



**\* CONSTITUTION AND BYLAWS OF THE AKRON SECTION  
of the  
AMERICAN CHEMICAL SOCIETY**

**CONSTITUTION**

**ARTICLE I**

Name: The name of this organization shall be the Akron Section, hereinafter referred to as “the Section”, of the AMERICAN CHEMICAL SOCIETY, hereinafter referred to as “the SOCIETY.”

**ARTICLE II**

Object: This organization is formed to encourage the advancement of chemistry in all its branches; the promotion of research in chemical science and industry; the improvement of the qualifications and usefulness of chemists through high standards of professional ethics, education and attainments; the increase and diffusion of chemical knowledge; and by its meetings, professional contacts, reports, papers, discussions, and publications, to promote scientific interests and inquiry, thereby fostering public welfare and education, aiding the development of our country’s industries, and adding to the material prosperity and happiness of our people within the confines of the Section.

**ARTICLE III**

Membership: Members of this organization shall be members of the SOCIETY or as additionally provided for in the Section bylaws. Any person interested in promoting the science and technology of chemistry may participate in the scientific activities of this organization as provided in the Section bylaws.

---

\***Effective May 24, 2005.** Approved, as amended, by the Committee on Constitution and Bylaws, acting for the Council of the AMERICAN CHEMICAL SOCIETY.

#### **ARTICLE IV**

Meetings: Regular meetings shall be held as provided by the Section bylaws. Special meetings may be called by a two-thirds vote of the members present at any regular meeting at which a quorum is present, or by the Chair.

#### **ARTICLE V**

Officers: The officers of this Section shall be a Chair, a Chair-Elect, an Immediate Past Chair, a Secretary, a Treasurer, and the Councilors and Alternate Councilors to which the Section is entitled by the Constitution and Bylaws of the SOCIETY. The Executive Committee shall consist of these officers and other members designated in the Section bylaws.

#### **ARTICLE VI**

Affiliation: At all times this Section shall be a part of the SOCIETY, and no provision in this Constitution or the Section bylaws shall conflict with the Constitution and Bylaws of the SOCIETY.

#### **ARTICLE VII**

Amendments: Any ten members may present proposed amendments to this constitution, in writing, at any regular meeting. Any proposed amendment shall be referred to the Executive Committee, which together with the sponsors, shall draw up proposed amendment in a proper form which is acceptable to the sponsors. A copy of the proposed amendment together with the recommendation of the Executive Committee and a ballot, shall be presented to each member by the Secretary within six months from the time said amendment was presented to the Executive Committee. A committee consisting of the Secretary and two other members, appointed by the Chair, shall count the ballots upon expiration of four weeks after the ballots have been presented. An affirmative vote of three-fourths of the members voting shall be required to pass amendment.

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

**\*BYLAWS OF THE AKRON SECTION  
of the  
AMERICAN CHEMICAL SOCIETY**

**BYLAW I  
Members and Affiliates**

Section 1. The membership of the Section shall include those MEMBERS, ASSOCIATE MEMBERS, and 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.

Section 2. A person who is not qualified to be either a member or a National Affiliate of the SOCIETY may become a Local Section Affiliate by approval of the Membership Committee of the Local Section. Such persons may be regularly matriculated students specializing in chemistry, chemical engineering or a related scientific field.

Section 3. MEMBERS, ASSOCIATE MEMBERS, National Affiliates and Local Section Affiliates shall have such rights and privileges as are accorded them by the Constitution and Bylaws of the SOCIETY. ASSOCIATE MEMBERS shall have all privileges of membership except that of holding an elective position. 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.

**BYLAW II  
Dues**

Section 1. The Executive Committee shall determine the amounts of voluntary Local Section dues for members of each of the above classifications and Local Section Affiliates before March 15 for the following year. The dues for Local Section Affiliates shall be in accordance with the Constitution and Bylaws of the SOCIETY.

