



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

**BYLAW I
Name**

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

**BYLAW II
Objects**

The objects of the Section shall include all the objectives of the SOCIETY. In particular, the objects of the Section shall be the encouragement and advancement of chemistry in all its branches; the increase and diffusion of chemical knowledge; the promotion of scientific interests and inquiry; the stimulation of professional interests; and the promotion of the well-being of its members. The Section shall organize, encourage, and promote direct personal interaction among its members and between them and other individuals and organizations interested in chemical science.

**BYLAW III
Territory and Headquarters**

The territory and headquarters of the Section shall be that established by the SOCIETY. The Secretary of the Section shall be responsible for keeping a current record of the extent of the Section's territory and the location of its headquarters.

***Effective June 30, 2009.** Approved, as amended, by the Committee on Constitution and Bylaws, acting for the Council of the AMERICAN CHEMICAL SOCIETY.

BYLAW IV
Members and Affiliates

Section 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 shall be made in conformity with the Constitution and Bylaws of the SOCIETY.

Section 2. The Section may have Local Section Affiliates.

Section 3. MEMBERS, STUDENT MEMBERS, Society Affiliates, and Local Section Affiliates shall have such rights and privileges as accorded them by the Charter, Constitution, and Bylaws of the SOCIETY and these bylaws. MEMBERS have the right to vote and hold any office. STUDENT MEMBERS have the right to vote but may not hold any elective position or serve as Temporary Substitute Councilors. Society Affiliates and Local Section Affiliates may not vote for or hold any elective position, vote on articles of incorporation or bylaws of the Section, or serve as Temporary Substitute Councilors.

Section 4. In accordance with the SOCIETY's Constitution and Bylaws, the Section may affiliate with the Columbus Technical Council so long as that organization affirms that no member society shall be committed by any action of the Columbus Technical Council in conflict with the charter, constitution, or bylaws of the member group or of the member group's parent organization.

BYLAW V
Organization

Section 1. The officers of the Section shall be the Chair, the Chair-Elect, the Immediate Past-Chair, the Secretary, the Treasurer, and the Treasurer-Elect.

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

Section 3. The Executive Committee of the Section shall consist of the officers of the Section, the Councilors, and the Alternate Councilors.

Section 4. The officers and other persons elected by the Section shall be chosen from the MEMBERS of the Section.

BYLAW VI
Manner of Election and Terms of Office

Section 1. Councilors and Alternate Councilors shall be elected from a single slate of nominees for a term of three years beginning January 1 of the year following their election. In the event of a vacancy, a successor shall be selected from the record of votes cast for each candidate in the original election to complete the original term of office. The Alternate Councilor receiving the

most votes in that election shall fill a vacated Councilor position. The unelected candidate receiving the most votes shall fill a vacated Alternate Councilor position. The election of all Councilors and Alternate Councilors shall be in such a manner as to provide overlapping terms.

Section 2. The terms of office of the Immediate Past Chair, the Chair, the Chair-Elect, the Secretary, the Treasurer, and the Treasurer-Elect shall be for one year beginning January 1. A MEMBER may only serve once as Chair within a five-year period.

- a. The Chair-Elect shall succeed to the office of the Chair, the Chair shall succeed to the office of the immediate Past-Chair, and the Treasurer-Elect shall succeed to the office of the Treasurer at the end of their respective terms of office.
- b. Vacancies shall be filled in the following manner:
 - (1) In the event that the position of Chair-Elect is vacated for any reason other than the assumption of the duties of the Chair, the Section shall elect both a Chair and a Chair-Elect at its next annual election provided that such vacancy shall occur between January 1 and October 1 prior to that election; if, however, such a vacancy occurs on or after October 1 but prior to January 1, the Chair-Elect elected in that election shall become Chair on January 1 following the election and shall serve a one year term with the Section electing both a Chair and Chair-Elect in the following year's election.
 - (2) In the event of a vacancy in the office of the Chair, the Chair-Elect shall succeed to the office of the Chair for the unexpired term and then shall also complete the regular term of office of the Chair.
 - (3) The position of Immediate Past Chair shall be filled only through succession from the office of the Chair.
 - (4) In the event of a vacancy in the office of the Treasurer while a Treasurer-Elect is in office, the Treasurer-Elect shall succeed to the office of the Treasurer for the unexpired term and then shall also complete the regular term of office of the Treasurer.
 - (5) Other vacancies, including those of Chair-Elect and Treasurer-Elect, and Chair and Treasurer when no successor is available to fill the latter two positions, may be filled by the Executive Committee by interim appointment for the unexpired term of office or until a duly elected MEMBER normally assumes such position as to be entitled to succeed to that office.

