BYLAWS
Northeastern Indiana Section
of the
AMERICAN CHEMICAL SOCIETY

ARTICLE I—NAME

Section 1. This organization shall be known as “Northeastern Indiana Section of the AMERICAN CHEMICAL SOCIETY” and hereinafter is referred to as “the Section.” The said AMERICAN CHEMICAL SOCIETY hereinafter is referred to as “the SOCIETY.”

ARTICLE II—OBJECT

Section 1. The object of the Section is 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 interests and promotion of the well-being of its members.

ARTICLE III—HEADQUARTERS

Section 1. The Section shall have its headquarters at Fort Wayne, Indiana.

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 in the territory of the Section, provided that

*Effective August 17, 1977. Approved, as amended, by the Committee on Constitution and Bylaws, acting for the Council of the AMERICAN CHEMICAL SOCIETY.
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 subject to the provisions of the Constitution and Bylaws of the SOCIETY.

Section 3. The members of the Section shall consist only of members of all of the several membership classifications of the SOCIETY entitled to vote as members of the SOCIETY as provided in the Constitution and Bylaws of the SOCIETY.

ARTICLE VI—OFFICERS, COUNCILORS, MANNER OF ELECTION AND ELIGIBILITY

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

Section 2. The Chair-Elect of the Section shall be elected annually for a term of one year; the Secretary and the Treasurer shall be elected biennially in alternate years for terms of two years each. The officers shall take office on January 1 immediately following their election, and they shall serve until their successors are duly elected and installed. The former Chair-Elect shall automatically become Chair at the same time.

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, and such members so appointed shall serve for the unexpired term except that Councilors and Alternate Councilors shall serve until the next regular election at which time a MEMBER shall be elected to fill out the unexpired term.

Section 4. At a Section meeting to be held prior to October 1 in each year, the Chair shall appoint a Nominating Committee of not less than three members not officers of the Section to provide two nominees for each elective office of the Section.

Section 5. The Section shall have Councilors and Alternate Councilors as may be provided for by the Constitution and Bylaws of the SOCIETY. The Councilors and Alternate Councilors shall take office on January 1 of the calendar year following their election, and they shall be nominated and elected early enough so that their election can be reported to the Executive Director of the SOCIETY not later than December 1. The term of Councilors and Alternate Councilors shall be three years, and they shall be elected in such a manner as to provide rotation.

Section 6. The Nominating Committee as provided in Section 4 of this article shall present its report of nominees to the Secretary of the Section within 30 days after its appointment and the Secretary shall, not later than 10 days thereafter, send all members of the Section the report of the Nominating Committee together with a secret mail ballot. Should a regular meeting be held after the Nominating Committee reports to the Secretary, but prior to the time of election, the report shall be read by the Secretary. Members may substitute nominees of their own selection by writing in the names on the ballot. Members shall sign their names on an outside envelope
and the ballots shall be enclosed in an inner unmarked envelope which the voters shall seal. All ballots cast shall be so mailed to the Secretary.

Section 7. All valid ballots cast as provided in Section 6 of this article must be received by the Secretary on or before the date indicated on the ballot. Three tellers appointed by the Chair shall count the ballots and make appropriate report of the balloting at the Annual Meeting. In case of a tie vote for any elective office, the members present at the Annual Meeting shall forthwith proceed to decide between the tie candidates by secret ballot, and shall further proceed to fill any vacancies that may exist due to the death, resignation, refusal, or inability to serve of any of the officers or elected 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 of the Section.

Section 2. The Treasurer shall be bonded at the Section’s expense in a suitable manner as provided by the Executive Committee.

Section 3. The Treasurer shall receive and deposit all funds paid to the Section in the name of the Section, shall disburse funds of the Section upon authorization of the Executive Committee, and shall be prepared to report on the financial status of the Section at each business meeting of the Section and at each meeting of the Executive Committee.

Section 4. As soon as possible after the close of each fiscal year, the Treasurer for the past fiscal year shall submit to the Executive Committee a complete financial report covering the affairs of the Section. The Secretary shall enter this financial report in the minutes of the Executive Committee, and shall mail a copy of this report to any member of the Section upon request. The fiscal year shall extend from January 1 to December 31.

Section 5. At the Annual Meeting, the Chair shall appoint an Auditing Committee of members who shall examine the books, vouchers, and report of the Treasurer. The Auditing Committee shall submit its report to the Chair as soon thereafter as possible.

ARTICLE VIII—COMMITTEES AND THEIR DUTIES

Section 1. There shall be an Executive Committee, Program Committee, Membership Committee, and such other committees as may be necessary for the proper conduct of the affairs of the Section. The Chair of the Section shall appoint the members (including the Chair) of the Program Committee, the Membership Committee, and other committees.

Section 2. The Executive Committee shall consist of the officers of the Section as set forth in Article VI, Section 1, Chair of the Program Committee, Chair of the Membership Committee, two members-at-large, and such other members as may be necessary for properly carrying out the activities of the Section. The members-at-large shall be elected in the manner described in
Article VI, one each year for a term of two years. The Executive Committee shall have charge of the affairs, funds, and property of the Section and of all other matters not otherwise provided for in these bylaws.

ARTICLE IX—MEETINGS

Section 1. The Section shall hold the regular monthly meetings from September to May inclusive. The January meeting shall be known as the Annual Meeting.

Section 2. The Section shall have special meetings upon the request of a majority of the Executive Committee or upon the written request of 20% of the members of the Section. The calls for special meetings shall recite the exact nature of the business intended to be transacted and no other business shall transpire at such meetings.

Section 3. A quorum for regular and special meetings of the Section shall consist of 25% 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.

Section 5. A quorum for an Executive Committee shall consist of a majority of the members of the Committee. 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
c. Reports of committees
d. Miscellaneous business
e. Reading of papers
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 parliamentary procedure, for all Section meetings, not specifically provided in these bylaws, shall be subject to Robert’s Rules of Order.

ARTICLE X—DUES, FUNDS, DONATIONS, AND BEQUESTS

Section 1. All assigned National Affiliates and members, except MEMBERS in emeritus status of the SOCIETY, may annually be assessed such local dues as the Section itself may determine.
Section 2. The annual dues of a Local Section Affiliate shall be set by the Executive Committee but shall not be less than the minimum amount provided in the Bylaws of the SOCIETY; failure to pay such dues in advance shall terminate such affiliation.

Section 3. The raising and collecting of funds other than dues may be provided by suitable resolution adopted at a regular or special meeting of the Section by a majority vote of the members present, subject to the provisions of the 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 by a majority vote of the members present, subject to the provisions of the 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, any 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. That 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.

   b. That a return letter ballot inclusive of 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.

   c. That a two-thirds (2/3) majority of the members voting shall be necessary to approve the amendment providing that this two-thirds (2/3) majority constitutes at least 25% of the members of the Section.

ARTICLE XIII—EFFECTIVE DATE OF THESE BYLAWS

Section 1. These bylaws shall become effective upon approval by the Council.

Section 2. Following adoption by the Section, an amendment to these bylaws shall become effective upon approval by the Council unless a later date is specified.