Chair of the Nominating Committee, shall count all valid ballots at the March meeting and shall certify the result.~~

~~Proposed~~

Section 7. For paper ballots, the ballot voted shall be sealed separately in a special ballot envelope. This envelope, accompanied by the signature of the member voting, shall be enclosed in a larger envelope and forwarded to the Secretary. The signature of the member voting must not appear upon the ballot nor upon the special ballot envelope; it may be written upon the outer envelope or enclosed within the same upon a separate slip of paper. Any ballot envelope not accompanied by such validating signature shall be rejected. Electronically submitted ballots are

acceptable as attachments only with the attachment not revealing the identity of the voter in any manner. The Secretary shall keep the original electronically sent message including the attached ballot until the results are certified. The Chair, in conjunction with the Secretary and the Chair of the Nominating Committee shall count all valid ballots by December 15th, certify the results and notify the membership of the results immediately through electronic or non-electronic means.

BYLAW VII. DUTIES OF OFFICERS

Section 1. The duties of the several officers shall be such as usually pertain to the offices they hold. The Chair, Chair-elect, and Treasurer shall be, ex officio, members of all standing committees.

Section 2. The Treasurer shall receive and deposit all funds paid to the Section, and shall disburse funds of the Section upon vouchers approved by the Executive Committee.

Section 3. The Archivist shall keep all records of the Section, except those of the current year, which shall be kept by the Secretary.

Section 4. Each retiring Chair shall hand to the incoming Chair and each retiring Secretary to the incoming Secretary a separate copy of these bylaws. The Archivist shall, furthermore, keep copies on file and shall be prepared to furnish a copy to any member requesting the same.

Section 5. The Secretary shall furnish a copy of these bylaws to each new member of the Section when the notice of the next meeting after the member enters the Section is sent out.

BYLAW VIII. COMMITTEES AND THEIR DUTIES

Section 1. There shall be an Executive Committee, a Program Committee, a Long-Range Planning Committee, an Awards Committee, a Budget Committee, and other committees as may be necessary for the proper conduct of the affairs of the Section.

Section 2. The Executive Committee shall consist of the officers of the Section (except the Archivist) as set forth in Article VI, Section 1, and shall have charge of the affairs, funds, and property of the Section and of all other matters not otherwise provided for in the bylaws. The Chair shall serve as Chair of this committee.

Section 3. The Program Committee shall consist of its ex officio members and such other members as the Chair shall appoint. It shall be the duty of the Program Committee to plan in the spring of each year for the meetings and program of the Section during the ensuing year. The Chair-elect shall serve as Chair of this committee.

Section 4. The Long-Range Planning Committee shall consist of its ex officio members and two other members appointed by the Chair for a term of four years. Vacancies on this committee shall be filled by an appointment by the Chair when the vacancy arises, for a term equal to the remaining term of the member being replaced. It shall be the duty of the Long-Range Planning Committee to examine all proposals related to long-range Section activities which are referred to it by the Section or which originated within the committee itself, and to present these to the Section for its consideration. Each year, at the first meeting of this committee, it shall elect its Chair for the year.

Section 5. The Awards Committee shall consist of its ex officio members and one additional member appointed by the Chair each year for a term of one year. It shall be the duty of the Awards Committee to manage all award and grant programs of the Section and to select the recipients of such awards and grants. The Chair-elect shall serve as Chair of this committee.

Section 6. The Budget Committee shall consist of its ex officio members and such other members as the Chair shall appoint. It shall be the duty of the Budget Committee to prepare in the spring of each year a budget for the Section for the ensuing year and to present this budget to the Section for its approval. The Treasurer shall serve as Chair of this committee.

Section 7. Ordinarily, appointed members of standing committees shall be appointed in January of each year and shall assume their duties immediately.

Section 8. All committees not otherwise provided for in these bylaws shall be appointed from time to time by the Chair.

Proposed

Section 9. In the event that any of the above-named committees is not constituted or functioning for whatever reason, the Executive Committee shall assume the duties and responsibilities of the Committee until it is duly constituted.

BYLAW IX. MEETINGS

~~Section 1. Two or more regular meetings shall be held on convenient dates, with one of these meetings in March. Notice of all meetings shall be sent by the Secretary to each member, National Affiliate, and Local Section Affiliate at least one week previous to the date of meeting.~~

Proposed

Section 1. There shall be, at the minimum, a Fall General Meeting (held in September or October) and a Spring General Meeting (held in April or May). These meetings may coincide with other Section Activities such as presentations by invited speakers

Section 2. Special meetings may be called by the Executive Committee or by the Secretary on request in writing of five members of the Section. The calls for special meetings shall recite the exact nature of the business intended to be transacted and no other business shall transpire at such meetings.

Section 3. A quorum for regular and special meetings of the Section shall consist of ten members of the Section. In the absence of a quorum, regular and special meetings shall adjourn to a date.

BYLAW X. PROVISION FOR DISSOLUTION OF THE SECTION

Section 1. Upon 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 XI. AMENDMENTS

Section 1. These bylaws may be amended by a two-thirds vote of the members present at any meeting or, on approval by a majority vote of the Executive Committee, by a mail ballot of the members provided notice of the proposed change is submitted to the members at least two months before the meeting or the mail ballot. The amendment(s) shall become effective upon approval by the Committee on Constitution and Bylaws, acting for the Council, unless a later date is specified.