**QUESTIONS DOCUMENT option for International Chapters to UPDATE their BYLAWS**

**American Chemical Society**

Introduction and instructions: An International Chemical Sciences Chapter (Chapter) has two options to update their bylaws: 1) respond to this questions document and bylaws will be generated for you by the Committee on Constitution and Bylaws (C&B); or 2) use the MODEL BYLAWS and make choices. If you use option 1, please respond to the questions below; default responses are given. After your Executive Committee approves the responses, an officer should email this completed questions document to C&B at bylaws@acs.org. Within two or three weeks, if possible, C&B will prepare bylaws for the Chapter based on your responses and send next steps to the officers. The Chapter’s members must then VOTE on the bylaws in accordance with your **current** bylaws. If you have any questions or need help, contact C&B at bylaws@acs.org**.**

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**DEFAULT OPTION(s)**: do you accept ALL default responses below? Yes or no? \_\_\_ OR give your responses below; if any options below are left **blank**, the default will be used.

**BYLAW I** [BYLAW and Sec. numbers, if given, refer to those in the model bylaws.]

1. What’s the name of your Chapter as given in the Chapter’s current bylaws? \_\_\_\_\_

**BYLAW V, Sec. 1,** Officers

1. Do you want your officers to be 1) “members”, which includes MEMBERS and STUDENT MEMBERS, or 2) “MEMBERS”, which excludes STUDENT MEMBERS? \_\_\_\_ Default = 1
2. If the terms for the Secretary and Treasurer are more than one year and if they will serve the **same** number of years, do you want to add this sentence? The Secretary and Treasurer positions may be held by the same person. Add sentence or delete it? \_\_\_ Default = add sentence. [This sentence is permissive; the Executive Committee would make this decision.]

**BYLAW V, Sec. 2**, Executive Committee

1. Do you want the Immediate Past Chair to be 1) a member of the Executive Committee or 2) an officer? \_\_\_\_\_. Default = 1. [Either way, they will have the same voting privileges.]
2. If your current bylaws include other position(s) as members of the Executive Committee, or if you wish to add any of these positions, please respond to the following; if not, skip to question #6.
	1. Member(s)-at-Large: Default = skip to question #6.
		1. Do you want to have one or more Member(s)-at-Large? Yes or no? \_\_\_. Default = no. [If you currently do not have Member(s)-at-Large, C&B recommends that you not add them; some Chapters have difficulty in getting people to run for office. If “no”, skip to #e.]
		2. **If yes,** how many? \_\_\_\_.
		3. Are they elected or appointed? \_\_\_.
		4. Do you want the Member(s)-at-Large to be members (including STUDENT MEMBERS) or MEMBERS (excluding STUDENT MEMBERS)? \_\_\_\_
		5. What is/are their term(s) of office? One year, two years, or three years? \_\_\_\_
3. Regarding chairs of the standing committees, do you want 1) all chairs, 2) only specific chairs (please specify), or 3) no chairs to be members of the Executive Committee? \_\_\_\_. Default = 1.
4. If you want chairs of the standing committees to be members of the Executive Committee, do you want the chairs to be 1) voting members or 2) nonvoting members of the Executive Committee? \_\_\_\_. Default = 2.

**BYLAW V, Sec. 3**, Terms of office

1. What are the terms of office for the Chair and Chair-Elect? 1) one year; 2) two years; or 3) three years? \_\_\_\_ Default = 1 year.
2. What are the terms of office for other elected officers? \_\_\_\_ Default = 2 years each for Secretary and Treasurer. Specify others and give the terms of office for each if not listed: \_\_\_\_
3. Do you want the terms of office to begin January 1? Yes or no? \_\_\_. Default = yes. If no, what date do you want for the terms of office to begin? \_\_\_
4. If the terms of the Secretary and Treasurer are more than one year, do you want to add this optional phrase: they shall be elected in alternate years, whenever possible, to provide for a rotation of terms. Yes or no? \_\_\_. Default = yes.
5. With the exception of the Chair and Chair-Elect, do you want the incumbent of any position to be eligible for reelection? Yes or no? \_\_\_. Default = yes. [The Chair is not eligible for reelection because the Chair-Elect automatically succeeds to this position. Also, the Chair becomes Immediate Past Chair, which in some bylaws is either an officer or a voting member of the Executive Committee. You might consider setting the terms for the Chair and Chair-Elect to two years, not one year; see question # 8 above.]

