

APPROVED AS AMENDED

Effective

JUN 19 1995

by the Committee on Constitution and
Bylaws, acting for the Council of the
American Chemical Society under
authority of Bylaws III, VII and VIII

Signed

Secretary of the Council

BYLAWS OF THE
PITTSBURGH SECTION
of the
AMERICAN CHEMICAL SOCIETY

BYLAW I - NAME

This organization shall be known as the PITTSBURGH SECTION.
AMERICAN CHEMICAL SOCIETY.

BYLAW II - OBJECT

The object of the Pittsburgh Section of the American Chemical society (hereinafter known as the SOCIETY) shall be to encourage in the broadest and most liberal manner the advancement of chemistry and of the chemical profession.

BYLAW III - MEMBERSHIP

Section 1. Definition: A member* of the Pittsburgh Section is a SOCIETY MEMBER OR ASSOCIATE MEMBER residing in the territory of the Section unless otherwise enrolled by provisions of the Constitution and Bylaws of the SOCIETY.

Sec. 2. Method of Election to Membership: Members are elected by the Admissions Committee of the SOCIETY in accordance with the provisions of its Constitution and Bylaws [SOCIETY Bylaw I, Sec. 3(a) and Sec. 3(b)3.

Sec. 3. Method of Application for Membership: Application may be made through the Chairman of the Membership Committee or through the Secretary of the Pittsburgh Section for transmittal to the Chairman of the Membership Committee, or directly to the Admissions Committee of the SOCIETY.

BYLAW IV - AFFILIATES

Section 1. The rolls of the Section shall include National Affiliates of the SOCIETY residing within the territory of the Section, provided that exceptions to this rule may be made in conformity with the Constitution and Bylaws of the SOCIETY [SOCIETY Bylaw II, Sec. 5].

Sec. 2. A person who is not a member or a National Affiliate may become an Affiliate of the Local Section. Local Section Affiliates are individuals interested in the proceedings of the Section.

* Note. distinction in member, MEMBER, and ASSOCIATE MEMBER as given in the current Charter, Constitution, Bylaws and Regulations of the SOCIETY.

Sec. 3. National Affiliates and Local Section Affiliates shall have such rights and privileges as are accorded them by the Constitution and Bylaws of the SOCIETY. National Affiliates and Local Section Affiliates may not vote for or hold an elective position of the Section, vote on articles of incorporation and bylaws of the Section, or serve as voting members of the Executive Committee.

Sec. 4. Local Section Affiliates are approved by the Executive Committee upon recommendation of the Membership Committee of the section.

BYLAW V - DUES

Section 1. (a) Annual voluntary local dues shall be not less than \$1 for members and National Affiliates [SOCIETY Bylaw xi. Sec. 4(a)]

(b) Annual local dues shall not be less than \$2 for Local Section Affiliates.

Sec. 2. Dues of members entering the Section during the second half of the section year shall begin with the next section year. Privileges of members and Affiliates, including a subscription to THE CRUCIBLE, begin with their entry into the Section.

Sec. 3. Local Section Affiliates: Failure to pay Section dues, upon request, within ninety (90) days from the beginning of the section year, shall terminate the right to all section privileges.

BYLAW VI- MEETINGS

section 1. The section shall hold at least one meeting each year for the transaction of business. Other meetings may be held anywhere within the territory of the Pittsburgh Section at such times and places as the Chairman may direct.

Sec. 2. Special meetings shall be called at the discretion of the Chairman or at the direction of the Executive Committee. At least 10 days' written notice shall be mailed to all members, stating the purpose of such meeting. The scope of business transacted shall be limited to the purpose specified in the call.

BYLAW VII - OFFICERS, COUNCILORS, AND EXECUTIVE COMMITTEE

Section 1. Officers: The officers of the Section shall consist of a Chairman, Chairman-Elect, Secretary, Secretary-Elect, Treasurer, Treasurer-Elect and six Directors.

