

**\*BYLAWS OF THE  
PEORIA SECTION  
OF THE  
AMERICAN CHEMICAL SOCIETY**

**BYLAW I  
NAME AND OBJECT**

Section 1. This organization shall be known as the Peoria Section of the AMERICAN CHEMICAL SOCIETY and is hereinafter referred to as “the Section”; provided, furthermore that said AMERICAN CHEMICAL SOCIETY is hereinafter referred to as “the SOCIETY.”

Section 2. The object of the organization shall be the promotion of all chemical interests consistent with the objects of the SOCIETY.

Section 3. Nothing in these bylaws shall be inconsistent with the Charter, Constitution, and Bylaws of the SOCIETY.

**BYLAW II  
HEADQUARTERS AND TERRITORY**

Section 1. The Section shall have its headquarters in Peoria, Illinois, or elsewhere as may be designated by the SOCIETY.

Section 2. The territory of the Section shall be that assigned to it by the SOCIETY.

**BYLAW III  
MEMBERS, AFFILIATES, AND GROUPS**

Section 1. The rolls of the Section shall include those MEMBERS, ASSOCIATE MEMBERS, and National Affiliates of the SOCIETY as set forth in the Constitution of the SOCIETY

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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. Persons who are not members or National Affiliates of the SOCIETY may become Local Section Affiliates of the Peoria Section as authorized in the Constitution and Bylaws of the SOCIETY. Regularly matriculated students specializing in a chemical science may be accepted as Local Section Affiliates.

Section 3. National Affiliates and Local Section Affiliates shall have all the privileges of membership in the Local Section except that of voting for or holding an elective position, voting on articles of incorporation and bylaws, or serving as a member of its Executive Committee or equivalent policy-making body.

Section 3. Members and affiliates of the Section interested in a special field of chemistry may organize and become known as a Group of the Peoria Section of the SOCIETY, subject to the following provisions:

A. The sole purpose of such a Group must be to provide more frequent and/or effective scientific discussion in its field of specialization and social contact among those interested than can be provided by other Section activities.

B. Official approval of the Executive Committee of the Section must be obtained before such a Group may formally organize and begin to function, and its continued existence as an official Section activity shall be subject at all times thereafter to the authority and discretion of the officers and Executive Committee of the Section.

C. Each Group shall submit an annual report of its activities to the Executive Committee of the Section.

D. A Group whose establishment and initial organization have been approved may, at its option, formulate and propose an individual set of Bylaws governing its organization and operation. Such proposed Bylaws must be submitted to the Chair of the Section for review by an appropriate Section committee and final approval by the Section Executive Committee as the first step toward final adoption by the Groups.

E. The Peoria Section shall allocate funds annually to carry on specific activities of all Groups existing by approval of its Executive Committee.

F. In order to coordinate activities of the Groups with those of the Section, an officer designated by a Group shall by invitation attend those meetings of the Executive Committee of the Peoria Section at which subjects pertaining to the Group are to be discussed.

**BYLAW IV**  
**OFFICERS, MANNER OF ELECTION, AND ELIGIBILITY**

Section 1. The officers of the Section shall be a Chair, a Chair-Elect, a Secretary, and a Treasurer. Only MEMBERS shall be eligible for holding office.

Section 2. The Chair-Elect, the Secretary and the Treasurer of the Section shall be elected annually for a term of one year and shall so serve and further serve until their successors are duly elected. Councilor(s) and Alternate Councilor(s) shall be elected for terms of three years beginning on January 1. The officers, Councilor(s) and Alternate Councilor(s) shall take office on January 1. The Chair-Elect shall become Chair for the year following his term as Chair-Elect and shall hold the office of Chair for one year only. With the exception of Treasurer, Councilor(s) and Alternate Councilor(s), no person shall hold, consecutively, the same office or the same committee Chairship for more than two years.

Section 3. In the event of a vacancy in the office of Chair, 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 by interim appointment for the period up to the next annual election, at which time the Section shall choose a MEMBER to fill out the unexpired term, if any. 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 annual election.

Section 4. The Executive Committee shall appoint a Nominating Committee consisting of a chair and four members not later than September 1 of each year. Not more than one member of the Executive Committee may be a member of the Nominating committee. A quorum shall consist of three members.

