



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

**BYLAW I
Name**

This organization shall be known as the Trenton 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 objects shall provide a means of free interchange of chemical knowledge embracing research, applications and processing techniques and of special equipment and materials for the advancement of the sciences; and to foster acquaintance and good fellowship among members of the profession in the vicinity.

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 of the SOCIETY residing within the territory of the Section, provided that

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exceptions to this rule may be made in conformity with the Constitution and Bylaws of the SOCIETY.

Section 2. The Section may have Section Affiliates as authorized in the Constitution and Bylaws of the SOCIETY. A Section Affiliate shall retain affiliate status only so long as payment is made of Section dues of not less than two dollars (\$2.00) per annum.

Section 3. Society Affiliates may be assessed annual Section dues in an amount set by the Executive Committee. Members of the Section may be assessed voluntary Section dues in an amount set by the Executive Committee.

Section 4. MEMBERS, STUDENT MEMBERS, Society Affiliates, and Section Affiliates shall have such rights and privileges as are accorded them by the Constitution and Bylaws of the SOCIETY. Society Affiliates may not vote for or hold an elective position of the Section, vote on Articles of Incorporation and bylaws of the Section, or serve as a voting member of the Executive Committee. Local Section Affiliates may not vote for or hold an elective position of the Section, vote on Articles of Incorporation and bylaws of the Section, or 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 and Terms of Office

Section 1. The officers of the Section shall be members of the SOCIETY and of the Section and shall be a Chair, a Chair-Elect, Secretary, and Treasurer. The last two offices may be held by the same person. They shall take office at the January meeting and shall hold office for a term of one year or until their successors have been duly qualified. These officers shall serve concurrently during their terms of office as Trustees of the Corporation.

Section 2. The Executive Committee of the Section shall consist of the four officers of the Section who shall serve in their official capacities, six Directors-at-Large, Councilors and Alternate Councilors, and the Immediate Past Chair of the Section. Any Director missing three consecutive monthly Directors' meetings without valid reason, as determined by the Executive Committee, shall be considered to have resigned as Director. The Chair of the Executive Committee shall so notify the person.

Directors-at-Large of the Section shall be elected to three-year terms. Initially two Directors shall be elected for one year, two for two years, and two for three years. Subsequently, two Directors shall be elected each year, except for the provisions of these bylaws. The Directors of the Section shall take office at the January meeting and shall continue in office until the end of their respective terms, or until their successors have been duly qualified.

Section 3. Councilors and Alternate Councilors shall be MEMBERS of the Section and shall be elected to three-year terms. They shall be voting members of the Executive Committee of the Section.

BYLAW VI Organization

Section 1. The Chair shall preside at the meetings of the Section and at the meetings of the Executive Committee of the Section, and shall perform all other duties pertinent to the office. The person shall be an ex officio member of all committees.

Section 2. The Chair-Elect shall assume the duties of the Chair in an absence, shall be Chair of the Program Committee, and shall succeed to the office of Chair of the Section the following year.

Section 3. The Secretary shall keep the minutes of the meetings of the Section and of the Executive Committee of the Section. The person shall maintain a current roster, and be custodian of the Charter of the Section and of the Corporate Seal. The Secretary shall keep a proper file of all Section records, report to the SOCIETY as required by the Constitution and Bylaws of the SOCIETY, and perform all other duties pertinent to the office.

Section 4. The Treasurer shall keep accounts of the receipts and disbursements of the Section's funds, and shall deposit all monies of the Section in the name of and to the credit of the Section as may be designated by the Executive Committee of the Section. The Treasurer shall be responsible for the collection of local dues and assessments, shall report to the SOCIETY as required by the Constitution and Bylaws of the SOCIETY, and shall perform all other duties pertinent to the office of the Treasurer.

Section 5. The Executive Committee of the Section shall be the legal governing body of the Section and shall have full power to manage and direct the business and affairs of the Section except those specifically reserved for or residing in the members and officers of the Section by virtue of the Articles of Incorporation, bylaws, and regulations of the Section and the Constitution, Bylaws, and Regulations of the SOCIETY. The Executive Committee of the Section shall meet regularly from September through June at a time and place agreed upon by the Executive Committee. Special meetings of the Executive Committee of the Section shall be held at the request of the Chair of the Section, or by request in writing of a majority of the Executive Committee. Eight members of the Executive Committee shall be necessary to constitute a quorum for the transaction of business of the Section.

Section 6. Any vacancy existing in any elective office, except that of Chair, shall be filled by a majority vote of the Executive Committee of the Section in a secret ballot. Each person so elected shall hold office until the end of the fiscal year or until a successor has been elected and has taken office. In the event of a vacancy in the office of Chair, the Chair-Elect shall assume the duties of Chair for the remainder of the term. In such case, the person moving into the position of Chair shall also hold that position during the normal year as Chair as part of the leadership transition.

Section 7. Councilors shall be the representatives of the Section in the Council of the SOCIETY. Before Council meetings, Councilors shall attempt to learn the Section's wishes concerning the SOCIETY. After the Council meeting they shall report to the Executive Committee and members of the Section. For these purposes they may use the Section publication or verbal discussions at Section meetings, or both.

Section 8. A representative and an alternate to the Section's regional meeting shall be appointed by the Chair subject to approval of the Executive Committee.

