



***BYLAWS OF THE
CENTRAL TEXAS SECTION
OF THE
AMERICAN CHEMICAL SOCIETY**

**BYLAW I
Name**

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

**BYLAW II
Objects**

Sec. 1. The objects of the Section include the encouragement and the advancement of chemistry in all its branches as a science and profession and of its practitioners; and by its meetings, reports, papers, discussions and publication, the promotion of scientific interests and professional interactions.

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

**BYLAW III
Territory**

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

**BYLAW IV
Membership and Affiliation**

*Effective April 2, 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)

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

Sec. 2. The Section may have Local Section Affiliates as authorized in the Constitution and Bylaws of the SOCIETY.

Sec. 3. Local Section Affiliates shall have such rights and privileges as are accorded them by the Constitution and Bylaws of the SOCIETY. A STUDENT MEMBER may not hold an elective position or serve as a Temporary Substitute Councilor. A Society Affiliate or Local Section Affiliate may not vote for or hold an elective position, or vote on Articles of Incorporation and bylaws. A Local Section Affiliate may not serve as a member of the Executive Committee; a Society Affiliate may not serve as a voting member of the Executive Committee.

BYLAW V Organization

Sec. 1. The officers of the Section shall be a Chair, Chair-Elect, Secretary, and Treasurer. The last two offices may be held by the same person.

Sec. 2. The Section shall have Councilors and Alternate Councilors as provided in the Constitution and Bylaws of the SOCIETY.

Sec. 3. The Executive Committee shall consist of the officers of the Section, the Immediate Past Chair, the Councilors, and the Alternate Councilors.

Sec. 4. All officers, Councilors, Alternate Councilors, and other persons elected by the members shall be MEMBERS.

BYLAW VI Manner of Election and Terms of Office

Sec. 1. Elected officers of the Section shall serve for a term of one year beginning on January 1, or until their successors qualify, except for the Secretary and the Treasurer, who shall be elected for two years. The Chair-Elect shall succeed to the office of the Chair upon completion of the term of office.

Sec. 2. Councilors and Alternate Councilors shall be elected for a term of three years beginning on January 1. In the event that there shall be more than one Councilor and one Alternate Councilor, the terms shall be staggered.

Sec. 3. In the event of a vacancy in the office of Chair, the Chair-Elect shall assume the added duties of the Chair for the unexpired term. All other vacancies shall be filled by the Executive Committee from among the MEMBERS by interim appointment for the period up to the next annual election, at which time the Section shall elect a MEMBER to complete the unexpired

term, if any. In the event the office of Chair-Elect is filled by such an interim appointment, the Section shall elect both a Chair and Chair-Elect at the annual election.

Sec. 4. The Chair shall appoint a Nominating Committee consisting of a Chair and two or more members not later than September of each year. Not more than one member of the Executive Committee may be a member of the Nominating Committee.

Sec. 5. The Nominating Committee shall nominate one or more MEMBERS for each elective position for which a vacancy will occur and, at the October meeting of the Section, shall make a report, which shall be distributed or otherwise made available to all members. With the exception of the Chair and Chair-Elect, the incumbent of any elective position may be re-nominated. After the report of the Committee, nominations may be received by petition. Only nominees who have agreed to serve if elected may be named on the ballot.

Sec. 6. The election of officers shall be conducted either at a regular meeting subsequent to that mentioned elsewhere in these bylaws or, at the discretion of the Executive Committee, by a ballot distributed to the members of the Section.

Sec. 7. Councilor(s) and Alternate Councilor(s) shall be elected by a ballot distributed to the members of the Section in accordance with the Bylaws of the SOCIETY.

Sec. 8. Elections shall be completed and the results certified to the Executive Director of the SOCIETY by December 1, as required by the Bylaws of the SOCIETY. 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.

Sec. 9. The Secretary, or other designated officer of the Section, shall prepare an election ballot on which shall appear the names, in order chosen by lot, of all candidates.

Sec. 10. For distributed ballots, no less than three weeks must be provided between the date of the distribution of ballots and qualification statements to the members and the deadline for their return to the Secretary or other designated officer of the Section.

