



***WABASH VALLEY SECTION**
AMERICAN CHEMICAL SOCIETY
BYLAWS

BYLAW I - NAME

This organization shall be known as the Wabash Valley Section of the AMERICAN CHEMICAL SOCIETY and hereinafter referred to as “the Section.” The AMERICAN CHEMICAL SOCIETY shall be hereinafter referred to as “the SOCIETY.”

BYLAW II - OBJECTS

The objects of the Section are the encouragement and advancement of chemistry in all its branches, and the promotion of scientific interests and inquiry through its meetings, reports, papers, discussions, and publications. It shall be, moreover, the object of the Section to seek the advancement of chemists, both members and nonmembers of the SOCIETY, to improve the esteem with which they are held, and to establish and maintain a professional basis for their efforts.

BYLAW III - TERRITORY

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

BYLAW IV - MEMBERS AND AFFILIATES

Section 1. The rolls of the Section shall include those MEMBERS, ASSOCIATE MEMBERS, and Society Affiliates of the SOCIETY residing within the territory of the Section with any exceptions as provided for in the Constitution and Bylaws of the SOCIETY.

Section 2. The Section may have Local Section Affiliates as authorized in the Constitution and Bylaws of the SOCIETY. Student Affiliates at institutions within the territory of the Section may become Local Section Affiliates upon recommendation by the advisor of their Student Affiliate chapter.

Section 3. Members, Society Affiliates, and Local Section Affiliates shall have such rights and privileges as are accorded them by the Constitution and Bylaws of the SOCIETY. ASSOCIATE

*Effective December 31, 2003. Approved, as amended, by the Committee on Constitution and Bylaws, acting for the Council of the AMERICAN CHEMICAL SOCIETY.

MEMBERS may not serve as Councilor, Alternate Councilor or as Temporary Substitute Councilor in accordance with the Constitution and Bylaws of the SOCIETY. Society Affiliates and Local Section Affiliates may not vote for or hold an elective position, or vote on articles of incorporation or bylaws, or serve as a member of the Executive Committee.

BYLAW V – ORGANIZATION

Section 1. The officers of the Section shall be a Chair, Chair-Elect, 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. The Executive Committee shall consist of the officers of the Section, the Immediate Past-Chair, the Councilors, Alternate Councilors and three Members-At-Large.

Section 4. All officers, except Councilors, Alternate Councilors, and Temporary Substitute Councilors, and other persons elected by the members shall be chosen from the members. Members shall elect the Councilor positions from among the MEMBERS.

BYLAW VI - MANNER OF ELECTION AND TERMS OF OFFICE

Section 1. The Chair, Chair-Elect, and Immediate Past-Chair of the Section shall serve for terms of one year beginning on January 1, or until their successors are qualified. 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 Immediate Past-Chair. The Chair and Immediate Past-Chair shall not be eligible to be a candidate for Chair-Elect.

Section 2. The Secretary and Treasurer of the Section shall serve for staggered terms of two years, the Treasurer being elected in even numbered years and the Secretary in odd numbered years, beginning on January 1, or when their successors are qualified. The Councilors and Alternate Councilors shall be elected for staggered three-year terms. Members-at-Large of the Executive Committee shall be elected from the members for staggered three-year terms, beginning January 1.

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. The Executive Committee of the Section shall fill any other vacancy in its body from among the MEMBERS by interim appointment for a period up to the next annual election, at which time the Section shall elect a MEMBER to complete 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. An unexpired term for Councilor or Alternate Councilor shall be filled at the next annual election.

Section 4. The Chair shall appoint a Nominating Committee consisting of one Past-Chair and two or more members prior to September 10 of each year. Not more than one member of the Executive Committee may be a member of the Nominating Committee. The Nominating

Committee will nominate one or more candidates for the offices of Chair-Elect, Member-At-Large, and, at appropriate intervals, Secretary, Treasurer, Councilor and Alternate Councilor.