BYLAW VII Nominations

Section 1. The Nomination and Election Committee shall solicit nominees in the Section's newsletter for the following positions: Chair Elect, Treasurer, Secretary, and Director-at-Large. Self-nominations shall be entertained. Only candidates who consent shall appear on the ballot.

Section 2. The Section shall have Councilors and Alternate Councilors as provided in the Constitution and Bylaws of the SOCIETY.

Section 3. The Nomination and Election Committee shall submit to the membership by publication in the Section's newsletter the names of at least two candidates, or with the approval of the Executive Committee, one candidate for each of the offices of Chair- Elect, Secretary, and Treasurer, for each of the open Director-at-Large positions, and in years where appropriate, for the offices of Councilor and Alternate Councilor. A brief biographical sketch shall accompany the name of each candidate for office.

Section 4. Additional nominations may be made in the following manner: a petition signed by at least five members of the Section, nominating any member of the Section to any entry appearing on the slate, except that only MEMBERS may be nominated as Councilors or Alternate Councilors, shall be submitted to the Secretary of the Section on or before the later of September 20 or the fifth day following the regular September meeting. The consent of each such nominee must be previously secured.

Section 5. No person shall accept nomination for more than one office in any election except as provided elsewhere in these bylaws.

Section 6. Nominations may also be made from the floor at the regular September meeting. The nomination must be seconded and the consent of the nominee must be established.

BYLAW VIII

Elections

Section 1. The Nomination and Election Committee shall prepare and distribute to each member of the Section a ballot including the names of all candidates arranged in alphabetical order under each office. The ballot shall be accompanied by instructions for completing the ballot. Biographical sketches of all candidates designated by the Nomination and Election Committee or by petition shall have been distributed to each member not later than the time of distribution of this ballot.

Section 2. The Nomination and Election Committee shall count or verify all valid ballots and report the results immediately to the Secretary of the Section.

Section 3. Election to the offices of Chair-Elect, Secretary, Treasurer, and Director shall require a plurality of votes cast for the office.

Section 4. The candidate for the office of Councilor receiving the largest number of votes shall be Councilor and the candidate for the office of Alternate Councilor receiving the largest number of votes shall be Alternate Councilor.

Section 5. In the event of a tie vote for any office, such tie vote shall be resolved by ballot of the Executive Committee.

Section 6. The Nomination and Election Committee shall announce the results of the election by publication in the next possible issue of the Section's newsletter.

Section 7. 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.

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 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 Committees

Section 1. The Executive Committee shall establish committees as necessary for the proper operation of the Section. The Chair shall, with the concurrence of the Executive Committee, appoint the chairs of all committees. Unless otherwise specified, the chair of each committee shall select other members of the committee. Such chairs shall report to the Executive Committee at the request of the Chair of the Section.

Section 2. There shall be a Nomination and Election Committee consisting of the Immediate Past Chair and two members, not officers or candidates for election, appointed by the Chair.

BYLAW XI Meetings

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

Section 2. Notice of each regular meeting shall be conveyed to each member at least ten days in advance of each meeting.

Section 3. Special meetings of the Section may be called at any time by the Executive Committee of the Section or upon written request of not less than 10 percent of the membership. 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.

Section 4. A Section meeting duly called shall not be organized for the transaction of business unless a quorum is present. Ten percent of the membership shall constitute a quorum.

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 XII
Fiscal Year

The fiscal year shall begin on January 1 and shall end on December 31 of each year.

BYLAW XIII
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 or three percent of the members of the Section, whichever is larger. 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 the petitioners, the Secretary shall distribute the amendment(s) to each member of the Section when notice of a ballot on the amendment is provided.

Section 2. If a proposed amendment is not approved by a majority of the Executive Committee, and if the petition is signed by at least 15 members or three percent of the members of the Section, whichever is larger, it shall, if practical, be submitted to the Committee on Constitution and Bylaws for review before being submitted to the membership of the Section. After any required changes are incorporated and any recommended changes reviewed and accepted or rejected by a majority of the petitioners, the Secretary shall distribute the amendment(s) to each member of the Section when notice of the next meeting or notice of a ballot on the amendment is provided.

Section 3. At least two-thirds (2/3) of votes cast shall be required to approve the amendment.

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

Section 5. 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.

BYLAW XIV
Publications

Section 1. The official publication of the Section shall be known as *The Alembic*, which may be distributed in print and/or electronic format. It shall contain notices of all regular meetings of the Section and such other matters as are satisfactory to the Executive Committee of the Section.

Section 2. The Chair-Elect shall submit the nomination for Editor to the Executive Committee of the Section at its regular December meeting for approval. The Editor shall serve for one year starting from the first day of the following January or until a successor shall be duly qualified and appointed.

Section 3. The Editor shall have charge of the arrangement of all material in *The Alembic* subject to the budget set by the Executive Committee.

BYLAW XV
Responsibility

The Section shall not be held responsible for unauthorized opinions, statements, or actions of its members.

BYLAW XVI
Rules and Regulations

The Executive Committee of the Section shall make such rules and regulations, not in conflict with these bylaws or the Constitution and Bylaws of the SOCIETY, as may be necessary for the proper government and functioning of the Section.

BYLAW XVII
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 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 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.