Sec. 2. Councilors: Councilors and Alternate Councilors to represent the Pittsburgh Section in the Council of the SOCIETY shall be elected in accordance with the provisions of the Constitution and Bylaws of the SOCIETY. The Councilors and Alternate Councilors shall constitute for the Pittsburgh section a Committee on American Chemical Society Affairs. A Chairman and vice-Chairman of this Committee shall be appointed by the Section Chairman.

Sec. 3. Executive Committee: The Executive Committee shall consist of the Chairman, the Chairman-Elect, the most recent Past Chairman residing in the territory of the Section and able to serve, the Secretary, the Secretary-Elect, the Treasurer, the Treasurer-Elect, the Directors, the Chairman of the Committee on American Chemical Society Affairs, and the Editor of THE CRUCIBLE.

BYLAW VIII - ELECTION OF OFFICERS AND COUNCILORS

Section 1. Prior to March 1, the Chairman shall appoint a Nominating Committee of five members, at least two of whom shall be selected from names submitted by the Groups (Bylaw XII) as long as there are at least two active Groups in existence. For this purpose, each Group shall be invited to submit one name to the Secretary for consideration by the Chairman. If there are less than two Groups active, then the Chairman shall appoint at least two members who are not officers of the Section. The Secretary shall give to the Nominating Committee the names of all MEMBERS of the Section who are eligible to hold office in accordance with the provisions of the Constitution and Bylaws of the SOCIETY. The Nominating Committee shall name at least two candidates for each office to be filled, except that, for election to Council, there shall be at least two candidates more than the total number of Councilors and Alternate Councilors to be elected. The Nominating Committee shall ascertain that the persons thus nominated will serve if elected and shall distribute the report of the Nominating Committee in writing to the members by June 15. If the Nominating Committee, after every diligent effort has been made to secure two qualified candidates for every office, is unable to obtain two candidates for one or more offices, the Executive Committee shall approve the slate for publication. In such a situation, for the office(s) in question, the ballot shall provide a space for a potential write-in candidate.

Sec. 2. Members of the Section may nominate additional candidates by petition bearing the signature of at least seven members in good standing. All nominations must be in the hands of the Secretary by 5:00 p.m. on July 15.

Sec. 3. After the Secretary has ascertained that all of the duly nominated candidates are eligible to hold office (i.e., are MEMBERS of the Section and the SOCIETY) and will serve if elected, the Secretary shall then prepare an election ballot on which the candidates for each office shall be listed alphabetically in each category. The Secretary shall send the ballot along with a biography of each candidate by August 1 to the Editor of THE CRUCIBLE for publication as a removable and mailable ballot in the September issue. ASSOCIATE MEMBERS and Affiliates are not eligible to hold office.

Sec. 4. Members shall vote by mail. Members voting shall mark their ballots in the usual manner and seal them in special ballot envelope. The ballot envelope shall be enclosed in a larger envelope and forwarded to the Secretary. The voter's signature shall not appear upon the ballot or upon the special envelope; it shall be written upon the outer envelope. Ballots which are not accompanied by the validating signature shall be rejected. The following notice shall be printed on each ballot: Ballots containing votes for candidates not duly nominated as prescribed in the Bylaws of the Pittsburgh Section, or containing an excessive number of votes for a particular office shall be rejected in counting the vote for the particular office

in which either irregularity has occurred."

Sec. 5. In September, the Chairman of the Section shall appoint a Committee of Tellers of not less than three members to whom the Secretary shall deliver, unopened but certified, all ballots received prior to 5:00 p.m., November 1.

Sec. 6. Not later than November 10 the Committee of Tellers shall report the results of the election to the Secretary who shall declare elected to each office the candidate receiving the largest number of votes for that office and shall declare provisionally elected to Council the required number of Councilors and Alternate Councilors taken in order from those candidates for Council receiving the largest number of votes. (Elections to Council are subject to final confirmation or correction in December upon receipt of official notification of the number of Councilors and Alternate Councilors allocated to the Pittsburgh Section for the ensuing year, SOCIETY Bylaw III, Sec. 1(a)). The Secretary shall notify all successful candidates of their election and shall transmit the results of the election to the Executive Director of the SOCIETY by December 1 and to the Editor of THE CRUCIBLE for publication in the December issue.

