



***BYLAWS OF THE
SAN GORGONIO SECTION
OF THE
AMERICAN CHEMICAL SOCIETY**

**BYLAW I
Name**

The name of this organization shall be the San Gorgonio 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; in addition, the Section's objects shall be to encourage the advancement of chemistry in all its branches; to promote research in chemical science and industry; to cooperate with the neighboring Local Sections of the SOCIETY and other technical societies in sponsoring regional activities consistent with the interests of the SOCIETY; and to encourage a closer acquaintance among its members and the promotions of their general welfare.

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**

*Effective November 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; www.acs.org/bulletin5)

Section 1. The rolls of the Section shall include those members, STUDENT MEMBERS, and Society 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. Members shall have such rights and privileges as are accorded them by the Constitution and Bylaws of the SOCIETY.

Members, STUDENT MEMBERS, and Society Affiliates shall receive all notices of the Section. Members may vote on all matters relating to the conduct of the Section in accordance with these bylaws.

Section 3. Local Section Affiliates shall be persons interested in chemistry but not qualified for membership in the SOCIETY, who reside within the territory of the Section, who have been nominated in writing by two members, and whose applications have been approved by the Executive Board of the Section. Local Section Affiliates and Society Affiliates shall be entitled to all the privileges of members save that of voting for or holding an elective position of the Section, voting on Articles of Incorporation and bylaws of the Section, or serving as a member of the Executive Board of the Section. They are not members of the SOCIETY.

BYLAW V Organization

Section 1. The officers of the Section shall be MEMBERS of the Section and the SOCIETY and shall consist of the Chair, Chair-Elect, Immediate Past Chair, Secretary, and Treasurer as provided in the Constitution and Bylaws of the SOCIETY. Officers shall be elected by the members of the Section.

Section 2. Councilor(s), Alternate Councilor(s), and Temporary Substitute Councilor(s) shall be chosen from the MEMBERS of the Section. Councilor(s) and Alternate Councilor(s) shall be elected by the members of the Section.

Section 3. The Executive Board shall consist of the officers, Councilor(s), and Alternate Councilor(s) of the Section.

BYLAW VI Manner of Election and Terms of Office

Section 1. The Chair, Chair-Elect, and Immediate Past Chair of the Section shall serve for a term of one year ending on December 31 or until their successors qualify. The Chair-Elect shall succeed to the office of Chair at the expiration of the Chair's term of office. Under certain circumstances the Chair may serve a second consecutive term. One circumstance is the inability to find a person to serve as Chair-Elect to succeed the incumbent Chair. The Executive Board will then meet to decide a course of action that will be submitted to the Section members for vote as described elsewhere in these bylaws.

Section 2. The Secretary and Treasurer of the Section shall serve for a term of two years ending on December 31 or until their successors qualify. They shall be elected in alternate years, the Secretary being elected in odd numbered years and the Treasurer being elected in even numbered years. The Secretary and the Treasurer of the Section may succeed themselves for two consecutive terms only. This does not preclude them from holding office again at a future date. In the event of the inability of the Secretary or Treasurer to complete the term of office, the Executive Board shall make an interim appointment for the balance of the term. The offices of Secretary and Treasurer may be combined when there are not enough persons available to fill both positions. When enough persons are available and willing, the offices may again be separated. Combining and separating of the two offices must be approved by the Executive Board.

Section 3. Except as may be required by this bylaw, Councilor(s) and Alternate Councilor(s) shall be elected by ballot for a term of three years beginning on January 1. There is no limitation on the number of terms the Councilor(s) and Alternate Councilor(s) may serve. The Section's Secretary shall certify the elected Councilor(s) and Alternate Councilor(s) to the Executive Director of the SOCIETY by December 1 of the year in which they are elected.

Section 4. When the Section is entitled to more than one Councilor and Alternate Councilor, the additional ones shall be elected in such a manner as to produce rotation.

Section 5. In the event of the absence of the Chair, the Chair- Elect shall assume the added duties of the Chair. In the event of the inability of the Chair to complete the term of office, the Chair-Elect shall succeed to the post. All other vacancies shall be filled by the Executive Board by interim appointment for the unexpired term. In the event of a vacancy among the Councilor(s), the Alternate Councilor(s) whose term coincides shall become Councilor for the remainder of the term. At the next regular election, a new Alternate Councilor(s) shall be elected to serve the remaining unexpired term. In the event of a vacancy among the Alternate Councilor(s), the Executive Board shall fill the vacancy by interim appointment until the next election.

