



**\*BYLAWS OF THE  
DIVISION OF AGROCHEMICALS  
of the  
AMERICAN CHEMICAL SOCIETY**

**Bylaw I. Name and Objects**

Section 1. The name of this organization shall be the Division of Agrochemicals (hereinafter referred to as “the Division”) of the AMERICAN CHEMICAL SOCIETY (hereinafter referred to as “the SOCIETY”).

Section 2. The objects of the Division shall be to bring together persons particularly interested in agrochemicals, to consider all scientific aspects of chemistry relevant to the control of pests of agricultural or public health significance and to other methods for enhancing or modifying agricultural productivity, to develop and improve the professional stature of chemists with these interests, and to render whatever service it may to the scientific and lay communities on the topic of agrochemicals.

**Bylaw II. Members and Affiliates**

Section 1. Membership in the Division shall be open to all members of the SOCIETY. Application for membership shall be made in writing to the Secretary of the Division and shall be accompanied by one year’s dues.

Section 2. A National Affiliate of the SOCIETY may apply to the Secretary to become a National Affiliate of the Division. Provided that Division dues established for National Affiliates are paid, a National Affiliate shall have all the privileges of membership in the Division except those of voting for or holding an elective position of the Division, voting on articles of incorporation or bylaws of the Division, or serving as a voting member of its Executive Committee.

Section 3. The Division may accept Division Affiliates who are not members or National Affiliates of the SOCIETY but who wish to participate in the activities of the Division. Such affiliates shall be entitled to all the privileges of membership in the Division save those withheld by the Bylaws of the SOCIETY.

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**\*Effective October 27, 2000.** Approved, as amended, by the Committee on Constitution and Bylaws, acting for the Council of the American Chemical Society.

Section 4. Members may resign their membership in the Division by submitting their resignation, in writing, to the Secretary during the year for which their dues are paid.

Section 5. The name of any member of the Division who is in arrears in payment of dues by as much as two years shall be stricken from the rolls. A member dropped for nonpayment of dues may be reinstated upon payment of arrearages.

Section 6. Affiliates shall retain affiliate status only so long as payment is made of Division dues. An affiliate's name is to be stricken from the rolls as soon as the affiliate is in arrears in the payment of dues.

Section 7. The anniversary dates of Division members and National Affiliates of the Division shall coincide with their anniversary dates in the SOCIETY.

### **Bylaw III. Officers and Councilors**

Section 1. The officers of the Division shall be a Chair, a Chair-Elect, a Vice-Chair, a Secretary, and a Treasurer. The Chair-Elect shall automatically succeed to the office of Chair upon expiration of the latter's term of office or if this office becomes vacant. The Vice-Chair shall automatically succeed to the office of Chair-Elect upon expiration of the latter's term of office or if this office becomes vacant. The offices of Secretary and of Treasurer may be held by one individual. Only MEMBERS are eligible to hold elective positions.

Section 2. The duties of the Chair shall be to preside at meetings of the Executive Committee, to carry into effect the decisions and recommendations of the Committee, to preside at stated meetings of the Division, and to appoint all committees except as otherwise provided.

Section 3. The duties of the Chair-Elect shall be to serve in the absence of the Chair of the Division and to act as Chair of the Program Committee.

Section 4. The duties of the Vice-Chair shall be to serve in the absence of the Chair-Elect and to act as Assistant Chair of the Program Committee, with particular emphasis on planning and developing technical programs.

Section 5. The duties of the Secretary shall be to keep minutes of all meetings of the Division and of the Executive Committee; to keep a roll of Division members and affiliates and to submit the same annually to the Executive Director of the SOCIETY for verification as provided in the Bylaws of the SOCIETY; to conduct the business correspondence of the Division as assigned to the Secretary by the Chair or by the Executive Committee; to prepare and submit an annual report of Division activities to the SOCIETY as required in the SOCIETY's Bylaws; to perform such other duties as may, from time to time, be assigned by the Chair or Executive Committee or required by the SOCIETY's Bylaws. The Secretary shall send to each member, at least two weeks before the regular meetings of the Division, abstracts of papers to be presented at said meetings.

Section 6. The Treasurer shall act as custodian of the funds of the Division, collect dues and other revenues, and pay the bills of the Division after the same have been authorized by the Executive Committee. The Treasurer shall maintain accurate records of receipts and disbursements and shall submit a report of the financial condition of the Division at the annual meeting of the Division. The Treasurer shall furnish a surety bond, the premium for which shall be paid from Division funds.

