BYLAWS OF THE
JACKSONVILLE SECTION
OF THE
AMERICAN CHEMICAL SOCIETY

BYLAW I
Name

This organization shall be known as the Jacksonville 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.

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.

BYLAW IV
Members and Affiliates

* Effective April 24, 2015. 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).
Section 1. The rolls of the Section shall include those 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. 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.

Section 3. Members and affiliates shall have such rights and privileges as are accorded them by the
Constitution and Bylaws of the SOCIETY.

Section 4. STUDENT MEMBERS may not hold elective positions or serve as Councilors, Alternate
Councilors, or Temporary Substitute Councilors.

Section 5. A Society Affiliate or a Local Section Affiliate may not vote for or hold an elective
position or vote on Articles of Incorporation or bylaws of the Section. A Society Affiliate may not
serve as a voting member of the Executive Committee; a Local Section Affiliate may not serve as a
member of the Executive Committee. Society Affiliates may be appointed as committee chairs.

BYLAW V
Officers, Executive Committee, and Councilors

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 Immediate Past Chair, the Councilors, the Alternate
Councilors, and two Section Directors, elected by the members of the Section. The Section Directors
shall be MEMBERS of the Section. All committee chairs may serve as non-voting members of the
Executive Committee.

Section 3. The duties of the officers 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 business
meetings of the Section, to appoint all committee chairs and committee members 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 term of office shall be one year, after which time the Chair-Elect shall succeed to the Chair.

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 term of office shall be one year; reelection is permissible.

d. 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 Committee, and shall submit such reports as are required by the Constitution and Bylaws of the SOCIETY. The term of office shall be for one year; reelection is permissible.

e. The duties of the Section Directors may be assigned by either the Chair or the Executive Committee, as needed.

Section 4. 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 person moving into the position of Chair shall also hold that position during the normal year as Chair as part of the leadership transition.

b. All other vacancies, except for Councilors and Alternate Councilors, shall be filled by majority vote of the Executive Committee through interim appointment of a MEMBER 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 5. Councilors, Alternate Councilors, and Temporary Substitute Councilors

a. The Section shall have Councilors and Alternate Councilors as provided in the Constitution and Bylaws of the SOCIETY. The Section’s Councilors and Alternate Councilors shall carry out those duties assigned to them by the Constitution and Bylaws of the SOCIETY.

b. Councilors and Alternate Councilors shall be elected from the MEMBERS for three-year terms beginning January 1. Reelection is permissible. Councilors shall be elected in separate years, whenever possible, to provide for a rotation of terms in accordance with the Constitution of the SOCIETY.

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 Councilors 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 any Councilors to be disqualified under SOCIETY Bylaw provisions for reallocation of Councilors 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 and Terms of Office

Section 1. The election of officers shall be conducted by a ballot distributed to the members of the Section in accordance with the Bylaws of the SOCIETY.

Section 2. Elected officers of the Section shall serve for a term of one year beginning 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. Officers, Section Directors, Councilors, and Alternate Councilors shall be elected by a ballot of those eligible to vote.

Section 3. At the September meeting of the Section, the nominations for each office to be filled will be reported by the Executive Committee. At that meeting any member of the Section may nominate additional candidates for office from the floor, if the nomination is seconded by another member present. All candidates nominated shall have indicated willingness to serve if elected.

Section 4. The candidates for each office shall be listed in an order to be selected by lot on a ballot to be distributed to each member of the Section by October 21. The ballot shall provide for a write-in candidate for each position to be filled. A paper ballot shall be provided to any member who requests it.

Section 5. The ballots shall be tabulated and validated no later than November 15. The candidate for each position receiving the largest number of votes shall be declared elected. In case of a tie vote, 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.

The results shall be announced by the Section Chair as soon as possible after the election and/or published on the Section’s website soon thereafter. The results shall be certified to the Executive Director of the SOCIETY not later than December 1 in accordance with the Bylaws of the SOCIETY.
Section 5. 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) are subject to recall for neglect of duties or conduct injurious to the SOCIETY. Recall procedures are not applicable to Councilors and Alternate Councilors.

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 alternate resolution to the problem. The Chair shall promptly inform the petitioners and the official 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.

b. If the proceedings continue:

   (1) The Chair shall assign the duties of the official to another qualified MEMBER of the Section 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 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 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

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

BYLAW IX
Meetings

Section 1. The Section shall hold regular meetings at places, times, and intervals designated by the Executive Committee. The Executive Committee shall designate one of the regular meetings of the Section as the annual meeting.

Section 2. The Executive Committee shall set the order of business for regular meetings of the Section. The order of business may be suspended by a majority vote of the members present at any regular meeting.

Section 3. The Section may hold special business meetings upon the written request of a majority of the Executive Committee or at the written request of 15 members of the Section. 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 business meetings of the Section, 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 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 all meetings shall be sent to each member and affiliate of the Section. A quorum for the transaction of business at a Section meeting shall consist of 15 members of the Section. No business shall be conducted in the absence of a quorum.

Section 7. 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 an officer with no authority to disburse funds. The audit report shall be submitted to the Executive Committee by January 31.

**BYLAW XI**

**Amendments**

Section 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, if practical, it shall 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, as soon as practical, distribute the amendment(s) to each
member of the Section with either notice of the next meeting, or notice of a ballot on the
amendment.

Section 2. 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. After any required changes are incorporated, and any recommended changes reviewed and
accepted or rejected by a majority of the petitioners, the Secretary shall, as soon as practical,
distribute the amendment(s) to each member of the Section with either notice of the next meeting or
notice of a ballot on the amendment.

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

Section 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.

Section 5. 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 XII
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.