



***BYLAWS OF THE
SAN JOAQUIN VALLEY SECTION
OF THE
AMERICAN CHEMICAL SOCIETY**

**BYLAW I
Name**

The name of this organization shall be the San Joaquin Valley Section, hereinafter referred to as the "Section" of the AMERICAN CHEMICAL SOCIETY, hereinafter referred to as the "SOCIETY".

**BYLAW II
Objects**

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

Section 2. Nothing in these bylaws shall be inconsistent with the Charter, Constitution, and Bylaws of the SOCIETY.

**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, STUDENT MEMBERS, and Society Affiliates of the SOCIETY residing within the territory of the Section, provided that

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exceptions to this rule shall be made in conformity with the Constitution and Bylaws of the SOCIETY.

Section 2. Any person who is not eligible for membership in the SOCIETY and is not a Society Affiliate, but who is interested in the activities of the Section may become a Local Section Affiliate, as defined by the SOCIETY. Potential Local Section Affiliates may obtain an Affiliate Membership Application from the Secretary of the Section.

Section 3.

- a. MEMBERS, STUDENT 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.
- b. STUDENT MEMBERS are entitled to all privileges of membership, including that of being elected as Executive Committee Members-at-Large of the Section. STUDENT MEMBERS may not hold other elective positions in the Section, including that of Councilor or of Alternate Councilor, and may not serve as a Temporary Substitute Councilor.
- c. Society Affiliates and Local Section Affiliates may not vote for or hold an elective position of the Section, vote on Articles of Incorporation or on bylaws of the Section, or serve as voting members of the Executive Committee. Society Affiliates may be appointed as Committee Chairs and may serve on the Executive Committee in a non-voting capacity.

BYLAW V Organization

Section 1. The officers of the Section 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. The Section shall have Councilors and Alternate Councilors as provided in the Constitution and Bylaws of the SOCIETY.

Section 3. The Section shall have an Executive Committee, which shall consist of the officers of the Section, the Immediate Past Chair, the Councilors, the Alternate Councilors, three members elected at large to be known as Executive Committee Members-at-Large (hereinafter referred to as "Members-at-Large"), typically representing constituencies of the Section, e.g., academic, nonacademic, students, etc.

BYLAW VI Manner of Election and Terms of Office

Section 1. Elected officers and Members-at-Large of the Section shall serve starting on January 1 of the year following their election, or when they qualify. Elections will be as follows:

- a. The Chair-Elect, Chair, and Immediate Past Chair shall each have a one-year term. Upon completion of the Immediate Past Chair's term of office, the Chair shall succeed to the office of Immediate Past Chair. Upon completion of the Chair's term of office, the Chair-Elect shall succeed to the office of Chair. A new Chair-Elect shall be elected each year.
- b. The Secretary, Treasurer, and Members-at-Large each shall serve two-year terms with one Member-at-Large and the Secretary being elected in even years and one Member-at-Large and the Treasurer being elected in odd years. A Member-at-Large who is a STUDENT MEMBER shall serve a one-year term.

Section 2. Councilors and Alternate Councilors shall serve for terms of three years beginning on 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. All other vacancies shall be filled by the Executive Committee by interim appointment for the period up to the next election, at which time the Section shall elect a MEMBER to fill out the unexpired term, if any, except that a member may fill the unexpired term for a Member-at-Large. 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.

Section 4. The Chair shall appoint a Nominating Committee consisting of at least two members who shall select nominees as needed for the offices of Chair-Elect, Secretary, Treasurer, Members-at-Large, Councilor, and Alternate Councilor.

Section 5. The Nominating Committee shall nominate one or more qualified members for each elective position for which a vacancy will occur. This Committee shall report its nomination for the various offices to the Section by October 1. With the exception of the Chair and Chair-Elect, the incumbent of any elective position may be re-nominated. Nominations will be accepted by the Nominating Committee by petition for two weeks after the release of their report. A minimum of 5 signatures is needed for a petition to be accepted.