Section 7. Councilors and Alternate Councilors shall represent the Division on the Council of the SOCIETY as provided in the Constitution and Bylaws of the SOCIETY.

Section 8. The Division shall have an Executive Committee, which shall consist of the officers of the Division; the Immediate Past Chair of the Division; the Councilors and Alternate Councilors; the Chairs, Chairs-Elect, Vice-Chairs, and Immediate Past Chairs of Subdivisions, if any; and fifteen (15) Members-at-Large. The Chair of the Division shall serve as Chair of the Executive Committee.

Section 9. The officers of the Division other than the Chair and the Chair-Elect shall be elected by mail ballot as described elsewhere in these bylaws.

Section 10. At the annual meeting of the Division, the Executive Committee shall appoint a Nominating Committee consisting of at least three members, one of whom shall be the Immediate Past Chair of the Division, who shall serve as Chair of this Committee. This Committee shall nominate two candidates for the office of Vice-Chair and at least ten (10) candidates for the positions as Members-at-Large to be filled on the Executive Committee. This Committee shall nominate candidates for each of the following offices to be filled: Councilor, Alternate Councilor, Secretary, and Treasurer. This Committee shall submit a report in writing to the Chair of the Division for preparation of the ballot to be mailed to the membership. Additional nominations may be made in writing by any group of at least five members and presented to the Chair of the Division not less than three months prior to the fall meeting.

Section 11. Officers and Members-at-Large shall be elected by the members and Division Affiliates of the Division. Only members of the Division may vote for Councilors and Alternate Councilors. The Secretary or other designated officer of the Division 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. In all Division balloting conducted by mail, the ballot voted shall be sealed, without voter identification, in a special ballot envelope. The special ballot envelope, bearing no voter identification, shall be enclosed in a larger envelope upon which—or within which, on a separate slip—shall be hand-inscribed the name of the member voting; the larger envelope shall then be sealed and forwarded to the Chair of the Tellers Committee. The Tellers shall count the ballots thus received, using the list of members provided by the Secretary to verify the eligibility of all those voting. Any ballot envelope not validated by the voter's accompanying hand-inscribed name shall be rejected. The Secretary shall set and announce in advance of the balloting the interval during which ballots must be received to be counted; this interval shall not be less than four nor more than seven weeks following the ballot mailing. The Tellers Committee, appointed by the Chair of the Division, shall be responsible for counting all valid ballots received within the interval and shall certify the results to the Secretary, who shall

in turn certify the results to the SOCIETY, the elected officials, and the Division. Elections are to be by plurality, should there be more than two candidates for an office. Resolution of a tie vote shall be made by the Executive Committee.

Section 12. The Chair, the Chair-Elect, the Vice-Chair, the Secretary, and the Treasurer of the Division shall serve for one year or until their successors are elected.

Section 13. The terms of office of the Members-at-Large of the Executive Committee shall be three years. Five Members-at-Large shall be elected each year.

Section 14. The terms of Councilors and Alternate Councilors and all officers excluding the Chair, Chair-Elect, and Vice-Chair shall begin on January 1 following their election. The terms for Chair, Chair-Elect, and Vice-Chair shall begin at the conclusion of the fall meeting of the SOCIETY.

Section 15. Vacancies in offices other than Chair and Chair-Elect shall be filled by the Executive Committee. Incumbents so selected shall serve until the next regular election.

#### **Bylaw IV. Councilors**

The Division shall have Councilors and Alternate Councilors whose terms of office shall be three years. Alternate Councilors shall serve only for specific meetings of the Council when a Councilor is not able to attend.

#### **Bylaw V. Committees**

Section 1. There shall be a Program Committee, consisting of three or more members, one of whom shall be the Chair-Elect of the Division, who shall serve as Chair of the Committee. A second member of the Committee shall be the Vice-Chair. The Program Committee shall have the entire responsibility for organizing the program of papers for all Division meetings. It shall work cooperatively with other Divisions of the SOCIETY and other bodies in planning joint sessions and symposia of mutual and timely interest.

Section 2. There shall be a Membership Committee of three or more members. This Committee shall aggressively promote membership in the Division by members of the SOCIETY.

Section 3. There shall be a Finance Committee of two or more members. This Committee shall audit the accounts of the Treasurer prior to the business meeting of the Division and report its findings at the annual meeting. This Committee shall advise the Executive Committee on financial resources.

Section 4. There shall be an Awards Committee of at least six members. This Committee shall maintain and develop the Division and International Awards Programs.

Section 5. There shall be a Hospitality Committee of at least two members. This Committee shall direct social events in coordination with other committees and maintain a hospitality table at Division meetings.

