*BYLAWS OF THE NORTH ALABAMA SECTION
OF THE AMERICAN CHEMICAL SOCIETY*

**BYLAW I—NAME**

The name of this organization shall be the North Alabama 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 are the encouragement and advancement of chemistry in all its branches, the increase and diffusion of chemical knowledge, the promotion of scientific interests and inquiry, and the stimulation of the professional interest of its members.

**BYLAW III—TERRITORY AND HEADQUARTERS**

The territory of the Section shall be that assigned to it by the SOCIETY. (In 1953, the territory comprised the counties of Madison and Morgan in Alabama.)

The headquarters of the Section shall be at Huntsville, Alabama.

**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 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. ASSOCIATE MEMBERS shall be entitled to all the privileges of membership except that of holding an elective position.

*Effective April 27, 1977. Approved, as amended, by the Committee on Constitution and Bylaws, acting for the Council of the AMERICAN CHEMICAL SOCIETY.*
Section 3. (a) Any individual who is interested in chemistry and is not a member or National Affiliate of the AMERICAN CHEMICAL SOCIETY may become an affiliate of the North Alabama Section on approval of the Membership Committee of the Section.

(b) Affiliates shall be entitled to all the privileges of the Section except those of voting for or holding an elective position of the Section, voting on articles of incorporation and bylaws of the Section, or serving as voting members of the Executive Committee.

BYLAW V—ORGANIZATION

Section 1. The officers of the Section shall be a Chair, Chair-Elect (or Vice-Chair if appointed in accordance with provisions of these bylaws), Secretary, Treasurer, Councilors, and Alternate Councilors.

Section 2. (a) The Chair of the Section shall preside at all meetings of the North Alabama Section, the Board of Directors, and the Executive Committee; shall appoint all committees determined by the Board of Directors as necessary and not otherwise provided for herein; shall appoint all representatives, agents, and delegates of the Section not otherwise provided for herein; and shall perform such other duties as usually appertain to this office. He shall be a member ex officio of all committees.

(b) The Chair-Elect shall perform the duties usually pertaining to the office of Vice-Chair and in the absence of the Chair of the Section, shall assume and execute the duties of that office.

(c) The Secretary shall keep such records of the proceedings of the North Alabama Section, of the Board of Directors, and of the Executive Committee as the Board shall determine to be necessary and proper; shall maintain a roster of members and affiliates; shall have custody of the records of the Section; shall conduct the official correspondence of the Section; and shall perform such other duties as pertain to this office.

(d) The Treasurer shall have custody of the funds of the Section and shall report to the Board of Directors at its regular quarterly meetings and at such other times as the Board may require; he shall present an annual report and balance sheet as of the last day of the fiscal year at the January or February meeting as provided herein; and he shall perform such other duties as pertain to this office.

Section 3. (a) The Executive Committee shall be composed of the Chair of the Section, the Chair-Elect, the Secretary, and the Treasurer. Three members shall constitute a quorum for the transaction of business.

(b) The Executive Committee shall administer all routine matters in connection with the operation of the Section, shall approve all bills to be paid by the Treasurer, shall arrange the agenda for business to be brought before the Board of Directors or before the
membership at their respective meetings, and shall perform such other duties as may be
delegated to it by the Board of Directors.

(c) The Executive Committee shall meet once each month during the program
year and at any other times as requested by one of its members.

Section 4. (a) The Board of Directors of the Section shall be composed of the Chair of
the Section, the Chair-Elect, the most recent Past-Chair, the Secretary, the Treasurer, the
Councilors, Alternate Councilors, and the chairs of all standing committees provided for in these
bylaws. Seven members shall constitute a quorum for the transaction of business.

(b) The Board of Directors is the legal representative of the Section and as
such shall have, hold, and administer all the property and funds of the Section. In the event of an
emergency situation which requires action outside of the scope of these bylaws in less time than
allowed by due process of amendment according to Article IX, the Board of Directors shall be
empowered to take such action as is necessary.

