



***BYLAWS OF THE
WESTERN MICHIGAN SECTION
OF THE
AMERICAN CHEMICAL SOCIETY**

**BYLAW I
Name**

The name of this organization shall be the Western Michigan Section, hereinafter referred to as the “Section”, of the AMERICAN CHEMICAL SOCIETY, hereinafter referred to as the “SOCIETY”.

**BYLAW II
Objects**

The objects of the Section are those of the SOCIETY, and in addition the encouragement and advancement of chemistry in all its branches and promotion of the welfare of chemists; and by its meetings, reports, papers, discussions and publications, to promote scientific interests and inquiry.

**BYLAW III
Territory and Headquarters**

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 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.

***Effective August 2, 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 2. MEMBERS and STUDENT MEMBERS shall have such rights and privileges as are accorded them by the Constitution and Bylaws of the SOCIETY.

Section 3. The Section may have Local Section Affiliates as authorized by the Constitution and Bylaws of the SOCIETY.

Section 4. Society Affiliates and Local Section Affiliates may not vote for or hold an elective position of the Section, vote on Articles of Incorporation or bylaws of the Section, or serve as voting members 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 Organization

Section 1. The officers of the Section shall be a Chair, Chair-Elect, Secretary and Treasurer. The last two offices may be combined.

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 one Member-at-Large, appointed by the Chair, selected from either the Chair of Membership or the Chair of the Education Committee.

Section 4. All officers, Councilors, Alternate Councilors, and other persons elected by the members shall be chosen from the MEMBERS.

BYLAW VI Manner of Election and Terms of Office

Section 1. Elected officers of the Section shall serve for a term of one year beginning on January 1 or until their successors are elected. The Chair-Elect shall succeed to the office of Chair upon completion of their term of office.

Section 2. Councilors and Alternate Councilors shall be elected for a term of three years beginning on January 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 of a MEMBER for the period up to the next 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 Chair-Elect at its next annual election.

Section 4. Not less than two weeks prior to the October meeting of the Section, the Chair shall appoint two members to a Nominating Committee. The Chair-Elect of the Section shall serve as a third member and as Chair of the Committee. This Committee shall select two candidates for each office and two candidates for each vacancy for Councilor and Alternate Councilor. The nominations of the Committee shall be announced at the October meeting. At this time the Chair of the Section shall invite additional nominations from the floor. Such nominations must have four seconds to be valid. Not less than ten days before the November meeting, the Secretary shall distribute ballots, to be returned to the Chair of the Nominating Committee. The Committee shall count the ballots and report the results at the November and December meetings and also in the December newsletter. The person receiving the largest number of votes for each position shall be elected. In case of a tie vote, the Executive Committee, by ballot, shall elect from among the candidates who share the tie vote; the candidate receiving the largest number of votes shall be declared elected.

BYLAW VII

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 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 Section's Executive Committee.

Section 2. The Chair of the Section shall serve as the Chair of the Executive Committee and shall appoint all committees authorized in these bylaws or by the Section's Executive Committee or required by the Constitution and Bylaws of the SOCIETY.

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. There shall be the following standing committees:

- a. Program
- b. Membership
- c. Education
- d. Nominating

The Chair-Elect shall be Chair of the Program Committee. The Chair of the Section shall appoint the chairs of all committees whose selection is not otherwise specified in these bylaws.

Section 2. There shall be such special committees as may be authorized by the Section or by the Executive Committee.

BYLAW X Meetings

Section 1. The Section shall hold no fewer than eight regular meetings each year, preferably monthly, at places designated by the Executive Committee, with due consideration to the geographical distribution of the members.

Section 2. The Section may hold special meetings at the call of the Executive Committee or at the written request of 20 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. Seven days' notice of all meetings shall be distributed to each member of the Section.

Section 4. A quorum for all business meetings of the Section shall consist of five percent of the members of the Section. In the absence of a quorum, the business meeting shall be adjourned to a later date.

Section 5. The order of business at regular meetings shall be:

- a. Minutes of preceding meeting
- b. Reports of officers
- c. Reports of committees
- d. Incomplete business
- e. New business
- f. Technical program
- g. Adjournment

The foregoing order of business may be suspended by a majority vote of the members present at a regular meeting. The rules of order in the conduct of Section meetings, not specifically provided in these bylaws, shall be *Robert's Rules of Order Newly Revised*.

Section 6. 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 date.

BYLAW XI

Dues

Section 1. All members and Society Affiliates of the Section, except members of the SOCIETY in emeritus status, may be requested to pay such voluntary 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.

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 furnish all members of the Section with copies of the proposed amendment at the time when notice of the next meeting of the Section is given.

Section 2. Any amendment not approved by the Executive Committee within thirty days from the time it is submitted thereto, may be brought to a vote of the membership in the aforementioned manner by a petition signed by not less than 20 members of the Section whose current dues have been paid to the SOCIETY.

Section 3. Within ten days after the meeting of the Section at which the proposed amendment is presented, the Secretary shall distribute a ballot to all members of the Section, together with suitable explanation of the proposed amendment. Twenty days thereafter the Secretary shall close the voting and count the valid ballots received. Approval of the proposed amendment requires a majority of the votes cast.

Section 4. 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 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.