Section 6. The Nominations and Elections Committee shall be a standing committee of three or more members of the Section. At the Executive Board meeting in September, preceding the September Section meeting, this Committee shall nominate two or more members for each office to be filled. If the Committee finds it difficult to secure nominees, it shall be permissible for the Committee to submit only one nominee for that office. The names of the nominees, together with a biography of each, shall be presented to the Section at its regular September meeting.

These nominations, together with any others offered from the floor by members at the September meeting, shall then be sent within twenty days to all members in the form of a ballot. To be valid, all floor nominations shall be seconded and carry the approval of the nominees at the time they are made. The voted ballots, to be valid, must be returned to the Secretary before 5:00 p.m. November 1. The Secretary shall transmit the ballots to the Nominations and Elections Committee prior to the meeting. The Committee shall count the ballots and report the results at the November meeting. The candidate receiving a plurality of the votes cast for an office shall be declared elected.

Section 7. In the event of a tie vote for any elected officer or Councilor(s) or Alternate Councilor(s) of the Section, the tie will be broken by a vote of the members attending the November meeting.

BYLAW VII
Recall of Elected Officers

Section 1. The elected officers of the Section are subject to recall for neglect of duties or conduct injurious to the SOCIETY. Recall procedures are not applicable to Councilors and Alternate Councilors.

Section 2. The recall of an officer 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 that the Chair is the officer in question, the Chair-Elect shall receive the petition and shall assume the duties of the office of the Chair with respect to this issue until this issue is resolved.

Section 3. The Chair shall determine that the petitioners are aware of the gravity of the actions and the procedures that will be followed. The Chair shall seek an alternate resolution to the problem and withdrawal of the petition. If the issue is not resolved, the Chair shall present the petition as new business at the next Executive Board meeting.

- a. The Executive Board shall promptly continue the recall process, dismiss the petition, or find an alternate solution. The Executive Board shall inform the petitioners and the officer of the decision.
- b. If the proceedings continue, the duties of the officer shall be assigned to another qualified member of the Section until the issue is resolved.
- c. If the proceedings continue, the officer shall have the opportunity to answer the allegations in the petition before the Executive Board. Reasonable effort shall be made to contact the officer, including a certified letter with return receipt to the last known address on the official SOCIETY membership roll. Upon notification, the officer shall have thirty days to respond in writing to the allegations. The Executive Board shall review the response and determine whether the proceedings shall continue. The Executive Board shall inform the petitioners of the decision. If the officer cannot be contacted, the remaining Executive Board members may remove the officer by a two-thirds (2/3) vote.
- d. If the proceedings continue, the officer may choose to resign, request a recall vote, request a hearing and recall vote of the remaining members of the Executive Board, or not respond and forfeit the office.
 - (1) If a recall election is requested, the Executive Board and the officer shall prepare statements to be given to the members prior to the vote. The vote will be consistent with the Section's bylaws governing the manner of election and term of office.
 - (2) If a recall vote of the Executive Board is requested, a two-thirds (2/3) vote of the remaining Board members is required for removal.

Section 4. Any vacancy caused by a recall will be filled following the Section bylaw governing the manner of election and term of office. The membership of the Section and the Executive Director of the SOCIETY shall be informed of the results of the recall process and, if applicable, the replacement of the officer.

BYLAW VIII **Duties of Officials and Executive Board**

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, by these bylaws, and such other duties as are described in the Section's Operations Manual.

Section 2. The Executive Board 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 3. The Chair of the Section shall serve as Chair of the Executive Board and shall appoint with the approval of the Executive Board all committees authorized in these bylaws or by the Executive Board. The Chair shall be an ex officio member of all standing committees. The Chair shall 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.

Section 4. The Chair-Elect has the principal responsibility for setting the goals of the Section for the year in which the Chair-Elect becomes Chair and is also responsible for planning and arranging the Section's meeting programs for the year he/she is Chair-Elect.

Section 5. The Immediate Past Chair is Chair of the Nominations and Elections Committee and is responsible for finding candidates for vacant Section offices and directing the voting on new officers.

Section 6. The Secretary shall keep a record of the proceedings of the Section and of the Executive Board; maintain a list of members, Society Affiliates, and Local Section Affiliates of the Section; send to members, Society Affiliates, and Local Section Affiliates notices of all meetings of the Section; and carry out the duties of that position as outlined in the Constitution and Bylaws of the SOCIETY and elsewhere in these bylaws.

Section 7. The Treasurer shall have charge of the funds of the Section, keep an accurate record of all receipts and disbursements, receive dues, and make those disbursements approved by the Executive Board. The Treasurer shall render an account of all transactions and of the financial condition of the Section to the Executive Board at times set by the Executive Board, and shall submit such reports as are required by the Constitution and Bylaws of the SOCIETY.