Section 6. The annual elections shall be by ballot. The balloting method used should be (1) fair and open to all members and provide for (2) anonymity, (3) protection against fraudulent balloting, (4) ballot archiving, and (5) timely reporting and archiving of results. The Secretary or other designated officer of the Section shall prepare an election ballot on which shall appear the names, in order chosen by lot, of all candidates nominated and found willing to serve. The ballot shall be distributed to the members on or before November 1.

Section 7. A period of at least three weeks must be provided between the date ballots are distributed to the members and the deadline for their return to the Secretary or other designated officer of the Section.

Section 8. Two tellers will be appointed by the Executive Committee. The tellers must be members who are not running for any executive committee position. The Secretary, or other designated officer of the Section, shall convey to the Tellers all ballots received by the deadline.

Section 9. The Tellers shall count the ballots thus received, using the list of members provided by the Secretary to verify eligibility of all those voting.

Section 10. In case of a tie vote for any position, the Executive Committee shall make the final selection.

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 required by the Constitution and Bylaws of the SOCIETY and by these bylaws and such other duties as may be assigned 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 all committees authorized in these bylaws or by the Executive Committee.

Section 3. 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.

BYLAW VIII

Recall of Elected Officials

Section 1. The elected officials of the Section (officers or elected Executive Committee members) are subject to recall for neglect of duties or conduct injurious to the SOCIETY. Recall procedures are not applicable to Councilors and Alternate Councilors elected by Local Sections.

Section 2. The recall of an official 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 five 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.

Section 3. The Chair shall, without delay, determine that the petitioners are aware of the gravity of their actions and the procedures 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 notify the members of the Executive Committee and call a special meeting within thirty days.

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.

- a. If the proceedings continue, the Chair shall assign the duties of the official to another MEMBER of the Section until the issue is resolved.
- b. If the proceedings continue, the official shall be offered an 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 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.

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 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 distributed 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.

Section 4. 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 and the replacement of the official.

BYLAW IX Committees

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

BYLAW X Meetings

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

Section 2. The Section may hold special meetings at the call of the Executive Committee or at the written request of 15 members of the Section. 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 meetings shall be sent to each member and affiliate of the Section. A quorum for transaction of business at a Section meeting shall consist of the larger of 15 members or 10 percent of the members of the Section. 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 later date.

Section 5.

The most recent edition of *Robert's Rules of Order Newly Revised* shall be the parliamentary authority for all matters not covered in these bylaws or in the SOCIETY's documents.

BYLAW XI

Finances

Section 1. All members and assigned Society Affiliates of the Section may be assessed such voluntary annual Local Section dues as may be set by the Executive Committee.

Section 2. The annual dues of Local Section Affiliates shall be set by the Executive Committee in accordance with the Constitution and Bylaws of the SOCIETY. Failure to pay such dues for the current year shall automatically terminate the affiliation.

BYLAW XII

Amendments

Section 1. A petition to amend the bylaws may be initiated by the Executive Committee, or by petition signed by at least 15 members or three percent of the members of the Section, whichever is larger. If the proposed amendment is approved by the Executive Committee, it shall, if practical, be submitted to the SOCIETY's Committee on Constitution and Bylaws for review. After any required changes are incorporated, and any recommended changes reviewed and accepted or rejected by the Executive Committee or a majority of the petitioners, the Secretary shall distribute the amendment(s) to all members of the Section at the time when notice of the next meeting of the Section is given.

Section 2. At the second meeting of the Section after notice of the proposed amendment is given, the amendment will be adopted if it receives an affirmative vote by two-thirds (2/3) of the members present.

Section 3. Any proposed amendment not approved by the Executive Committee within sixty days from the time it is submitted thereto may be brought to a vote of the membership in the aforementioned manner by a petition signed by not less than 15 members of the Section.

Section 4. The Secretary shall distribute the outcome of the vote regarding the amendment(s) to the Section members and within one month, shall meet all requirements for submitting the results to the Committee on Constitution and Bylaws.

Section 5. Amendments to these bylaws, after adoption by the Section, 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 XIII **Dissolution of the Section**

Upon the dissolution of the 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.