



***BYLAWS OF THE
DIVISION OF CARBOHYDRATE CHEMISTRY & CHEMICAL GLYCOBIOLOGY
OF THE
AMERICAN CHEMICAL SOCIETY**

**BYLAW I
Name**

This organization shall be known as the Division of Carbohydrate Chemistry & Chemical Glycobiology (hereinafter referred to as the “Division”) of the AMERICAN CHEMICAL SOCIETY (hereinafter referred to as the “SOCIETY”).

**BYLAW II
Purposes**

Section 1. The Purposes of the Division shall be those of the SOCIETY as stated in the ACS Governing Documents, which consist of the Charter, Constitution, Bylaws, Standing Rules, Schedule of Membership, and Regulations. In particular, the Purposes of the Division shall be the stimulation of interest, the encouragement of research, and the diffusion of information in all that pertains to the chemistry and technology of sugars and other carbohydrates.

Section 2. Nothing in these bylaws shall be inconsistent with the ACS Governing Documents.

Section 3: The Division is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

**BYLAW III
Members and Affiliates**

Section 1. Membership in the Division is open to all MEMBERS and STUDENT MEMBERS (hereinafter collectively referred to as “members”) of the SOCIETY. Any member of the SOCIETY may join the Division by enrolling with the Division and paying the established annual dues as mentioned elsewhere in these bylaws.

*Effective August 14, 2023. 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/govdocs).

- a. A member of this Division who is over seventy years of age is eligible for emeritus status. Such a member shall pay no membership dues but shall be accorded the same privileges as other members.

Section 2. STUDENT MEMBERS shall be entitled to all privileges of membership except that of holding an elective position of the SOCIETY and serving as an officer of the Division. A STUDENT MEMBER may not serve as a Councilor, Alternate Councilor, or the Temporary Substitute Councilor, but may hold an elective position of the Division as noted elsewhere in these bylaws. A STUDENT MEMBER may be appointed as a committee chair.

Section 3. Members shall have the privilege of (1) participating in the scientific activities of the Division in furthering its Purposes; (2) attending governance business meetings; voting and holding office of the Division; (3) attending all social functions of the Division; (4) receiving abstracts of papers to be presented before the Division at national meetings of the SOCIETY or at symposia sponsored by the Division; (5) receiving all notices, bulletins, committee reports and special publications from the Secretary of the Division; and (6) nominating individuals for Divisional Awards with concurrence of a second member of the Division.

Section 4. The Division may have Division Affiliates as authorized in the ACS Governing Documents. A Division Affiliate shall retain affiliate status only so long as payment is made of Division Affiliate dues of not less than two dollars (\$2.00) per annum. A Division Affiliate may not (1) hold an elective position, (2) vote on Articles of Incorporation and bylaws, (3) vote for the Councilor(s) or Alternate Councilor(s), or (4) serve as a voting member of the Executive Committee. Except as mentioned above, a Division Affiliate may vote for an elective position of the Division and may be appointed as a committee chair.

Section 5. A Society Affiliate may become a Society Affiliate of the Division provided that Division dues established for Society Affiliates are paid. A Society Affiliate may not (1) hold an elective position, (2) vote on Articles of Incorporation and bylaws of the Division, (3) vote for the Councilor(s) or Alternate Councilor(s), or (4) serve as a voting member of the Executive Committee. Except as mentioned above, a Society Affiliate may vote for an elective position of the Division and may be appointed as a committee chair.

Section 6. Any member or affiliate may resign from the Division by submitting a resignation in writing to the Secretary of the Division; any dues previously paid shall not be refunded.

BYLAW IV

Officers, Executive Committee, and Councilor(s)

Section 1. The officers of the Division shall be MEMBERS of the SOCIETY and the Division and shall consist of the Immediate Past Chair, Chair, Chair-Elect, Immediate Past Secretary (also referred to as Program Chair), Secretary, and Treasurer.

Section 2. The Executive Committee shall be the governing body of the Division and as such shall have full power to conduct, manage, and direct the business and affairs of the Division in accordance with the ACS Governing Documents and these bylaws. The Executive Committee shall consist of the officers of the Division, the Councilor(s), the Alternate Councilor(s), and seven elected Members-at-Large. The seven Members-at-Large shall consist of six MEMBERS and one STUDENT MEMBER of the SOCIETY and the Division.