Sec. 11. The Chair shall appoint as Tellers two or more members who are neither candidates for office nor members of the Executive Committee.

Sec. 12. The Secretary or other designated officer shall ensure that the ballots are validated and shall convey the ballots or ballot results to the Tellers.

Sec. 13. The Tellers shall count the ballots and/or verify the vote results. Ballots that violate specified voting procedures shall be rejected in whole or in part, depending on the extent of the violation(s). The vote tally, including the number of rejected ballots, shall be reported to the Chair. All ballots and/or ballot results shall be returned to the Secretary.

Sec. 14. In case of a tie vote for any elective position, the Executive Committee shall select from among the tied candidates.

Sec. 15. The Chair shall inform all candidates of the election results and shall ensure that this information is conveyed to all members and affiliates of the Section.

Sec. 16. The Secretary shall retain all ballots for at least ninety days after either the announcement of the results to the membership or until any disputes have been resolved, whichever is later.

BYLAW VII

Duties of Officers and Executive Committee

Sec. 1. The duties of the officers shall be those customarily performed by such officers, together with those responsibilities prescribed by the Constitution and Bylaws of the SOCIETY and by these bylaws and such other duties as may be assigned by the Executive Committee.

Sec. 2. The Chair of the Section shall serve as Chair of the Executive Committee and shall appoint the members of all committees authorized by these bylaws or by the Executive Committee.

Sec. 3. 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.

Sec. 4. The Treasurer, in consultation with the Chair, shall submit a yearly budget to the Executive Committee. The Treasurer shall receive and deposit all funds paid to the Section in the name of the Section and shall disburse funds of the Section as required.

Sec. 5. The Secretary shall maintain the minutes of business meetings and Executive Committee meetings, and shall correspond with the SOCIETY.

Sec. 7.

- a. The Councilors and Alternate Councilors shall represent the Section with the Council of the SOCIETY.
- b. The Councilors and Alternate Councilors shall regularly inform and consult with the Executive Committee, and shall report to the membership at the annual business meeting.

BYLAW VIII

Recall of Elected Officials

Sec. 1. The elected officials of the Section (officers or elected Executive Committee members) are subject to recall for neglect of duties or conduct injurious to the SOCIETY. Recall procedures are not applicable to Councilors and Alternate Councilors elected by Local Sections.

Sec. 2. The recall of an official shall be initiated when a signed petition, indicating in writing the specific charges and reasonable substantiating evidence, is submitted to the Chair from at least five voting members of the Section. In the event the Chair is the official in question, the Chair-

Elect shall receive the petition and shall assume the duties of the office of Chair with respect to this issue until the issue is resolved.

Sec. 3. The Chair shall without delay determine that the petitioners are aware of the gravity of their actions and the procedures to be followed. The Chair shall seek an alternate resolution to the problem and a withdrawal of the petition at this time. In the absence of a resolution to the problem, the Chair shall present the issue to the Executive Committee as a new business item at the next Executive Committee meeting.

- a. The Executive Committee shall promptly continue the recall process or dismiss the petition as ill-founded or find an alternative solution to the problem. The Chair shall promptly inform the petitioners and the official of the decision of the Executive Committee.
- b. If the proceedings continue, the Chair shall assign the duties of the official to another qualified member of the Section until the issue is resolved.
- c. If the proceedings continue, the official shall be offered an opportunity to answer the allegations in the petition before the Executive Committee.

Every reasonable effort shall be made to contact the official throughout this procedure. That effort shall include a certified letter to the last known address on the official SOCIETY membership rolls. Upon notification, the official shall have thirty (~~30~~) days to make a written response to the allegations. The Executive Committee shall decide whether to proceed after studying the official's response. The Chair shall inform the official and the petitioners of the decision of the Executive Committee.

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 vote of the remaining members of the Executive Committee.

