



***BYLAWS OF THE
DIVISION OF POLYMER CHEMISTRY
OF THE
AMERICAN CHEMICAL SOCIETY**

**BYLAW I
Name and Objects**

Sec. 1. The name of this organization shall be the Division of Polymer Chemistry of the American Chemical Society, hereinafter referred to as the “Division” and the “SOCIETY” respectively. The Division is incorporated under the laws of the District of Columbia.

Sec. 2. The objects of the Division are those of the SOCIETY and of the Division’s Articles of Incorporation. In particular the Division seeks to promote all aspects of polymer chemistry through

- a. Facilitating high quality meetings and publications that serve the needs of the polymer community;
- b. Promoting research at the frontiers of polymer chemistry;
- c. Fostering interdisciplinary research by nurturing interactions with other disciplines, ACS Divisions and societies;
- d. Contributing to the education of the scientific community and the public at large on the significance of polymers.

Sec. 3. The objects of the Division may be furthered by affiliation with other organizations, subject to the requirements of the SOCIETY’s Constitution and Bylaws.

Sec. 4. Nothing in these Bylaws shall be inconsistent with the Charter, Constitution, and Bylaws of the SOCIETY.

***Effective February 4, 2013.** 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 II
Members and Affiliates

Sec. 1. Membership in the Division shall be open to all members of the SOCIETY. Application shall be made in writing to the Treasurer or the Business Office of the Division and shall be accompanied by the current year's dues.

Sec. 2. A Society Affiliate may participate in the activities of the Division (except voting and holding an elective position) as an affiliate of the Division by applying in writing to the Treasurer or the Business Office of the Division and by paying the current year's dues.

Sec. 3. A person who is neither a member nor a Society Affiliate of the SOCIETY may participate in the activities of the Division (except voting and holding an elective position) as a Division Affiliate by applying in writing to the Treasurer or the Business Office of the Division and by paying the current year's dues.

Sec. 4. Annual dues for members and affiliates shall be set by a majority vote of the Executive Committee.

Sec. 5. Members or affiliates may resign from the Division by submitting their resignations in writing to the Treasurer or the Business Office during the year for which their dues are paid.

Sec. 6. Members or Division or Society Affiliates who have not paid their annual dues by June 1 shall be dropped from the rolls.

BYLAW III
Organization and Administration

Sec. 1. The fiscal year shall be January 1 through December 31.

Sec. 2.

a. Officers

The officers of the Division shall be MEMBERS of the SOCIETY and shall be a Chair, a Chair-Elect, a Vice-Chair, a Secretary, and a Treasurer. The Chair-Elect and the Vice-Chair shall automatically succeed to the Offices of Chair and Chair-Elect, respectively, upon the expiration of the terms of office of their immediate predecessors.

b. Duties of the Officers

The duties of officers shall be all those duties required by the Constitution and Bylaws of the SOCIETY. In addition, the following duties will apply.

(1) Chair

The duties of the Chair are to preside at meetings of the Executive Committee and at business meetings of the Division; to carry out the policies of the membership and of

the Executive Committee; to appoint committees of the Division; and to perform such functions as are generally required of the chairs of similar organizations.

(2) Chair-Elect

In the absence or incapacity of the Chair, the duties of that office shall be assumed by the Chair-Elect. The Chair-Elect shall provide for an annual audit of the accounts of the Division.

(3) Vice-Chair

In the absence or incapacity of the Chair-Elect, the duties of the office shall be assumed by the Vice-Chair. The Vice-Chair may have other duties as assigned by the Chair.

(4) Secretary

The duties of the Secretary shall be to keep minutes of all business meetings of the Division and of the Executive Committee; to conduct the business correspondence of the Division as assigned by the Chair or by the Executive Committee; to prepare and submit an annual report of Division activities to the Council Committee on Divisional Activities through the Executive Director of the SOCIETY by February 15 as required in the SOCIETY's Bylaws; to inform each member and affiliate by regular communications, such as the semiannual Newsletter, of the business and activities of the Division; and to perform such other duties as may be assigned by the Chair or Executive Committee or required by the Bylaws of the Division or the SOCIETY.