Section 3. As early as is feasible for the incoming administration, the Section Chair, with approval of the Executive Committee, shall appoint a Nominating Committee consisting of a Chair and at least two members. The Nominating Committee shall provide, in accordance with other sections of these bylaws, a slate of nominees for offices to be filled in the annual election. No member of the Nominating Committee shall be a member of the Executive Committee.

Section 4. The Chair of the Nominating Committee shall announce to the Section membership in the May issue of the Section bulletin the offices to be filled in the subsequent annual election. The announcement shall describe how to submit petitions for nomination and to suggest possible nominees.

Section 5. Section members may submit written suggestions of MEMBERS for nomination and consideration to the Nominating Committee. Members may also file written petitions, having the signatures of not less than five percent of the MEMBERS and STUDENT MEMBERS on the current-year rolls of the Section, to place the names of MEMBERS on the ballot. All such requests and petitions shall be submitted to the Chair of the Nominating Committee no later than the first day of September. The Chair of the Nominating Committee or other designated officer of the Section shall validate each petition to place the name of a MEMBER on the ballot.

Section 6. The Nominating Committee shall nominate one or more MEMBERS for each elective position for which a vacancy will occur and shall make a report at an executive committee meeting of the Section. With the exception of the Chair, Chair-Elect and Treasurer-Elect, the incumbent of any elective position may be re-nominated. After the report by the Committee, nominations may be received by petition. Only nominees who have agreed to serve if elected may be named on the ballot.

Section 7. 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.

Section 8. The election of officers, Councilors, and Alternate Councilors shall be conducted by ballot distributed to the members of the Section in accordance with the Bylaws of the SOCIETY.

Section 9. 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.

Section 10. The Section Chair shall declare elected the candidate receiving the highest vote for the offices of Chair-Elect, Chair (if that office is to be vacant as specified elsewhere in these bylaws), Secretary, and Treasurer-Elect. For Councilor and Alternate Councilor vacancies, the Section Chair shall declare elected those candidates with the highest vote, the next highest vote, etc., until all vacancies are filled. In the case of a tie vote, the names of the candidates tied for election shall be immediately certified to the Executive Committee and said Committee shall within one week elect from the candidates so tied. The Secretary shall immediately notify those elected of their election and shall transmit these names to the office of the Executive Director of the SOCIETY no later than December 1. The Secretary shall maintain a record of the number of votes cast for each candidate on the ballot for the positions of Councilor and Alternate Councilor to be used in the event a vacancy should occur in either of these positions. The Section Chair shall announce the results of the election to the Section by written notice as soon as possible.

Section 11. If, for any reason, there is an interruption of the election process, the Executive Committee shall have the duty and obligation to insure that the election is conducted and completed in the general format outlined in this bylaw and in accordance with the Constitution and Bylaws of the SOCIETY.

Bylaw VII

Recall of Elected Officials

Section 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 or failure to attend three consecutive Executive Committee meetings. Recall procedures are not applicable to Councilors and Alternate Councilors elected by Local Sections.

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 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 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 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 (or acting Chair, if the officer involved is 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.
- d. 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 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 (2/3) vote of the remaining members of the Executive Committee.

e. 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 (2/3) 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.

Section 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.

Bylaw VIII

Duties of Officers and the Executive Committee

Section 1. The duties of the officers shall be those set forth in the Section Operations Manual, together with those duties prescribed by the Constitution and Bylaws of the SOCIETY and these bylaws and such other duties as may be assigned from time to time by the Executive Committee.

