



***BYLAWS OF THE
SACRAMENTO SECTION
OF THE
AMERICAN CHEMICAL SOCIETY**

**BYLAW I
Name**

This organization shall be known as the Sacramento Section, hereinafter referred to as the “Section”, of the AMERICAN CHEMICAL SOCIETY, hereinafter referred to as the “SOCIETY”. This organization derives from the SOCIETY as the parent body and is constituted in conformity to the Constitution and Bylaws of 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. Additional objects of this organization shall be the promulgation of knowledge in all chemical and allied fields, vigilance to obtain the advantages that can derive from such knowledge in the civic life of communities within the territory covered by the Section, the improvement of the professional and economic status of the members, cooperation with the parent body of the SOCIETY and other technical groups in the promotion of these objectives, and the dissemination of information relative to the foregoing activities.

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 comprise the area assigned by the SOCIETY.

*Effective February 4, 2013. 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 be composed of those MEMBERS, STUDENT MEMBERS, and Society Affiliates 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. A Local Section Affiliate shall retain affiliate status only so long as payment is made of Local Section dues of not less than two dollars (\$2.00) per annum.

Section 3. Members and 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 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 Local Section Affiliate may not serve as a member of the Executive Committee. Society Affiliates may be appointed as Committee Chairs and may serve on the Executive Committee in a non-voting capacity.

BYLAW V
Officers, Executive Committee, and Councilors

Section 1. The officers of the Section shall be members of the SOCIETY and of the Section, and consist of a Chair, Chair-Elect, Secretary, and Treasurer. The offices of 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. The Executive Committee shall consist of the officers of the Section, the Immediate Past Chair, the Councilors, the Alternate Councilors, and the chairs of all standing committees.

BYLAW VI
Manner of Election and Terms of Office

Section 1. Terms of Office

- a. The Chair and Chair-Elect shall take office on January 1, and shall hold office for one year. Upon completion of the Chair's term of office, the Chair-Elect shall succeed to the office of Chair. The Chair-Elect, upon succeeding to the office of Chair, shall continue to perform the duties of the Chair-Elect until a successor qualifies.

- b. The Secretary and Treasurer shall take office on January 1, and shall hold office for two years, or until their successors qualify. The terms of office of the Secretary and the Treasurer shall be arranged so that they do not start in the same year, unless the offices are to be held by the same person as provided elsewhere in these bylaws.
- c. Councilors and Alternate Councilors shall be elected for a term of three years beginning on January 1.

Section 2. Manner of Election

- a. All officers, Councilors, and Alternate Councilors shall be elected by a ballot of the members of the Section.
- b. Prior to September 1, an Elections Committee, appointed by the Chair, shall present to the membership for approval and/or amendment, a list of nominees for the offices to be filled in the next election.
- c. The Elections Committee shall prepare an election ballot on which shall appear the names, in order chosen by lot, of all candidates nominated and found willing to serve. 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. These ballots shall then be distributed to each member of the Section. A period of three weeks must be provided between the date of distribution of the ballots to the members and the deadline for their return to the Elections Committee. A paper ballot will be mailed to any member who does not have access to electronic balloting.
- d. The Elections Committee shall validate all ballots received by the deadline, using the list of members provided by the Secretary to verify eligibility of all those voting. Any ballot not appropriately validated shall be rejected.
- e. In the case of a tie vote for any office, the Executive Committee shall make the final selection from among those candidates tied for the office.
- f. The election should be completed and the new officers announced prior to December 1.

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 elect a member to fill out 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 a Chair-Elect at its annual election.

BYLAW VII **Recall of Officers**

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 VIII

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 from time to time 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. The Chair shall appoint all committee chairs, with the approval of the majority of 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.

BYLAW IX

Committees

Section 1. The Executive Committee shall establish committees as necessary for the proper operation of the Section.

Section 2. The Section shall have the following standing committees: Education and Public Relations.

BYLAW X

Meetings

Section 1. The Section shall hold regular meetings at places and times designated by the Executive Committee.

Section 2. The Section may hold special meetings at the call of the Executive Committee, the Chair, or at the written request of 15 members of the Section. The notices of special meetings shall state the exact nature of the business to be considered and no other business shall be transacted at such meetings.

Section 3. Due notice of all meetings shall be sent to each member and affiliate of the Section. A quorum for transaction of business at a Section meeting shall consist of 25 members of the Section. No business shall be transacted in the absence of a quorum.

Section 4. 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 members of the Executive Committee, called meetings of the Executive Committee shall adjourn to a future date.

Section 5. 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 XI

Finances

Section 1. All members and Society Affiliates of the Section 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. At the discretion of the Executive Committee, Section dues may be waived for STUDENT MEMBERS.

BYLAW XII

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 submit the proposed amendment 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, the Secretary shall distribute the amendment to all members of the Section.

Section 2. After notice of the proposed amendment is given, the amendment will be adopted if it receives an affirmative vote by two-thirds (2/3) of the members present.

Section 3. If a proposed amendment is not approved by the Executive Committee within sixty days from the time it is submitted thereto, the Secretary shall, upon receipt of a petition signed by not less than 15 members of the Section, submit it to the SOCIETY's Committee on Constitution and Bylaws for review. In that event, any required changes shall be incorporated, and recommended changes reviewed and accepted or rejected by a majority of the petitioners. The petition shall then be brought to a vote of the membership in the aforementioned manner.

Section 4. Amendments to these bylaws, after adoption by the Section, 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 in the amendment.

BYLAW XIII
Dissolution of Section

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.