BYLAWS OF THE
GREATER HOUSTON SECTION
OF THE
AMERICAN CHEMICAL SOCIETY

BYLAW I
Name

This organization shall be known as the Greater Houston Section of the AMERICAN CHEMICAL SOCIETY, hereinafter referred to as the “Section.” The parent organization is the AMERICAN CHEMICAL SOCIETY, hereinafter referred to as the “SOCIETY.” The Greater Houston Section is incorporated under the laws of the State of Texas.

BYLAW II
Objects

Section 1. The objects of this Section shall be those of the SOCIETY as stated in the Charter and Constitution of the SOCIETY.

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

BYLAW III
Territory and Headquarters

The territory of the Section shall be that assigned to it by the SOCIETY. The headquarters of the Section shall be in Houston, Texas.

BYLAW IV
Members and Affiliates

*Effective August 17, 2009. Approved, as amended, by the Committee on Constitution and Bylaws, acting for the Council of the AMERICAN CHEMICAL SOCIETY.
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. Members shall have the rights and privileges as are accorded them by the Constitution and Bylaws of the SOCIETY.

Section 3. The Section may have Local Section Affiliates as authorized in the Constitution and Bylaws of the SOCIETY.

Section 4. Society Affiliates and Local Section Affiliates may not vote for or hold an elective position of the Section, vote on Articles of Incorporation or bylaws of the Section, or serve as voting members of the Executive Committee.

**BYLAW V**

**Dues**

Section 1. All members and assigned Society Affiliates of the Section may be requested to pay voluntarily such annual Local Section dues as may be set by the Executive Committee.

Section 2. The annual dues of the 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 for the current year shall terminate the affiliation.

Section 3. All dues shall be paid for the fiscal year starting January 1 and ending December 31.

**BYLAW VI**

**Organization**

Section 1. The officers of the Section shall consist of a Chair, a Chair-Elect, a Secretary, and a Treasurer.

a. It shall be the duty of the Chair to preside at meetings of the Executive Committee, to carry into effect the decisions and recommendations of that Committee, to preside at business meetings of the Section, to appoint all committee chairs, and to carry out all those duties required by the Constitution and Bylaws of the SOCIETY. In the absence of the Chair, the duties of the office shall devolve upon the Chair-Elect.

b. It shall be the duty of the Secretary to keep a record of the proceedings 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.

c. The Treasurer shall be in charge of the funds of the Section, shall collect dues and other revenues, shall make all disbursements subject to approval by the Chair or Chair-Elect,
shall submit a financial report to the Section, and shall carry out all those duties required
by the Constitution and Bylaws of the SOCIETY.

Section 2. The Section shall have Councilors and Alternate Councilors as provided in the
Constitution and Bylaws for the SOCIETY. The Councilors will represent the Section in affairs
of the SOCIETY’s Council. Councilors and Alternate Councilors shall serve on at least one
committee of the Section in addition to the Executive Committee.

Section 3. The Section shall have four Directors. The Director position functions as a conduit for
new Executive Committee members aiding in the long-term strategic planning of the Section.
Directors shall serve on at least one committee of the Section in addition to the Executive
Committee.

Section 4. The Executive Committee shall consist of all elected officers of the Section, the
Intermediate Past Chair of the Section, the Councilors and Alternate Councilors, and the
Directors.

BYLAW VII
Manner of Election and Terms of Office

Section 1. The Chair-Elect and Directors shall be elected to serve for a period of one year or until
their successors qualify, and normally shall take office on January 1. The Secretary and
Treasurer shall be elected biannually and shall serve for a period of two years because of the
specialized skills required to effectively carry out the duties of their positions.

Section 2. The Councilors and Alternate Councilors shall serve for a period of three years as
defined in the Constitution and Bylaws of the SOCIETY. Councilors and Alternate Councilors
shall be MEMBERS of the SOCIETY and shall be elected in a manner to produce three-year
staggered terms.

Section 3. The Chair-Elect shall assume the office of Chair of the Section upon completion of the
outgoing Chair’s term of office and shall serve as Chair of the Section for one year. The Chair
shall assume the office of Past Chair of the Section upon completion of his/her term of office and
shall serve as Past Chair of the Section for one year.

Section 4. The Chair and Chair-Elect cannot succeed themselves, and no one individual shall be
elected to two offices. Holders of other offices are eligible for reelection.