Section 5. The report of the Nominating Committee shall be made no later than the October meeting of the Section, or in writing to each member of the Section not later than October 15. Additional nominations may be made from the floor at the October meeting or by petition prior to a pre-announced deadline. A petition candidate must be willing to serve, if elected, and must be nominated, in writing, no more than two weeks after the other nominees have been announced, by at least eight members. With the exception of the Chair and Chair-Elect, the incumbent of any elective position may be re-nominated. Only nominees who have agreed to serve if elected may be named on the ballot.

Section 6. Election shall be by mail ballot. The Secretary shall prepare and mail to all MEMBERS and ASSOCIATE MEMBERS an election ballot on which the names of all nominated and petition candidates shall appear. In the event that the incumbent Secretary is standing for re-election, the Treasurer will assume election duties of the Secretary. The ballot shall be mailed not later than November 8th; ballots must be received within 20 days of mailing to be valid. The Chair shall appoint Tellers, who are not candidates to count the votes and report the results to the Chair for dissemination to the Section. The winner of any election must have a plurality of votes cast. In case of a tie vote for any position, the tie shall be broken by vote of the Executive Committee members who are not candidates. In the event of a tie in the Executive Committee vote, the Chair will break the tie. The results of the election shall be reported to the SOCIETY in accordance with SOCIETY regulations.

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 required by the Constitution and Bylaws of the SOCIETY, these bylaws, and such other duties as may be assigned them from time to time by the Executive Committee.

Section 2. The Chair of the Section shall serve as Chair of the Executive Committee and shall appoint members and/or Affiliates to committees or short-term task forces authorized by these bylaws or by the Executive Committee. The Chair-Elect of the Section shall serve as Chair of the Program Committee.

Section 3. The Treasurer shall be bonded in a suitable manner if, when, and as the Executive Committee so provides, at the Section's expense. The Chair-Elect shall appoint a committee of no fewer than two members whose duty shall be to audit the financial transactions of the Section for the fiscal year in which the Treasurer completed a term of office. The audit is also to be performed prior to another individual assuming the office of Treasurer. The Treasurer shall receive and deposit in investment options or financial institutions, contingent upon approval by the Executive Committee, all funds paid to the Section in the name of the Section and shall disperse funds of the Section upon vouchers approved by the Executive Committee. The Treasurer shall provide a written report, to the Executive Committee, of the Section's finances at least quarterly and at other times at their request. The Treasurer is responsible for the financial

portion of the Annual Report to the SOCIETY, prior to the deadline established by the SOCIETY.

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, ASSOCIATE MEMBERS, Society Affiliates and Local Section Affiliates. The Secretary shall also oversee the preparation of the Section's annual report to the SOCIETY by the deadline established by the SOCIETY and carry out other duties of that position as outlined in the Constitution and Bylaws of the SOCIETY and elsewhere in these bylaws.

Section 5. 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 the Constitution and Bylaws of the SOCIETY and these bylaws.

Section 6. The officers of the Section and other Executive Committee members, excluding Councilors covered by SOCIETY documents may be recalled for neglect of duties or conduct injurious to the SOCIETY.

- a. The recall 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 six (6) 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.
- b. The Chair shall without delay determine that the petitioners are aware of the gravity of their actions and the procedure 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 present the issue to the Executive Committee as a new business item at the next Executive Committee meeting.
 1. The Executive Committee shall promptly continue the recall process or dismiss the petition as ill founded or find an alternative solution to the problem. The Chair shall promptly inform the petitioners and the official of the decision of the Executive Committee.
 2. 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.
 3. If the proceedings continue, the official shall be offered the 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.

4. 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 (2/3) vote of the remaining members.
- c. If the proceedings continue, the official shall choose one of the following options.
1. The official may resign.
 2. The official may request a recall vote in the same manner as the original election, which must be consistent with the Section's bylaws. The voting membership shall be informed, through brief written statements prepared by the Executive Committee and the official, of the issues involved with the recall vote. Both statements shall be given to the voting membership before the vote is taken.
 3. The official may request a hearing and a recall vote by the remaining members of the Executive Committee. A two-thirds (2/3) vote of the remaining members of the Executive Committee shall be required to recall the official.
 4. The official may choose not to respond and thus forfeit the position.
- d. The vacancy provisions of these bylaws shall be used to fill a vacancy caused by a recall process. The membership of the Section and the Executive Director of the SOCIETY shall be informed of the results of the recall process if replacement of the official occurs.

