BYLAWS OF THE
HAMPTON ROADS SECTION
of the
AMERICAN CHEMICAL SOCIETY

BYLAW I
Name

Section 1. This organization shall be known as the Hampton Roads 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 are the encouragement and advancement of chemistry and the allied sciences, the promotion of scientific interests and inquiry, and the cultivation of the ties of friendship among its members.

BYLAW III
Headquarters and Territory

Section 1. The Section shall have its headquarters at Norfolk, Virginia.

Section 2. The Section shall have such territory as is allotted to it by the SOCIETY.

BYLAW IV
Members and Affiliates

Section 1. The rolls of the Section shall include those MEMBERS, ASSOCIATE MEMBERS, and National Affiliates of the SOCIETY residing in the territory of the Section, except as otherwise provided in the Constitution and Bylaws of the SOCIETY. Members shall

*Effective April 5, 1988. Approved, as amended, by the Committee on Constitution and Bylaws, acting for the Council of the AMERICAN CHEMICAL SOCIETY.*
have such rights and privileges as are accorded them by the Constitution and Bylaws of the SOCIETY.

Section 2. Persons, including students, who are not members or National Affiliates of the SOCIETY but who are interested in chemistry or the allied sciences, may become Local Section Affiliates upon approval by the Membership and Publicity Committee and payment of the annual local dues.

Section 3. National Affiliates and Local Section Affiliates may not vote for or hold an elective position of the Section, vote on articles of incorporation and bylaws of the Section, or serve as members of the Executive Committee.

**BYLAW V**

**Dues**

Section 1. The annual local dues of members and affiliates shall be determined by the Executive Committee of the Section provided that such dues shall not conflict with any of the provisions of the Constitution and Bylaws of the SOCIETY. Such annual dues shall be due and payable on January 1 of each year.

Section 2. Any Local Section Affiliate who fails to pay the annual local dues shall automatically forfeit connection with the Section and, after due notice, shall be removed from the rolls of the Section but may be reinstated at any time upon payment of current dues.

**BYLAW VI**

**Fiscal Year**

Section 1. The fiscal year of the Section shall be from January 1 to December 31.

**BYLAW VII**

**Officers and Councilors**

Section 1. The elective officers of the Section shall be as follows:

1. Chair
2. Chair-Elect
3. Vice-Chair
4. Secretary
5. Treasurer
6. Two Members-at-Large of the Executive Committee
7. Immediate Past Chair
Section 2. The Chair of the Section shall preside at all regular and special meetings, the annual business meeting, and Executive Committee meetings; except as otherwise provided, shall appoint all standing and temporary committees; shall have general supervision of the affairs of the Section; and shall be, *ex officio*, a member of all standing committees.

Section 3. The Chair-Elect of the Section shall, in the absence of the Chair, perform the duties of that office and shall serve as Chair of the Program and Entertainment Committee.

Section 4. The Vice-Chair of the Section shall, in the absence of the Chair and the Chair-Elect, perform the duties of the Chair and shall serve as Chair of the Membership and Publicity Committee.

Section 5. The Secretary of the Section shall keep a record of the proceedings of the Section and of the meetings of the Executive Committee; shall keep a roll of the members and affiliates of the Section; shall serve notice of all meetings, both regular and special; and shall perform other duties customarily associated with this office.

Section 6. The Treasurer of the Section shall collect and disburse all funds of the Section, shall send out all notices of dues and arrearages, shall report to the Secretary the names of all Local Section Affiliates dropped from the rolls of the Section for non-payment of dues, shall collect all funds due the Section from the SOCIETY, and shall render a financial report to the Section at the annual business meeting.

Section 7. The Chair-Elect, Vice-Chair, Secretary, Treasurer, and two Members-at-Large shall be chosen from the MEMBERS of the SOCIETY; shall be elected annually at the annual business meeting by a plurality vote of the members present; shall take office on January 1 following the election; and, except for the Chair-Elect and the two Members-at-Large, shall serve for one year. The Chair-Elect, after serving one year in that position, becomes the Chair for one year and then becomes the Immediate Past Chair for one year. The Members-at-Large shall each serve two-year terms and shall be elected in alternate years so that no more than one Member-at-Large is elected in any one year.

Section 8. The Section shall have Councilors and Alternate Councilors as provided for in the Constitution and Bylaws of the SOCIETY. Such Councilors and Alternate Councilors shall be elected from the MEMBERS of the SOCIETY by mail ballot of the Section members; shall take office on January 1 following their election; shall serve for a period of three years or until their successors are elected or appointed by the Executive Committee; shall serve as members of the Executive Committee of the Section; and shall have such other duties as are prescribed in the Constitution and Bylaws of the SOCIETY.

Section 9. All vacancies shall be filled by the Executive Committee by interim appointment for the period up to the next annual election, at which time the Section shall choose a MEMBER to fill out the unexpired term, if any.
Election of Officers and Councilors

Section 1. The Chair of the Section, upon receipt of the report of the Nominating Committee, shall require the Secretary of the Section to send this report to the members of the Section with the information that any member may make additional nominations, provided such nominations are endorsed by five other members of the Section and are filed with the Chair of the Section not less than fifteen days prior to the date of the annual business meeting. (The duties of the Nominating Committee are found in Section 1 of Bylaw XI.)

Section 2. The Secretary of the Section shall send the entire list of nominees for all elective officers and Councilors to the members of the Section at the time the notices of the annual business meeting are mailed, along with the information that additional nominations for the two Members-at-Large of the Executive Committee may be made from the floor at the time of election.

Section 3. Officers shall be elected in the same order in which they are listed in Bylaw VII of these bylaws and by written ballot; except that, in cases where there is only one nominee for an office, ballot may be by voice vote.