Section 5. The Nominating Committee as provided in Section 4 of this Article shall present its slate of nominees to the Secretary no later than September 10. This slate will be presented to the membership in the meeting announcement for the October meeting which will be mailed to the membership at least 8 days prior to the meeting to assure the members sufficient time to decide before the October meeting whether they wish to make additional nominations from the floor. Any member who plans to exercise this prerogative, however, must notify the Secretary, before the meeting is called to order, of his or her intent to do so by furnishing the Secretary a written statement to the effect that the prospective nominee has consented to run for office. This statement must be signed by the prospective nominee and 5 other members. If the slate as originally presented by the Nominating Committee is expanded by nominations from the floor, all balloting will be by mail. Councilor(s) and Alternate Councilor(s) shall be elected by a mail balloting by members of the Section.

In this event, the Secretary shall not later than 8 days before the November meeting send all members of the Section a notice of the results of the nomination proceedings together with a secret ballot. Members shall sign their names on an outside envelope and the ballots shall be

enclosed in an inner unmarked envelope which the voters shall seal. All ballots cast shall be so delivered to the Secretary, and only such ballots shall be considered valid. If the slate as originally presented by the Nominating Committee is not expanded by additional nominations from the floor, election will be by acclamation.

Section 6. In case of election by mail as provided in Section 5 of this Article all valid ballots received by the Secretary on or before noon of the Monday preceding the November meeting shall be counted by three tellers, one of whom shall be the Secretary; the other two shall be appointed by the Chair. The tellers shall make an appropriate report of the results of the balloting at the November meeting. In case of a tie vote for any elective office, the members present at the November meeting shall forthwith proceed to decide between the tie candidates by vote. The Executive Committee shall proceed to fill any vacancies that may exist because of the death, resignation, refusal or inability to serve by any of the officers or elected candidates. Vacancies in the position of Councilor or Alternate Councilor shall be filled by the Executive Committee until the next annual election.

Section 7. In the event that a nominee selected by the Nominating Committee becomes unable to serve, the Executive Committee shall appoint an alternate nominee to be presented to the members at the October meeting.

## **BYLAW V DUTIES OF THE OFFICERS**

Section 1. The duties of the several officers shall be such as usually pertain to their offices together with those required by the Constitution and Bylaws of the SOCIETY and such other duties as may be given them from time to time by the Executive Committee. Copies of all official correspondence of the several officers of the Section shall be deposited with the Secretary.

Section 2. The Chair-Elect shall be Vice-Chair and shall preside in the absence of the Chair at Section meetings and at Executive Committee meetings. The Chair-Elect shall also be Chair of the Program Committee.

Section 3. The Secretary shall have custody of all the books, records, and properties of the section, except those specifically belonging to some other officer. He shall keep a current list of all members. He shall cause to be issued to all members notices of all meetings, except special committee meetings, at least 8 days previous to such meeting. He shall perform all the usual duties pertaining to his office, including the particular duties required by the Constitution and Bylaws of the SOCIETY, and the Bylaws of this Section.

Section 4. The Treasurer shall receive and deposit all funds paid to the Section in the name of the Section and shall disburse funds of the Section upon vouchers approved by the Executive

Committee or the Chair when authorized by the Executive Committee to give such approval. At the January meeting immediately following his term of office, the Treasurer shall make a report to the Section showing the financial condition of the Section at the close of the preceding fiscal year, and all the financial transactions of the Section for that year. He shall perform all the usual duties pertaining to his office including the particular duties required by the Constitution and Bylaws of the SOCIETY and the Bylaws of this Section.

Section 5. The Chair shall be responsible for the preparation of an Annual Report of the operations of the Section during the fiscal year he is in office. Not later than February 1 following his term of office, this report shall be submitted to the Council Committee on Local Section Activities through the Executive director of the SOCIETY with the Treasurer's itemized statement of receipts and expenditures and investment of Section funds. The Annual Report shall be available to members through the Secretary.

## **BYLAW VI COMMITTEES AND THEIR DUTIES**

Section 1. There shall be an Executive Committee and such 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 as set forth in Article IV, Section 1, Councilor(s), Alternate Councilor(s), and the immediate Past-Chair, which shall have charge of the affairs, funds and property of the Section and of all other matters not otherwise provided for in these Bylaws.

Section 3. There shall be a Nominating Committee as provided for in Article IV, Section 4.