Section 2. Local Section dues shall be payable during the year in which they are assessed.

Section 3. All members shall be exempt from payment of Local Section dues until the next anniversary of the first year of membership in the SOCIETY.

---

\***Effective May 25, 2005.** Approved, as amended, by the Committee on Constitution and Bylaws, acting for the Council of the AMERICAN CHEMICAL SOCIETY.

Section 4. MEMBERS and ASSOCIATE MEMBERS transferring to the Akron Section shall not pay Local Section dues until the next anniversary of the first year of membership in the SOCIETY.

### **BYLAW III Meetings**

Section 1. There shall be not less than seven meetings each year. The dates and places are to be chosen by the Chair-Elect.

Section 2. Technical lectures shall be open to the public.

### **BYLAW IV Quorum**

One-twentieth of the membership shall constitute a quorum for the transaction of all business. Due advance notice must be given to the whole membership of any official business to be transacted.

### **BYLAW V Resolutions**

A resolution or motion which has not been introduced by the Executive Committee and which does not require immediate action by the Section shall be referred to the Executive Committee for consideration before being acted on by the Section. The Executive Committee shall report its recommendation at the next regular meeting of the Section. A resolution or motion, which has been introduced by the Executive Committee and does not require immediate action of the Section shall be introduced at any regular meeting and shall be acted on at the next regular meeting.

### **BYLAW VI Officers and Elections**

Section 1. The officers of the Local Section shall be the Chair, Chair-Elect, Immediate Past Chair, Secretary, Treasurer, and the Councilors and Alternate Councilors, to which the Section is entitled by the Constitution and Bylaws of the SOCIETY.

Section 2. The Chair-Elect, Secretary, and Treasurer shall be elected for terms of one year.

Section 3. At the expiration date of the one-year term, the Chair-Elect shall become Chair and shall hold this office for one year. At the expiration date of that one-year term, the Chair shall become Immediate Past Chair and hold this office for one year.

Section 4. Newly elected officers shall take office January 1. Retiring officers shall be *ex officio* members of the Executive Committee for the first Executive Committee Meeting following their retirement.

Section 5. Councilors and Alternate Councilors shall serve for terms of three years beginning January 1 in each case. Their respective triennium terms shall be so selected as to produce rotation.

Section 6. The Chair of the Section shall appoint a Committee on Nominations and Awards consisting of three or more members. It shall be one of the duties of this Committee to nominate one candidate, and preferably two, for each office of the Local Section other than the Chair, succeeded to by the Chair-Elect, and the offices of Councilor and Alternate Councilor. The Committee shall also prepare a slate of candidates for Councilor and Alternate Councilor consisting of not less than twice the number of Councilors and Alternate Councilors to be elected. It is preferred that these candidates be Past Chairs of the Section. Alternate Councilors whose terms extend beyond the current year may be included on this slate. This Committee shall meet at least two months preceding the October meeting and it shall report its slate of candidates at the October meeting. Prior to the October meeting, the slate of candidates shall be presented to the membership, or announced in a publication which is sent to Local Section members. All candidates shall be MEMBERS of the Section.

Section 7. The Chair may receive additional nominations prior to the October meeting by petitions containing five or more signatures.

Section 8. From these nominations the Secretary shall make up a ballot placing names of the candidates for each office on the ballot in an order chosen by lot and this ballot shall be sent to each member (except not to National Affiliates or Local Section Affiliates) not later than November 1. No one's name shall be placed on the ballot whose consent to serve has not first been obtained by the Nominations and Awards Committee or by the Secretary.

Section 9. Members may vote for one candidate for each office other than Councilor and Alternate Councilor. From the slate of candidates for the latter offices, each member may vote for not more than the number of such offices to be filled.

