



***BYLAWS OF THE
MICHIGAN STATE UNIVERSITY SECTION
OF THE
AMERICAN CHEMICAL SOCIETY**

**BYLAW I
Name**

This organization shall be known as the Michigan State University 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 be the same as those of the SOCIETY, namely: to encourage in the broadest and most liberal manner the advancement of chemistry in all its branches; to promote research in chemical science and industry; to improve the qualifications and usefulness of chemists through high standards of professional ethics, education, and attainments; to increase and diffuse chemical knowledge; and to promote scientific interests and inquiry through its meetings, professional contacts, reports, papers, discussions, and publications, thereby fostering public welfare and education, aiding the development of our country’s industries, and adding to the material prosperity and happiness of our people.

**BYLAW III
Territory and Headquarters**

Section 1. The territory of the Section shall be that assigned to it by the SOCIETY.

Section 2. The headquarters of the Section shall be East Lansing, Michigan.

***Effective December 23, 2008.** 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, ASSOCIATE MEMBERS, and Society 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.

Section 2. The Section may have Local Section Affiliates as authorized in the Constitution and Bylaws of the SOCIETY.

Section 3. MEMBERS, ASSOCIATE MEMBERS, Society Affiliates, and Local Section Affiliates shall have such rights and privileges as are accorded them by the Constitution and Bylaws of the SOCIETY. Society 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.

BYLAW V
Organization

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

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

Section 3. The Executive Committee shall consist of the officers of the Section, the Councilor(s), and the Alternate Councilor(s).

Section 4. All officers, Councilor(s), Alternate Councilor(s), and such other persons elected by the members shall be chosen from the MEMBERS.

BYLAW VI
Manner of Election and Terms of Office

Section 1. Elected officers of the Section shall serve for a term of one year beginning January 1, or until their successors are elected. The Chair-Elect shall succeed to the office of Chair upon completion of the Chair's term of office.

Section 2. Councilor(s) and Alternate Councilor(s) shall be elected for a term of three years, beginning January 1 immediately following their election.

Section 3. In the event of a vacancy in the office of Chair, the Chair-Elect shall assume the added duties of the Chair for the unexpired term. All other 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 elect a MEMBER to fill out the unexpired term, if any. In the event the office of Chair-Elect is filled by such interim appointment, the Section shall elect both a Chair and Chair-

Elect at its annual election. In the event of a vacancy in the position of Councilor or Alternate Councilor, the vacancy shall be filled at the next annual election. The vacancy may be filled until the next annual election by appointment by the governing body.

Section 4.

- a. On or before November 1 of each year, the Committee on Nominations and Elections, appointed by the Chair with the advice of the Executive Committee, shall transmit to the Secretary of the Section the names of one or more nominees for each of the offices of Chair-Elect, Secretary and Treasurer.
- b. On or before November 1 of each year in which a Councilor's term ends, the Committee on Nominations and Elections shall transmit to the Secretary of the Section the names of one or more members who are willing to serve as nominees for Councilor(s) provided that should the Section be entitled to more than one Councilor, terms of Councilors shall be staggered to produce rotations in accordance with the Constitution and Bylaws of the SOCIETY. In those years when an Alternate Councilor's term ends, nominations for Alternate Councilor(s) shall be made in the same manner.
- c. The Committee on Nominations and Elections shall announce to the membership the names of all nominees for the Section offices.
- d. Additional nominations for Section offices may be made by written petition to the Committee on Nominations and Elections if received by this Committee within two (2) weeks following the official announcements, provided that each petition shall be signed by ten (10) members.
- e. On or before November 15 of each year, the Secretary shall provide each member of the Section with a ballot containing the names of all the nominees for Chair-Elect, Secretary, and Treasurer, and if there is a position to be filled, the names of all the nominees for Councilor(s) and Alternate Councilor(s). For uncontested offices, the candidate is elected by acclaim if no ballots are returned. The Secretary shall retain all returned ballots for at least 90 days after either the announcement of the results to the membership or until any disputes have been resolved, whichever is later.
- f. In order to be valid, the marked ballot must be returned to the Committee on Nominations and Elections within the time specified by the Committee. The Committee shall count all valid ballots. That nominee for each office receiving the greatest number of votes shall be declared elected Chair-Elect, Secretary, and Treasurer, and Councilor(s) and Alternate Councilor(s) as the election may apply. In the case of a tie vote for any elective position, the Executive Committee shall select from among the tied candidates.

BYLAW VII Recall of Elected Officials

Section 1. The elected officials of the Section (Officers or elected Executive Committee Members but not Councilors or Alternate Councilors) 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 (5) 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. 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 thirty (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.
- 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 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 and the replacement of the official.

BYLAW VIII **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 from time to time by the Executive Committee.

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

BYLAW IX **Committees**

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

BYLAW X **Meetings**

Section 1. The Section shall hold at least one regular meeting each year and such other meetings as are necessary to carry out its objects, and at such places as designated by the Executive Committee.

Section 2. The Section may hold business meetings at the call of the Executive Committee or at the request of ten (10) members of the Section. The notices of meetings shall state the exact nature of the business to be transacted.

Section 3. The time and the place of any business meeting of the Section shall be fixed by the Executive Committee provided that at least one week's notice thereof is given to the members and affiliates. A quorum for all business meetings of the Section shall consist of ten (10) percent

of the members of the Section. In the absence of a quorum, all business meetings shall adjourn to a date.

Section 4. The Executive Committee shall meet at the call of the Chair or at the request of a majority of the members of the Committee. A quorum for all Executive Committee meetings shall consist of fifty (50) percent of the members of the Executive Committee. In the absence of a quorum, all Executive Committee meetings shall adjourn to a date determined by the Executive Committee.

BYLAW XI Finances

Section 1. All income to the Section shall be collected by the Treasurer.

Section 2. The Section shall make application for a share of the annual SOCIETY dues of its members and Society Affiliates as provided in the Constitution and Bylaws of the SOCIETY.

Section 3. Funds allocated to the Section by the SOCIETY shall be used only in the payment of necessary operating expenses incident to the fulfillment of the Section's objects.

Section 4. The Section may assess dues and raise or collect funds to be expended for local purposes, in harmony with the provisions of the charter of the SOCIETY, and may have the entire management and control of said funds.

Section 5. The Section may receive donations or bequests made to the Section and may expend or invest the same in the interest of the Section.

Section 6. The Section shall submit to the Council Committee on Local Section Activities of the SOCIETY through the Executive Director of the SOCIETY an annual report of its operations, including an itemized statement of receipts and expenditures and investments of its funds.

BYLAW XII Amendments

Section 1. A proposed amendment to these bylaws must first be submitted in writing to the Executive Committee. If it is found to be in accordance with the Constitution and Bylaws of the SOCIETY, the Secretary shall then furnish all members of the Section with a copy of the proposed amendment.

Section 2. At the next meeting of the Section after notice of the proposed amendment is given, the amendment may be adopted by three-fourths of the votes of the members present, or, at the discretion of the Executive Committee, by distributed ballot. The amendment will be adopted with the approval of three-fourths of the returned ballots.

Section 3. An amendment adopted by the Section must immediately be transmitted to the Executive Director of the SOCIETY for action by Council. The amendment becomes effective upon approval by the Committee on Constitution and Bylaws, acting for the Council.

BYLAW XIII
Dissolution of Section

Upon the dissolution of the Section and the discharge of its debts and the settlement of its affairs, any funds and property 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 is selected by the governing body of the Section is 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.