Sec. 7. The Executive Committee shall resolve all election appeals, disputes, and ties.

Sec. 8. A. In the event of a vacancy in the office of Chairman, Secretary, or Treasurer, the Chairman-Elect, Secretary-Elect, or Treasurer-Elect, respectively, shall assume the added duties of the Chairman, Secretary, or Treasurer for the unexpired terms.

B. In the event of a vacancy in the Office of Chairman-Elect, Secretary-Elect, or Treasurer-Elect, the vacancy shall be filled by a special election within sixty (6) days of the vacancy. The Executive Committee shall provide a slate for such an election.

C. All other vacancies shall be filled by appointment by the Chairman with consent of the Board of Directors. Such appointments shall serve until the next annual election, when a MEMBER shall be elected to fill the unexpired term, if any.

Sec. 9. The Chairman-Elect, Secretary-Elect, and Treasurer-Elect shall succeed without election to the offices of Chairman, Secretary, and Treasurer, respectively.

Sec. 10. Two Directors shall be elected each year; the term of office of Directors shall be three years.

Sec. 11. The officers elected by the Section shall begin their term of office on January 1 following their election and shall hold office for one year (except Director, three years), or until their successors have been declared elected.

Sec. 12. Councilors and Alternate Councilors elected by the Section shall be MEMBERS of the SOCIETY and shall begin their terms of office on January 1 following their election and serve for three-year terms or until their successors have been declared elected. Councilors and Alternate Councilors shall be elected from a single list of candidates. The required number of Councilors and Alternate Councilors shall be determined upon receipt of official notification in the fall of the number of such

representatives allocated to the Pittsburgh Section for the ensuing year [SOCIETY Bylaw III, Sec. 1(a)]. The required number of those receiving the largest number of votes shall be declared elected as Councilors and the required number of the next highest shall become Alternate Councilors. Should an Alternate whose term does not expire with the current year be elected a Councilor, the candidate receiving the next highest number of votes after those elected to three-year terms as Alternate Councilors shall be declared elected to fill the unexpired term.

BYLAW IX - DUTIES OF OFFICERS

Section 1. Chairman: It shall be the duty of the Chairman to preside at all meetings of the Section, with the exception of the Program Committee, the Chairman shall appoint the chairmen of all committees subject to approval of the Executive Committee, and be *ex officio* a member of each. The Chairman shall be Chairman of the Executive Committee.

Sec. 2. Chairman-Elect: It shall be the duty of the Chairman-Elect to perform the duties of the Chairman when the Chairman is unable to serve. The Chairman-Elect shall be Chairman of the Program Committee and shall coordinate the activities of the Groups.

Sec. 3. Secretary: It shall be the duty of the Secretary to keep an accurate record of all proceedings of the Section and to see that a notice of each meeting is sent to each member, National Affiliate, and Local Section Affiliate of the Section. The publication of approved minutes in THE CRUCIBLE is a satisfactory permanent record of the minutes. The Secretary shall have access to a complete holding of THE CRUCIBLE and shall keep handy a file of the Executive Committee minutes of the previous five years. The Secretary shall maintain contact with the SOCIETY and carry out the responsibilities prescribed in its Constitution and Bylaws.

Sec. 4. Secretary-Elect: It shall be the duty of the Secretary-Elect to perform the duties of the Secretary when the Secretary is unable to serve and at all times to assist the Secretary.

Sec. 5. Treasurer: It shall be the duty of the Treasurer to keep an accurate record of all receipts and expenditures of money for the Section, to make an annual report to the Executive Committee and by means of monthly balance sheets, to keep members of the Executive Committee informed as to the current status of Section finances, and to attend to such other matters as may be necessary under the Constitution and Bylaws of the SOCIETY. The treasurer shall collect all monies due the Section and shall make only those disbursements authorized in the current budget or by the Executive Committee and shall be bonded at the expense of the Section.

Sec. 6. Treasurer-Elect: It shall be the duty of the Treasurer-Elect to perform the duties of the Treasurer when the Treasurer is unable to serve and at all times to assist the Treasurer. The Treasurer-Elect shall be bonded at the expense of the Section.