(5) Treasurer

The duties of the Treasurer are to act as custodian of the funds of the Division; to collect dues; to pay the bills of the Division and to maintain accurate records of receipts and disbursements. Two weeks before the annual business meeting of the Division, the Treasurer shall submit to the Executive Committee a report of the financial condition of the Division and a budget for the coming year, including budgets for each committee, with a list of expected receipts and disbursements for each operation of the Division. The operation of the Business Office of the Division shall be the responsibility of the Treasurer. The Treasurer shall also perform such other duties as may be assigned by the Chair or Executive Committee, or required by the bylaws of the Division or the SOCIETY, including submission of an annual report to the Council Committee on Divisional Activities through the Executive Director of the SOCIETY by February 15. The Treasurer shall insure that all officers are covered by a surety bond.

The statement of financial condition and the budget for the coming year as approved by the Executive Committee shall be given to the members at the annual business meeting and in the Newsletter.

c. Terms of the Officers

The term of office of the Chair, the Chair-Elect and the Vice-Chair shall be one year. The term of office of both the Secretary and the Treasurer shall be three years. A Vice-Chair shall not be eligible for re-election to that office. Both the Secretary and the Treasurer shall be eligible for re-election to only one additional term.

Sec. 3. Executive Committee

a. The Executive Committee shall be composed of the officers as enumerated elsewhere these bylaws plus the Immediate Past-Chair, the Member-at-Large, and the Councilors.

b. Duties of other members of the Executive Committee

(1) The Immediate Past-Chair shall provide continuity, expertise and advice to the Executive Committee.

(2) Councilors shall represent the Division on the SOCIETY Council as provided in the Constitution and Bylaws of the SOCIETY and report Council activities to the Executive Committee.

(3) Alternate Councilor(s) shall represent the Division when any Councilor(s) is (are) unable to perform their duties as provided elsewhere in these bylaws.

(4) The Member-at-Large shall provide leadership and expertise to the Executive Committee, particularly related to the membership. The Member-at-Large shall also be responsible for providing the Membership Report to the Secretary, who is responsible to submit this information to the SOCIETY no later than April 1 of each year.

c. Terms of other members of the Executive Committee

(1) The term of the Immediate Past-Chair shall be for one year immediately following the term as Chair.

(2) The term of a Councilor or an Alternate Councilor shall be for three years. Elections of Councilors and Alternate Councilors shall be staggered over a period of three years so as to ensure overlapping terms. A Councilor or Alternate Councilor may be elected for additional terms without restriction. As required by the Bylaws of the SOCIETY, there shall be equal numbers of Councilors and Alternate Councilors.

(3) The term of the Member-at-Large shall be for three years. The Member-at-Large may be elected for only one additional term.

d. This Committee shall be responsible for conducting the business of the Division between one annual business meeting and the next, but authority of the Division is vested in its membership. The Executive Committee shall meet at least twice each calendar year, once in the spring and once in the fall.

- e. At least one of these meetings shall be held within one week before the annual business meeting. At least a majority of the members of the Committee must be present and voting to constitute a quorum. A majority of the Committee must vote affirmatively to act.

Sec. 4. Pacific Polymer Federation

Affiliation with the Pacific Polymer Federation is authorized as provided elsewhere in these bylaws.

BYLAW IV Committees

Sec. 1. All chairs of standing committees, as mentioned in the sections below, shall be appointed by the Chair of the Division. No member of the Executive Committee is to serve as chair of a standing committee.

Sec. 2. Before March of each year, the Chair of the Division shall appoint a Nominating Committee of at least three members, none of these being Division officers. The duties of the Nominating Committee are described elsewhere in these bylaws.

Sec. 3. The Program Committee shall be responsible, as described elsewhere in these bylaws, for technical programs of the Division.

Sec. 4. The Membership Committee shall be responsible for recruiting additional qualified members and affiliates for the Division.