Section 5. The Councilors and Alternate Councilors are the representatives of the North
Alabama Section to the Council of the AMERICAN CHEMICAL SOCIETY. They shall act and
vote at meetings of the Council as they deem fit and proper, giving weight to the opinions and
wishes of the Section.

Section 6. All officers and other persons elected by the members shall be chosen from
the MEMBERS.

**BYLAW VI—COMMITTEES**

Section 1. In addition to the Executive Committee as established in Bylaw V, there shall
be four other standing committees known respectively as:

- Membership and Hospitality Committee
- Professional Relations & Status Committee
- Public Relations Committee
- Program and Arrangements Committee

Section 2. The duties of these committees shall be those implied by the titles and as
further defined by the Board of Directors.

Section 3. The Membership and Hospitality Committee shall consist of a Chair and not
less than four other members, all appointed by the Chair of the Section. Their terms of office
shall be one year or until their successors have been appointed and qualify.

Section 4. The Professional Relations and Status Committee shall consist of a Chair and
at least two other members, all appointed by the Chair of the Section with the consent and
approval of the Board of Directors. Their terms of office shall be one year or until their successors have been appointed and qualify.

Section 5. The Public Relations Committee shall consist of a Chair and not less than four other members, all appointed by the Chair of the Section. Their terms of office shall be one year or until their successors have been appointed and qualify.

Section 6. The Program and Arrangements Committee shall consist of a Chair and not less than four other members appointed by the Chair of the Section. Their terms of office shall be one year or until their successors have been appointed and qualify.

BYLAW VII—MANNER OF ELECTION AND TERMS OF OFFICE

Section 1. The Chair-Elect, the Secretary, the Treasurer, the Councilors, and the Alternate Councilors shall be elected by secret ballot at the regular meeting in November. All officers including Councilors and Alternate Councilors shall assume office on January 1st following their election. The term of office shall be one year for all the officers except Councilors and Alternate Councilors, who shall serve a term of three years as provided in the Constitution of the AMERICAN CHEMICAL SOCIETY. Any officer may be elected or re-elected to any office, provided that his present term of office will have expired at the time of assuming the new office or provided that he resigns his present office upon consenting to become a candidate for the new office. The duly elected officers shall serve until their successors shall have been elected and qualify.

Section 2. Each MEMBER and each ASSOCIATE MEMBER shall be eligible to make one nomination for each office and to cast one vote for each office; affiliates shall not have this privilege. Only MEMBERS shall be eligible to hold elective positions.

Section 3. At or before the September meeting, the Chair of the Section shall appoint an Election Committee of at least three members, no one of whom shall be an officer. Fifteen days prior to the October meeting, or fifteen days prior to October fifteenth if no meeting is to be held, there shall be sent out blank forms upon which each member may indicate his choice of candidates for the offices to be filled. These nomination forms, enclosed in unsigned ballot envelopes which are in turn enclosed in envelopes bearing the signatures of the members proposing the names, must be in possession of the Secretary of the Section before the close of the October meeting but not later than October fifteenth if no meeting is held. Nomination forms shall also be available at the October meeting for the benefit of those members who are present and wish to make nominations at that time. The Secretary shall certify the signatures and transmit the sealed ballot envelopes from qualified voters to the Election Committee, and the latter shall count the nominations. The two candidates who shall have received for each of the offices of Chair-Elect, Secretary, Treasurer, and the four candidates who shall have received for each office of Councilor, the most nominating votes, provided these numbers of votes represent, in each case, two percent or more of the qualified membership of the Section, and who shall have expressed their consent to the nomination, shall be placed on the election ballot. The Election Committee is permitted to add additional names if the above procedure does not place at least
two nominees for each office of Councilor. The Election Committee is also empowered to place another choice for any and all offices if such is desirable in the opinion of this Committee.

