



**\*BYLAWS OF THE  
PITTSBURGH SECTION  
OF THE  
AMERICAN CHEMICAL SOCIETY**

**BYLAW I  
Name**

This organization shall be known as the Pittsburgh Section (hereinafter referred to as the “Section”) of the AMERICAN CHEMICAL SOCIETY (hereinafter referred to as the “SOCIETY”).

**BYLAW II  
Objects**

Section 1. The objects of the Section shall be those of the SOCIETY as stated in the Charter and Constitution of the SOCIETY.

Section 2. Nothing in these bylaws shall be inconsistent with the Charter, Constitution, and Bylaws of the SOCIETY.

**BYLAW III  
Territory**

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

**BYLAW IV  
Members and Affiliates**

Section 1. The rolls of the Section shall include those MEMBERS, STUDENT MEMBERS, and Society Affiliates 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.

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\*Effective August 28, 2012. Approved, as amended, by the Committee on Constitution and Bylaws, acting for the Council of the AMERICAN CHEMICAL SOCIETY. (C&B: [bylaws@acs.org](mailto:bylaws@acs.org); [www.acs.org/bulletin5](http://www.acs.org/bulletin5))

Section 2. Any person who is not eligible for membership in the SOCIETY and who is not a Society Affiliate but who is interested in the activities of the Section, may become a Local Section Affiliate as defined by the SOCIETY, provided that dues established for Local Section Affiliates are paid.

Section 3. MEMBERS, STUDENT 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.

Section 4. A Society Affiliate or a Local Section Affiliate may not vote for or hold an elective position of the Section or vote on Articles of Incorporation or bylaws of the Section. A Society Affiliate may not serve as a voting member of the Executive Committee. A Society Affiliate may be appointed as a Committee Chair and may serve on the Executive Committee in a non-voting capacity. A Local Section Affiliate may not serve as a member of the Executive Committee.

## **BYLAW V**

### **Dues**

Section 1.

- a. Annual voluntary Section dues shall be set by the Executive Committee in accordance with the Constitution and Bylaws of the SOCIETY.
- b. Annual Section dues shall not be less than two dollars (\$2.00) for Local Section Affiliates.

Section 2. Section dues of members entering the Section during the second half of the Section year shall begin with the next Section year. Privileges of members and affiliates, including a subscription to *The Crucible*, begin with their entry into the Section.

Section 3. Local Section Affiliates: failure to pay Section dues, upon request, within ninety days from the beginning of the Section year, shall terminate the right to all Section privileges.

## **BYLAW VI**

### **Meetings**

Section 1. The Section shall hold at least one meeting each year for the transaction of business, hereinafter referred to as the annual business meeting. Other business meetings may be held anywhere within the territory of the Section at such times and places as the Chair may direct.

Section 2. Special meetings shall be called at the discretion of the Chair or at the direction of the Executive Committee. At least ten days' notice shall be given to all members, stating the purpose of such meeting. The scope of business transacted shall be limited to the purpose specified in the call.

Section 3. Ten members shall constitute a quorum for the transaction of business by the Section. Transaction of business is defined as voting on any issue that has been placed before the membership at a regular or special meeting.

Section 4. The most recent edition of *Robert's Rules of Order Newly Revised* shall be the parliamentary authority for all matters not covered in these bylaws or in the SOCIETY's documents.

## **BYLAW VII**

### **Officers, Executive Committee, and Councilors**

Section 1. The officers of the Section shall be MEMBERS of the SOCIETY and the Section shall consist of a Chair, Chair-Elect, Secretary, Secretary-Elect, Treasurer, Treasurer-Elect, and six Directors.

Section 2. Councilors and Alternate Councilors shall represent the Section in the Council of the SOCIETY and shall be elected in accordance with the provisions of the Constitution and Bylaws of the SOCIETY. For the Section, the Councilors and Alternate Councilors shall constitute a Committee on American Chemical Society Affairs. A Chair and Vice-Chair of this committee shall be appointed by the Section Chair.

Section 3. The Executive Committee shall consist of the Chair, the Chair-Elect, the most recent Past Chair residing in the territory of the Section and able to serve, the Secretary, the Secretary-Elect, the Treasurer, the Treasurer-Elect, the Councilors, the Directors, the Chair of the Committee on American Chemical Society Affairs, and the Editor of *The Crucible*.

Section 4. The duties of the 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 assigned to them from time to time by the Executive Committee.