The Treasurer's books shall be closed December 31 and shall be audited by a committee of two members, appointed by the outgoing Chair.

Section 8. The Councilor(s) shall represent the Section at both of the SOCIETY's National meetings each year. The Councilor(s) shall help to furnish communication between the governance of the SOCIETY and the Section.

Section 9. The Alternate Councilor(s) shall help to represent the Section at state and national levels, but is more involved in local issues. An Alternate Councilor substitutes for a Councilor who cannot be present at the SOCIETY's meetings.

BYLAW IX Committees

Section 1. The Executive Board shall establish committees as necessary for the proper operation of the Section. There shall be the following standing committees:

- a. Chemical Education and Awards
- b. Membership
- c. Nominations and Elections
- d. Professional Activities
- e. Program
- f. Public Relations
- g. Subsections

The Chair of the Section shall appoint all committees subject to approval by the Executive Board as defined elsewhere in these bylaws. The Chair-Elect is the Chair of the Program Committee that plans the Section programs for the year in which the Chair-Elect becomes Chair; the Immediate Past Chair is the Chair of the Nominations and Elections Committee; and all other committee chairs are to be appointed by the Section Chair. The duties of these committees are described in the Section's Operations Manual.

Section 2. The Executive Board may establish additional standing committees. Ad hoc committees may be appointed by the Chair to meet specific needs.

Section 3. All committees authorized in these bylaws or by the Executive Board shall consist of three or more members of the Section, including the Committee Chair. If it is found difficult to secure three members, it shall be permissible for the committees to operate with fewer members.

BYLAW X Meetings

Section 1. The Section shall hold no fewer than six regular meetings/events each year.

Section 2. The Section may hold special meetings at the call of the Executive Board or at the request of 15 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 transpire at such meetings. A special meeting notice must be distributed to all Section members at least two weeks in advance of the meeting.

Section 3. Notice of all Section meetings shall be sent to each member and affiliate of the Section at least two weeks in advance of the meetings. A quorum for all meetings of the Section

shall consist of 15 members of the Section. In the absence of a quorum, no business shall be transacted and a date will be set for a later meeting on the subjects under discussion.

Section 4. The regular September meeting of the Section shall be considered the annual meeting of the Section.

Section 5. The rules of order in the conduct of Section meetings not specifically provided in these bylaws or in the SOCIETY's documents shall be *Robert's Rules of Order Newly Revised*.

Section 6. The Executive Board shall give at least two weeks' notice of an Executive Board meeting to its members, at the call of the Chair, or at the request of a majority of the members of the Executive Board. The notice shall include an agenda for the meeting. A written report of the Executive Board meeting(s) shall be prepared by the Secretary and distributed to all members of the Executive Board within two weeks after the meeting.

In the absence of a quorum, which shall be a majority of the members of the Executive Board, called meetings of the Executive Board shall adjourn to a date.

BYLAW XI

Dues

Section 1. All assigned Society Affiliates and members of the Section, except members in emeritus status of the SOCIETY, may be requested to pay voluntarily annual Section dues established at the annual meeting of the Section.

Section 2. Annual dues of Local Section Affiliates shall be the same as the amount specified in the SOCIETY's Bylaws.

BYLAW XII

Amendments

Section 1. A proposed amendment to these bylaws must first be submitted in writing to the Executive Board. The proposal is reviewed to ensure that it complies with the Constitution and Bylaws of the SOCIETY and these bylaws. If it is approved by a majority of the Executive Board, the proposal shall be submitted to the Council Committee on Constitution and Bylaws for review. The Executive Board shall act on the proposed bylaw amendment(s) within three months from date of receipt.

If an amendment proposed by a petition of 15 or more members of the Section is not approved by a majority of the Executive Board or if the Executive Board fails to act within three months during which the Section holds regular meetings, the Secretary shall furnish all members of the Section with copies of the proposed amendment(s) at the time when notice of the next meeting of the Section is given.

Section 2. The Secretary shall send an amendment announcement to members of the Section. The announcement will include the proposed bylaw amendment(s) and the meeting date when the Section members will vote upon the amendment.

Section 3. At the second meeting of the Section after notice of the proposed amendment is given, the amendment shall be approved by affirmative vote of two-thirds (2/3) of the members present.

Section 4. The Secretary shall distribute the outcome of the vote regarding the amendment(s) to the Section members and within one month, shall meet all requirements for submitting the results to the Council Committee on Constitution and Bylaws.

Section 5. The amendment(s) 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.

BYLAW XIII

Dissolution of Section

Upon dissolution of the Local Section, any assets of the Section remaining thereafter shall be conveyed to such organizations 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.