

**American Chemical Society  
2019 Committee Information Sheet**

<b>Committee</b>	Committee on Constitution and Bylaws (C&B)
<b>Type</b>	Standing Committee of the Council Appointed by the President
<b>Primary Duties Summary</b>	<p>A list of duties is in Bylaw III, Sec. 3, d, (1), (f), of the ACS Governing Documents (<a href="http://www.acs.org/bulletin5">www.acs.org/bulletin5</a>). The committee's responsibilities include updating model bylaws as necessary, reviewing unit bylaws and petitions, and "interpreting and initiating any action that may seem appropriate to eliminate conflicts in the Constitution and/or Bylaws." Committee members and liaisons are required to have email access because the majority of work is done via email.</p> <p><b>Bylaw Reviews:</b> as assigned if necessary, responsible for reviewing proposed bylaws submitted by Local Sections, Divisions, and International Chemical Sciences Chapters, ensuring that the bylaws are consistent with their Articles of Incorporation, if necessary, and determining that proposed amendments are in accordance with the ACS Governing Documents (see above link). The review process also extends to determining compliance with requirements for affiliation of a Local Section with a local technical organization, or of a Division with other technical organizations. Reviews are done via email.</p> <p><b>Document Reviews:</b> as assigned if necessary, responsible for reviewing and making recommendations for Council's approval of desirable changes in the charter bylaws for new Local Sections and International Chemical Sciences Chapters, and in the bylaws for Divisions in probationary status. Document reviews also include review and discussion of guidelines and other C&amp;B documents, and ACS documents as assigned. Document reviews are done via email and discussed at national meetings.</p> <p><b>Petition Process:</b> as provided in the ACS Governing Documents, the Committee has a significant role to review petitions and to make recommendations to the Council and petitioners so that there are no conflicts with the ACS Governing Documents. The review of petitions is initially done by email and discussed at national meetings for recommending changes as necessary, for vote by the Committee.</p>
<b>Normal Meeting Schedule and Other Meetings as Necessary</b>	The committee meets semiannually at each national meeting, all day Sunday. The committee might vote on issues via email and/or hold one or more conference calls during the year as needed, for which the votes are later confirmed at a national meeting.
<b>Reimbursement Policy</b>	For meetings held at the national meeting, reimbursement is provided through the Councilors Travel Expense Program. If necessary, ACS will reimburse certain travel expenses incurred due to authorized committee meetings and work performed outside of national meetings.
<b>Staff Liaison</b>	Ms. Barbara Polansky, Office of the Secretary and General Counsel Phone: 202-872-4071, Fax: 202-872-6338, Email: <a href="mailto:b_polansky@acs.org">b_polansky@acs.org</a> or <a href="mailto:bylaws@acs.org">bylaws@acs.org</a> .
<b>ConC Liaison</b>	Robert A. Pribush