Section 10. All returned ballots must be in the hands of the Secretary not later than November 15. To be counted each ballot must contain the name of the member, either as a signature, or printed, stamped, typewritten, etc. The Secretary shall check each name against the membership list and call the attention of the Committee on Nominations and Awards to any discrepancy. Tellers shall be chosen by the Chair of the Committee on Nominations and Awards.

Section 11. The candidate receiving the highest number of votes for each office, other than Councilor and Alternate Councilor, shall be declared elected. The one or more, candidates

from the slate for Councilor and Alternate Councilor who receive the greatest number of votes shall be declared elected Councilor. The candidates receiving the next greatest number of votes shall be declared elected Alternate Councilor. In the event that an Alternate Councilor whose term shall not have expired on the following January 1 is elevated to the office of Councilor by the above procedure, the resulting vacated office as Alternate Councilor shall be filled by the candidate among those remaining who received the greatest number of votes. An Alternate Councilor whose term will not expire on the following January 1 shall not be eligible for the office of Alternate Councilor for the next immediate triennium term.

Section 12. The election results shall be reported to the Section orally at the November meeting, or as soon thereafter as possible, or the Section shall be notified by mailed notice or by announcement in the press. The Tellers shall file with the Secretary the number of votes received by each candidate not later than November 25, so that the names of the newly elected Councilors are submitted to the Executive Director of the SOCIETY by December 1.

Section 13. In the event that the Akron Section receives notification that it is to be allowed an additional Councilor and thereby an additional Alternate Councilor, these positions shall be filled through the next regular ballot election of the Section. The Committee on Nominations and Awards shall supply nominees. The Committee on Nominations and Awards shall specify the election procedure. The Executive Committee of the Section shall have the authority to select a Councilor and Alternate Councilor to serve until the next regular ballot election.

Section 14. Vacancies in office during the year shall be filled by appointment by the Executive Committee, except in the case of a vacancy in the office of Councilor, Alternate Councilor or Treasurer. Such vacancies for Councilor or Alternate Councilor shall be filled through the next regular ballot election. The Committee on Nominations and Awards, who shall also specify the election procedure, shall supply nominees. The Executive Committee of the Section shall have the authority to select a Councilor or an Alternate Councilor to serve until the next regular ballot election. The Chair of the Planning and Procedures Committee (Immediate Past Chair) shall assume the duties as Treasurer during any extended absence of the Treasurer or in the case of the Treasurer's resignation.

Section 15. Any officer or committee chair who shall fail properly to perform the duties of the office, or shall act in a manner tending to bring discredit to the Section, may be removed from office by a two-thirds majority vote of the elected members of the Executive Committee. Due notice of the anticipated action shall be given at least one month in advance of this meeting of the Executive Committee, at which time the accused shall have full opportunity to be heard. The Secretary of the Section shall conduct the vote by secret ballot. If the Section Chair is the officer whose removal is being considered, the Chair shall not preside over the Executive Committee during the consideration of this item of business. Any elected officer removed from office under the provisions of this paragraph shall have the right of appeal to a duly constituted Section meeting, at which a simple majority shall be required to sustain the action of the Executive Committee.

Section 16. If a Councilor is unable to attend a regular meeting of the Council held in conjunction with a meeting of the SOCIETY, the Councilor shall notify the Section Chair not later than thirty days prior to the date of said Council meeting. The Chair, with the advice and consent of the Chair of the Committee on Procedures, shall appoint one Alternate Councilor (from the panel of Alternate Councilors) to represent the Section at the Council meeting for each Councilor giving such notification.

## **BYLAW VII** **Duties of Officers**

Section 1. The Chair shall preside at all meetings of the Section and shall be Chair of the Executive Committee. The Chair shall be an *ex officio* member of all standing committees. The Chair shall appoint, with the approval of a majority of the elected members of the Executive Committee, the chairs of all standing committees and any special committees necessary for smooth functioning of the Section. The Executive Committee shall approve members of the standing committees. Appointment of the Chair of the Program Committee and the Procedures Committee are provided for elsewhere in these bylaws. The Chair shall also appoint, with the approval of the Executive Committee, the Section's representative to the Akron Council of Engineering and Scientific Societies (ACCESS). The Chair will normally call meetings of the Executive Committee. If upon written request of one-twentieth of the voting membership of the Section, the Chair does not call a meeting, such meeting shall be called by the Chair-Elect. If the Chair-Elect is indisposed, or out of the Akron area for an extended period of time, it shall be the duty of the Secretary to call the meeting.