Section 3.

- a. The Immediate Past Chair, Chair, and Chair-Elect shall serve for a term of two years beginning on January 1 or until their successors take office. At the end of the Chair-Elect's term of office, the Chair-Elect shall succeed to the office of Chair. At the end of the Chair's term of office, the Chair shall succeed to the office of Immediate Past Chair.
- b. The Immediate Past Secretary and Secretary shall serve for a term of two years beginning on January 1 or until their duly elected successors take office. A Secretary shall be elected every two years. At the end of the Secretary's term, the Secretary shall succeed to the office of the Immediate Past Secretary.
- c. The Treasurer shall serve for a term of four years beginning on January 1 or until their duly elected successors take office.
- d. The seven Members-at-Large shall serve for a term of two years beginning January 1 and shall be elected in alternate years, whenever possible, to provide for a rotation of terms. With the exception of the Immediate Past Chair, Chair and Chair-Elect, the incumbent of any position is eligible for reelection. The Chair is not eligible to serve in the position of another Division officer until the end of the term as Immediate Past Chair. Of the seven Member-at-Large, one will have a background in industry, one will have a background in academics, one will have postdoctoral or similar status at the time of election, one will be a STUDENT MEMBER at the time of election, and one will reside in a country outside of the United States of America.

Section 4. The duties of the officers and the seven Members-at-Large shall be such as usually pertain to their offices, together with those required by these bylaws and by the ACS Governing Documents, and such other duties as may be assigned to them from time to time by the Executive Committee.

- a. The duties of the Chair shall be to preside at meetings of the Executive Committee, to prepare the agenda for the Executive Committee meetings, to carry into effect the decisions and recommendations of that Committee, to preside at meetings of the Division to conduct governance business; to prepare the agenda for the Division governance business meetings, to submit the annual report of the Division to the Council Committee on Divisional Activities, and to appoint, with the approval of the Executive Committee, all committee chairs and others serving on committees, as provided elsewhere in these bylaws, and to carry out the duties required by these bylaws and the ACS Governing Documents.
- b. The duties of the Chair-Elect shall be to assist the Chair with the direction and management of the Division. In the absence of the Chair, the duties of the office shall devolve upon the Chair-Elect, including but not limited to presiding at the scientific meetings of the Division; review and keep current the Division's guide (handbook) for responsibilities and procedures for officers and committees; and to perform such other duties as may be delegated by the Executive Committee of the Division.
- c. The duties of the Immediate Past Chair shall be to serve as Chair of the Divisional Awards Committee, with the assistance of the Immediate Past Secretary, give oversight for organizing the Awards symposia and dinner program, and ensure for the preparation, printing, and delivery of the appropriate awardee scrolls.
- d. The duties of the Immediate Past Secretary shall be to prepare the agenda for the Program Committee meetings, and the scientific programs of the Division, to serve as Chair of the

Program Committee, to be a liaison with the Immediate Past Chair for the Awards symposia and program; and to carry out all other duties outlined in these bylaws.

- e. The duties of the Secretary shall be to keep a record of the minutes of the meetings of the Division to conduct governance business 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 Division may require, to submit a report to the Division at its annual meeting, to be an ex officio member of the Membership Committee; to be an ex officio member of the Publicity Committee, to carry on necessary Division correspondence, and to carry out the duties required by these bylaws and the ACS Governing Documents. The Secretary shall preside over meetings in the absence of both the Chair and Chair-Elect.
- f. The Treasurer shall have charge of the funds of the Division, 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 Division to the Executive Committee at times set by the Committee and shall submit such reports as are required by the ACS Governing Documents.
- g. The duties of the seven Members-at-Large shall include bringing before the Executive Committee such items of concern to members of the Division that have been brought to their attention, three to four Members-at-Large starting their first year of service will serve as members of the Awards Committee, as well as any duties assigned by the Chair or Executive Committee of the Division.

