



**\*BYLAWS OF THE MEMPHIS SECTION  
OF THE AMERICAN CHEMICAL SOCIETY**

**ARTICLE I—NAME**

Section 1. This organization shall be known as the Memphis Section of the AMERICAN CHEMICAL SOCIETY and hereinafter referred to as “the Section”; provided, furthermore, that said AMERICAN CHEMICAL SOCIETY be hereinafter referred to as “the SOCIETY.”

**ARTICLE II—OBJECTS**

Section 1. The objects of the Memphis Section shall be the furthering of the advancement of all chemical activities, development of the social relations among those interested in this science, promotion of general welfare of the members of the Section, cooperation with the parent body of the SOCIETY and with other local and general technical associations, groups and societies, advancement of chemistry as a profession, promotion of chemical research, advancement of applied chemistry and dissemination of information on subjects appertaining to any of the above-named objects.

**ARTICLE III—HEADQUARTERS**

Section 1. The Section shall have its headquarters at Memphis, Tennessee.

**ARTICLE IV—TERRITORY**

Section 1. The Section shall have such territory as is allotted to it by the SOCIETY.

**ARTICLE V—MEMBERS AND AFFILIATES**

Section 1. The rolls of the Section shall include those MEMBERS, ASSOCIATE MEMBERS, and National 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.

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\***Effective February 27, 1987.** Approved, as amended, by the Committee on Constitution and Bylaws, acting for the Council of the AMERICAN CHEMICAL SOCIETY.

Section 2. The Section may have Local Section Affiliates subject to the provisions of the Constitution and Bylaws of the SOCIETY.

Section 3. MEMBERS, ASSOCIATE MEMBERS, National Affiliates and Local Section Affiliates shall have such rights and privileges as are accorded them by the Constitution and Bylaws of the SOCIETY. 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 voting members of the Executive Committee. (ASSOCIATE MEMBERS may not hold any position on the Executive Committee but may be elected or appointed to other committee positions.)

## **ARTICLE VI—OFFICERS AND MANNER OF ELECTION**

Section 1. The officers of the Section shall be a Chair, a Chair-Elect, the Councilors and Alternate Councilors as may be provided by the Constitution and Bylaws of the SOCIETY, a Secretary, and a Treasurer. The offices of Secretary and Treasurer may be held by one person. Only MEMBERS shall be eligible for holding office.

Section 2. The Chair-Elect of the Section shall be elected annually for a term of one year or until a successor is duly elected. The Chair-Elect shall become Chair for the year following. The Secretary and the Treasurer shall be each elected for a term of two years. Councilors and Alternate Councilors shall be elected for a term of three years. All officers shall take office on January 1.

Section 3. The Executive Committee of the Section shall fill any vacancy in its body and any vacant office by the appointment of any MEMBER of the Section qualified to hold office to serve until the next annual election.

Section 4. The Chair of the Section shall appoint two Nominating Committees of not less than three members each. The Chair of the Section shall designate one of the appointed members of each Committee as its Chair. At least one appointee on each Committee must be a MEMBER.

Section 5. The Nominating Committees as provided in Section 4 of this Article shall each present a full slate of nominees to the Chair at a date requested by the Chair. The Chair shall then forward the dual slates of nominees to the Secretary for the formation of a ballot. The Secretary shall mail a ballot to each eligible voter in the Section. Members may substitute nominees of their own selection by writing in the names on the ballot. All ballots cast shall be returned in a sealed envelope bearing the voters signature on the outside to the Secretary no later than 30 days after mailing of the ballot.

Section 6. The valid ballots cast shall be counted by three tellers appointed by the Chair. The results of the balloting shall be reported first to the Executive Committee and then to the general membership. In case of a tie vote for any elective office, the Executive Committee shall decide between the tie candidates.

## **ARTICLE VII—DUTIES OF OFFICERS**

Section 1. The duties of the several officers shall be such as usually pertain to their offices together with those required by the Constitution and Bylaws of the SOCIETY and such other duties as may be given them from time to time by the Executive Committee.

Section 2. The Treasurer shall be bonded in a suitable manner if, when, and as the Executive Committee so provides.

Section 3. 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 in a manner specified by the Executive Committee.

Section 4. The Chair of the Section through the Executive Committee is responsible for keeping an updated JOBS MANUAL in which are to be found the specific duties of the Section officers, position holders, and committees.

## **ARTICLE VIII—COMMITTEES AND THEIR DUTIES**

Section 1. There shall be an Executive Committee and such other committees as may be necessary for the proper conduct of the affairs of the Section.

Section 2. The Executive Committee shall consist of the officers of the Section as set forth in Article VI, Section 1, the Immediate Past Chair, Past Secretary, and Past Treasurer, the Chair of any Sub-Section and three Members-at-Large elected in the manner described in Article VI. The Members-at-Large shall be elected for a term of three years with one position being filled each year. This Committee shall have charge of the affairs otherwise provided for in the bylaws.

Section 3. There shall be two Nominating Committees as provided for in Article VI, Section 4.