Section 2. The Chair-Elect shall preside in the absence of the Chair. The Chair-Elect shall chair the Program Committee and shall appoint, with the approval of a majority of the elected members of the Executive Committee, other members of the Program Committee. The Chair-Elect shall anticipate early in September, the selection of chairs of the standing committees and the Section's representative to the Akron Council of Engineering and Scientific Societies (ACCESS) who will be appointed upon the Chair-Elect's accession to the office as Chair. The formal appointments of the committee chairs shall occur after the beginning of the new term and require approval of the majority of the elected members of the current Executive Committee.

Section 3a. The Secretary shall preside in the absence of the Chair, and the Chair-Elect shall keep a record of the proceedings of both the Section and the Executive Committee, and shall keep a record of the Tellers' reports on all elections. The Secretary shall mail proposed amendments to the constitution and bylaws to the members (Note: not to Local Section Affiliates) and also shall mail out notices as may be requested by the Chair to each member and affiliate. The Secretary shall send a copy of the Section constitution and bylaws to each new member, if requested.

Section 3b. The Secretary shall transmit to the Executive Director of the SOCIETY the names of all the officers and standing committees within three weeks of their election or appointment and shall also promptly inform the Executive Director of any changes that may take place. The Secretary (with the Treasurer) shall submit to the Council Committee on Local

Section Activities of the SOCIETY, through the Executive Director, not later than February 1 of each year, an annual report, including an account of the Section's operations.

Section 3c. The Secretary may be allowed such sums for clerical assistance as may be approved by the Executive Committee.

Section 4a. The Treasurer, assisted by the members of the Membership Committee, shall be responsible for collecting Section dues.

Section 4b. The Treasurer shall forward to the Executive Director of the SOCIETY prior to November 30, an application for all funds, which can be drawn from the SOCIETY for allocation to the Section. All such funds shall be used by the Section only in payment of necessary operating expenses.

Section 4c. The Treasurer (with the Secretary) shall submit annually to the Council Committee on Local Section Activities of the SOCIETY, through the Executive Director not later than February 1, an itemized statement of receipts and expenditures and investment of the Section's funds.

Section 4d. The Treasurer shall be custodian of all the monies of the Section received from whatever source and shall make all disbursements, provided, however, that all expenditures other than petty cash shall be approved by either the Section or the Executive Committee before payment. The Treasurer shall have power to approve of petty cash (less than twenty-five dollars) expenditures and shall make disbursements for them. Such expenditures must be reported to the Executive Committee. If the Treasurer is indisposed, or out of the Akron area for an extended period of time, the duties of the Treasurer during such period shall be assumed by the Chair of the Planning and Procedures Committee.

Section 4e. The Treasurer shall keep full and accurate books of accounts containing records of all monies received and expended, which books shall be the properties of the Section.

Section 4f. The Treasurer's books shall be closed January 1 and shall be audited by a Committee of two MEMBERS, appointed by the outgoing Chair, before being turned over to the new Treasurer.

Section 5. The Immediate Past Chair shall be Chair of the Planning and Procedures Committee.

Section 6a. The Councilors (or their Alternates) shall attend all SOCIETY Council meetings; they shall act in the best interest of the SOCIETY and insofar as possible, further the expressed wishes of the Executive Committee and the Local Section.

Section 6b. The Councilors, and the Alternate Councilors, shall perform their duties as prescribed in the Constitution and Bylaws of the SOCIETY.

