



***BYLAWS OF THE
CLEVELAND SECTION
OF THE
AMERICAN CHEMICAL SOCIETY**

**BYLAW I
Name**

This organization shall be known as the Cleveland Section (hereinafter referred to as the “Section”) of the AMERICAN CHEMICAL SOCIETY (hereinafter referred to as the “SOCIETY”).

**BYLAW II
Objects**

Section 1. The objects of the Section shall be those of the SOCIETY as stated in the Charter and Constitution of the SOCIETY. In particular, the objects shall be:

- a. to advance the science of chemistry;
- b. to serve and represent the community in matters pertaining to chemistry;
- c. to promote professional relationships among its members; and
- d. to promote the interests of the SOCIETY.

Section 2. Nothing in these bylaws shall be inconsistent with the Charter, Constitution, and Bylaws of the SOCIETY.

Section 3. The Section 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
Territory**

The territory of the Section shall be that assigned to it by the SOCIETY.

*Effective November 12, 2018. 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 and STUDENT MEMBERS (hereinafter collectively referred to as “members”) and Society Affiliates of the SOCIETY residing within the territory of the Section provided that any exceptions to this rule shall be made in conformity with the Constitution and Bylaws of the SOCIETY.

Section 2. STUDENT MEMBERS shall be entitled to all privileges of membership except that of holding an elective position of the SOCIETY and the Section. A STUDENT MEMBER may not serve as a Councilor, Alternate Councilor, or the Temporary Substitute Councilor. A STUDENT MEMBER may be appointed as a committee chair.

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

Section 4. Society Affiliates may be assessed dues in the amount specified by the Executive Committee. A Society Affiliate may not (1) vote for or hold any elective position(s), (2) vote on Articles of Incorporation or bylaws of the Section, (3) vote for the Councilor(s) or Alternate Councilor(s), or (4) serve as a voting member of its Executive Committee. A Society Affiliate may be appointed as a committee chair.

Section 5. Members and affiliates shall have such rights and privileges as accorded to them by the Constitution and Bylaws of the SOCIETY and these bylaws.

BYLAW V
Officers, Executive Committee, and Councilor(s)

Section 1. The officers of the Section shall be MEMBERS of the SOCIETY and the Section and shall consist of the Chair, Chair-Elect, Secretary, and Treasurer. The Secretary and Treasurer positions may be held by the same person.

Section 2. The Executive Committee shall be the governing body of the Section and as such shall have full power to conduct, manage, and direct the business and affairs of the Section in accordance with the Constitution and Bylaws of the SOCIETY and these bylaws. The Executive Committee shall consist of the officers of the Section, the Councilor(s), the Alternate Councilor(s), three Directors, three Trustees, and the Immediate Past Chair. The Board of Trustees, as described below, shall be responsible to the Executive Committee. The Directors and members of the Board of Trustees shall be MEMBERS of the SOCIETY and the Section.

Section 3. The Chair and Chair-Elect of the Section shall serve for a term of one year beginning on January 1 or until their successors are elected. At the end of the Chair-Elect’s term of office, the Chair-Elect shall succeed to the office of Chair. The Secretary and Treasurer shall serve for a term of two years beginning on January 1 or until their successors are elected; they shall be elected in alternate years, whenever possible, to provide for a rotation of terms. The three Directors and three Trustees shall serve for a term of three years, beginning on January 1, or until their successors are elected; they

shall be elected in separate years, whenever possible, to provide for a rotation of terms. With the exception of the Chair and Chair-Elect, the incumbent of any position is eligible for reelection.

Section 4. The duties of the officers, the Directors, and Trustees shall be such as usually pertain to their offices, together with those required by these bylaws and by the Constitution and Bylaws of the SOCIETY, 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 carry into effect the decisions and recommendations of that Committee, to preside at meetings of the Section to conduct governance business, to appoint, with the approval of the Executive Committee, all committee chairs except as stated elsewhere in these bylaws, and to carry out the duties required by the Constitution and Bylaws of the SOCIETY.
- b. The duties of the Chair-Elect shall be to assist the Chair with the direction and management of the Section. In the absence of the Chair, the duties of the office shall devolve upon the Chair-Elect. The Chair-Elect shall be Chair of the Program Committee.
- c. The duties of the Secretary shall be to keep a record of the minutes of the meetings of the Section 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 Section may require, to submit a report to the Section 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.
- d. With the exception of the Permanent Trust Fund, the Treasurer shall have charge of the funds of the Section, 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 Section to the Executive Committee at times set by the Executive Committee, and shall submit such reports as are required by the Constitution and Bylaws of the SOCIETY. The Treasurer of the Section shall be an ex-officio member of the Budget Committee.
- e. The duties of the Directors shall include bringing before the Executive Committee such items of concern to members of the Section that have been brought to their attention, as well as any duties assigned by the Executive Committee.
- f. The Immediate Past-Chair shall serve as Chair of the Nomination Committee and shall oversee the next election as described elsewhere in these bylaws. The Immediate Past Chair shall also prepare the Section's annual report for approval by the Executive Committee.

