



***BYLAWS OF THE
PENSACOLA SECTION
of the
AMERICAN CHEMICAL SOCIETY**

BYLAW I—NAME

Section 1. The name of this association shall be the Pensacola Section, hereinafter referred to as “the Section”, of the AMERICAN CHEMICAL SOCIETY, hereinafter referred to as “the SOCIETY”, the headquarters of which are in the city of Washington in the District of Columbia.

BYLAW II—OBJECTS

Section 1. The objects of the Section shall be those found in the Constitution and Bylaws of the SOCIETY.

Section 2. Additional objects of the Section are the:

- a. encouragement and advancement of the science of chemistry in all its branches,
- b. increase and disclosure of chemical knowledge,
- c. promotion of scientific interests and inquiry,
- d. stimulation of the professional interest and promotion of the well-being of its members,
- e. development of social relations among those interested in the science of chemistry,
- f. advancement of chemistry as a profession,
- g. promotion of chemical research and applied chemistry.

Section 3. Nothing in these bylaws shall be inconsistent with the Charter, Constitution, and Bylaws of the SOCIETY.

BYLAW III—TERRITORY AND HEADQUARTERS

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

***Effective May 6, 1998.** Approved, as amended, by the Committee on Constitution and Bylaws, acting for the Council of the AMERICAN CHEMICAL SOCIETY.

Section 2. The headquarters of the Section shall be at the city of Pensacola in the state of Florida.

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. The Section may have Local Section Affiliates as authorized in the Constitution and Bylaws of the 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 elected officers of the Section shall be a Chair, Chair-Elect, Secretary, and Treasurer. The Section shall also have Councilors and Alternate Councilors, the number of whom is determined by the Constitution and Bylaws of the SOCIETY. The number of Alternate Councilors shall equal the number of Councilors.

Section 2. The Chair of the Section shall preside at all meetings of the Section, appoint the members of all committees as necessary, perform such other duties as pertain to the office, and be a member *ex officio* of all committees.

Section 3. The Chair-Elect shall perform the duties as pertain to the office, and in the absence or disability of the Chair of the Section, shall assume and execute the duties of the Chair. The Chair-Elect shall be the Chair of the Program Committee.

Section 4. The Secretary shall keep the necessary and proper records of the proceedings of the Section, have custody of the records of the Section, conduct the official correspondence of the Section, and perform other duties as pertain to the office.

Section 5. The Treasurer shall have custody of the funds of the Section and shall report to the Executive Committee, referred to below as required thereby. The Treasurer shall make all necessary and proper disbursements provided that each bill shall be approved by either the Chair or the Chair-Elect prior to payment, shall present to the membership at the January meeting an annual report and balance sheet as of the last day of the fiscal year, and shall perform such other duties as pertain to the office.

Section 6. The Councilors are the representatives of the Section to the Council of the SOCIETY. They shall act and vote at meetings of the said Council as they deem fit and proper, giving weight to the opinions and wishes of the Section.

Section 7.

- a. The Section shall have an Executive Committee consisting of the Chair, Chair-Elect, Secretary, Treasurer, immediate past Chair, Councilors, Alternate Councilors, and chairs of the standing committees.
- b. The Executive Committee shall hold and administer all the property and funds of the Section consistent with the Constitution and Bylaws of the SOCIETY and these bylaws.
- c. The Executive Committee shall also administer all routine matters in connection with the operation of the Section. It shall receive reports of the standing committees and make periodic reports to the Section. Any action taken by this Committee shall be annulled only by three-fourths vote of the members present at any business meeting called in accordance with the provisions of these bylaws.
- d. A quorum of the Executive Committee shall be a majority thereof, one of whom must be an officer.
- e. 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 Committee.

Section 8. All officers, Councilors, and Alternate Councilors elected by the members shall be chosen from the MEMBERS.

Section 9. No salary shall be paid to any officer of the Section, but expenses incurred by officers and committees in proper performance of their duties shall be paid by the Section subject to the approval of the Chair or Chair-Elect.

BYLAW VI—MANNER OF ELECTION AND TERMS OF OFFICE

Section 1. The Chair, Chair-Elect, Secretary, Treasurer, Councilors, and Alternate Councilors shall be elected by mail ballot counted at the regular meeting in November. All officers and Councilors shall assume office on January 1 following their election. The term of office shall be one year for all officers. Councilors and Alternate Councilors shall serve a term of three years. An officer may be elected or re-elected to any office, provided that the present term of office will have expired at the time of assuming the new office, or provided that the officer resigns the present office upon consenting to become a candidate for a new office. The duly elected officers shall serve until their successors shall have been elected and qualified.

Section 2. Each member shall be eligible to make one nomination for each office from the floor. Nominations need not be seconded.

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 a candidate for office. The Election Committee shall nominate at least one MEMBER who shall have expressed consent to the nominations for each elective office and shall report such nominations at the

October meeting. Additional nominations from the floor at the October meeting will be in order after presentation of the report from the Election Committee.

Section 4. Ballots, together with brief biographical information on the candidates, shall be mailed to each member within a reasonable time before the November meeting. Each member shall vote for one of the candidates for each office. The ballots shall be returned to the Secretary at or before the November meeting. The Secretary shall transmit the ballots received from qualified voters to the Election Committee, and the latter shall count the votes at the November meeting. In each case the candidate receiving the highest number of votes for an office shall be declared elected. In the case of a tie vote, the decision as to the choice shall be made before the close of the same meeting, by written ballot of the members of the Executive Committee and the Election Committee present at the meeting. The candidate receiving the highest number of such votes shall be declared elected, with the Chair of the Section casting a vote only in case of another tie. The results of the election shall be certified by the Secretary and 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.