Section 5. Vacancies

- a. In the event of a vacancy in the office of Chair, the Chair-Elect shall assume the duties of Chair for the remainder of the term. In such case, the Chair-Elect moving into the position of Chair shall also hold that position during the normal term as Chair as part of the leadership transition.
- b. All other vacancies, except for Councilor(s) and Alternate Councilor(s), shall be filled by majority vote of the Executive Committee through interim appointment for the period up to the next annual election. At that time, the procedures for election as outlined in the bylaws of the Division shall be followed.
- c. An interim appointee to the vacated office of Chair-Elect shall not automatically succeed to the office of Chair. At the next election, both a Chair and a Chair-Elect shall be elected.

Section 6. Councilor(s), Alternate Councilor(s), and Temporary Substitute Councilor

- a. The Division shall have Councilor(s) and Alternate Councilor(s) as provided in the ACS Governing Documents. The Division's Councilor(s) and Alternate Councilor(s) shall carry out those duties assigned to them by the ACS Governing Documents. In particular, the Councilor(s) (or Alternate Councilor(s) or Temporary Substitute Councilor if so designated to serve in place of the Councilor for a particular meeting), shall attend meetings of the Council of the SOCIETY and represent the Division at such meetings.
- b. Councilor(s) and Alternate Councilor(s) shall be elected by ballot from among the MEMBERS for three-year terms beginning January 1. Reelection is permissible. Councilor(s) shall be elected in separate years, whenever possible, to provide for a rotation of terms in accordance with the ACS Governing Documents. A partial term of one or two years shall be used whenever

necessary to establish or to restore rotation of three-year terms provided that the Councilor and/or Alternate Councilor agree to the partial term before the election. Whenever possible, the term of the Alternate Councilor should coincide with the term of the Councilor.

- c. In the event that a Councilor is unable to attend a specified meeting of the Council of the SOCIETY, the Chair of the Division shall appoint one of the Alternate Councilor(s) to serve as Councilor at the specified meeting. Such appointment of an Alternate Councilor shall be for only one meeting.
- d. If every Councilor and Alternate Councilor of the Division will be absent from a Council meeting, thus leaving the Division without representation at such meeting, the Executive Committee may designate one MEMBER of the Division as a Temporary Substitute Councilor in accordance with the ACS Governing Documents.
- e. The Executive Committee shall designate one or more Councilor(s) to be disqualified under provisions of the ACS Governing Documents for reallocation of Councilor(s) among the Divisions.
- f. Any vacancy in the position of Councilor or Alternate Councilor shall be filled for the remainder of the unexpired term at the time of the next annual election. The vacancy may be filled by a special election; by appointment by the Executive Committee until the next annual election; or as described elsewhere in the ACS Governing Documents and in these bylaws.

BYLAW V

Manner of Election

Section 1. The election of officers and the seven Members-at-Large shall be conducted by a ballot distributed to the members and affiliates of the Division in accordance with the ACS Governing Documents and these bylaws, or at a regular meeting of the Division provided there is a quorum present as described elsewhere in these bylaws. Division Affiliates and Society Affiliates may vote for any elective position(s) of the Division in the same manner as described above. Councilor(s) and Alternate Councilor(s) shall be elected by a ballot distributed to all members of the Division; affiliates may not vote for Councilor(s) and Alternate Councilor(s).

Section 2. Nominations

- a. Prior to July 1, the Secretary shall notify the Executive Committee and the Nomination Committee, as described elsewhere in these bylaws, of the elective positions to be filled. The Executive Committee may decide that for Councilor(s), the candidate(s) with the majority of votes shall be declared elected as Councilor(s); the candidate(s) with the next largest number of votes shall be declared elected as Alternate Councilor(s). The Nomination Committee shall be promptly notified of such a decision.
- b. On September 15 of each year, the Nomination Committee shall report to the membership its list of nominees for each office, for Councilor(s) and Alternate Councilor(s), and for any other elective position(s).
- c. Prior to October 15, any member or affiliate of the Division may, in writing or from the floor at a meeting to conduct governance business, nominate additional candidates for office, provided that the candidates are MEMBERS of the Division for officers and other elected

positions and MEMBERS for Councilor(s) and Alternate Councilor(s), as required elsewhere in these bylaws. To go forward, the nomination must be seconded by a member or affiliate of the Division. Nominations so made shall be equally valid as those from the Nomination Committee. All candidates nominated shall have indicated willingness to serve if elected.