Sec. 7. Directors: It shall be the duty of the Directors to serve as members of the Executive Committee.

BYLAW X - STANDING COMMITTEES

Section 1. At the first meeting of the term of office, the Chairman shall announce the appointment of chairmen of the following standing committees, as well as chairmen of any others deemed essential to the welfare and progress of the Section:

American Chemical Society
Affairs
Chemical Education
Employment
Finance
Library

Library Fund Maintenance
Long Range Planning
Membership
professional Relations
Program
Public Relations

BYLAW XI - DUTIES OF COMMITTEES

Section 1. American Chemical Society Affairs: Councilors and Alternate Councilors shall function as a Committee on American Chemical Society Affairs. The Committee shall report to the Executive Committee after each National ACS Council meeting the activities of the Council with special emphases on items pertinent to the Section. An edited version of the report shall be published in THE CRUCIBLE.

Sec. 2. Bylaws: The Committee is charged with periodically evaluating the Bylaws and recommending amendments to the Executive Committee in order to keep the Bylaws current and the Section functioning efficiently. It is also charged with keeping the Job Description Manual current.

Sec. 3. Chemical Education: It shall be the duty of the Chemical Education Committee to promote the advancement of chemical education in the territory of the Pittsburgh Section.

Sec. 4. Employment: It shall be the duty of the Employment Committee to keep a list of unemployed members of the Section who are willing to register as such, and assist them in every way possible toward securing employment in the Pittsburgh Section.

Sec. 5. Executive: It shall be the duty of the Executive Committee to act on all subjects pertaining to the general management and policies of the Section, to approve all purchase and sale of investment securities, and to arrange for an annual audit of the books of the Treasurer. The Committee shall decide all motions proposing the expenditure of funds of the Section. The Secretary of the Section shall be the Secretary of this Committee. Meetings of the Committee may be called at any time by the Chairman or by the Secretary at the direction of the Chairman and shall be convened at least four times per year. A majority of the membership of the Committee shall constitute a quorum.

Sec. 6. Finance.

(a) The Finance Committee shall consist of a Chairman in addition to the Chairman-Elect and the Treasurer of the Section.

(b) The Committee shall prepare a budget for the succeeding fiscal year and shall submit it to the Executive Committee of the Section for approval prior to the end of the financial year. The financial year of the Section shall run from January 1 to December 31, inclusive.

(c) It shall recommend to the Executive Committee the rates to be established for MEMBER, ASSOCIATE MEMBER, National Affiliate. and Local Section Affiliate local dues.

(d) The Finance Committee shall review the investments of the Section with the Executive Committee regularly with the objective of counseling on matters of policy concerning investment of income and expenditure of trust funds.

Sec. 7. Library Committee: It shall be the duty of this Committee to review annually the performance of the Technology Library Fund of the Section. and to review annually with the Head of the Science and Technology Department of the Carnegie Library of Pittsburgh the purchases planned with the funds generated.

Sec. 8. Library Fund Maintenance Committee: It shall be the duty of this Committee to generate funds (both yearly contributions and sustaining donations) from local sources for maintaining the Science and Technology Library fund originated by the Section. It shall work in cooperation with the Library Committee.

Sec. 9. Long Range Planning: It shall be the duty of this Committee to identify future and/or continuing longer range problems which the scientific community, especially that within the territory of the Pittsburgh Section, faces or will face; to inform the Section, and where appropriate, the SOCIETY, of these matters; and to make recommendations for their solutions.

Sec. 10. Membership: It shall be the duty of the Membership Committee to acquaint non-member chemists and chemical engineers with the objects of the SOCIETY and with the advantages of membership. It shall render assistance and guidance to prospective members. It shall welcome new members, and it shall examine credentials and make recommendations to the Executive committee concerning applications for membership in the SOCIETY.

Sec. 11. Nominating: It shall be the duty of this Committee to secure candidates for Section office, to ensure that all candidates are fully aware of the duties of the offices for which they are candidates, submit a list of candidates to the Section Secretary, and request all candidates to submit biographical information to the Section Secretary.