Section 5. Board of Trustees

- a. The Board of Trustees shall consist of three members elected by the Section; the Trustees shall be MEMBERS of the Section as described elsewhere in these bylaws. One Trustee shall be elected at each annual election. The Board of Trustees shall elect a Chair from among its own membership.
- b. The Board of Trustees shall administer the Permanent Trust Fund as described below.

- c. The Board of Trustees shall invest the Permanent Trust Fund in revenue producing investments broadly classed as Trust Investments.
- d. All securities and monies of the Permanent Trust Fund and income therefrom shall be held in trust in such form and accounts as determined by the Board of Trustees. Said accounts shall be in the name of the "Board of Trustees, Cleveland Section, AMERICAN CHEMICAL SOCIETY".
- e. All financial transactions of the Board of Trustees, such as the buying and selling of securities representing the Permanent Trust Fund, shall have the written approval of at least two members of the Board of Trustees. The Chair of this Board shall execute all transactions in a manner approved by the Board.
- f. The Board of Trustees shall make an annual report to the Executive Committee no later than February 1.
- g. The Trustees shall furnish to the Section such bond as may be required by the Executive Committee to guarantee the faithful performance of the above duties, the expense of the bond to be borne by the Section.

Section 6. 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 Section 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 7. Councilor(s), Alternate Councilor(s), and Temporary Substitute Councilor

- a. The Section shall have Councilor(s) and Alternate Councilor(s) as provided in the Constitution and Bylaws of the SOCIETY. The Section's Councilor(s) and Alternate Councilor(s) shall carry out those duties assigned to them by the Constitution and Bylaws of the SOCIETY. 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 Section 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 Constitution of the SOCIETY. 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.

- c. In the event that a Councilor is unable to attend a specified meeting of the Council of the SOCIETY, the Chair of the Section 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 Section will be absent from a Council meeting, thus leaving the Section without representation at such meeting, the Executive Committee may designate one MEMBER of the Section as a Temporary Substitute Councilor in accordance with the Bylaws of the SOCIETY.
- e. The Executive Committee shall designate one or more Councilor(s) to be disqualified under the SOCIETY's Bylaw provisions for reallocation of Councilor(s) among the Sections.
- 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 until the next annual election by appointment by the Executive Committee.

BYLAW VI Manner of Election

Section 1. The election of officers, Directors, and Trustees shall be conducted either by a ballot distributed to the members of the Section in accordance with the Bylaws of the SOCIETY and these bylaws, or at a regular meeting of the Section provided there is a quorum present as described elsewhere in these bylaws. Local Section Affiliates and Society Affiliates may not vote for any elective position(s) of the Section. Councilor(s) and Alternate Councilor(s) shall be elected by a ballot distributed to all members of the Section; affiliates may not vote for Councilor(s) and Alternate Councilor(s).

Section 2. In September of each year, the Nomination Committee shall report to the membership its nominations for each office to be filled. Prior to October 15, any member of the Section 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 Section, and MEMBERS for Councilor(s) and Alternate Councilor(s), as required elsewhere in these bylaws, if the nomination is seconded by another member. 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)/Alternate Councilor(s) shall be listed in alphabetical order on a ballot to be distributed by November 1, only to eligible voters. 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. Except as noted below, 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 Section Chair or his or her designee as soon as possible after the election, and also published in the Section's newsletter and/or on the Section's website soon

thereafter. The results shall be certified to the Executive Director of the SOCIETY not later than December 1.

Section 6. In accordance with the SOCIETY's Bylaws, 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 VII

Recall of Elected Officials

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

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 members of the Section. 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 in question of the decision of the Executive Committee. If no contact with that 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 Section, 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. Section 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. At least 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 Executive Director of the SOCIETY shall be informed of the recall and the filling of the vacancy.

BYLAW VIII Committees

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

Section 2. The Section shall have the following standing committees: (1) Archives; (2) Awards; (3) Budget; (4) Membership; (5) Nomination; and (6) Program. In addition to the following, the Executive Committee may assign duties to the committees.

- a. The Chair-Elect of the Section shall be Chair of the Program Committee as mentioned elsewhere in these bylaws. In consultation with the Executive Committee, the Program Committee shall arrange for speakers for the Section's monthly meetings for the program year that begins September 1 of the Chair-Elect's term and ends May 31 of the following year.
- b. Except as noted elsewhere in these bylaws, the committee chairs may appoint their committee members.
- c. The Budget Committee shall prepare an estimate of the probable expenditures of the Section's funds, other than the funds of the Permanent Trust Fund, for the fiscal year. The Budget Committee shall prepare a budget for the year and shall submit this budget to the Executive Committee in January for approval.

