



***BYLAWS OF THE
NORTHERN OKLAHOMA SECTION
OF THE
AMERICAN CHEMICAL SOCIETY**

**BYLAW I
Name**

This organization shall be known as the Northern Oklahoma Section (hereinafter referred to as the "Section") of the AMERICAN CHEMICAL SOCIETY (hereinafter referred to as the "SOCIETY").

**BYLAW II
Objects**

The objects of the Section are those of the SOCIETY as stated in the Charter and Constitution of the SOCIETY. Additionally, the objects would be to encourage and advance chemistry in all its branches, both as a science and as a profession, and by its meetings, events, activities, reports, papers, discussions, and publications, to promote scientific interests and inquiry.

**BYLAW III
Headquarters and Territory**

Section 1. The headquarters of the Section shall be as optionally specified by the Executive Committee of the Section, shall be located within the territory of the Section, and shall be the repository of the permanent records of the Section.

Section 2. The Section shall have such territory as is assigned to it by the SOCIETY.

*Effective January 18, 2012. Approved, as amended, by the Committee on Constitution and Bylaws, acting for the Council of the AMERICAN CHEMICAL SOCIETY. (C&B: bylaws@acs.org; www.acs.org/bulletin5)

BYLAW IV
Members and Affiliates

Section 1. The rolls of the Section shall include those MEMBERS, STUDENT MEMBERS, and Society Affiliates residing within the territory of the Section, provided that exceptions to this rule shall be made in conformity with the Constitution and Bylaws of the SOCIETY.

Section 2. The Section may have Local Section Affiliates subject to the provisions of the Constitution and Bylaws of the SOCIETY.

Section 3. Society Affiliates may be appointed as committee chairs and may serve on the Executive Committee in a non-voting capacity.

BYLAW V
Officials

Section 1. The officers of the Section shall be a Chair, Vice-Chair who is also Chair-Elect, a Secretary, and a Treasurer.

Section 2. The Section shall have Councilors and Alternate Councilors as provided in the Constitution and Bylaws of the SOCIETY. In the event any Councilor is unable to attend any Council meeting of the SOCIETY, the Councilor shall so notify the Secretary at least three weeks in advance of such Council meeting, whereupon the Secretary shall proceed to secure a substitute for that meeting in accordance with the provisions of the SOCIETY.

Section 3. The Executive Committee shall consist of the officers of the Section, the Councilors and Alternate Councilors, and the most recent Past Chair who is not otherwise an official and who is a MEMBER of the Section.

Section 4. The duties of officers, Councilors, and Alternate Councilors shall include all those required by the Constitution and Bylaws of the SOCIETY. Only MEMBERS shall be eligible for holding an elective position.

Section 5. The Vice-Chair, the Secretary, and the Treasurer of the Section shall be elected annually for a term of one year and each shall so serve until a successor qualifies. Councilors and Alternate Councilors shall be elected for a three-year term in such a manner as to produce rotation. The officers, Councilors, and Alternate Councilors shall take office on January 1 of the year for which they are elected.

Section 6. The Chair shall preside at the meetings of the Section and of the Executive Committee, except that in the absence of the Chair the Vice-Chair shall preside at any such meeting. In the absence of both the Chair and Vice-Chair, a Councilor previously appointed by the Chair for the purpose shall preside.

Section 7. The Vice-Chair shall become Chair for a one-year term immediately following a term as Vice-Chair.

Section 8. The Secretary shall keep a record of the proceedings of the Section and of the Executive Committee, shall perform those duties and prepare and submit those reports required by the Constitution and Bylaws of the SOCIETY, and shall perform all other duties usual to the office. The Secretary shall be allowed such sums for clerical assistance as may be approved by the Executive Committee.