Sec. 12. Pittsburgh Award: See Bylaw XIV, Sec. 3.

Sec. 13. Professional Relations: It shall be the duty of this Committee to work in a timely manner in cooperation with the Employment, Membership, and Executive Committees of the Section, and the SOCIETY's Office of Professional Relations on matters relating to career counseling, employer conduct in layoffs, employment assistance, employer-employee relationships, member assistance. and legal aid.

Sec. 14. Program. (a) The Program Committee shall consist of the Chairman-Elect of the Section and the Chairman of each Group of the Section. The Chairman-Elect of the Section shall be Chairman of this Committee.

(b) It shall be the duty of the Program Committee to secure papers, lectures or demonstrations of interest for presentation at the regular meetings of the Section. Before each regular meeting, the Committee shall submit copy for publication to the Editor of THE CRUCIBLE giving the program of the ensuing meeting. It shall be the duty of the Program Committee to sponsor and coordinate activities of the Groups.

Sec. 15. Public Relations; It shall be the duty of the Public Relations Committee to handle all publicity matters in connection with the activities of the Section. All possible assistance shall be given the Editor of THE CRUCIBLE in securing and preparing copy. The Public Relations Committee may include subcommittees on Publicity, Radio, Television, Speakers, or such other phases of public relations as may, in the judgment of the Executive Committee, further the objects of the section.

Sec. 16. Tellers: It shall be the duty of this Committee to obtain the sealed and validated annual election ballots from the Secretary, open them, and tabulate the results. The Chairman of this Committee then notifies the Section Chairman in writing, including all totals, and holds the ballots until their destruction is approved by the Secretary.

BYLAW XII - GROUPS

Members of the Pittsburgh Section interested in a specialized field of chemistry may, with the approval of the Executive Committee, organize as a Group of the Pittsburgh Section of the SOCIETY for the purpose of providing more frequent scientific discussions in the field of specialization, and more intimate professional contacts between chemists and chemical engineers in this field than can be provided in the regular meetings of the Pittsburgh Section. The Section in its annual budget shall allocate funds to carry on specific activities of all Groups existing by the approval of the Executive Committee. Each Group shall have its own Group Officers and Bylaws, and shall submit an annual activities and financial report in early December to the Secretary.

BYLAW XIII - THE CRUCIBLE

Section 1. The Pittsburgh Section of the SOCIETY shall issue a publication to be known as THE CRUCIBLE. The frequency of publication shall be determined by the Executive Committee in consultation with the Editor of THE CRUCIBLE. Its function shall be to carry announcements of meetings and Section activities to the members and Affiliates, and to give a published record of the minutes. The editing and business management of THE CRUCIBLE shall be under supervision of the Executive Committee. The Committee shall have authority to appoint the Editor, who must be a SOCIETY member, and who thereafter shall be a member of said Committee. The Editor may appoint an Advisory Committee and such staff as may be necessary.

Sec. 2. One copy of each issue of THE CRUCIBLE shall be sent to each member and affiliate of the Section. For Local Section Affiliates, termination of affiliation with the Section terminates the right to receive THE CRUCIBLE. The Editor shall maintain a complimentary subscription list of SOCIETY officers and shall be empowered to make exchange arrangements with other publications and to maintain a mailing list of subscribers who pay in advance the annual subscription rate. Other persons, as determined by the Executive Committee, may receive gratis copies of THE CRUCIBLE.

Sec. 3. A complete set of THE CRUCIBLE shall be maintained at the Carnegie Library of Pittsburgh and Mellon Institute Library.

BYLAW XIV - •THE PITTSBURGH AWARD•

Section 1. Recognizing its leadership in chemical affairs in the community, the Pittsburgh Section of the SOCIETY in 1932 established The Pittsburgh Award. This Award symbolizes the honor and appreciation accorded to those who have rendered distinguished service to chemistry in this community.

Sec. 2. Members of the Pittsburgh Section, or in exceptional cases, non-members, who have done work worthy of note toward increasing chemical knowledge, promoting industry, benefiting humanity or advancing the Pittsburgh Section, shall be eligible for consideration. Members of the Pittsburgh Award Committee are not eligible.