Section 3. When a ballot is used, the candidates for each office and for Councilor(s) and Alternate Councilor(s) shall be listed in an order to be selected by lot. The ballot shall be distributed by October 1 to eligible voters as noted above. Affiliates may not vote for Councilor(s) and Alternate Councilor(s). The ballot shall provide for a write-in candidate for each position to be filled. A paper ballot shall be provided to any eligible voter who requests it.

Section 4. The ballots shall be tabulated and validated not later than November 15. The candidate for each position receiving the largest number of votes shall be declared elected. In case of a tie vote for any position, the Executive Committee, by ballot, shall elect from among the candidates who share the tie vote; the candidate receiving the largest number of votes shall be declared elected.

Section 5. The results shall be announced by the Division Chair or the Chair's designee as soon as possible after the election and published in the Division's newsletter and/or on the Division's website soon thereafter. The results shall be certified to the Chief Executive Officer of the SOCIETY not later than December 1.

Section 6. In accordance with the ACS Governing Documents, balloting procedures should ensure fair balloting that is open to all eligible members, protection against fraudulent balloting, and the timely reporting and archiving of balloting results.

BYLAW VI

Recall of Elected Officials

Section 1. The officers and elected Executive Committee members, but not the Councilor(s) and Alternate Councilor(s), are subject to recall for neglect of duties or conduct injurious to the SOCIETY.

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 Division. In the event the Chair is the official in question, the Chair-Elect shall receive the petition and shall assume the duties of the 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.

- 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. 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.
- b. If the proceedings continue:

- (1) The Chair shall assign the duties of the official to another qualified MEMBER of the Division, as required elsewhere in these bylaws, until the issue is resolved.
- (2) The official shall be offered an opportunity to answer the allegations in the petition before the Executive Committee. A certified letter shall be sent to the last known address on the official SOCIETY membership roll. Upon notification, the official shall have thirty days to make a written response to the allegations.
- (3) The Executive Committee shall decide whether or not 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 the Executive Committee decides that the proceedings shall continue, the official shall choose one of the following options:
 - (a) The official may resign.
 - (b) The official may request a recall vote. Division members 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 members with the ballot. A paper ballot shall be provided to any member who requests it. At least two-thirds (2/3) of the votes cast shall be required for the official to be removed from office. The membership shall be informed of the results of the recall vote.
 - (c) 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.
 - (d) 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 Chief Executive Director of the SOCIETY shall be informed of the recall process and the filling of the vacancy.

BYLAW VII Committees

Section 1. The Executive Committee shall establish committees as necessary for the proper operation of the Division. All committee members shall be members and/or affiliates of the SOCIETY and the Division.

Section 2. The Division shall have the following standing committees: Program, Awards, Divisional Awards, Nomination, Nomenclature, Auditing, Membership, and Publicity.

Section 3. Program Committee

- a. The Immediate Past Secretary shall serve as the Chair of the Program Committee.

- b. The Program Committee shall consist of all members of the Executive Committee and the Divisional Awards Committee. Additional members may be appointed by the Division Chair as needed.
- c. The dues of this committee shall be as follows:
 - (1) Arrange symposia for meetings of the Division;
 - (2) Present potential future symposia to the Executive Committee of the Division for approval;
 - (3) Attend program coordination conferences;
 - (4) Work with other divisions for joint or co-sponsorship of symposia; and

Section 4. Awards Committee

- a. The Awards Committee shall consist of nine members; the seven Members-at-Large, Division Chair, and Chair-Elect of the Division.
- b. Members of the Awards Committee shall serve a two-year term. The Chair of the Awards Committee shall be a member of the committee serving in the second year of their two-year term and appointed by the Division Chair.
- c. The duties of this committee shall be as follows:
 - (1) Ensure that appropriate, qualified carbohydrate/glycobiology scientists are nominated for various SOCIETY national, regional and Local Section awards as well as other awards such as the Haworth Memorial Lectureship, the Roy L. Whistler Award, etc. The committee may prepare nominations and/or secure nominators from outside the committee.
 - (2) Keep files of information on the nature, requirements, eligibility, history, and recipients of each appropriate award.
 - (3) Keep achievement and biographical files on prospective nominees; and
 - (4) Prepare a report of Division activities to distribute and present to the Executive Committee of the Division at each national meeting of the SOCIETY.