Section 5.

- a. The Chair-Elect shall succeed to the office of Chair by right after the year's term as Chair-Elect, or earlier as described in these bylaws, should a vacancy occur in the office of Chair. In the latter case, the Chair-Elect also shall serve the normal one-year term as Chair after completion of the vacancy term.
- b. If for any reason the Chair-Elect does not choose to succeed, or cannot succeed, to the office of Chair the following year, a new Chair shall be elected along with the other officers as described in these bylaws.
- c. If for any reason a vacancy occurs in the office of the Chair-Elect, the Executive Committee shall appoint a Chair-Elect from the eligible MEMBERS of the Section, who shall have all the rights and shall discharge the duties for the unexpired term of the Chair-Elect. A new Chair for the following year shall be elected as described in these bylaws.
- d. If for any reason a vacancy occurs in the offices of the Treasurer or Secretary, or in the positions of Councilor or Alternate Councilor, the Executive Committee shall appoint persons from the eligible MEMBERS of the Section to discharge the duties thereof until the next regular election, at which time the Section shall choose a MEMBER to fill out the unexpired term, if any.

Section 6. In the case of the inability of an elected Councilor to attend a Council meeting an Alternate Councilor shall attend. In the event that a vacancy occurs due to inability of both Councilor and Alternate Councilor to attend a Council meeting, the Executive Committee shall appoint a Temporary Substitute Councilor as provided by the Constitution and Bylaws of the SOCIETY.

Section 7. Any details not provided for in the manner of elections shall be supplied by vote of the Executive Committee.

BYLAW VII—COMMITTEES

Section 1.

- a. These shall be the standing committees of the Section:

Membership
Public Representation
Hospitality
Program
Professional Development

Other standing committees may be provided by vote of Section members; ad hoc committees by vote of the Executive Committee.

- b. The Chair of the Section, with consultation of members, may appoint, reassign, or renew chairs of committees as described in these bylaws. Committee chairs may appoint other members to their respective committees. The term of membership for both chairs and members of standing committees is one year.

Section 2. The duties of the standing committees shall be those customarily performed by such committees as implied by the titles, together with the duties assigned by the Chair of the Section or by the Executive Committee.

Section 3. The Membership Committee shall endeavor to maintain and increase the membership of the Section.

Section 4. The Public Representation Committee shall spread information with reference to the activities of the Section to all organizations within the Section's territory, and shall endeavor to maintain satisfactory relationships with the local press and other news media in order to obtain the maximum desirable publicity of the activities of the Section, and shall make reports of meetings of the Section to the editors of *Chemical and Engineering News*.

Section 5. The Hospitality Committee shall promote fellowship among the members and shall introduce new members and visitors.

Section 6. The Program Committee shall arrange programs and secure speakers for the meetings of the Section and shall notify the Secretary and the Chair of the Public Representation Committee of all such meetings as far in advance as possible.

Section 7. The Professional Development Committee shall endeavor to enhance the professional status of the membership and to provide for furtherance of chemical education of members of the Section.

BYLAW VIII—MEETINGS

Section 1. The Section shall hold not less than eight regular meetings each year. The regular November meeting shall be the annual meeting. The Executive Committee shall set the place(s) and time(s) of all regular meetings.

Section 2. The Section shall hold special meetings at the call of the Executive Committee or at the written request of 15% or more of the 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 be transacted at these meetings.

Section 3. Due notice of all meetings shall be sent to each member and affiliate of the Section. A quorum for all meetings of the Section shall consist of 15% of the members of the Section. In the absence of a quorum, no business shall be transacted.

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

1. Approval of minutes of previous meeting
2. Reports of officers
3. Reports of committees
4. Miscellaneous business
5. Program
6. Adjournment

The regular order of business for any one meeting may be altered by the Chair with the consent of a majority of the members present. The rules of order in the conduct of Section meetings not specifically provided in these bylaws or in the SOCIETY's documents shall be the most recent edition of *Robert's Rules of Order, Newly Revised*.

BYLAW IX—DUES

Section 1. All assigned National Affiliates and members of the Section, except members in emeritus status of the SOCIETY, may be assessed such voluntary annual Local Section dues as deemed reasonable and proper 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.

BYLAW X—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 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 the second meeting of the Section after notice of the proposed amendment is given, the amendment may be adopted if it receives an affirmative vote by two-thirds (2/3) of the members present.

Section 3. A proposed amendment which does not receive approval by the Executive Committee may be placed before a meeting upon written request of at least 10 members to the Secretary who shall, thereupon, proceed as if it were an amendment approved by the Executive Committee.

Section 4. A member may vote upon an amendment to these bylaws, either in person at the meeting or by delivering a signed vote to the Secretary prior to such meeting. The vote delivered to the Secretary shall be brought to the meeting and there counted with the other votes cast in person.

Section 5. Any amendment to these bylaws that is adopted by the Section shall become effective when approved by the Committee on Constitution and Bylaws, acting for the Council of the SOCIETY, unless a later date is specified.

BYLAW XI—DISSOLUTION OF THE SECTION

Section 1. Upon the dissolution of the Local Section, any assets of the Section remaining thereafter shall be conveyed to such organization then existent, within or without the territory of the Local Section, dedicated to the perpetuation of objects similar to those of the AMERICAN CHEMICAL SOCIETY, or to the AMERICAN CHEMICAL SOCIETY, so long as whichever organization is selected by the governing body of the Local Section at the time of dissolution shall be 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.