Sec. 3. The Pittsburgh Award Committee shall consist of nine members, two members being appointed each year by the Chairman of the Pittsburgh Section with the approval of the Executive Committee. These appointments shall be made by June 1 of each year. The term of office of such appointees shall be three years and shall begin on June 1 of the year of appointment. The Chairman, Chairman-Elect, and Secretary of the Section shall be ex officio members of the Awards Committee. The Chairman of the Section shall fill all vacancies on the Committee by appointment, with the approval of the Executive Committee. The Chairman of the Section shall serve as Chairman. The Secretary of the Section shall serve as Secretary of the Committee. The Committee shall meet upon call of the Chairman and shall conclude its work by July 1. A quorum shall consist of seven members. The Award shall be made by majority vote of the members present. The Committee by majority vote may decide not to grant the Award in any one year. The recipient(s) selected to receive the Award shall immediately be notified by the Secretary. Public announcement of the Award shall be made in THE CRUCIBLE, before release through other publicity channels.

Sec. 4. The recipient or recipients may be asked to deliver an address, or addresses, upon the subject of the Award at a meeting of the Pittsburgh Section at which time the Award shall be actually made.

Sec. 5. The Award shall be a suitable medal or other reasonable form of recognition selected by the Committee.

Sec. 6. In case the work being recognized is the product of joint endeavor, or if more than one work is deemed worthy, the Committee shall have the power to make disposition of the Award as seems correct. It may present more than one Award, one to be given to each of the co-authors or co-workers, or any of them under consideration.

Sec. 7. Any member of the Pittsburgh Section may nominate a candidate for The Pittsburgh Award; all nominations must be made in writing and must be submitted to the Secretary of the Pittsburgh Section on or before June 1. Nominations shall include a statement of the candidate's career and achievements. Letters of endorsement are not desired. Notice concerning the Award and an invitation for nominations shall be published in the March and April issues of THE CRUCIBLE along with the rules governing The Pittsburgh

Award. All nominations of candidates for the Award shall be continued in force for a period of three consecutive Awards.

Sec. 8. Unless otherwise directed by a majority vote of the Executive Committee, The Pittsburgh Award shall be presented at the November meeting of the Section during the year for which the Award is given.

Sec. 9. The Committee shall have the power to decide any question or questions not specifically covered in these rules.

Sec. 10. The expenses in connection with the preparation and presentation of The Pittsburgh Award shall be paid out of the funds of the Section.

BYLAW XV - QUORUM

Twenty-five members shall constitute a quorum for the transaction of business by the Section. Transaction of business is defined as voting on any issue which has been placed before the membership at a regular or special meeting or by mail.

BYLAW XVI - AMENDMENTS

Section 1. These bylaws shall be amended or revised by affirmative vote of a simple majority of letter ballots returned by members of the section eligible to vote.

Section 2. Any member of the Section may submit in writing a proposed amendment to the Executive Committee for consideration and action. After a proposed amendment has been seconded and discussed at a regular meeting of the Executive Committee, it shall be published in the next issue of THE CRUCIBLE with an announcement of the next Executive Committee meeting and an invitation to interested Section members to come to said Executive Committee meeting to discuss the amendment. The amendment (with revisions, if any) will be published again in the next issue of THE CRUCIBLE along with a mail-in ballot. The ballots shall be counted and the results shall be announced at the next meeting of the Executive Committee and in the next issue of THE CRUCIBLE.

Sec. 2. The amendment shall become effective upon approval by the Committee on Constitution and Bylaws, acting for the Council, unless a later date is specified.

BYLAW XVII - DISSOLUTION

Section 1. (a) In the event of dissolution of the Section, after the discharge of its debts and the settlement of its affairs, any funds and property of the Section remaining thereafter shall be used for the advancement of chemistry in the area covered by the Section. In the event that this procedure is not practicable or there still remain unexpended funds, such funds shall be conveyed to the SOCIETY for the general purpose of the SOCIETY [SOCIETY Bylaw VII, Sec. 15].

(b) 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.