Section 5. Divisional Awards Committee

- a. The Divisional Awards Committee shall consist of the Immediate Past Chair and three elected MEMBERS of the Division.
- b. The elected MEMBERS shall serve for a term of three years, and a MEMBER shall be elected each year, to provide for a rotation of terms. Elected MEMBERS may not serve more than one term.
- c. The Immediate Past Chair of the Division shall serve as Chair of the Divisional Awards Committee.
- d. The duties of this committee shall be as follows:

- (1) Solicit the membership of the Division and others for nominations for the following awards:
 - (a) the Claude S. Hudson Award, which shall be awarded biannually and given for outstanding contributions to carbohydrate science by an individual without regard to nationality;
 - (b) the Melville L. Wolfrom award, which shall be awarded annually and given for excellence of contributions to carbohydrate science as a profession and/or for outstanding service to the Division;
 - (c) the Horace S. Isbell Award, which shall be awarded annually and given for excellence of contributions to carbohydrate research by persons under forty-five years of age with promise of continuing to make quality contributions;
 - (d) the David Y. Gin New Investigator Award, which shall be awarded annually and given to an individual in the first seven years of their independent career (after completion of graduate degree or final postdoctoral appointment, whichever is more recent), who already demonstrates high potential for contributions to carbohydrate science; and
 - (e) the Derek Horton Award, which shall be awarded annually and given for distinguished achievements in and outstanding contributions to industrial carbohydrate chemistry.
- (2) Consider all nominees for each award and such other persons determined by it to be worthy of consideration.
- (3) Distribute and report to the Executive Committee of the Division the results of their deliberations. Such report shall include the basis for the selection of the presented candidate for each award or reasons for non-selection of a candidate for a given award. Confirmation by the Executive Committee of a presented candidate by vote shall constitute selection for each award.
- (4) Make arrangements for a Divisional Award celebration at the spring meeting of the SOCIETY. The celebration shall consist of a social hour, dinner, and awardee recognition program. The Immediate Past Chair shall arrange for this celebration, as well as for the preparation of the printed program and the scrolls for the awardees.

Section 6. Nomination Committee

- a. The Nomination Committee shall consist of the Immediate Past Chair of the Division and three members who are appointed by the Chair of the Division. Ideally one appointment would be made each year to maintain continuity.
- b. The Chair of this committee shall be a senior member of the Nomination Committee and appointed by the Chair of the Division.
- c. The terms of office of the Immediate Past Chair are two years and the appointed members shall be three years.

- d. The duties of the committee shall be to ensure that qualified candidates for elected office are on the ballot and willing to serve if elected. In addition, they will assist in the Awards Committee by also nominating candidates for various SOCIETY national, regional and Local Section awards as well as other awards. The committee may prepare nominations and/or secure nominators from outside the committee.

Section 7. Nomenclature Committee

- a. The Nomenclature Committee shall consist of MEMBERS of the Division, appointed by the Chair, having expertise in carbohydrate nomenclature, who can serve in an advisory capacity to the carbohydrate community on questions of recommended nomenclature, and interact with the SOCIETY, IUPAC, and IUBMB in the establishment of approved nomenclature, terminology, and symbols in the carbohydrate field.
- b. The committee shall provide a report to the Executive Committee of the Division at the Divisional meetings.

Section 8. Auditing Committee

- a. The Chair of the Division may appoint a committee to review the Treasurer's report and attest to its accuracy.

Section 9. Membership Committee

- a. The Chair may appoint a committee charged with the task of soliciting new members to join the Division.
- b. The Secretary of the Division will serve as an ex officio member of this committee.