**BYLAW V, Sec. 4**, Duties of officers **[**and others, if applicable]

1. Duties of the Chair. Choose option 1 or 2: 1): Chair appoints all committee chairs and members; or 2): chair appoints these with the approval of the Executive Committee. \_\_\_\_ Default = 2.
2. C&B recommends the following duties. Do you accept these, including the optional phrase? Yes or no? \_\_\_. Default = yes. Or would you prefer to include these in the Chapter’s operations manual, not in the bylaws? \_\_\_. Default=include in bylaws [If you make any changes to the following, use either Track Changes or all capital letters.]
3. The duties of the Chair shall be to preside at meetings of the Executive Committee, to carry into effect the decisions and recommendations of that Committee, to preside at meetings of the Chapter to conduct governance business, to appoint, [Optional:] **with the approval of the Executive Committee**, all committee chairs and committee members except as stated elsewhere in these bylaws, and to carry out the duties required by the Constitution and Bylaws of the SOCIETY. [Keep or delete the optional phrase:] \_\_\_\_ Default =keep
4. The duties of the Chair-Elect shall be to assist the Chair with the direction and management of the Chapter. In the absence of the Chair, the duties of the office shall devolve upon the Chair-Elect.
5. The duties of the Secretary shall be to keep a record of the minutes of the meetings of the Chapter and of the Executive Committee, to maintain a list of members and affiliates, to send to members and affiliates such notices as the business of the Chapter may require, to submit a report to the Chapter at its annual meeting, and to carry out the duties required by the Constitution and Bylaws of the SOCIETY and elsewhere in these bylaws. The Secretary shall preside over meetings in the absence of both the Chair and Chair-Elect.

The Treasurer shall have charge of the funds of the Chapter, keep an accurate record of all receipts and disbursements, receive dues, and make those disbursements approved by the Executive Committee. The Treasurer shall render an account of all transactions and of the financial condition of the Chapter to the Executive Committee at times set by the Committee, and shall submit such reports as are required by the Constitution and Bylaws of the SOCIETY.

1. The duties of the Members-at-Large shall include bringing before the Executive Committee such items of concern to members of the Chapter as shall have been brought to their attention, as well as any duties assigned by the Executive Committee. [Include **only** if you have Member(s)-at-Large]

**BYLAW VI, Manner of Election**

1. Sec. 1. For the election of officers (and others if applicable), do you want 1) to have the option of conducting the election **either** by ballot **or** at a regular meeting; or 2) to have the election conducted **only by ballot**? \_\_\_.Default = 1. [Option 1 gives the Executive Committee more flexibility.]
2. Sec. 2. In September [Okay? Or specify another month: \_\_\_] [Default = okay] of each year, the Nomination Committee [Okay? Or specify a position or another committee: \_\_\_] [Default = okay] shall report to the membership its nominations for each elected position to be filled. Prior to October 15 [Okay? Or specify another date: \_\_\_], [Default = okay] any member of the Chapter may, in writing or from the floor at a meeting, nominate additional candidates for office. [Note: the election results must be certified to the Executive Director of the SOCIETY not later than **December 1**.]
3. Sec. 3. Do you want the candidates listed 1) in an order to be selected by lot or 2) in alphabetical order? \_\_\_. Default = 1.
4. Sec. 4. The ballots shall be tabulated and validated not later than November 15. [Okay? Or specify another date: \_\_\_] Default = okay. [Note the December 1 deadline in #16.]
5. Sec. 4. The candidate for each position receiving the largest number of votes shall be declared elected. The Executive Committee may decide that for Councilor(s), the candidate(s) who receive the majority of votes shall be declared elected as Councilor(s); the candidate(s) who get the next largest number of votes shall be declared elected as Alternate Councilor(s). Do you want to include the optional text? Yes or no? \_\_\_. Default = yes. [Note “**may** decide”]
6. Sec. 5. The results shall be announced by the Chapter Chair or his or her designee as soon as possible after the election, and also published in the Chapter’s newsletter and/or on the Chapter’s website soon thereafter. [Okay? Or edit the optional text: \_\_\_]. Default = okay.

**BYLAW VII, Recall of Elected Officials**

1. Do you want to include the bylaw on the recall of elected officials? Yes or no? \_\_\_. Default = yes.

[C&B urges you to keep this optional bylaw, which might be required in June 2017. See wording in the model bylaws.]

**BYLAW VIII, Committees**

1. Nomination is a required standing committee. If you want to specify other standing committees, please list them: \_\_\_\_. [The Executive Committee may establish committees as necessary.]

**BYLAW IX, Meetings**

1. Who sets the order of business: 1) Executive Committee or 2) Chair? \_\_\_. Default = 1.
	1. Special meetings may be held at the written request of the Executive Committee or upon the written request of **10** members of the Chapter. Either approve 10 or give another number that make sense for your Chapter: \_\_\_ Default = 15.
	2. Meetings of the Executive Committee and Chapter to conduct governance business may be held by means of electronic communications technology, with the approval of the 1) Executive Committee or 2) Chair. Default = 1-Executive Committee. \_\_\_.
	3. How would you define a **quorum**? Either approve **10** or give another number that make sense for your Chapter. \_\_\_ Default = 10. [You may NOT use a percentage.]

**BYLAW X, Finances**

1. For the Chapter’s annual audit, do you want this report submitted to the Executive Committee by January 31? \_\_\_ Default = yes. If no, specify a different date \_\_\_

**BYLAW XII, Amendments**

1. Sec. 1. A petition to amend the bylaws may be initiated by the Executive Committee, or by petition signed by at least **10** members of the Chapter. Either approve **10** or give another number that make sense for your Chapter: \_\_\_. Default = 15. [The same number will be used in Sec. 3.]

**LAST STEP**: send your responses (and/or questions) to C&B at bylaws@acs.org.

3/10/17