



*** CHARTER BYLAWS
OF THE
SAUDI ARABIAN
INTERNATIONAL CHEMICAL SCIENCES CHAPTER
OF THE
AMERICAN CHEMICAL SOCIETY**

**Bylaw I
Name**

The name of this organization shall be the Saudi Arabian International Chemical Sciences Chapter (hereinafter referred to as “the Chapter”) of the AMERICAN CHEMICAL SOCIETY (hereinafter referred to as “the SOCIETY”).

**Bylaw II
Objects**

Section 1. The objects of the Chapter shall be those of the SOCIETY as stated in the Constitution of the SOCIETY.

Section 2. No provision of these bylaws shall be inconsistent with the Charter, Constitution, or Bylaws of the SOCIETY.

**Bylaw III
Territory**

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

**Bylaw IV
Members**

***Effective November 25, 1996.** Approved, on recommendation of the Committee on Constitution and Bylaws, by the Council of the AMERICAN CHEMICAL SOCIETY.

Section 1. The rolls of the Chapter shall include those MEMBERS and ASSOCIATE MEMBERS of the SOCIETY residing within the territory of the Chapter who have indicated in writing their intention to participate in the activities of the Chapter.

Section 2. Association with the Chapter shall continue until the MEMBER or ASSOCIATE MEMBER ceases membership in the SOCIETY, permanently leaves the territory of the Chapter, resigns in writing from the Chapter, or is in arrears for assessed Chapter dues for a period of six months.

Section 3. A member of the Chapter may, at the same time, be a member of a Local Section of the SOCIETY.

Bylaw V Organization

Section 1. The officers of the Chapter shall be a Chair, Chair-Elect, Secretary, and Treasurer. The offices of Secretary and of Treasurer may be held by the same person.

Section 2. Each Chapter shall establish an Executive Committee. The Executive Committee shall consist of the officers of the Chapter and the immediate Past Chair.

Bylaw VI Manner of Election and Terms of Office

Section 1. The officers of the Chapter shall be elected by the members, shall take office on January 1, and shall hold office for one year, or until their successors qualify. Upon completion of the Chair's term of office, the Chair-Elect shall succeed to the office of Chair.

Section 2. 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 from among the MEMBERS by interim appointment for the period up to the next annual election, at which time the Chapter shall choose a MEMBER to complete the unexpired term, if any. In the event the office of Chair-Elect is filled by such interim appointment, the Chapter shall elect both a Chair and a Chair-Elect at its annual election.

Section 3. The Chair shall appoint a Nominating Committee consisting of a Chair and two or more members not later than September of each year. Not more than one member of the Executive Committee may be a member of the Nominating Committee.

Section 4. The Nominating Committee shall nominate one or more MEMBERS for each elective position for which a vacancy will occur and shall make a report at a regular meeting of the Chapter. With the exception of the Chair and Chair-Elect, the incumbent of any elective position may be renominated. After the report of the Committee, nominations may be received from the floor or by petition. Only nominees who have agreed to serve may be named on the ballot.

Section 5. The election of officers shall be conducted by written ballot.

Section 6. At the discretion of the Executive Committee, the election of officers shall be conducted either at a regular meeting subsequent to the meeting at which nominations were closed or by mail ballot.

Section 7. The Secretary, or other designated officer of the Chapter, shall prepare an election ballot on which shall appear the names of all nominees, in order chosen by lot.

Section 8. For mail ballots, no less than four weeks must be provided between the date of mailing of ballots to the members and the deadline for their return to the Secretary or other designated officer of the Chapter.

Section 9. The envelope containing the ballot shall be hand-inscribed with the name of the voter and forwarded to the Secretary or other designated officer.

Section 10. The Chair shall appoint as tellers two or more members who are neither candidates for office nor members of the Executive Committee.

Section 11. The Secretary, or other designated officer of the Chapter, shall compare the hand-inscribed name on the envelope with the official list of members of the Chapter for all ballots received by the deadline. Ballot envelopes not hand-inscribed by an eligible voter shall be marked VOID. The Secretary shall transmit all envelopes to the tellers.

Section 12. The tellers shall open all envelopes verified as valid, shall count the ballots, and shall tally the votes. Ballots that violate specified voting procedures shall be rejected in whole or in part, depending on the extent of the violation(s). The vote tally, including the number of rejected ballots and the number of invalidated envelopes, shall be reported to the Chair. All ballot envelopes and all ballots shall be returned to the Secretary.