Section 6. There shall be a Publication Committee of at least three members. This Committee shall be responsible for publication of the Division newsletter, *PICOGRAM*, and other Division publications.

Section 7. Special committees may be appointed to consider, conduct, and report upon such special matters as may be delegated to them.

Section 8. Except where otherwise provided, committee appointments shall be made by the Chair, with the advice and approval of the Executive Committee.

### **Bylaw VI. Dues**

Section 1. Members of the Division shall pay annual dues, the exact amount to be decided by the Executive Committee. Dues are payable in advance. Members who have been granted emeritus status by the SOCIETY and who are interested in the work of the Division shall be granted all privileges of Division membership without the payment of annual dues.

Section 2. Affiliates shall pay annual dues of \$2.00 more than members, except that Division Affiliates who are regularly matriculated students specializing in a chemical science shall pay annual dues of an amount to be decided by the Executive Committee.

### **Bylaw VII. Subdivisions**

Section 1. Composition. The Division may sponsor Subdivisions devoted to specialized fields within the area of Division interest. Membership in the Division shall be a requirement for membership in a Subdivision.

Section 2. Formation. Formation or discontinuance of a Subdivision shall be at the discretion of the Executive Committee of the Division. Steps to initiate a Subdivision may be made by petition of a group of Division members to the Executive Committee or by the action of the Executive Committee. The scope of the activities of any Subdivision shall be defined by the Executive Committee.

Section 3. Officers. Upon approval of the formation of a Subdivision, the Executive Committee of the Division shall appoint a Chair, Chair-Elect, Vice-Chair, and Secretary for the Subdivision. The Chair-Elect shall assume the office of Chair after one year. In succeeding years the Subdivision shall elect at the annual meeting a Chair-Elect and a Secretary. The Chair, a Chair-Elect, and Secretary shall constitute a Steering Committee for the Subdivision. This Steering Committee shall report through the Chair of the Subdivision and be responsible to the Executive Committee of the Division, of which Subdivision Chairs shall be members *ex officio*.

Section 4. Funds. The necessary expenses for each Subdivision shall be authorized by the Executive Committee of the Division from Division funds and shall be paid by the Treasurer of the Division upon the usual authentication.

### **Bylaw VIII. Meetings**

Section 1. There shall be a meeting of the Division at each national meeting of the SOCIETY unless the Executive Committee votes otherwise, provided the requirements for a minimum number of meetings as specified in the SOCIETY Bylaws shall be met.

Section 2. The annual meeting of the Division shall be held at the fall meeting of the SOCIETY. Division business requiring vote of the membership shall be conducted only at this meeting, except as provided elsewhere in these bylaws. However, voting by the membership may be conducted by mail or as directed by the Executive Committee.

Section 3. Special meetings of the Division may be called by the Executive Committee, provided notice is given to the membership in writing or by publication in *Chemical & Engineering News* at least two months in advance. Special meetings may not be held within one month before or after a national meeting.

Section 4. Fifteen (15) members of the Division shall constitute a quorum for the conduct of business.

Section 5. The fee for registration at any special meeting shall be decided by the Executive Committee in accordance with the Bylaws of the SOCIETY.

Section 6. The rules of order in the conduct of Division meetings not specifically provided in these bylaws or in the SOCIETY's documents shall be the most recent edition of *Robert's Rules of Order, Newly Revised*.

### **Bylaw IX. Papers**

Section 1. The Program Committee may approve or reject papers submitted for presentation before any meeting of the Division.

Section 2. The rules for papers presented before meetings of the SOCIETY as outlined in the Bylaws and Regulations of the SOCIETY shall govern the Division.

### **Bylaw X. Amendments**

Section 1. These bylaws may be amended at any annual meeting of the Division by a two-thirds (2/3) vote of the members present. All amendments shall be submitted in writing to the Secretary at least sixty (60) days prior to the meeting. Upon approval of the Executive Committee, the

Secretary shall send the text of the proposed amendment to the members of the Division at least thirty (30) days prior to the annual meeting.

Section 2. Amendments shall become effective upon approval by the Committee on Constitution and Bylaws, acting for the Council, unless a later date is specified.

### **Bylaw XI. Dissolution**

Upon dissolution of the Division, any assets of the Division remaining thereafter shall be conveyed to such organization then existent as is dedicated to objects similar to those of the Division and the AMERICAN CHEMICAL SOCIETY, or to the AMERICAN CHEMICAL SOCIETY, so long as whichever organization is selected by the governing body of the Division 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 Division's dissolution.