Section 4. There shall be a Program Committee, appointed by the Chair, whose duty it shall be to provide suitable programs for Section meetings; the Chair shall be an ex-officio member of the Program Committee. The Chair-Elect shall be Chair of the Program Committee as provided in Article V, Section 2.

Section 5. There shall be an Awards Committee consisting of three Section Past-Chairs, the Immediate Past-Chair serving as Committee Chair. The Committee shall choose recipients of the Section's Awards, nominate members for SOCIETY-sponsored awards or for Section recognitions, and handle such other awards programs of the Section as directed by the Executive Committee.

Section 6. There shall be an Auditing Committee consisting of two members appointed by the Chair. The Treasurer and Immediate Past-Treasurer are ineligible to serve on the Committee. The Committee shall meet in January to inspect the Treasurer's books and all financial transactions of the Section for the previous year. A separate audit shall be made of accounts or

funds established for special purposes. The Committee's report(s) shall be presented to the Section no later than the regular February meeting.

Section 7. All committees not otherwise provided for in these Bylaws shall be appointed from time to time by the Chair and such committees shall be designated as "special committees."

Section 8. Each committee chair at the end of the fiscal year shall submit to the Secretary or Chair a written report of these activities as an aid in the preparation of the Annual Report.

## **BYLAW VII MEETINGS**

Section 1. The Section shall meet regularly at least eight times per year upon due notice as may be arranged by the Program Committee and approved by the Executive Committee. The December meeting shall be known as the Annual Meeting.

Section 2. The Section shall have special meetings upon the request of a majority of the Executive Committee or upon the request of fifteen percent of the 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. The Secretary shall issue to all members notice of such meetings at least 8 days previous to such meetings.

Section 3. A quorum for regular and special meetings of the Section shall consist of the larger of fifteen or one-tenth of the members of the Section. In the absence of a quorum, no business shall be transacted. Special meetings shall be adjourned to a date; the business at a regular meeting shall be delayed until the next regular meeting having a quorum present. If, in the opinion of a majority of the Executive Committee, this delay is too long, a special meeting shall be called prior to the next regularly scheduled meeting.

Section 4. The Executive Committee shall meet upon due notice at such time and place as may suit its convenience upon call of the Chair or upon request of a majority of its members. The order of business shall be such as the Committee provides from time to time.

Section 5. A quorum for the Executive Committee meetings shall consist of a majority of the members of the Committee. In the absence of a quorum, the meeting shall adjourn to a specified date.

Section 6. At regular meetings of the Section the order of business shall be as follows:

- A. Minutes, previous meeting
- B. Old business
- C. Financial report

- D. New business
- E. Program
- F. Adjournment

Section 7. Regular order of business at regular meetings may be suspended by the Chair unless there is an objection by at least one-third of the members present.

Section 8. The parliamentary procedure for all meetings not specifically provided for in these bylaws shall be subject to Robert's "Rules of Order."

### **BYLAW VIII DUES, FUNDS, DONATIONS AND BEQUESTS**

Section 1. All assigned National Affiliates and members of the SOCIETY, excepting MEMBERS in Emeritus Status of the SOCIETY, who are members of the Section, may be assessed such voluntary, annual local dues as the Section itself may determine by a two-thirds majority of the members present at the Annual Meeting.

Section 2. A Local Section Affiliate shall pay annual dues of not less than five dollars (\$5.00) unless the Local Section Affiliate be a regularly matriculated student specializing in a chemical science in which case he or she may be accepted as a Local Section Affiliate on payment of one dollar (\$1.00) per annum, except that the annual dues are waived in granting affiliate status to Student Affiliates of the SOCIETY.

Section 3. The raising and collecting of funds 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 at the next regular meeting.

Section 5. The fiscal year for the Peoria Section shall be January 1 through December 31.

### **BYLAW IX COLLEGIATE SCHOLASTIC AWARDS PROGRAM AND FUND**

Section 1. The name of this program shall be the Collegiate Scholastic Awards Program and the name of this fund shall be the Collegiate Scholastic Awards Fund of the Peoria Section of the SOCIETY, hereinafter referred to in this Article as Program and Fund, respectively.

