



***BYLAWS OF THE NORTHWEST LOUISIANA SECTION
OF THE AMERICAN CHEMICAL SOCIETY**

BYLAW I—NAME

This organization shall be known as the Northwest Louisiana 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, beside those in the Constitution of the SOCIETY, shall be the promotion of the general welfare of the members of the Section; cooperation with the parent body of the SOCIETY and Local Sections and with other associations, groups and societies for the dissemination of information and dignified publicizing of the SOCIETY and its objectives.

BYLAW III—TERRITORY AND HEADQUARTERS

The territory of the Section shall be those counties and parishes in Arkansas, Louisiana, and Texas assigned to it by the SOCIETY. The headquarters of the Section shall be at Shreveport, Louisiana.

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 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.

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

BYLAW V—ORGANIZATION

Section 1. The officers of the Section shall be a Chair, Chair-Elect, Secretary and Treasurer. The offices of the Secretary and of Treasurer may be held by the same person.

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

Section 3. There shall be an Executive Committee consisting of the officers of the Section, the immediate Past Chair, the Councilors, the Alternate Councilors and three members-at-large.

Section 4. All officers, Councilors, Alternate Councilors and 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 on January 1st or until their successors are elected. The Chair-Elect shall succeed to the office of Chair upon completion of his term of office.

Section 2. Councilors, Alternate Councilors, and Executive Committee members-at-large shall be elected for a term of three years beginning on January 1st.

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 choose a MEMBER to fill 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 next annual election.

Section 4. Prior to September 15th of each year, the Chair shall appoint a Nominating Committee of not less than three members, not officers of the Section, to provide a list of nominees for all elective offices to be filled January 1st. Additional nominations may be made from the floor at the meeting at which the Nominating Committee submits its report, or names of nominees for each elective office may be submitted by any two members to the Chair of the Committee prior to printing of the ballots.

Section 5. The annual election of officers and other members of the Executive Committee shall begin by mail prior to October 15th. The Chair shall appoint a Tally Committee of any three members, not officers or nominees for office, prior to mailing of ballots. The

Secretary shall transmit secret ballots listing the names of nominees to all members of the Section. The secret ballots from voting members, shall be received by the Chair of the Tally Committee by mail up to a designated date prior to November 1st. The Tally Committee shall make a report of the election results at the next regular meeting. A person must receive a plurality of the returned ballots in order to be installed in an elective office. Councilors and Alternates may be selected from one list of nominees according to the votes received by each nominee. In case a second ballot is necessary, a second Tally Committee shall be appointed immediately and serve in the same manner as the first Tally Committee. The Secretary shall transmit the second secret ballots to all members with a request for their return to the Chair of the Tally Committee in time to allow for completion of the election by November 15th. The newly elected MEMBERS shall be certified by the Secretary of the Section to the Executive Director of the SOCIETY as soon as the final election results have been determined and in any event not later than December 1st.

BYLAW VII—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 by the Executive Committee.

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

Section 4. 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 for all authorized obligations of the Section.

BYLAW VIII—COMMITTEES

Beside the Nominating Committee as provided in Bylaw VI, Section 4, and any other temporary committees, there shall be the following standing committees:

- Membership
- Program
- Publicity
- Professional and Economic Relations

Awards
Southwest Regional Affairs

BYLAW IX—MEETINGS

Section 1. The Section shall hold not less than eight regular meetings each year, preferably monthly on the last Thursday of the month, at places designated by the Executive Committee.

Section 2. The Section may hold special meetings at the call of the Executive Committee or at the request of nine members of the Section. The notice 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 by the Secretary to each member and affiliate of the Section and guests as the Executive Committee may decide. A quorum of members for all meetings of the Section shall consist of at least one-fourth of the members of the Section. In the absence of a quorum, all business meetings shall adjourn to a date.

Section 4. At the regular meetings of the Section, the order of business shall be as follows:

- Minutes of previous meeting, if called for
- Reports of officers
- Reports of committees
- Miscellaneous business
- Reading of papers
- Adjournment

The foregoing order of business may be suspended by a majority vote of the members present at a regular meeting. The rules of order in the conduct of Section meetings, not specifically provided in these bylaws, shall be *Robert's Rules of Order, Revised*.

Section 5. The Executive Committee shall meet upon due notice to its members at the call of the Chair or at the request of a majority of the members of the Committee. In the absence of a quorum, which shall be a majority of the Committee members, called meetings of the Executive Committee shall adjourn to a date.

BYLAW X—DUES, FUNDS AND DONATIONS

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

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

Section 3. The raising of funds and receiving of donations shall be in accordance with the Constitution and Bylaws of the SOCIETY.

BYLAW XI—AMENDMENTS

Section 1. A proposed amendment to these bylaws must first be submitted in writing to the Executive Committee. If it is approved by a majority of the Executive Committee, the Secretary shall furnish all members of the Section with copies of the proposed amendment at the time when notice of the next meeting of the Section is given.

Section 2. At this meeting of the Section, the proposed amendment shall be open for discussion. Voting on the proposed amendment shall then be conducted by mail, preferably with ballots being enclosed to each member with the next meeting notice, and ballots shall be returned to the Secretary to be tallied. Two-thirds of the returned votes shall be required to adopt an amendment.

Section 3. The amendments shall become effective upon approval by the Council unless a later date is specified.

BYLAW XII—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 used for the advancement of the science in the area covered by the Section. In the event this procedure is not practical, or there still remain unexpended funds, such funds shall be conveyed to the SOCIETY for the general purposes of the SOCIETY.

Amendment I: The Section may affiliate with the Science Education Council, Inc., of Shreveport, Louisiana, in accordance with the provisions of the Constitution and Bylaws of the SOCIETY.