- a. It shall be the duty of the Chair to preside at meetings of the Executive Committee, to carry into effect the decisions and recommendations of that Committee, to preside at business meetings of the Section to appoint all committees, and to carry out all those duties required by the Constitution and Bylaws of the SOCIETY. In the absence of the Chair, the duties of the office shall devolve upon the Chair-Elect.
- b. It shall be the duty of the Chair-Elect to perform the duties of the Chair when the Chair is unable to serve. The Chair-Elect shall be Chair of the Program Committee and shall coordinate the program activities of the Section. It shall be the duty of the Chair-Elect to follow the guidelines outlined in the awarding of the Pittsburgh Award.
- c. It shall be the duty of the Secretary to keep a record of the proceedings of the Section and of the Executive Committee, to maintain a list of members and affiliates, to distribute to members and affiliates such notices as the business of the Section may require, to submit a report to the Section at its annual business meeting, and to carry out the duties required by the Constitution and Bylaws of the SOCIETY.

- d. It shall be the duty of the Secretary-Elect to perform the duties of the Secretary when the Secretary is unable to serve and at all times to assist the Secretary.
- e. The Treasurer shall be in charge of the funds of the Section, shall receive dues and other revenues, shall make all disbursements subject to the approval of the Executive Committee, shall submit a financial report to the Section at its annual business meeting, and shall carry out all those duties required by the Constitution and Bylaws of the SOCIETY. The Treasurer shall also keep an accurate record of all receipts and expenditures of money for the Section, to make an annual report to the Executive Committee and by means of monthly balance sheets, to keep members of the Executive Committee informed as to the current status of Section finances, and to attend to such other matters as may be necessary under the Constitution and Bylaws of the SOCIETY.
- f. The Treasurer-Elect shall perform the duties of the Treasurer when the Treasurer is unable to serve and to assist the Treasurer whenever necessary.

### **BYLAW VIII**

#### **Election of Officers and Councilors**

Section 1. Prior to June 1, the Chair shall appoint a Nominating Committee of five members to decide a slate of candidates. The Secretary shall give to the Nominating Committee the names of all MEMBERS of the Section who are eligible to hold office in accordance with the provisions of the Constitution and Bylaws of the SOCIETY. The Nominating Committee shall name at least two candidates for each office to be filled, except that, for election to Council, there shall be at least two candidates more than the total number of Councilors and Alternate Councilors to be elected. The Nominating Committee shall ascertain that the persons thus nominated will serve if elected and shall distribute the report of the Nominating Committee to the members by June 30. If the Nominating Committee, after every diligent effort has been made to secure two qualified candidates for every office, is unable to obtain two candidates for one or more offices, the Executive Committee shall approve the slate for publication. In such a situation, for the office(s) in question, the ballot shall provide a space for a potential write-in candidate.

Section 2. Members of the Section may nominate additional candidates by petition bearing the signature of at least seven members in good standing. All nominations must be in the hands of the Secretary by 5:00 p.m. on July 15.

Section 3. After the Secretary has ascertained that all of the duly nominated candidates are eligible to hold office and will serve if elected, the Secretary shall then prepare an election ballot on which the candidates for each office shall be listed within each category in an order chosen by lot. The Secretary shall convey the ballot along with a biography of each candidate by August 31 to the Editor of *The Crucible* for publication in the November issue. STUDENT MEMBERS and affiliates are not eligible to hold office.

Section 4. The annual elections shall be by ballot in accordance with the provisions of the Constitution and Bylaws of the SOCIETY. The balloting method used should be (1) fair and

open to all members and provide for (2) anonymity, (3) protection against fraudulent balloting, (4) archiving, and (5) timely reporting and archiving of results. A ballot shall be distributed to the MEMBERS and STUDENT MEMBERS on or before November 5.

Section 5. In September, the Chair of the Section shall appoint a Committee of Tellers of no fewer than three members, who shall receive all valid ballots or the ballot results by November 20.

Section 6. Not later than November 30, the Committee of Tellers shall report the results of the election to the Secretary who shall declare elected to each office the candidate receiving the largest number of votes for that office and shall declare provisionally elected to Council the required number of Councilors and Alternate Councilors taken in order from those candidates for Council receiving the largest number of votes. (Elections to Council are subject to final confirmation or correction in December upon receipt of official notification of the number of Councilors and Alternate Councilors allocated to the Section for the ensuing year.) The Secretary shall notify all successful candidates of their election and shall distribute the results of the election to the Executive Director of the SOCIETY by December 1 and to the Editor of *The Crucible* for publication in the January issue. The committee chair shall hold the ballots and/or ballot results until their destruction is approved by the Secretary.

Section 7. The Executive Committee shall resolve tie votes by majority vote of its members. All election appeals and disputes shall be referred to the Executive Committee for a decision. Such decisions may be appealed to the SOCIETY's Secretary in accordance with the Constitution of the Society.

Section 8.

