



***BYLAWS OF THE
PUERTO RICO SECTION
OF THE
AMERICAN CHEMICAL SOCIETY**

**BYLAW I
Name**

Section 1. The organization shall be known as the Puerto Rico Section (hereinafter referred to as the “Section”) of the AMERICAN CHEMICAL SOCIETY (hereinafter referred to as the “SOCIETY”).

Section 2. The Section shall consist of two or more subsections.

**BYLAW II
Objects**

Section 1. The objects of the Section are those of the American Chemical Society. In addition, the objects of the Section include the encouragement and advancement of chemistry in all its branches; and by its meetings, reports, papers, discussions, and publications, to promote scientific interests and inquiry.

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

**BYLAW III
Territory**

Section 1. The Section shall have such territory as is allocated to it by the SOCIETY.

Section 2. The Subsections shall be determined based on the senatorial districts.

***Effective November 23, 2011.** Approved, as amended, by the Committee on Constitution and Bylaws, acting for the Council of the AMERICAN CHEMICAL SOCIETY. (C&B: bylaws@acs.org; www.acs.org/bulletin5)

BYLAW IV
Members and Affiliates

Section 1. The rolls of the Section shall include those MEMBERS, STUDENT MEMBERS, and Society Affiliates of the SOCIETY residing in 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. All members of the Section shall be entitled to vote. STUDENT MEMBERS may only hold the position of Subsection Representative.

Section 3. The Section may have Local Section Affiliates as authorized in the Constitution and Bylaws of the SOCIETY. Local Section Affiliates are entitled to all privileges of membership in the Section as provided in these bylaws, save those of voting for or holding an elective position of the Section, voting on Articles of Incorporation and bylaws for the Section, or serving as a member of the Executive Committee. A Society Affiliate may not vote for or hold an elective position or vote on Articles of Incorporation or bylaws of the Section, or serve as a voting member of the Executive Committee.

BYLAW V
Officers, Manner of Election, and Eligibility

Section 1.

- a. Only MEMBERS of the SOCIETY shall be eligible to serve in elective positions in the Section and Subsections. The mailing address of a Section member shall determine in which subsection the member can vote and hold office.
- b. The officers of the Section shall be a Chair, Chair-Elect, a Secretary, and a Treasurer as may be provided by the Constitution and Bylaws of the SOCIETY. The offices of Secretary and Treasurer may be held by one person.
- c. The officers of each Subsection shall be a Chair and a Chair-Elect. The Chair-Elect shall serve as the Secretary-Treasurer for the Subsection.

Section 2. The Chair-Elect, the Secretary and Treasurer of the Section, and the Chair-Elect of each Subsection shall be elected annually for a term of one year and shall so serve and further serve until their successors are duly elected. Councilors, Alternate Councilors, and Members-at-Large of the Executive Committee shall be elected for a term of three years and shall so serve and further serve until their successors are duly elected. The terms of Councilor(s) (if more than one), and of Alternate Councilor(s) (if more than one), shall be arranged to be in rotation, in accordance with the Constitution and Bylaws of the SOCIETY. The newly elected officers, Councilor(s) and Alternate Councilor(s) shall take office on January 1 each year. The Chair-Elect of the Section shall become the Chair of the Section for the year following, and the Chair-Elect of each Subsection shall become Chair of that Subsection for the year following.

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 member so appointed shall serve until the next annual election. The Executive Committee shall also fill any vacancy in the position of Councilor(s) or Alternate Councilor(s) by appointment of any MEMBER of the Section qualified to hold office, and such MEMBER so appointed shall serve until the next annual election, when the position shall be filled for the remainder of the unexpired term.

Section 4. At a Section meeting to be held prior to October 1 each year, the Chair shall ask for proposals for nominees for those elective offices that are to be filled for the ensuing year. The members present at the meeting shall ballot secretly and the two persons receiving the greatest number of votes for each office shall be the nominees. In case the Section is not called to a meeting as above provided, the Secretary shall distribute to each eligible member on or before said date, a nomination ballot. Each member shall nominate a candidate and return the nomination ballot to the Secretary within ten days after receipt.

Section 5. Whichever procedure is employed for selecting nominees, a list of MEMBERS shall accompany the nominations ballot. The Chair shall designate three tellers to determine the two nominees receiving the greatest number of votes for each office.

Section 6. The Secretary shall distribute a ballot to all members not later than twenty days thereafter. Together with this ballot, should be the names of the two nominees for each office. In accordance with the SOCIETY's Bylaws, balloting procedures should ensure fair balloting that is open to all eligible members, protection against fraudulent balloting, and the timely reporting and archiving of balloting results.