Section 13. In case of a tie vote for any elective position, the Executive Committee shall select from among the tied candidates.

Section 14. The Chair shall inform all candidates of the election results and shall arrange for transmitting this information to all members of the Chapter.

Section 15. The Secretary shall retain all envelopes and all ballots for at least 90 days after either the announcement of the results to the membership or until any disputes have been resolved, whichever is later.

Section 16. Elections shall be completed and the results certified to the Executive Director of the SOCIETY by December 1 of each year.

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 responsibilities prescribed by the Constitution and Bylaws of the SOCIETY and by these bylaws and such other duties as may be assigned by the Executive Committee.

Section 2. The Chair of the Chapter shall serve as Chair of the Executive Committee and shall appoint members to all committees authorized in these bylaws or by the Executive Committee. By April 1 of each year the Chair of the Chapter shall send to the Executive Director of the SOCIETY a complete roster of the Chapter.

Section 3. The Executive Committee shall be the governing body of the Chapter and shall have full power to conduct, manage, and direct the business and affairs of the Chapter in accordance with the Constitution and Bylaws of the SOCIETY and these bylaws.

Section 4. The Secretary of the Chapter shall prepare an annual report to be submitted by April 1 of each year to the Executive Director of the SOCIETY.

Bylaw VIII Committees

The Executive Committee shall establish committees as necessary for the proper operation of the Chapter.

Bylaw IX Meetings

Section 1. The Chapter shall hold regular business meetings at places and times designated by the Executive Committee.

Section 2. The Chapter may hold special meetings at the call of the Executive Committee or at the written request of ten members of the Chapter. The notices of special meetings shall state the exact nature of the business to be considered and no other business shall be transacted at such meetings.

Section 3. Due notice of all business and technical meetings shall be sent to each member of the Chapter. A quorum for transaction of business at a Chapter meeting shall consist of ten members of the Chapter. No business shall be transacted in the absence of a quorum.

Section 4. The Executive Committee shall meet upon due notice to its members at the call of the Chair, or at the request of a majority of the members of the Committee. In the absence of a quorum, which shall be a majority of the members of the Executive Committee, called meetings of the Executive Committee shall adjourn to a date.

Bylaw X Political Activity; SOCIETY's Interests; Open Activities

Section 1. The Chapter and its officers as representatives of the Chapter, shall not engage in political activity, including lobbying.

Section 2. The Chapter and its officers as representatives of the Chapter, shall avoid any activities that may adversely affect the interests and/or public or professional image of the SOCIETY.

Section 3. The Chapter and its officers, shall assure that all activities of the Chapter are open to all members of the SOCIETY.

Bylaw XI Finances

Section 1. All members of the Chapter may be assessed such annual Chapter dues as may be set by the Executive Committee, to be expended for its own purposes in harmony with the objects of the SOCIETY.

Section 2. The Chapter shall not incur any debts, obligations or liabilities that could become binding upon the SOCIETY.

Bylaw XII Amendments

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

Section 2. Following announcement of the proposed amendment at a meeting of the Chapter, and provided that due notice of the impending vote is given, the amendment will be adopted at the subsequent meeting of the Chapter if it receives an affirmative vote by two-thirds (2/3) of the members present.

Alternatively, 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) and an explanation of the change(s) have been published or accompany the ballots. A deadline date, at least 4 weeks after mailing of the ballots, shall be specified for return of the ballots to the Secretary or other designated officer of the Chapter. The amendment is adopted by an affirmative vote of two-thirds (2/3) of the valid ballots returned.

Section 3. If a proposed amendment is not approved by a majority of the Executive Committee, it may be brought to the members for a vote in an alternative manner. To bring about such a vote, a petition supporting the amendment signed by at least ten members or 3% of the members of the Chapter, whichever is larger, must be presented to the Executive Committee. The

procedure subsequently followed for general announcement 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, after adoption by the Chapter, 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 XIII **Dissolution of the Chapter**

Upon the dissolution of the Chapter, any assets of the Chapter remaining thereafter shall be conveyed to such organization then existent, within or without the territory of the Chapter, 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 Chapter at the time of dissolution shall be exempt under Section 501(c)(3) of the United States 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 Charter's dissolution.