Section 4. Councilors and Alternate Councilors shall be elected by a mail ballot of the members of the Section.

BYLAW IX
Executive Committee

Section 1. The Executive Committee shall consist of all officers of the Section, the Councilors, and the Alternate Councilors.

Section 2. Except for those matters expressly reserved to the members of the Section by the Constitution and Bylaws of the SOCIETY and these bylaws, the business affairs of the Section shall be managed by a majority vote of the Executive Committee. The Executive Committee may, at any regular meeting or at the annual business meeting, submit unresolved or controversial questions to the voting membership.

Section 3. The Chair of the Section shall call a meeting of the Executive Committee within thirty days of taking office on January 1 and shall call additional meetings at such other times as may be deemed necessary.

Section 4. A quorum of the Executive Committee shall consist of four of its members.

Section 5. The Executive Committee shall establish annual local dues for members and affiliates; shall have supervision of the finances of the Section; and, except as otherwise noted, shall determine the number and time of all meetings.
BYLAW X

Standing Committees

Section 1. The standing committees shall be as follows:

a. Program and Entertainment  
b. Membership and Publicity  
c. Education  
d. Awards

Section 2. The standing committees, except as otherwise provided, shall be appointed by the Chair and announced by him not later than the first regular meeting following January 1.

Section 3. The Program and Entertainment Committee shall consist of the Chair-Elect of the Section and two or more additional members and/or affiliates. It shall prepare programs for the regular meetings, shall select the places for such meetings, and shall have general charge of all programs and entertainments during the year.

Section 4. The Membership and Publicity Committee shall consist of the Vice-Chair of the Section and two or more additional members and/or affiliates. It shall receive, investigate and act on all applications for affiliation with the Section; shall work toward increasing the membership in the Section; and shall endeavor to promote regular attendance and good fellowship at all meetings of the Section. It shall work toward securing the maximum desirable publicity for the Section and its activities through the press and otherwise.

Section 5. The Education Committee shall consist of a Chair and two or more additional members and/or affiliates. It shall provide recommendations to the Executive Committee in regard to the Section’s participation in educational support programs and shall be responsible for carrying out those programs designated by the Executive Committee for participation. It shall provide liaison with the educational community. It shall provide input to the Awards Committee in the educational area.

Section 6. The Awards Committee shall consist of a Chair and two or more additional members and/or affiliates. It shall provide recommendations to the Executive Committee regarding Section awards and the recipients thereof and shall be responsible for the Section’s Service Certificate program. It shall stay abreast of award/recognition programs of the SOCIETY and provide recommendations to the Executive Committee concerning the Section’s participation in such programs.

BYLAW XI

Temporary Committees

Section 1. The Chair of the Section shall appoint each year, not later than two months prior to the annual business meeting, a Nominating Committee consisting of a Chair and two or more MEMBERS. The Nominating Committee shall develop a slate of names of MEMBERS as
nominees for the various elective officers and Councilors of the Section to be voted on in the annual election and shall report to the Chair of the Section in writing covering such action within three weeks after their appointment by the Chair.

Section 2. The Chair of the Section shall appoint each year, not later than twenty days prior to the annual business meeting, an Auditing Committee consisting of a Chair and one or more members and/or affiliates. The Auditing Committee shall audit the accounts and records of the Treasurer and shall make a report in writing to the Section at the annual business meeting covering such action.

Section 3. The Chair of the Section shall appoint from time to time, such other committees as may be necessary in promoting the objects of the Section and shall assign to such committees such duties as deemed desirable.

BYLAW XII
Meetings

Section 1. The Section shall hold regular meetings throughout the year in such numbers and at such times as may be designated by the Executive Committee.

Section 2. One annual business meeting for the election of officers and the transaction of other necessary business shall be held each year. Unless otherwise directed by the Executive Committee, the annual business meeting shall be held in September.

Section 3. Special meetings may be held from time to time at the discretion of the Executive Committee or upon written request to the Chair by at least ten members of the Section. Calls for special meetings shall state the exact nature of the business to be transacted; no other business shall be eligible for consideration at such meetings.

Section 4. A quorum for the transaction of business at all regular and special meetings of the Section shall be 15 members of the Section. In the absence of a quorum, the transaction of business and/or the election of officers shall be adjourned to a date fixed by the members present.

BYLAW XIII
Order of Business

Section 1. The order of business at all meetings of the Section, unless otherwise directed by the Chair, shall be as follows:

a. Call to order.
b. Reading of minutes of previous meeting.
c. Reports of officers and standing committees.
d. Reports of special committees.
e. Election of officers (annual business meeting only).
f. Announcements.
g. Unfinished (old) business.
h. New business.
i. Adjournment.

BYLAW XIV
Parliamentary Procedure

Section 1. Except as may be otherwise provided in these bylaws, the parliamentary procedure at all meetings of the Section shall be governed by the principles laid down in the latest edition of “Robert’s Rules of Order.”

BYLAW XV
Amendments

Section 1. Amendments to these bylaws may be adopted, subject to final approval by the SOCIETY’s Council Committee on Constitution and Bylaws, by a two-thirds vote of the members present at any regular meeting provided the following procedure is used. A petition for the amendment signed by five members shall be presented to the Secretary. The proposed amendment shall be read at the next regular meeting following receipt of the petition but preceding that meeting at which the vote on the proposed amendment is to be taken. A copy of the proposed amendment shall be mailed by the Secretary to each member of the Section at least ten days prior to the meeting at which the vote is taken. The amendment shall become effective upon approval by the Council Committee on Constitution and Bylaws, acting for the Council, unless a later date is specified.

BYLAW XVI
Dissolution of the Section

Section 1. Upon the dissolution of the Section, any assets remaining thereafter shall be conveyed to such organization then existent, within or without the territory of the Section, 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 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.