Section 5. All officers shall be elected by the members of the Section by ballot as hereinafter
provided:

a. No later than May 31, the Section Chair will appoint a Nominating Committee consisting
of a chair and two or more members to prepare a slate of candidates for submission to the
membership.

b. Having obtained the consent of the nominees to be candidates for office, the Nominating
Committee shall submit the names of one or more members for each vacancy to be filled
and shall make a progress report at regularly scheduled meetings of the Section.
c. The Secretary of the Section will prepare a ballot containing the names of all candidates nominated for each office and shall distribute such ballots to all members of the Section within two weeks of receiving the finalized ballot from the Nominating Committee. This ballot or the accompanying letter shall be dated and instructions given for a prompt return of the ballot to the Secretary.

d. No fewer than three weeks must be provided between the distribution date of the ballots and the deadline for their return to the Secretary or other designated officer of the Section.

e. A committee of three tellers, appointed by the Chair, and the Secretary of the Section shall count ballots within ten days after the close of the balloting, and the results shall be sent to the Chair of the Section.

f. The candidate receiving the highest number of votes for each office other than Section Director, Councilor or Alternate Councilor shall be declared elected. The four candidates for Section Director receiving the highest number of votes shall be declared elected. Vacancies in the office of Councilor shall be filled by the candidate(s) receiving the highest number of votes. Vacancies in the office of Alternate Councilor shall be filled by the candidate(s) receiving the next highest number of votes. In case of a tie in the filling of any office, the tie shall be resolved by a vote of the Executive Committee.

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

h. The Chair shall announce the names of the successful candidates to the membership within two weeks of receiving the official results from the Secretary.

i. The Chair shall distribute the results of the election to all candidates as soon as possible after receipt of the results from the Secretary.

j. 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.

Section 6. Should a vacancy occur in any office, except Chair, Chair-Elect, or Councilor, it shall be filled by a vote of the Executive Committee. Such officers shall serve until the next regular election. Should the vacant office be that of Chair, the Chair-Elect will automatically assume the duties of Chair in addition to the duties of Chair-Elect. Should the vacant office be that of Chair-Elect, the Chair-Elect position will be filled by a vote of the Executive Committee and the Section shall elect both Chair and Chair-Elect at its next annual election. In the case of Councilors, an Alternate Councilor holding a corresponding term of office shall be appointed by vote of the Executive Committee to fill the unexpired term of the vacated Councilor position.
BYLAW VIII
Recall of Elected Officials

Section 1. The elected officials (excluding Councilors and Alternate Councilors) of the Section 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 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.

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 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.

(1) 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 of the official SOCIETY membership rolls. Upon notification, the official shall have thirty 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.

(2) 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 bylaws of the Section. 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.

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 and the replacement of the official.

**BYLAW IX**

**Duties of Officers and Executive Committee**

Section 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.

Section 2. The Chair of the Section shall serve as Chair of the Executive Committee and shall appoint members to chair all committees authorized in these bylaws or by 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 in accordance with the Constitution and Bylaws of the SOCIETY and these bylaws.

Section 4. For the purposes of an official meeting of the Executive Committee, a quorum shall consist of at least 50 percent of the membership of the Committee.

Section 5. The Councilors and Alternate Councilors shall serve as members of the Executive Committee and shall also fulfill all duties required by the Constitution and Bylaws of the SOCIETY. Should a Councilor be unable to attend a meeting of the Council of the SOCIETY, he/she should advise the Chair of the Section as soon as possible, but preferably with more than one month’s notice, if he/she is unable to perform this duty. The Chair shall then appoint a duly elected rank-ordered Alternate Councilor to represent the Section in the aforementioned meeting of the Council of the SOCIETY. The use of Alternate Councilors and Temporary Substitute Councilors, if necessary, shall be in accordance with the Constitution and Bylaws of the SOCIETY.

Section 6. The Executive Committee may establish regulations, consistent with these bylaws and the governing documents of the SOCIETY, which establish methods by which the Executive Committee will carry out the responsibilities assigned to it. Such regulations shall continue in effect from year to year unless rescinded by action of the Executive Committee.
BYLAW X
Committees

Section 1. The Chair, with the advice and assistance of the Executive Committee, shall be empowered to appoint such standing committees as may be needed for the successful prosecution of the activities of the Section. Normally these committees shall consist of a Chair and three or more members. The following standing committees must be appointed:

a. The Program Committee which shall handle all matters pertaining to programs, speakers, arrangements for the speakers, and other means tending to promote fellowship in the Section. The Chair-Elect shall serve as Chair of this committee.

b. The Awards Committee, which shall review all requests made to the Section for nominations for local, regional, and national awards. The Chair-Elect will serve as an ex-officio member of this committee.

c. The Education Committee which shall handle all programs, events, and issues pertaining to K-12 and higher education in the Section’s region.

d. The Community Affairs Committee which shall handle all programs, events, and issues pertaining to community relations between the Section and local, national, or international community.