BYLAW VIII - COMMITTEES AND THEIR DUTIES

There shall be an Executive Committee, as described elsewhere in these bylaws, an Awards Committee, Education Committee, Nominating Committee and Program Committee and other standing or *ad hoc* committees, as may be necessary for the proper conduct of the affairs of the Section. The Chair is responsible for appointment of all committees, except that of the chair of the Program Committee, since the Chair-elect is the designated chair of this committee.

BYLAW IX - MEETINGS

Section 1. The Section shall meet regularly, upon due notice, at least five times during the academic year at such times and places as may suit its convenience and fulfill its objectives. Additional technical meetings or industrial tours may be scheduled throughout the calendar year as timely opportunities arise.

Section 2. The Section shall have special meetings at the request of the Executive Committee or 10 members of the Section. The announcement of time and place of special meetings shall state the exact nature of the business intended to be transacted, and no other business shall transpire at such meetings.

Section 3. Due notice of all meetings shall be sent to each member and affiliate of the Section. A quorum for regular and special meetings of the Section shall consist of 15 members of the Section.

Section 4. The Executive Committee shall meet upon due notice at such times and places as may suit its convenience, by the Chair or upon request of four of its members. The order of business shall be announced in the meeting notice.

Section 5. A quorum for an Executive Committee meeting shall be six members of the Committee. No business shall be conducted in the absence of a quorum.

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

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| a. Minutes of the previous meeting | e. Old Business |
| b. Reports of officers | f. New Business |
| c. Reports of committees | g. The program |
| d. Miscellaneous business | h. Adjournment |

Section 7. The regular order of business at a regular meeting may be suspended at the discretion of the Chair.

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

BYLAW X - FINANCES

Section 1. All members and assigned Society Affiliates of the Section, excepting members in emeritus status of the SOCIETY, may be requested to pay voluntary annual Local Section dues as may be set by the Executive Committee.

Section 2. Local Section Affiliates shall pay annual dues as set by the Executive Committee in accordance with the Constitution and Bylaws of the SOCIETY. Failure to pay such dues in advance shall terminate such affiliations.

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 at a regular or special meeting of the Executive Committee a majority vote subject to the provisions of the Constitution and Bylaws of the SOCIETY.

BYLAW XI - AMENDMENTS TO BYLAWS

Section 1. These bylaws may be amended in the following manner:

- a. The proposed amendment shall have been first submitted in writing to the Executive Committee and shall have been approved by a majority of the members of the Executive Committee.
- b. If approved by the Executive Committee, the proposed amendments shall be sent to the SOCIETY Committee on Constitution and Bylaws for a preliminary review.
- c. The proposed amendment, reflecting concerns of the SOCIETY Committee, shall then be read to the Section at a regular meeting thereof, and voted upon at the next succeeding meeting.
- d. For the purpose of approving an amendment, a vote of at least two-thirds (2/3) of the members present at the meeting shall be required.

Section 2. Alternately, or in the absence of a quorum at the meeting during which the vote is scheduled, a mail ballot may be used provided that both the current language and the amended language of the affected bylaw(s), together with an explanation of the change(s), have been published or accompany the ballots. A deadline date, at least three weeks after mailing the ballots, shall be specified for return of the ballots to the Secretary or other designated officer of the Section. The amendment is adopted by an affirmative vote of 2/3 of the valid ballots returned.

Section 3. If the majority of the Executive Committee does not approve a proposed amendment, it may, nevertheless, be brought to the members for vote in an alternative manner. To bring about such a vote, a petition supporting the amendment, which has been signed by at least 10 members of the Section, must be presented to the Executive Committee. The procedure subsequently followed for general announcements of the amendment and balloting shall be identical to that used for an amendment approved by the Executive Committee.

Section 4. Amendments to these bylaws 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.

BYLAW XII - DISSOLUTION

Upon the dissolution 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.