Section 6c. The Councilors and Alternate Councilors shall be the members of the Planning and Procedures Committee.



## **BYLAW VIII**

### **Committees**

Section 1. The standing committees of the Section shall be the Executive Committee, the Membership Committee, the Social Committee, the Publicity and Public Relations Committee, the Program Committee, the Planning and Procedures Committee, the Professional Activities Committee, the Chemical Education Committee, the Meetings Committee, the Committee on Nominations and Awards, the Chemical Safety Committee, the Industrial Relations Committee, the Historian's Committee, the Chemistry and Public Affairs Committee, and the Committee for the Scientific Education and Employment of the Disadvantaged (SEED).

Section 2a. The Executive Committee shall consist of the Officers, the chairs of the various standing committees, and the Section's representative on the Akron Council of Engineering and Scientific Societies. The Chair and Secretary of the Section shall serve as the Chair and Secretary of the Executive Committee.

Section 2b. The Executive Committee shall consider all matters concerning the welfare of the Section and shall present recommendations to the Section for approval. It shall consider resolutions and motions before they are acted upon by the Section as provided in these bylaws. It shall have power to approve payment of bills. A quorum for the transaction of business shall exist only when a majority of the elected members of the Executive Committee is present. No member of the Executive Committee shall have more than one vote, regardless of the number of elective or appointive positions held by that member.

Section 2c. The Executive Committee shall make recommendations of the wishes of the Section to Councilors and Alternate Councilors before each Council meeting.

Section 2d. The elected members of the Executive Committee shall approve the chairs of the standing committees that have been appointed by the Chair and Chair-Elect of the Section.

Section 2e. Vacancies in any office during the year shall be filled by the Executive Committee, except that of Councilor or Alternate Councilor, as provided elsewhere in these bylaws.

Section 3. The Membership Committee shall solicit applications for membership among qualified chemists and chemical engineers and shall forward applications for membership to the Executive Director of the SOCIETY. It shall pass on applications for status as Local Section Affiliate. It shall assist the Treasurer in the collection of all Section dues and assessments. At the time of collection of dues, it shall also solicit suggestions for improvement of the Section, these suggestions to be turned over to proper standing committees for consideration.

Section 4. The Social Committee shall have charge of arrangements for social functions.

Section 5. The Publicity and Public Relations Committee shall take care of newspaper notices, journal notices of meetings, radio and television programs relating to the activities and accomplishments of chemists, and other matters relating to publicity.

Section 6a. The Chair-Elect of the Section shall be Chair of the Program Committee. This Committee shall consist of four or more members.

Section 6b. The Program Committee shall make arrangements for speakers and for other technical features for meetings of the Section.

Section 6c. The Program Committee shall cooperate with other Sections of the SOCIETY in making arrangements with the Executive Director of the SOCIETY for speaker tours in this vicinity. This Committee shall solicit suggestions for speakers and programs from the membership and, in May, make preliminary arrangements for tour speakers to appear on programs in the following season.

Section 7a. The Planning and Procedures Committee shall consist of the Councilors, Alternate Councilors and the Immediate Past Chair of the Section who shall be Chair of the Committee. The Chair of the Planning and Procedures Committee shall assume the duties as Treasurer *pro tem* during any unforeseen or otherwise extended absence of the duly elected Treasurer.

Section 7b. The Planning and Procedures Committee shall study procedures of the SOCIETY and report recommended changes to the Section. Upon approval of recommended changes by Executive Committee, this Committee shall seek adoption of these changes by the SOCIETY. Any business to be brought before the National Council by a Councilor of the Section shall be considered first by this Committee.

Section 7c. The Planning and Procedures Committee shall also study Local Section procedures and recommend improvements. It shall, together with sponsors of proposed amendments to these bylaws, draw up said proposed amendments in proper form before being acted on by the Section.

Section 7d. The Planning and Procedures Committee shall be responsible for strategic planning of the Section, as the need arises, considering future prospects, needs and programs.