Section 2. The Chair of the Section is hereby empowered to appoint any committees not specifically mentioned above that may be deemed advisable by the Executive Committee. Normally these committees shall consist of a Chair and three or more members. As these committees are not required, the Executive Committee shall vote yearly to establish, continue, or suspend each committee. The following committees are highly suggested:

a. The Membership Committee, which shall strive to increase membership in the Section and the SOCIETY and to improve attendance at meetings and programs. The Chair-Elect shall serve as an ex-officio member of the committee.

b. The Financial Advisory Committee, which shall advise the Executive Committee concerning the investment of the Section’s capital funds. The Treasurer shall serve as an ex-officio member of the committee.

c. The Strategic Planning Committee, which shall identify and attract qualified Section members to serve on the Executive Committee and to provide long-term goals for the Section. The Chair, Chair-Elect, and Past-Chair shall serve as ex-officio members of the committee.

d. The Communications Committee, which shall publicize the activities, accomplishments, and awards of the Section and the members of the Section. The committee shall be responsible for the Section newsletter, e-mail communicator, and website. The Chair shall serve as an ex-officio member of the committee.
BYLAW XI
Engineering, Science, and Technology Council of Houston

Section 1. The Section may affiliate with the Engineering, Science, and Technology Council of Houston in accordance with the provisions of the Bylaws of the SOCIETY. Affiliation may be terminated by action of the Executive Committee.

Section 2. Representatives of the Section to the Engineering, Science, and Technology Council of Houston shall be appointed by the Chair with the advice of the Executive Committee.

BYLAW XII
Topical Groups

Section 1. A Topical Group may be authorized by the Executive Committee, with temporary status for one year, on receipt of petition of 50 members of the Section who state their interest in a specialized field of chemistry and their desire to form a Topical Group for activity in that field.

Section 2. The organization and operation of Topical Groups must be consistent with the Constitution and Bylaws of the SOCIETY and the bylaws of the Section. Topical Groups shall fall under the supervision of the Program Committee.

Section 3. After one year of operation of a Topical Group in a successful manner, the Topical Group may be granted permanent status by the Executive Committee and continue as long as it renders service considered by the Executive Committee to be both effective and consistent with the objectives of the Section.

Section 4. A Topical Group must formulate bylaws which shall be approved by the Executive Committee.

BYLAW XIII
Meetings

Section 1.

a. The Executive Committee shall meet upon due notice to its members at the call of the Chair or the request of a majority of the members of the Executive Committee. In the absence of a quorum, as defined elsewhere in these bylaws, called meetings of the Executive Committee shall have no votes taken but business can be discussed.

b. The Chair of the Section can conduct special Executive Committee meetings via teleconference or electronic correspondence for time sensitive issues where a regularly scheduled meeting is not sufficient. The business conducted will be limited to the specific issue in question.

Section 2. At least six general meetings or seminars of the Section shall be held during each calendar year. In addition to the general meetings, one summer social shall be held at the discretion of the Program Committee. The time and place of such meetings and seminars shall be determined by the Chair, acting upon the advice of the Program Committee.
Section 3. The Section shall submit an application to the Southwest Regional Board to host a Southwest Regional Meeting in Houston approximately every ten years.

Section 4. The Section shall hold special meetings at the call of the Executive Committee or on petition of 25 members of the Section. The notice of special meetings shall state the exact nature of the business to be transacted. For the purposes of conducting business affairs, a quorum of 50 members of the Section shall be required to constitute an official meeting. Due notice of all meetings shall be sent to each member and affiliate of the Section.

**BYLAW XIV**

Order of Business

At any meeting of the Section or of the Executive Committee, the order of business shall be at the discretion of the Chair. The parliamentary procedure for all meetings not specifically provided for in these bylaws shall be subject to *Robert’s Rules of Order Newly Revised*.

**BYLAW XV**

Amendments

Section 1. Proposed amendments to these bylaws shall be submitted in writing to the Executive Committee. When reviewed by the majority of the Executive Committee but without necessarily their approval, the Secretary shall furnish all members with a copy of the proposed amendment at the time when notice of a special meeting of the Section is given. Publication of the proposed amendment in the Newsletter shall constitute due notification.

Section 2. Following announcement of the proposed amendment and provided that due notice of the impending vote is given, the amendment will be adopted at the special meeting of the Section if it receives an affirmative vote by two-thirds of the members present.

Alternatively, or in the absence of a quorum at the meeting, as defined elsewhere in these bylaws, during which the vote is scheduled, a mail ballot may be used, provided that both the current language and the amended language of the affected bylaw(s), together with an explanation of the change(s), have been published or accompany the ballots. A deadline date, at least three weeks after mailing of the ballots, shall be specified for return of the ballots to the Secretary or other designated officer of the Section. The amendment is adopted by an affirmative vote of two-thirds of the valid ballots returned.

Section 3. An amendment adopted by the Section members shall become effective upon approval by the Committee on Constitution and Bylaws, acting for the Council, unless a later date is specified.

Section 4. Should any section(s) of these bylaws be found in conflict with the Constitution and Bylaws of the SOCIETY, such section(s) shall be void; however, no other sections of these bylaws shall be invalidated thereby. The Executive Committee shall immediately initiate steps as provided elsewhere in this bylaw to amend such section(s).
Section 5. In the event that the SOCIETY passes Bylaws or makes decisions which are binding on its chartered Local Sections, the bylaws of this Section may be brought into conformance without Section action. Such bylaw changes shall be reported to the members of the Section.

BYLAW XVI
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 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 Section at the time of its 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.