Section 3. The chair of each committee shall submit a written report to the Chair of the Section by December 31, covering the activities of the committee for the year. This report will be used in preparing the annual report to the SOCIETY. The annual report shall be submitted to the Council Committee on Local Section Activities through the Executive Director of the SOCIETY not later than February 15. A copy of the annual report shall be placed on file in the Section' Archives.

BYLAW IX

Meetings

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

Section 2. The Chair shall set the order of business for meetings of the Section to conduct governance business. The order of business may be suspended by a majority vote of the members present.

Section 3. The Section 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 Section. To be valid, such request shall be received by the Secretary at least ten 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 Section 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, to vote on matters submitted, to pose questions, and to make comments.

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 Section's meetings, not including committee meetings, shall be sent to each member and affiliate of the Section. A quorum for the transaction of governance business at such a Section meeting shall consist of 15 members of the Section. No governance business shall be conducted in the absence of a quorum.

Section 7. The fee for registration at any special meeting shall be decided by the Executive Committee in accordance with the Constitution 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 X

Finances

Section 1.

- a. Members of the Section may be assessed voluntary Local Section dues in an amount set by the Executive Committee. The Executive Committee shall have the option to waive or discount dues for STUDENT MEMBERS and for others as provided in the SOCIETY's Bylaws for waived or discounted dues.
- b. Society Affiliates may be assessed annual dues in an amount set by the Executive Committee.

- c. The annual dues of Local Section Affiliates shall be determined by the Executive Committee in accordance with the Constitution and Bylaws of the SOCIETY, and as mentioned elsewhere in these bylaws.

Section 2. The Section may raise or collect funds to be expended for local 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 Constitution or Bylaws of the SOCIETY.

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

Section 4. An annual audit of the books of the Treasurer and of any other transactions regarding the Section'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 February 5.

Section 5. Permanent Trust Fund

- a. The Section shall maintain a Permanent Trust Fund, to which additions, specifically intended for this fund, may be made by contributions, bequests, unused income, and other sources. The principal funds together with all additions thereto shall be segregated from all other monies of the Section.
- b. The principal of this Fund or any portion thereof shall not be spent except upon a majority vote of the Executive Committee, written notice to the membership of a vote at the next monthly meeting, and a majority vote of the members present at said meeting.
- c. In the event funds regularly available to the Treasurer are inadequate to meet expenditures provided for in a regular or amended budget that has been approved by the Executive Committee and to maintain a working balance, the Trustees shall, upon request by the Chair, transfer to the Treasurer such funds as may be necessary, but not to exceed the net income of the Permanent Trust Fund for the two preceding fiscal years.
- d. If additional funds are required as described above, income from the preceding year shall be used first. If further funds are needed, unused income from the second preceding year may be used. Income from any fiscal year not transferred to the Treasurer under the provisions described above, within two years from the end of that fiscal year shall become a part of the principal of the Permanent Trust Fund.

Bylaw XI Awards

The Morley Medal Award and the Heller Award are the official awards of the Section.

Bylaw XII Isotopics

Section 1. *Isotopics* shall be the official newsletter of the Section. *Isotopics* may contain notices of meetings, other official communications and announcements, and such other material that the Editor shall deem proper.

Section 2. The Section Chair shall appoint an Editor who shall hold office for one year from January 1 until a successor shall be appointed and take office.

Section 3. *Isotopics* appointments may be made as appropriate by the Editor with the approval of the Chair.

Section 4. The Section Chair, Immediate Past Chair, and Secretary shall constitute the *Isotopics* Advisory Board.

Section 5. The Editor of *Isotopics* shall be responsible to the Executive Committee for editorial policy and content.

BYLAW XIII **Affiliation with Other Technical Organizations**

Section 1. The Section may affiliate with The Cleveland Technical Societies Council and with other technical organizations operating within the territory of the Section provided that such affiliation does not contravene the Charter, Constitution, Bylaws, or Regulations of the SOCIETY. Such affiliation must be approved by the Executive Committee of the Section, by confirmation by the Council Committee on Constitution and Bylaws, and in compliance with the specific requirements of the Bylaws of the SOCIETY.

Section 2. The affiliation with the technical organization shall become effective upon authorization by the Executive Committee of the Section, by the Council Committee on Local Section 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 Section'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 XIV **Amendments**

Section 1. A petition to amend the bylaws may be initiated by the Executive Committee or by a petition signed by at least 15 members of the Section. 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 Section members for adoption. This may be accomplished at a business meeting of the Section provided that a minimum of four weeks' prior notice is given to the Section 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 Section, 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 Section.

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 business meeting of the Section 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 Section. At least two-thirds (2/3) of the valid ballots returned must be affirmative for adoption.

Section 5. The Secretary shall distribute the outcome of the vote regarding the amendment(s) to the Section members and within one month 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 Section, 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 XV Dissolution of the Section

Upon the dissolution of the 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.