Section 9. The Treasurer shall handle all funds belonging to the Section, shall receive and deposit all funds paid to the Section in the name of the Section, shall disburse funds of the Section upon vouchers approved by three members of the Executive Committee, shall keep adequate records, shall make such reports to the SOCIETY as required, and shall perform all other duties usual to the office. In the absence of the Treasurer, the Chair is authorized to receive and deposit funds paid to the Section in the name of the Section, and to disburse the funds of the Section upon vouchers approved by three members of the Executive Committee. The Treasurer and the Chair shall be bonded in a suitable manner if, when, and as the Executive Committee so provides. The fiscal year of the Section shall be the calendar year.

Section 10. The Executive Committee shall be a standing committee to have charge of and conduct the affairs of the Section, and shall have charge of all funds and property of the Section and of all other matters not otherwise provided for in these bylaws. A quorum shall be a minimum of two-thirds (2/3) of Committee members for all transactions of business. A majority of the members of the Executive Committee shall be necessary to approve all business, except the approval of vouchers, as provided elsewhere in these bylaws. Minutes of all meetings of the Executive Committee shall be taken by the Secretary of the Section, and shall be open to the inspection of any member of the Section in good standing.

Section 11. No salary shall be paid to any officer of the Section, but expenses incurred by officials and committees in the performance of their duties may be paid by the Section, if so approved by the majority of the Executive Committee.

BYLAW VI **Committees**

Section 1. There shall be a Program Committee, which shall arrange programs and secure speakers for the meetings of the Section. The Vice-Chair shall be chair of this committee, and the Chair of the Section shall be a member ex officio. The Chair of the Section shall appoint the other members.

Section 2. There shall be a Nominating Committee as provided for elsewhere in these bylaws.

Section 3. There shall be an Audit Committee consisting of at least two members of the Section, one of whom shall not be a member of the Executive Committee. This committee shall be appointed by the Chair of the Section shortly prior to the end of the fiscal year of the Section. Neither the Chair nor the Treasurer may be appointed to the Audit Committee. In the event that the Chair performs the duties of Treasurer by the occurrence of a vacancy in the office of Treasurer, the Councilor shall appoint the Audit Committee. This committee shall audit the

books of the Treasurer immediately after the close of the fiscal year and shall inspect and indicate its approval of the statement to be sent to the SOCIETY by March 1 in accordance with the requirements of the Constitution and Bylaws of the SOCIETY.

Section 4. The Chair shall appoint such other ad hoc committees from time to time as shall be deemed desirable by the Section to aid in conducting the affairs of the Section.

Section 5. The Chair may remove any committee appointee for stated cause. An appeal may be made to the Executive Committee.

Section 6. The Historian, who shall be appointed by the Chair, shall keep the permanent records of the Section.

Section 7. The establishment of ad hoc committees, and the appointment of committee members and chairs, shall be effective upon the approval of a majority of the Executive Committee.

BYLAW VII

Meetings

Section 1. Meetings shall be called by the Chair. The Chair shall call a special meeting upon request by at least 10 percent of the members of the Section and presented to the Chair at least two weeks in advance of such special meeting and setting forth the date of such special meeting. Documentation of the request is required, and must include the names of the members making the request.

Section 2. Notice of each meeting of the Section shall be distributed to all members and affiliates not less than one week in advance of such meeting.

Section 3. A quorum for regular and special meetings of the Section shall consist of 10 percent of the members of the Section. In the absence of a quorum, regular and special meetings may not conduct business, but reports may be presented and discussed on an informal basis.

Section 4. The parliamentary authority for all meetings of the Section shall be the most recent edition of *Robert's Rules of Order Newly Revised* for all matters not specified in these bylaws or in the SOCIETY's documents.

BYLAW VIII

Manner of Election

Section 1. No later than September 1 each year, the Chair shall appoint a Nominating Committee of three members, one and only one of whom shall be a member of the Executive Committee and shall also be appointed chair of the committee.

Section 2. The Nominating Committee shall nominate one or more MEMBERS for each of the offices for which a vacancy shall occur. Additional MEMBERS should be nominated for

Councilor to provide for Alternate Councilor positions. With the exception of the Chair and Vice-Chair, the incumbent of any elective position may be re-nominated. The chair of this committee shall send the nominations of the committee to the Chair of the Section no later than October 1.