Section 2. The Section Chair shall serve as the Chair of the Executive Committee.

Section 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, including the voting of all monies, in accordance with the Constitution and Bylaws of the SOCIETY and these bylaws. A quorum of the Executive Committee shall consist of seven members of the Executive Committee.

Section 4. The Executive Committee shall be allowed to make decisions in regular, scheduled meetings or by e-mail or phone conference calls.

Section 5. The Executive Committee shall insure that an updated Section Operations Manual is maintained and made available to all officers and committee chairs of the Section. The Executive Committee shall approve all changes in the Section Operations Manual.

Bylaw IX Committees

The Executive Committee shall establish committees as necessary for the proper operation of the Section and shall insure that an adequate description of the appointment, functions, duties, and accountability of all such committees is maintained in the Section Operations Manual. The establishment and operation of all committees shall be in conformity with the provisions set forth in the Constitution and Bylaws of the SOCIETY and these bylaws.

Bylaw X Meetings

Section 1. The Section shall hold not less than seven regularly scheduled meetings each year.

Section 2. The Section may hold special meetings at the call of the Executive Committee or at the request of at least five percent of the Members on the current-year rolls of the Section. Notices of special meetings shall state the exact nature of the business to be considered, and no other business shall be transacted at such meetings.

Section 3. Due notice of all meetings shall be sent to each MEMBER, STUDENT MEMBER, and Society Affiliate of the Section. A quorum for the transaction of business at a Section meeting shall consist of at least five percent of the Members on the current-year rolls of the Section.

Section 4. The Executive Committee shall meet upon due notice to its members at the call of the Chair or at the request of a majority of the Executive Committee. In the absence of a quorum, called meetings of the Executive Committee shall adjourn to a later date.

Bylaw XI Finances

Section 1. All Members and Society Affiliates of the Section, except MEMBERS in emeritus status, may be assessed such voluntary Local Section dues as may be set by the Executive Committee.

Section 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.

Bylaw XII Amendments

Section 1. Proposed amendment to these bylaws shall first be submitted in writing to the Executive Committee for review by the Bylaw Committee. The Bylaw Committee shall review the amendment and make written evaluations and recommendations on such proposed amendments to the Executive Committee within 30 days of their receipt from the Executive

Committee. If such proposed amendments are then approved by a majority of the Executive Committee, the Secretary shall furnish all Section Members with copies of the proposed amendments. If not approved, the originators of the proposed amendments shall be informed promptly of the reasons for the disapprovals.

Section 2. Ballots and copies of the proposed amendments shall be distributed to the MEMBERS and STUDENT MEMBERS no sooner than 30 days and no later than 120 days following the first announcement of the proposals. The means of balloting shall be the same as is used in balloting for the election of officers. Amendments shall be adopted if two-thirds (2/3) of the ballots cast are affirmative. The results shall be announced to Section Members as soon as possible following counting of the ballots.

Section 3. Proposed amendments to these bylaws that have not met with the approval of the Executive Committee within 120 days of the time they had been submitted thereto may be submitted to a vote of MEMBERS and STUDENT MEMBERS upon submission of petitions signed by no less than five percent of the Members on the current-year rolls of the Section. The means of balloting shall be the same as provided elsewhere in these bylaws, except that approval by the Executive Committee shall be replaced by verification by the Secretary of the signatures on such petitions.

Section 4. 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 in the amendments.

Section 5. Proposed amendments to these bylaws resulting from changes in the SOCIETY Constitution and Bylaws shall be drafted by the Bylaw Committee and submitted to the Executive Committee for initial approval. After initial approval of the Executive Committee, the proposed amendments shall be publicized to the membership and comments invited therefrom. The Executive Committee shall give final approval to the proposed amendments no sooner than 30 days after notification to the membership of the proposed amendments. After final approval by the Executive Committee, such amendments shall become effective upon approval of the Committee on Constitution and Bylaws, acting for the Council of the SOCIETY.

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 Section's dissolution.