Section 8. The Professional Activities Committee shall keep the Section informed, through periodic reports, of all factors tending to affect the professional and economic status of chemists and chemical engineers and shall act as an advisory body to the Section in these respects.

Section 9. The Chemical Education Committee shall study policies relating to improvement of scientific education and shall be responsible for the administration of Section activities relating to contests and awards for students, vocational guidance, and other methods of furthering the education of chemists.

Section 10. The Meetings Committee shall be responsible for dinner reservations at meetings, serve as hosts, care for Section equipment, and, in general, be responsible for the care and comfort of the audience and speakers during meetings.

Section 11. The Committee on Nominations and Awards shall consist of five or more members. The principal duties of this Committee are defined elsewhere in these bylaws. In addition, this Committee shall consider all requests for nominations made by the National Office, whether they are for offices or awards, and act upon such requests as they see fit, in whatever manner is prescribed by the Constitution and Bylaws of the SOCIETY.

Section 12. The Industrial Relations Committee shall be responsible for contacts with companies in the Akron area, soliciting their cooperation and support for programs and activities of the Section.

Section 13. The Chemical Safety Committee shall encourage safe practices in all chemical activities. The committee shall serve as a resource for the Local Section, providing advice and counsel in the handling of chemicals, the establishment of safe facilities and the conduct of safe practices by calling attention to potential hazards and by providing education in safe chemical practices.

Section 14. The Historian's Committee shall be responsible for collecting and preserving items of historical significance, such as reports, photographs, correspondence and records of key members of the Section. The Historian shall review the file at least once each year and shall write historical sketches when appropriate. The Historian's Committee shall have authority to discard any records more than 10 years old when such action does not conflict with general guidelines of the SOCIETY or the Section Planning and Procedures Committee.

Section 15. The Chemistry and Public Affairs Committee shall be concerned with laws (legislation) and public issues related to chemistry and the chemical profession. The main objectives of the committee shall be to identify and monitor chemistry related public issues, to solicit the Akron Section's interest and to promote public awareness of the facts that must be weighed in order to pass fair and meaningful laws. All proposed position statements of the Section must be approved by the SOCIETY in accordance with SOCIETY Bylaws.

Section 16. The Committee for the Scientific Education and Employment of the Disadvantaged (SEED) shall establish a program of summer employment for outstanding sophomore, junior, and senior class scientists. The students must qualify academically and also meet guidelines for family income as outlined by the SOCIETY. The number of students placed will depend on the amount of funding the SEED Committee can raise and the number of mentors available.

**BYLAW IX**  
**Affiliation**

The Section may affiliate with the Akron Council of Engineering and Scientific Societies in accordance with the Constitution and Bylaws of the SOCIETY.

**BYLAW X**  
**Dissolution of the Section**

The Local Section shall be incorporated. Upon the dissolution of the Corporation and Local Section, the discharge of its debts and settlement of its affairs, 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.

**BYLAW XI**  
**Rules of Order**

*“Robert's Rules of Order Revised”* shall be the parliamentary authority in all matters not specified in the constitution and bylaws of the Local Section.

**BYLAW XII**  
**Amendments**

Any two members may present proposed amendments to these bylaws in writing to the Chair. Proposed amendments shall be referred to the Planning and Procedures Committee, which together with the sponsors, shall draw up the proposed amendment in proper form acceptable to the sponsors. The proposed amendment(s) shall be presented in a ballot to the Section's MEMBERS and ASSOCIATE MEMBERS. The ballot shall be prepared similarly to ballot prepared to elect officers and counted by a committee of three tellers appointed by the Chair or in conjunction with the counting of ballots to elect officers. An affirmative vote of two-thirds of the members voting shall be required to pass the amendment. Amendments shall become effective upon approval by the Committee on Constitution and Bylaws, acting for the Council, unless a later date is specified.