Section 7 All valid ballots cast as provided elsewhere in these bylaws received by the Secretary on or before noon of the Monday preceding the annual meeting shall be counted by three tellers appointed by the Chair and the tellers shall 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 tied candidates by a simple majority vote by secret ballot, and shall further proceed in the same manner 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.

BYLAW VI

Duties of Officers

Section 1. The duties as may be assigned by the Executive Committee 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 by the Executive Committee.

Section 2. The Treasurer shall be bonded in a suitable manner if, when and as the Executive Committee so provides.

Section 3. 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 upon vouchers approved by the Chair.

Section 4. The duties of the officers of each Subsection shall be to coordinate the professional, social and student activities of the SOCIETY in the Subsection and to assist in the Section meetings held in the Subsection.

BYLAW VII Committees and Their Duties

Section 1. There shall be an Executive Committee and such other committees as may be necessary for the proper conduct of the affairs of the Section.

Section 2. Executive Committee shall consist of the officers of the Section and Subsections as described elsewhere in these bylaws, and of the Immediate Past Chair of the Section. The Executive Committee shall have control of the affairs, funds and property of the Section and all other matters not otherwise provided for in these bylaws.

Section 3. All committee appointments not otherwise provided for in these bylaws shall be made by the Chair as necessary.

BYLAW VIII Meetings

Section 1. The Section shall meet regularly upon due notice at such times and places as may suit its convenience, provided that at least two meetings are held per calendar year, one of which meetings shall be known as the annual meeting. The annual meeting shall be held not later than December 1 of each calendar year.

Section 2. The Section shall have special meetings upon the request of a majority of the Executive Committee or upon the request of 15 percent of the members of the Section. The calls for special meetings shall recite the exact nature of the business to be transacted and no other business shall be considered at such meetings.

Section 3. A quorum for regular and special meetings of the Section shall consist of 15 percent of the members of the Section. In the absence of a quorum, regular and special business meetings shall adjourn to a date not earlier than two weeks thereafter. The Secretary shall notify all members in writing within three days after adjournment of the date set for the next meeting.

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 fixed by the Chair with due allowance for the discussion of any business that may arise.

Section 5. A quorum for an Executive Committee meeting shall consist of a majority of the members of the Committee. In the absence of a quorum, the meeting shall adjourn to a date not

earlier than a week thereafter, provided that each member of said Committee is duly notified two days in advance.

Section 6. At regular meetings of the Section the order of business shall be as follows:

- a. Minutes of previous meeting
- b. Reading of papers
- c. Reports of officers
- d. Reports of committees
- e. Miscellaneous business
- 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 Newly Revised*.

BYLAW IX

Dues, Funds, Donations, and Bequests

Section 1. All assigned STUDENT MEMBERS and MEMBERS except members in emeritus status of the SOCIETY may annually be assessed such local dues as the Executive Committee may determine. Local Section Affiliates will be assessed at least the minimum dues amount, in accordance with the Constitution and Bylaws of the SOCIETY.

Section 2. 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 Constitution and Bylaws of the SOCIETY.

Section 3. 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 Constitution and Bylaws of the SOCIETY.

Section 4. In order to help finance continuation of the Senior Technical Meeting and the Centennial Lectureship Series, the Section shall establish a fund to be supported by voluntary tax-deductible contributions of \$15.00 per year to be requested of Section MEMBERS and affiliates.

BYLAW X

Dissolution

Upon the dissolution of the 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 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.

BYLAW XI Amendments

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 evaluated by the members of that Committee.
- b. That the members of the Section shall be notified of the proposed amendment and the reasons for said amendment being considered. Members will be provided thirty days to comment on the proposed amendments.
- c. If a dispute arises regarding approval of said amendment, the Executive Committee may resolve the issue by majority vote of the Committee after hearing discussion of the issue at a regular meeting of the Section, or the Committee may decide to hold a special election to resolve it.
- d. After the meeting of the Section at which the amendment has been presented and approved for a vote by the Executive Committee, the Section Secretary shall send the proposed bylaw amendment(s) to the SOCIETY's Committee on Constitution and Bylaws for review. After receipt of the review, the Executive Committee will then make appropriate changes, if necessary. If the Committee has determined a special election was necessary to approve the proposed amendments, the Secretary shall distribute to all Section members a special election ballot that includes a suitable explanation of the amendment(s) and that twenty days thereafter, shall close the voting and count all valid ballots received.
- e. That at least simple majority of votes cast shall be required to approve the amendment.

Section 2. The Secretary shall make suitable report of the outcome of the ballot regarding the amendment for the next regular meeting of the Section and thereafter within one month to the SOCIETY.

Section 3. Amendments to these bylaws shall become effective upon approval by the Committee on Constitution and Bylaws, acting for the Council of the SOCIETY, unless a later date is specified.