Section 10. Publicity Committee

- a. The Chair may appoint a committee that maintains the Division's website and media platforms, provides information to the membership of the Division on the current and future activities of the Division, and provides links to general aspects of carbohydrate science. The committee will consist of a Chair, the Secretary of the Division to serve as an ex officio member and co-Chair, and other members appointed by the Chair of the Division.

BYLAW VIII

Meetings

Section 1. The Executive Committee shall designate the times and places of the Division's meetings as it finds necessary or desirable for the proper functioning of the Division. The Division shall hold at least one technical session annually; however, this requirement may be modified by the Executive Committee.

Section 2. The annual meeting of the Division to conduct governance business shall be held at the time of a national meeting of the SOCIETY, except as provided in the ACS Governing Documents. The Executive Committee shall set the order of business for meetings of the Division to conduct governance business. The order of business may be suspended by a majority vote of the members present.

Section 3. The Division may hold special meetings to conduct governance business upon the written request of a majority of the Executive Committee or upon the written request of 15 members of the Division. To be valid, such request shall be received by the Secretary at least 10 days before the date requested for the meeting and shall state the exact nature of the business to be transacted. No other business shall transpire at such meetings.

Section 4. Meetings of the Executive Committee and meetings of the Division to conduct governance business, with the approval of the Executive Committee, 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, and for voting members to vote as needed.

Section 5. The Executive Committee shall meet upon due notice either at the call of the Chair or upon request of a majority of its members. A quorum for an Executive Committee meeting shall consist of a majority of the voting members of the Committee. In the absence of a quorum, called meetings of the Executive Committee shall adjourn to a specific date.

Section 6. Due notice of the Division's meetings, not including committee meetings, shall be sent to each member and affiliate of the Division. A quorum for the transaction of governance business at such a Division meeting shall consist of either ten percent of the members of the Division or 15 members, whichever is smaller.

Section 7. The fee for registration at any special meeting shall be decided by the Executive Committee, in accordance with the Bylaws of the SOCIETY.

Section 8. 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 IX

Finances

Section 1.

- a. Members of the Division shall pay annual dues in an amount set by the Executive Committee. The Executive Committee shall have the option to waive or discount fees for STUDENT MEMBERS and for emeritus members.
- b. Society Affiliates shall pay annual dues in an amount set by the Executive Committee.
- c. The annual dues of Division Affiliates shall be determined by the Executive Committee in accordance with the ACS Governing Documents, and as mentioned elsewhere in these bylaws.

Section 2. The Division may raise or collect funds to be expended for Division purposes and may have the entire management and control of such funds insofar as such management and control shall not conflict with any provision of these bylaws or with the ACS Governing Documents.

Section 3. The Division may receive donations or bequests made to it, and may expend or invest the same on behalf of the Division. Such expenditures or investments shall be made by the Treasurer of the Division upon authorization by the Executive Committee.

Section 4. An annual audit of the books of the Treasurer and of any other transactions regarding the Division's funds shall be conducted by two or more disinterested members or individuals, appointed by the Executive Committee. The audit report shall be submitted to the Executive Committee by January 31.

BYLAW X Presentation of Papers

Section 1. The Immediate Past Secretary, as authorized by the Executive Committee, shall be responsible for the selection of papers to be presented at meetings of the Division. The Immediate Past Secretary shall also have final authority to prepare the divisional program of papers, assign the order and time allowed, and shall schedule the presiding chairs for the sessions. The Immediate Past Secretary shall be responsible for the reviewing of abstracts prior to submission to the SOCIETY, and advice with regard to conformity with established nomenclature practices.

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

BYLAW XI Subdivisions

Section 1. The Division may organize within itself one or more units, known as Subdivisions, which shall be established to cover a specified portion of the general field of the Division. Each such Subdivision shall operate in conformity with the bylaws of, and shall be responsible to, the Division. Membership or affiliation in the Division shall be a requirement for participation in a Subdivision.

Section 2. 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 taken by action of the Executive Committee or by a petition signed by at least 15 members of the Division, sent to the Executive Committee. The scope of the activities of a Subdivision shall be defined and monitored by the Executive Committee of the Division. Members and affiliates of the Division may join the Subdivision by request to the Secretary of the Subdivision.