- a. In the event of a vacancy in the office of Chair, Secretary, or Treasurer, the Chair-Elect, Secretary-Elect, or Treasurer-Elect, respectively, shall assume the added duties of the Chair, Secretary, or Treasurer for the unexpired terms.
- b. In the event of a vacancy in the office of Chair-Elect, Secretary-Elect, or Treasurer-Elect, the vacancy shall be filled by a special election within sixty days of the vacancy. The Executive Committee shall provide a slate for such an election.
- c. All other vacancies shall be filled by appointment of a MEMBER by the Chair with consent of the Executive Committee. Persons so appointed shall serve until the next annual election, when a MEMBER shall be elected to fill the unexpired term, if any.

Section 9. The Chair-Elect, Secretary-Elect, and Treasurer-Elect shall succeed without election to the offices of Chair, Secretary, and Treasurer, respectively, except as noted above.

Section 10. Two Directors shall be elected each year; the term of office of Directors shall be three years.

Section 11. The officers elected by the Section shall begin their term of office on January 1 following their election and shall hold office for one year (except the term for Director shall be

three years and the term for Treasurer and Treasurer-Elect shall be two years), or until their successors have been declared elected and qualify.

Section 12. Councilors and Alternate Councilors elected by the Section shall be MEMBERS of the SOCIETY and shall begin their terms of office on January 1 following their election and serve for three-year terms or until their successors have been declared elected and qualify. Councilors and Alternate Councilors shall be elected from a single list of candidates. The required number of Councilors and Alternate Councilors shall be determined upon receipt of official notification in the fall of the number of such representatives allocated to the Section for the ensuing year. The required number of those receiving the largest number of votes shall be declared elected as Councilors and the required number of the next highest shall become Alternate Councilors. Should an Alternate Councilor whose term does not expire with the current year be elected a Councilor, the candidate receiving the next highest number of votes after those elected to three-year terms as Alternate Councilors shall be declared elected to fill the unexpired term.

### **BYLAW IX Recall of Elected Officials**

Section 1. The elected officials of the Section (officers or elected Executive Committee members) are subject to recall for neglect of duties or conduct injurious to the SOCIETY. Recall procedures are not applicable to Councilors and Alternate Councilors elected by Local Sections.

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 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 notify the members of the Executive Committee and call a special meeting within thirty days.

- 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 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 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 distributed 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 X**

### **Standing Committees**

Section 1. The Section maintains the following standing committees: American Chemical Society Affairs, Finance (investments), Awards, Budget (general operations), Long Range Planning, Library, Library Fund Maintenance, Bylaws, Pittsburgh Award, Distinguished Service Award, Crucible, Communications, Chemical Education, Membership, Nominating, Program, Publicity, and Tellers.

Section 2. The Executive Committee shall establish other committees as necessary for the proper operation of the Section.

Section 3. It shall be the duty of the Executive Committee to act on all subjects pertaining to the general management and policies of the Section, to approve all purchase and sale of investment securities, and to arrange for an annual audit of the books of the Treasurer. The Committee shall

decide all motions proposing the expenditure of funds of the Section. The Secretary of the Section shall be the Secretary of this Committee. Meetings of the Committee may be called at any time by the Chair or by the Secretary at the direction of the Chair and shall be convened at least four times per year. Meetings shall also be called by the Secretary without undue delay upon the request of five or more members of the Committee. A majority of the membership of the Committee shall constitute a quorum.

## **BYLAW XI** ***The Crucible***

Section 1. The Section shall issue a publication to be known as *The Crucible*. The frequency of publication shall be determined by the Executive Committee in consultation with the Editor of *The Crucible*. Its function shall be to carry announcements of meetings and Section activities to the members and affiliates, and to give a published record of the minutes. The editing and business management of *The Crucible* shall be under supervision of the Executive Committee. The Committee shall have authority to appoint the Editor, who must be a MEMBER of the SOCIETY and Section, and who thereafter shall be a member of said Committee. The Editor may appoint an Advisory Committee and such staff as may be necessary.

Section 2. *The Crucible* shall be distributed to each member and associate of the Section. For Local Section Affiliates, termination of affiliation with the Section terminates the right to receive *The Crucible*. The Editor shall maintain a complimentary subscription list of SOCIETY officers and shall be empowered to make exchange arrangements with other publications and to maintain a distribution list of subscribers. Other persons, as determined by the Executive Committee, may be added to the distribution list.

## **BYLAW XII** **The Pittsburgh Award**

Section 1. Recognizing its leadership in chemical affairs in the community, the Section of the SOCIETY in 1932 established The Pittsburgh Award, hereinafter referred to as the "Award". This Award symbolizes the honor and appreciation accorded to those who have rendered distinguished service to chemistry in this community.