Section 4. An Auditing Committee of three MEMBERS shall be appointed at the November meeting by the Chair for the purpose of examining the accounts of the Memphis Section. This examination shall be made at the end of the calendar year and reported to the Executive Committee. The Secretary shall report the Auditing Committee findings to the general membership as soon as is practical. The Auditing Committee shall report its findings in writing at the following January meeting.

Section 5. The Memphis Section shall have an Awards Committee of six MEMBERS of the SOCIETY and the Memphis Section, who are to be elected and serve as set forth in this section. The Chair and Chair-Elect are to be non-voting members.

Two members shall be elected each year at the regular election and according to the bylaws covering elections of officers and shall serve for a period of three calendar years starting January 1 following their election.

The functions and duties of the Awards Committee shall be determined by the Executive Committee of the Memphis Section.

Section 6. The Section shall have a Program Committee consisting of the Chair-Elect and three members.

One member shall be elected each year at the regular election of officers and shall serve for a period of three calendar years beginning January 1.

The Chair-Elect of the Section shall serve as Chair of this Committee. The duties of the Program Committee shall be to arrange for speakers for the Section meetings, to arrange for meeting places and for socials associated with meetings.

Section 7. All committees not otherwise provided for in these bylaws may be appointed from time to time by the Chair.

## **ARTICLE IX—MEETINGS**

Section 1. The Section shall meet regularly upon due notice at such times and places as may suit its convenience, provided that at least two meetings shall be held in each calendar year.

Section 2. The Section may have special meetings upon the request of a majority of the Executive Committee.

Section 3. A quorum for regular and special meetings of the Section shall consist of 20% of the members of the Section. In the absence of a quorum, regular and special meetings shall adjourn to a date.

Section 4. The Executive Committee shall meet upon due notice at such times and places as may suit its convenience, upon call of the Chair or upon request of a majority of its members. The order of business shall be such as the Committee provides from time to time. The Secretary shall keep minutes of these meetings and report same to the general membership.

Section 5. A quorum for an Executive Committee meeting shall consist of a majority of the members of the Committee provided that the Chair or Chair-Elect is present. In the absence of a quorum, the meeting shall adjourn to a date.

Section 6. At regular meetings of the Section the order of business shall be as follows:

- a. Minutes of previous meeting
- b. Reports of officers and committees

- c. Announcements
- d. Miscellaneous business
- e. Reading of papers, talks and social activities
- f. Adjournment

Section 7. The regular order of business at a regular meeting may be suspended by a majority vote of the members present.

Section 8. The Secretary shall keep permanent records of all business conducted at regular and special Section meetings.

Section 9. The parliamentary procedure, for all Section meetings, not specifically provided in these bylaws, shall be subject to the latest edition of “Robert’s Rules of Order.”

Section 10. The Secretary is responsible for communicating to the general membership the agenda for Section meetings and the minutes of any official business conducted at Section meetings. This shall be done through the Section newsletter or regular mail.

#### **ARTICLE X—DUES, FUNDS, DONATIONS AND BEQUESTS**

Section 1. All assigned members and National Affiliates, excepting MEMBERS in emeritus status of the SOCIETY, shall annually be assessed local dues, the amount of which shall be set by the Executive Committee of the Section.

Section 2. All Local Section Affiliates shall pay annual dues, the amount of which shall be set by the Executive Committee of the Section. Failure to pay such dues in advance shall terminate such affiliation.

Section 3. The raising and collection of funds other than dues may be provided by suitable resolution adopted at a regular or special meeting of the Section or as decided by the Executive Committee subject to the provisions of the Constitution and Bylaws of the SOCIETY.

Section 4. Donations or bequests of funds or property may be accepted by suitable resolution adopted at a regular or special meeting of the Section or as decided by the Executive Committee of the Section, subject to the provisions of the Constitution and Bylaws of the SOCIETY.

#### **ARTICLE XI—DISSOLUTION**

Section 1. Upon the dissolution of the Section and the discharge of its debts and the settlement of its affairs, funds and property of the Section remaining thereafter shall be duly conveyed to the SOCIETY for the general purposes of the SOCIETY.

**ARTICLE XII—AMENDMENTS TO BYLAWS**

Section 1. These bylaws may be amended in the following manner:

a. The proposed amendment shall have been first submitted in writing to the Executive Committee and shall have been approved by a majority of the members of the Executive Committee at an official meeting.

b. A return letter ballot inclusive of the text of the amendment and a suitable explanation of the amendment shall have been sent by the Secretary to all members of the Section and that 20 days thereafter the Secretary shall close the voting and count all valid ballots received. The Secretary shall hold these ballots for three months for the case the results are contested.

c. A majority of members voting shall be required to approve the amendment.

Section 2. The Secretary shall make a suitable report at the next regular meeting of the Section.

**ARTICLE XIII—EFFECTIVE DATE OF AMENDMENTS TO THESE BYLAWS**

Section 1. Amendments to these bylaws shall become effective upon approval by the Council of the SOCIETY unless a later date is specified.