Section 3. Upon establishment of a Subdivision, the Executive Committee of the Division shall appoint members of the Division to serve as Chair, Chair-Elect, Secretary, and Treasurer of the Subdivision. The Secretary and Treasurer positions may be held by the same person. The Chair, Chair-Elect, Secretary, and Treasurer shall serve until the next regular election of the Division. Thereafter, the Chair-Elect shall succeed to the office of Chair and the members of the Subdivision shall nominate and elect the remaining officers, who must be willing to serve in these positions. The officers, who shall be members of the SOCIETY, shall be elected in accordance with election procedures for Division officers and shall serve for one year beginning January 1. The Chair of the Subdivision shall be a member of the Executive Committee of the Division and may appoint such committees as may be necessary to conduct the activities of the Subdivision. The Secretary of the Subdivision shall maintain a list of members and affiliates of the Subdivision. The Treasurer shall submit, periodically or as directed by the Executive Committee of the Division, an itemized statement of receipts and expenses to the Executive Committee of the Division.

Section 4. The necessary expenses of the Subdivision shall be authorized by the Executive Committee of the Division from Division funds and be credited to the Subdivision's funds, to be deposited by the

Subdivision's Treasurer, upon proper authorization and verification of revenues and expenses by the Subdivision's officers. By majority vote, the officers of the Subdivision may set dues for the Subdivision upon approval of the Division's Executive Committee. Funds, including Subdivision dues and donations, collected by the Subdivision and the expenditure thereof shall be under the control of the officers of the Subdivision.

BYLAW XII

Affiliation with Other Technical Organizations

Section 1. The Division may affiliate with other technical organizations that cover a specified portion of the general field of the Division, both domestically and in countries outside of the United States, provided that such affiliation does not contravene the ACS Governing Documents. Such affiliation must be approved by the Executive Committee of the Division, by confirmation by the Council Committee on Constitution and Bylaws, and in compliance with the specific requirements of the ACS Governing Documents.

Section 2. The affiliation with the technical organization shall become effective upon authorization by the Executive Committee of the Division, by the Council Committee on Divisional Activities, and by confirmation by the Council Committee on Constitution and Bylaws.

Section 3. The Executive Committee may terminate the affiliation with any technical organization by notifying, in writing, the governing body of the technical organization. The technical organization may terminate the affiliation upon written notice to the Division's Executive Committee. Affiliations shall terminate after five years unless reauthorized by the Executive Committee. The term of each subsequent reauthorization shall not exceed five years.

BYLAW XIII

Amendments

Section 1. A petition to amend the bylaws may be initiated by the Executive Committee or by a petition signed by at least five members of the Division. If the proposed amendment is approved by the Executive Committee, if practical, it shall be submitted to the SOCIETY's Committee on Constitution and Bylaws for review.

Section 2. The Executive Committee will then incorporate all the required changes and either accept or reject any recommended changes that are suggested by the Committee on Constitution and Bylaws. The revised bylaws shall then be submitted to the Division members for adoption. This may be accomplished at a business meeting of the Division held during a national meeting of the SOCIETY provided that a minimum of four weeks' prior notice is given to the Division members.

Section 3. If a proposed amendment is not approved by the Executive Committee and if the petition is signed by at least 15 members of the Division, if practical, it shall be submitted to the SOCIETY's Committee on Constitution and Bylaws for review before being distributed to the members of the Division.

Section 4. At least two-thirds (2/3) of the votes cast shall be required to approve the amendment. This may be done at a Division meeting to conduct governance business provided a quorum is present. Alternatively, or failing the presence of a quorum, the vote may be taken by a ballot distributed to all

members of the Division. At least two-thirds (2/3) of the valid ballots returned must be in the affirmative for adoption.

Section 5. The Secretary shall distribute the outcome of the vote regarding the amendment(s) to the Division members and within thirty days shall meet all requirements for submitting the results to the Committee on Constitution and Bylaws.

Section 6. Amendments to these bylaws, after adoption by the Division, 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 XIV **Dissolution of the Division**

Upon the dissolution of the Division, any assets of the Division remaining thereafter shall be conveyed to such organization then existent that is dedicated to Purposes similar to those of the Division and the SOCIETY, or to the 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.