Section 2. Members of the Section, or in exceptional cases, nonmembers, who have done work worthy of note toward increasing chemical knowledge, promoting industry, benefiting humanity or advancing the Section, shall be eligible for consideration. Members of the Pittsburgh Award Committee are not eligible.

Section 3. It shall be the duty of the Pittsburgh Award Committee to select the recipient of the Pittsburgh Award. The Pittsburgh Award Committee shall consist of nine members, two members being appointed each year by the Chair of the Section with the approval of the Executive Committee. These appointments shall be made by June 1 of each year. The term of office of such appointees shall be three years and shall begin on June 1 of the year of appointment. The Chair, Chair-Elect, and Secretary of the Section shall be ex officio members of

the Awards Committee. The Chair of the Section shall fill all vacancies on the Committee by appointment, with the approval of the Executive Committee. The Chair of the Section shall serve as Chair. The Secretary of the Section shall serve as Secretary of the Committee. The Committee shall meet upon call of the Chair and shall conclude its work by July 1. A quorum shall consist of seven members. The Award shall be made by majority vote of the members present. The Committee by majority vote may decide not to grant the Award in any one year. The recipient(s) selected to receive the Award shall immediately be notified by the Secretary. Public announcement of the Award shall be made in *The Crucible*, before release through other publicity channels.

Section 4. The recipient or recipients may be asked to deliver an address, or addresses, upon the subject of the Award at a meeting of the Section at which time the Award shall be actually made.

Section 5. The Award shall be a suitable medal or other reasonable form of recognition selected by the Committee.

Section 6. In case the work being recognized is the product of a joint endeavor, or if more than one work is deemed worthy, the Committee shall have the power to make disposition of the Award as it seems correct. It may present more than one Award, one to be given to each of the co-authors or co-workers, or to any of them under consideration.

Section 7. Any member of the Section may nominate a candidate for the Award; all nominations must be made in writing and must be submitted to the Secretary of the Section on or before June 1. Nominations shall include a statement of the candidate's career and achievements. Letters of endorsement are not desired. Notice concerning the Award and an invitation for nominations shall be published in the March and April issues of *The Crucible* along with the rules governing the Award. All nominations of candidates for the Award shall be continued in force for a period of three consecutive Awards.

Section 8. Unless otherwise directed by a majority vote of the Executive Committee, The Award shall be presented at the November meeting of the Section during the year in which the Award is given.

Section 9. The Committee shall have the power to decide any question or questions not specifically covered in these rules.

Section 10. The expenses in connection with the preparation and presentation of the Award shall be paid out of the funds of the Section.

### **BYLAW XIII**

#### **Distinguished Service Award**

Section 1. The Distinguished Service Award was established in 2007 by the Section to expand and replace the predecessor Chairman's Award of the Section. Both recognize outstanding service to the Section. The Distinguished Service Award, consisting of a plaque, is presented annually at a Section dinner open to the public. Members of the Section, past or present, who

have provided outstanding service in advancing the Section, are eligible for consideration. Nominations for the Distinguished Service Award are solicited from the membership of the Section.

Section 2. The guidelines used are the same as those outlined for The Pittsburgh Award, as described elsewhere in these bylaws.

#### **BYLAW XIV Amendments**

Section 1. A petition to amend the bylaws may be initiated by the Executive Committee or by petition signed by at least 15 members of the Section. If the proposed amendment is approved by the Executive Committee, it shall, if practical, be submitted to the SOCIETY'S Committee on Constitution and Bylaws for review. After any required changes are incorporated, and any recommended changes reviewed and accepted or rejected by the Executive Committee or a majority of petitioners, the Secretary shall distribute the amendment(s) to each member of the Section in *The Crucible* publication for approval.

Section 2. Any member of the Section may submit in writing a proposed amendment to the Executive Committee for consideration and action. After a proposed amendment has been seconded and discussed at a regular meeting of the Executive Committee, it shall be published in the next issue of *The Crucible* with an announcement of the next Executive Committee meeting and an invitation to interested Section members to come to said Executive Committee meeting to discuss the amendment. The amendment (with revisions, if any) will be published again in the next issue of *The Crucible* along with a ballot. The ballots shall be counted and the results shall be announced at the next meeting of the Executive Committee and in the next issue of *The Crucible*.

Section. 3. At least two-thirds (2/3) of votes shall be required to approve the amendment(s). The amendment(s) shall become effective upon approval by the Committee on Constitution and Bylaws, acting for the Council, unless a later date is specified.

#### **BYLAW XV Dissolution**

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, as is dedicated to the perpetuation of the 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 Sections dissolution.