Sec. 5. The Education Committee, on its own or in conjunction with other Division(s) or with other organizations, shall contribute to the education of the scientific community and the public at large with respect to polymer science and the significance of polymers as materials.

Sec. 6. The Nomenclature Committee shall recommend standards for correct nomenclature.

Sec. 7. The Bylaws Committee should review the bylaws and recommend bylaw changes to the Executive Committee.

Sec. 8. The Chair may, with the advice and approval of the Executive Committee, appoint from time to time special committees of the Division to consider, conduct, and report upon such matters as may be delegated to them.

BYLAW V Elections

Sec. 1. The Nominating Committee shall nominate at least two eligible MEMBERS of the Division for each of the positions of Vice-Chair, Secretary, Treasurer, Councilor, Alternate Councilor, and Member-at-Large of the Executive Committee in concert with each designated term. The Nominating Committee shall ascertain that all of the duly nominated candidates are eligible to hold office and will serve if elected. The Committee shall report its selections to the Chair and Secretary of the Division before the spring meeting of the Executive Committee. The

Secretary shall determine the eligibility of all Nominating Committee selections. The Secretary shall distribute a report of the selections to the membership not later than July 1. With the report of the Committee's selections, the Committee shall include a brief biography of and, if supplied, a statement from each candidate to accompany the election ballot to be included in the Secretary's distribution to the membership.

Sec. 2. At any time before adjournment of the annual business meeting, additional candidates may be nominated by written petition, each signed by at least ten Division members and transmitted to the Secretary of the Division. Each petition must be accompanied by a written statement by each nominee agreeing to serve if elected, by a brief biography of each nominee, and if supplied, a statement from the nominee to accompany the election ballot. The Secretary shall determine the eligibility of said petition candidates.

Sec. 3. At the annual business meeting of the Division, the Chair shall announce the names of all nominees for election by the Division and shall also announce the appointment of a Committee of Tellers of two members.

Sec. 4. Before November 1, the Secretary of the Division shall distribute to each member of the Division, along with the report of the annual business, a brief biographical sketch of each candidate for election, statements if submitted, and an election ballot. In order to make the statements and biographies of comparable length and style, the Secretary may edit all those submitted. The candidates shall be listed on the ballot in alphabetical order. Ballots may be distributed and returned electronically and/or by mail under procedures established by the Executive Committee. Ballots must reach the Division Secretary on or before November 15.

- a. Notification and balloting by electronic mail or online (entirely or in part) is acceptable provided a process is used that is fair and open to all members, reaches all members, ensures voter anonymity, protects against fraudulent balloting, provides for archiving of ballots, provides for the timely reporting and archiving of ballot results, and is in accordance with electronic voting guidelines of the SOCIETY.
- b. If the ballot is to be returned by mail, two envelopes shall be used – a ballot envelope and a mailing envelope. Neither the ballot envelope nor the ballot itself shall be signed by a voter, but should be placed inside the mailing envelope bearing the member's name, address and signature. The marked ballot shall be sealed separately in the ballot envelope and the ballot envelope placed in the mailing envelope. The mailing envelope shall then be returned to the Secretary of the Division.

Sec. 5. The Secretary of the Division and the Committee of Tellers shall together count all valid ballots. The Secretary shall provide an accurate list of members to establish validity of the ballots. Any ballot envelope not accompanied by a member's name on the mailing envelope shall be rejected. Substitutions on the ballot shall not be counted, but the votes for other nominees on that ballot shall be counted. Should a tie vote occur for any position except Councilor or Alternate Councilor, a vote of the Executive Committee shall resolve the tie. Tie votes for Councilor and Alternate Councilor shall be resolved by procedures set forth in the SOCIETY's Bylaws.

Sec. 6. Not later than December 1, the Chair of the Committee of Tellers shall declare elected to each position the candidate receiving the largest number of votes for that position and shall

notify the candidates, the Chair, and the Secretary of the Division. The Secretary shall notify the Executive Director of the SOCIETY by December 1 of the results of the election. The Secretary shall notify each Division member by giving the results of the election through the next general communication to the membership.