- d. If the proceedings continue, the official shall choose one of the following options:
 - (1) The official may resign.
 - (2) The official may request a recall vote in the same manner as the original election, which must be consistent with the Section bylaws. The voting membership shall be informed, through brief written statements prepared by the Executive Committee and the official, of the issues involved with the recall vote. Both statements shall be given to the voting membership before the vote is taken.
 - (3) The official may request a hearing and a recall vote by the remaining members of the Executive Committee. A two-thirds vote of the remaining members of the Executive Committee shall be required to recall the official.
 - (4) The official may choose not to respond and thus forfeit the position.

Sec. 4. The vacancy provisions of these bylaws shall be used to fill a vacancy caused by a recall process. The membership of the Section and the Executive Director of the SOCIETY shall be informed of the results of the recall process and the replacement of the official.

BYLAW IX Committees

Sec. 1. There shall be a Nominating Committee as provided elsewhere in these bylaws.

Sec. 2. There shall be a committee of one appointed by the Executive Committee to represent the Section in Southwest Regional Meeting affairs.

Sec. 3. The Executive Committee shall establish other committees as necessary for the proper operation of the Section.

BYLAW X Meetings

Sec. 1. The Section shall hold its meetings at such times and places as may suit its convenience. The annual business meeting shall be the last meeting before December 1 each year.

Sec. 2. The Section may hold special meetings at the call of the Executive Committee or at the request of 30 members of the Section. The notices of special meetings shall state the exact nature of the business to be transacted and no other business shall transpire at such meetings.

Sec. 3. Due notice of all meetings shall be sent to each member and affiliate of the Section. A quorum for all business meetings of the Section shall consist of 30 members of the Section. In the absence of a quorum all meetings shall adjourn to a date.

Sec. 4. At business meetings of the Section, the business shall be conducted according to *Robert's Rules of Order Newly Revised*.

Sec. 5. The Executive Committee shall meet upon notice to its members at the call of the Chair or at the request of a majority of the members of the Committee. In the absence of a quorum, which shall be a majority of the members of the Executive Committee, called meetings of the Executive Committee shall adjourn to a date.

BYLAW XI Dues, Funds, Donations and Bequests

Sec. 1. All Society Affiliates and members of the Section, except members in emeritus status of the SOCIETY, may be assessed such voluntary annual Local Section dues as may be set by the Section itself.

Sec. 2. The annual dues of Local Section Affiliates shall be set by the Executive Committee in accordance with the Constitution and Bylaws of the SOCIETY. Failure to pay such dues in advance shall automatically terminate the affiliation.

BYLAW XII Amendments

Sec. 1: A petition to amend the bylaws may be initiated by the Executive Committee, or by petition signed by at least 15 members of the Section. If the proposed amendment is approved by the Executive Committee, it shall, if practical, be submitted to the SOCIETY's Committee on Constitution and Bylaws for review. After any required changes are incorporated, and any recommended changes reviewed and accepted or rejected by the Executive Committee or a majority of the petitioners, the Secretary shall distribute the amendment(s) to each member of the Section when notice of a ballot on the amendment, is provided.

Sec. 2. If a proposed amendment is not approved by a majority of the Executive Committee, and if the petition is signed by at least 15 members of the Section, it shall, if practical, be submitted to the SOCIETY's Committee on Constitution and Bylaws for review before being submitted to the membership of the Section. After any required changes are incorporated, and any recommended changes reviewed and accepted or rejected by a majority of the petitioners, the Secretary shall distribute the amendment(s) to each member of the Section when notice of the next meeting, or notice of a ballot on the amendment, is provided.

Sec. 3. At least two-thirds (2/3) of votes cast shall be required to approve the amendment.

Sec. 4. 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.

Sec. 5. Amendments to these bylaws 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 XIII Dissolution of the Section

Upon the dissolution of the Local Section, any assets of the Section remaining thereafter shall be conveyed to such organization then existent, within or without the territory of the Local Section, as is dedicated to the perpetuation of objects similar to those of the AMERICAN CHEMICAL SOCIETY, or to the AMERICAN CHEMICAL SOCIETY, so long as whichever organization is selected by the governing body of the Local Section at the time of dissolution shall be exempt under Section 501(c)(3) of the Internal Revenue Code of 1954 as amended or under such successor provision of the Code as may be in effect at the time of the Section's dissolution.