Section 3. Any 10 percent of members of the Section may make a nomination for any elective office by submitting the same in writing, and signed by such members, to the Chair by October 1.

Section 4. Each nomination sent to the Chair must include the consent of the nominee, and an agreement to serve if elected, before the nominee is placed on the ballot. No person may be nominated for more than one office at any one election except for Councilor and Alternate Councilor, as provided in these bylaws.

Section 5. The Secretary shall prepare a ballot containing the names of all the qualified candidates. The order of candidate names for each office shall be determined by the Secretary by lot. Before November 1, the Secretary shall distribute to each member of the Section a ballot containing the names of all candidates. The due date for receipt of ballots shall be clearly indicated in the voting instructions provided with the ballots.

The Chair shall appoint three Tellers who are neither current officers nor current candidates, who shall tally the votes in a manner such that the vote of each member remains secret, and shall certify to the Chair the number of votes cast for each name on the ballot. All valid ballots received by the Secretary by the end of voting shall be provided to the Tellers. The report of the Tellers, including the vote tally and number of rejected ballots, shall be sent to the Chair.

Section 6. Adequate time shall be provided for nominations and elections as hereinbefore described. Current membership status and authenticity of the voter shall be verified. A record of each vote cast shall be retained as provided for elsewhere in these bylaws.

All members shall have equal access to the balloting process during the period when the election is conducted. The Tellers (see above) shall also be in charge of the final counting of ballots before providing the final vote tally to the Chair.

Section 7. The candidate who receives the highest number of votes for each office shall be declared elected to that office. Councilor candidates shall be listed in the order of number of votes received. The candidates for Councilor receiving the highest number of votes will be elected Councilor and those next in order will be elected Alternate Councilor. The Chair shall inform all candidates of the election results and shall arrange for transmitting this information to all members and affiliates of the Section.

Section 8. In the event of a tie for any elective office, such tie shall be resolved by vote of the Executive Committee from among the tied candidates. Members of the Executive Committee who are tied candidates shall not participate in the resolution of ties involving themselves.

Section 9. All challenges to the election results must be brought in writing to the Chair within ninety days from the announcement of the election results. The challenge should include specific and reasonable substantiating evidence, cosigned by at least five members of the Section. In the

event the challenge is brought after the newly elected officers have taken office, the Immediate Past Chair shall receive the challenge and shall assume the duties of the office of Chair with respect to the challenge until the issue is resolved.

Section 10. If for any reason it shall be impossible to execute the provisions of these bylaws regarding the times and dates of nominations and election, the Executive Committee shall arrange for nominations and elections to be conducted in a timely manner in accordance with the SOCIETY's Constitution and Bylaws.

Section 11. No MEMBER shall be eligible to hold more than one elective position at one time.

Section 12. The Vice-Chair shall assume the office of Chair upon the occurrence of a vacancy in the office of Chair. In the event that a Vice-Chair becomes Chair by the occurrence of a vacancy in the office of Chair, the Vice-Chair shall complete the remaining term of office and shall in addition serve a full term as Chair. In the event that the office of Vice-Chair shall become vacant, except as hereinbefore provided, at the next meeting of the Section, nominations shall be accepted from the floor, and a new Vice-Chair elected by ballot at the meeting from the nominations provided. . In the event that any vacancy occurs in the membership of the Executive Committee, and provision is not made elsewhere in these bylaws for filling such vacancy, such vacancy shall be filled until the next annual election by a majority vote of the remaining members of the Executive Committee.

Section 13. The Chair shall retain all ballots and related materials for at least ninety days after either the announcement of the results to the membership or the resolution of any disputes, whichever is later.

Section 14. Elections shall be completed and the results certified to the Executive Director of the SOCIETY by December 1, as required by the Constitution and Bylaws of the SOCIETY.