Sec. 7. The newly elected persons shall take office on January 1 following the election. They shall hold office for the terms stated elsewhere in these bylaws or until their successors qualify.

Sec. 8. Except for Councilors and Alternate Councilors, any vacancies in Division offices due to resignation or inability to serve and not otherwise provided for shall be filled by appointment by the Chair with the written concurrence of a majority of the Executive Committee. Such appointments shall be in effect until the next official election. In the event that the offices of Secretary and Treasurer would be running for election concurrently, the appointment may be for two years to offset the election of two positions key to Division operations, and prevent the election of two new officers to these positions in the same year. Appointed periods are not defined as a term and the appointees serve at the pleasure of the Chair and Executive Committee. Should a Councilor leave office, an appointed replacement will be chosen from among the Alternate Councilors by the Chair and Executive Committee. Alternate Councilor vacancies shall be filled according to the SOCIETY's Bylaws.

BYLAW VI

Meetings

Sec. 1. There shall be a scientific meeting of the Division during at least one National Meeting of the SOCIETY per year and at such other meetings of the SOCIETY as may be designated by the membership or the Executive Committee. The Program Committee shall be responsible for the organization and content of the programs at those meetings. The provisions of the Constitution, Bylaws, and Regulations of the SOCIETY pertaining to the presentation of papers shall be observed.

Sec. 2. The annual business meeting of the Division shall be held at the Fall National Meeting of the SOCIETY.

Sec. 3. Ten members of the Division, exclusive of officers, shall constitute a quorum for the conduct of business at the annual business meeting.

Sec. 4. Special meetings of the Division may be called by the Executive Committee if notice is conveyed to the members at least ten calendar days in advance and no more than sixty days in advance. If business is to be conducted at such a meeting, the notice of the meeting shall state the exact nature of the business to be considered, and no other business shall be transacted at such special meetings. Special meetings of the Division may be held by means of electronic communications technology that permits those in attendance to read or hear the proceedings substantially concurrently with their occurrence, to vote on matters submitted, to pose questions, and to make comments.

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

BYLAW VII
Amendment of Bylaws

Sec. 1. Any group of 10 or more members of the Division may propose an amendment to these bylaws by submitting it to the Secretary of the Division. The Secretary shall then distribute a copy of the proposed amendment to the members of the Division in the next regular communication to them. Alternatively, the Executive Committee may initiate amendments to these bylaws. Any proposed amendment may be discussed and amended by majority vote of members voting at the annual business meeting or at a special meeting called with notice at the other National Meeting. Bylaw amendment(s) shall be submitted to the entire membership as part of the annual election ballot. The appropriate procedures addressed elsewhere in these bylaws shall then apply, except that for adoption of an amendment, at least three-fifths (3/5) of the members voting on the proposed amendment must approve. If so approved, the amendment shall become effective upon approval by the Committee on Constitution and Bylaws, acting for the Council, unless a later date is specified. To avoid complications from changes in procedure in midyear, the Executive Committee may defer the effective date to any time until the next January 1.

Sec. 2. A change in the bylaws for the purpose of conforming to changes in the SOCIETY's Constitution or Bylaws may be made by the Bylaws Committee with approval by the Executive Committee and by the SOCIETY's Committee on Constitution and Bylaws, acting on behalf of the Council. Notice of any changes made by the Bylaws Committee will be distributed by the Secretary to the Division membership and made available for comment prior to sending to the Committee on Constitution and Bylaws for review.

Sec. 3. The amendment process shall be subject to two cycles of submission:

- a. A preliminary submission from the Executive Committee to the Committee on Constitution and Bylaws that does not need to go to the Division membership.
- b. A formal vote by the membership after revisions required or suggested by the Committee on Constitution and Bylaws have been addressed.

Sec. 4. Amendments become effective upon approval by the Committee on Constitution and Bylaws, acting for the Council.

BYLAW VIII
Dissolution

Upon the 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.