Section 4. Ballots, prepared as above provided for, together with brief biographical information on the nominees, shall be sent to each member at least fifteen days before the November meeting or 15 days before November 15, whichever is earlier, with a return envelope and a ballot envelope. Each member shall indicate his choice by voting for one of the nominees for each office. The ballots, enclosed in unsigned envelopes which are in turn enclosed in signed envelopes, shall be returned to the Secretary at least one day before the November meeting or not later than November 15, whichever is earlier. The Secretary shall certify the signatures and transmit the sealed ballot envelopes from qualified voters to the Election Committee, and the latter shall count the votes. In each case the candidate receiving the highest number of votes for an office shall be declared elected. In balloting for Councilors and Alternate Councilors, the person or persons receiving the largest number of votes shall fill the Alternate Councilor vacancies. The results of Councilor and Alternate Councilor election shall be transmitted immediately to the Executive Director of the SOCIETY. The results of all elections shall be announced to the Section before the close of the November meeting. In case of a tie vote, the decision as to the choice shall be made before the close of the same meeting, by written ballot taken from the members of the Executive Committee and the Election Committee, the Chair of the Section casting his vote only in case of another tie.

Section 5. If a vacancy occurs in the office of Chair of the Section, the Chair-Elect shall succeed to that office and shall serve as Chair of the Section for the unexpired term of his predecessor in addition to serving the term for which he was regularly elected.

Section 6. (a) If for any reason a vacancy occurs in the office of Chair-Elect, the Board of Directors shall appoint a Vice-Chair from the eligible members of the Section, who shall have all the rights and shall discharge all of the duties of Chair-Elect for the unexpired term.

(b) The Vice-Chair shall not succeed to the office of Chair of the Section by right, although he may be nominated and elected as provided in Section 6(c).

(c) In case the vacancy in the office of Chair-Elect occurs because of the inability of the elected officer to serve, it shall be necessary to elect both a Chair of the Section and a Chair-Elect at the next regular election.

Section 7. In case of the inability of every Councilor and every Alternate Councilor to attend a Council meeting, the Board of Directors is authorized to appoint a Temporary Substitute Councilor.

Section 8. Any details not provided for in the manner of election shall be supplied by vote of the Board of Directors.

**BYLAW VIII—MEETINGS**
Section 1. The Section shall hold not less than eight regular meetings each year.

Section 2. The Section may hold special meetings at the call of the Executive Committee or at the request of ten members of the Section. The notices of special meetings shall state the exact nature of the business to be transacted, and no other business shall transpire at such meetings.

Section 3. Due notice of all meetings shall be sent to each member of the Section. A quorum for all meetings of the Section shall consist of ten percent of the members of the Section. In the absence of a quorum, all business meetings shall adjourn to a date.

Section 4. The rules of order in the conduct of Section meetings, not specifically provided in these bylaws, shall be Robert’s “Rules of Order.”

**BYLAW IX—DUES**

Section 1. All National Affiliates and members of the Section, except MEMBERS in emeritus status of the SOCIETY, may be assessed such annual Local Section dues as are set by the Board of Directors.

Section 2. The annual dues of Local Section Affiliates shall be set by the Board of Directors in accordance with the Constitution and Bylaws of the SOCIETY. Failure to pay such dues in advance shall automatically terminate the affiliation.

**BYLAW X—AMENDMENTS**

Any proposed amendment to the bylaws, signed by any five members, may be presented in writing at any regular meeting of the Section. The text of the amendment shall be presented to the membership at the next regular or special meeting and shall be mailed to all members of the North Alabama Section within 20 days thereafter. Then at the next regular or special meeting, not less than 10 days after mailing the text of the amendment, the members shall vote on the amendment by secret ballot. In order to have the measure pass, a two-thirds vote of the members present shall be necessary. The amendment shall become effective upon approval by the Council unless a later date is specified.

**BYLAW XI—DISSOLUTION OF SECTION**

Upon dissolution of the Section and the discharge of its debts and the settlement of its affairs, any funds and property shall be used for the advancement of chemistry in the area covered by the Section. In the event this procedure is not practicable, or there still remain unexpended funds, such funds shall be conveyed to the Society for the general purposes of the SOCIETY.