Section 2a. 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.”

b. The candidates for the Collegiate Scholastic Awards shall be graduating college seniors majoring in chemistry. Each college or university within the Section area having a curriculum leading to a BS or AB degree with a major in chemistry may submit candidates for the Award(s).

c. Applications for the Award(s) shall include the following:

- (1) Transcripts of college record to the end of the seventh semester or equivalent period;
- (2) A description of activities or organizations in which the candidate has participated;
- (3) Suitable character references and recommendations;
- (4) Information concerning plans for graduate study in chemistry;
- (5) Pertinent supplemental information.

d. Each Awardee shall receive:

- (1) A letter of commendation;
- (2) A Certificate of Achievement;
- (3) A cash prize.

e. The Section’s Awards Committee shall select worthy candidates at such a time that the Award(s) can be presented at the May Awards Dinner Meeting. 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 Fund for that period shall be appropriately reinvested.

Section 3a. The purpose of this Fund shall be to provide through its earnings, an annual income to support the Program. The Fund principal shall consist of monetary deposits and/or other property ownership, trust, or benefit. Income generated from the Fund during the preceding calendar year shall be used for the Awards Program or shall be used to increase the Fund, and no individual shall benefit from the Fund except the recipient(s) of the Award(s).

b. Contributions, donations, or bequests of monies and properties may be obtained by the Section in accord with Article VIII, Sections 3 and 4 of the Section’s Bylaws and Article XII,

Section 7(b) and 7(c) of the Constitution of the SOCIETY, except that such monies and properties shall not be obtained through mandatory assessments of the Section members.

c. This Fund shall be administered by the Section's Executive Committee, as set forth in Article VI, Section 2, of the Section's Bylaws. The Executive Committee shall determine the investment of the Fund's principal, and shall expend earnings in accord with other sections of this Bylaw. The Executive Committee shall determine what portion, if any, of the Fund's income is annually set aside to defray reasonable expenses of the Program and Fund.

d. The Section Treasurer shall be the operator of the Fund's monies and shall provide an annual itemized statement of receipts, expenditures, and investments of the Fund as set forth in Article V, Sections 4 and 5 of the Section's Bylaws and in Article XII, Section 7(d) and Bylaw VII, Section 11(a) of the Constitution and Bylaws of the SOCIETY.

Section 4. Annual audit of the Fund shall be performed in January by the Section's Auditing Committee.

## **BYLAW X HIGH SCHOOL CHEMISTRY CONTESTS AWARDS PROGRAM**

Section 1. The name of this program shall be the High School Chemistry Contests. Awards are based upon competitive examinations which 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.

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 candidates for the High School Chemistry Contests awards shall be those students (at least five) having the top scores on each of the two examinations. All students currently enrolled in high school and residing within the Section's boundaries are eligible.

Section 4. Awards for both Contests may consist of (1) a letter of commendation; (2) a certificate and/or plaque of achievement; (3) handbooks or other educational aids; and/or (4) a cash award. These awards shall be presented at an appropriate meeting of the Section. Costs for these awards shall be covered by the general fund of the Section.

Section 5. The Education Committee approves the site and content of both exams.

Section 6. The Section's Awards Committee shall select worthy candidates at such a time that the Awards can be presented at the May Awards Dinner Meeting.

**BYLAW XI**  
**AMENDMENTS TO BYLAWS**

Section 1. A proposed amendment to these bylaws must first be submitted in writing to the Executive Committee. If it is approved by a majority of the Executive Committee, the Secretary shall furnish all members of the Section with copies of the proposed amendment at the time when notice of the next meeting of the Section is given.

Section 2. At the second meeting of the Section after notice of the proposed amendment is given, the amendment will be adopted if it receives an affirmative vote by two-thirds of the members present.

Section 3. Any proposed amendment not approved by the Executive Committee within 60 days from the time it is submitted thereto, 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 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 XII**  
**DISSOLUTION OF THE SECTION**

Upon the 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.

**ARTICLE XIII**  
**PRECEDENCE OF CONSTITUTION OVER BYLAWS**

Section 1. At any time that a conflict exists between these bylaws and the Constitution and Bylaws of the SOCIETY, the latter shall prevail and a procedure in conformity with the Constitution shall be adopted for the Section by the Executive Committee by suitable resolution of that Committee.

**ARTICLE XIV**  
**EFFECTIVE DATE OF THESE BYLAWS**

Section 1. These bylaws shall become effective at the time of their adoption.

Section 2. Amendment to these bylaws shall become effective upon approval by the Council unless a later date is specified.