BYLAW IX

Recall of Elected Officials

Section 1. The elected officials of the Section (officers or elected members of the Executive Committee) 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 Vice-Chair 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 present the issue to the Executive Committee as a new business item at the next Executive Committee meeting.

- a. 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.
- b. 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.
- c. 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.

- d. 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 of the Executive Committee.

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. A simple majority shall be required to recall the official. 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.

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 X
Funds

Section 1. All assigned Society Affiliates and members, except MEMBERS in emeritus status of the SOCIETY, may annually be assessed such voluntary Local Section dues as the Section itself may decide. Any proposal to modify the assessment of Section dues shall be submitted to the membership and a majority of the votes received shall be required to impose such assessment.

Section 2. Local Section Affiliates shall pay annual dues, in advance, in an amount of at least the minimum amount provided in the Constitution and Bylaws of the SOCIETY and as the members of the Section itself may determine by majority vote from a proposal that shall be distributed to the membership by June 1 each year. The payment of a set dollar amount of such dues may continue to be required annually until modified by a new proposal approved as stated above.

Section 3. The Section shall submit to the SOCIETY'S Committee on Local Section Activities, through its Treasurer, an annual report of its operations including an itemized statement of receipts and expenditures and investments of its funds in accordance with the Constitution and Bylaws of the SOCIETY.

Section 4. The Executive Committee may direct investment of surplus funds in accordance with its best business judgment.

BYLAW XI
Publications

Section 1. A membership directory of the Section may be distributed from time to time as deemed advisable by the Executive Committee. Commercial use of such a directory shall be prohibited except as specified by the SOCIETY'S Regulations.

Section 2. The Executive Committee may at its discretion enter into an agreement with one or more other Sections of the SOCIETY for the purpose of producing joint publications or engaging in joint activities for the benefit of the members of all Sections covered by the agreement. The Section shall have equal representation with the other Sections on any committee or board established to carry out such a purpose.

BYLAW XII
Amendments and Adoption

Section 1. Upon the adoption of these bylaws, a certified official copy shall be obtained from the SOCIETY's Committee on Constitution and Bylaws and distributed to the Secretary. This copy becomes a part of the Section's records, shall be kept in the custody of the Historian, and copies may be distributed as needed to Section members.

Section 2. These bylaws may be amended only as follows: The proposed amendment(s) may be submitted to the Secretary by the Executive Committee, upon the approval of a majority thereof,

or may be submitted in writing to the Secretary by any member of the Section when accompanied by approving signatures of 10 percent of the members.

The proposed amendments shall be conveyed to the SOCIETY's Committee on Constitution and Bylaws for review before the bylaws are distributed to the membership for approval.

At the next meeting of the Section following completion of SOCIETY review, the Secretary shall submit such amendment to the members of the Section during said meeting for discussion. Subsequent thereto, and at least two weeks before the date of the next meeting, the Secretary shall distribute the amendments, together with a ballot for voting "Yes" or "No" as to its adoption, to the membership in the manner as outlined elsewhere in these bylaws for voting on an officer of the Section, and voting shall take place in accordance with the applicable provisions provided elsewhere in these bylaws, except that a two-thirds (2/3) approval of the total votes cast shall be necessary for approval of an amendment.

Section 3. These bylaws shall be voted upon in their entirety by the Section in the manner then governing the Section for amending its bylaws.

Section 4. Amendment to these bylaws, following adoption by the Section, shall become effective upon approval by the Committee on Constitution and Bylaws, acting for the Council unless a later date is specified.

BYLAW XIII

Dissolution and Diminution

Section 1. Upon the dissolution of 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.

Section 2. Upon diminution in the territorial size of the Section there shall be conveyed to that section, or sections, of the SOCIETY of which removed territory becomes a part, so much of the net assets of the Section as is proportional to the number of members of the Section in such territory, who do not formally retain affiliation with the Section at the time of such diminution, to the total number of members of the Section at the time of such diminution. In the event such diminution occurs without annexation of territory so removed to some other section of the SOCIETY, there shall be no transfer or conveyance of any assets away from the Section.