



***BYLAWS
OF THE WOOSTER (OHIO) SECTION
OF THE AMERICAN CHEMICAL SOCIETY**

Bylaw I—Name

This organization shall be known as the Wooster (Ohio) Section (hereinafter referred to as “the Section”) of the AMERICAN CHEMICAL SOCIETY (hereinafter referred to as “the SOCIETY”) and shall be subject to the Constitution and Bylaws of the SOCIETY.

Bylaw II—Objects

This organization is formed for the mutual benefit, both professional and social, of its members and the community located within the confines of the Section. The objects of the Section shall be consistent with those of the SOCIETY as stated in the Constitution of the SOCIETY.

Bylaw III—Territory and Headquarters

The territory of the Section shall be that assigned to it by the SOCIETY. The headquarters of the Section shall be at Wooster, Ohio.

Bylaw IV—Members and Affiliates

Section 1. The rolls of the Section shall include those MEMBERS, ASSOCIATE MEMBERS, and National 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. The Section may have Local Section Affiliates as authorized in the Constitution and Bylaws of the SOCIETY. Local Section Affiliates shall be persons engaged in work of a chemical nature and who are not members or National Affiliates of the SOCIETY or

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students matriculating or specializing in chemistry or chemical engineering at any college or university within the Section area.

Section 3. Members and affiliates shall have such rights and privileges as are accorded them by the Constitution and Bylaws of the SOCIETY. All members may vote. ASSOCIATE MEMBERS may not hold office. Affiliates are not entitled to vote or to hold office. Affiliates may serve as members of working committees.

Bylaw V—Organization

Section 1. The officers of the Section shall be a Chair, a Vice-Chair, a Secretary, and a Treasurer. The Vice-Chair shall be considered as the Chair-Elect and shall become Chair for the ensuing year. The officers, Councilors, and Alternate Councilors must be MEMBERS.

Section 2. The Chair, or if absent, the Vice-Chair, or if absent, the Secretary, shall preside at all meetings of the Section and of the Executive Committee.

Section 3. The Secretary shall keep a record of the proceedings of both the Section and the Executive Committee; shall, in cooperation with the Executive Committee, make the reports required by the Constitution and Bylaws of the SOCIETY; shall, under the direction of the Chair, issue notices to the members and affiliates and to the Executive Committee; and shall perform all other duties usual to this office.

Section 4. The Treasurer shall have charge of all funds belonging to the Section and shall make all collections of dues; shall make all disbursements, provided, however, that all bills shall be approved by the Executive Committee before payment; shall make the reports required by the Constitution and Bylaws of the SOCIETY; and shall make a summary report to the Section at the last meeting of the term of office.

Bylaw VI—Election of Officers, Councilors, and Alternate Councilors

Section 1. The officers shall be elected by a mail ballot of the members taken after the October meeting and shall serve for a term of one year except as provided in Section 3 of this bylaw. As soon as practicable after the October meeting the Secretary shall mail ballots to all members entitled to vote. The Chair shall appoint two tellers to tabulate the vote. The tellers are not to be candidates for election. The polls shall close not later than the day preceding the November meeting so that the tellers may have their report ready for the November meeting. The new officers shall take office on January 1 following their election.

Section 2. In the event of a vacancy in the office of Chair, the Vice-Chair 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 the unexpired term, if any. In the event the

office of Vice-Chair is filled by such interim appointment, the Section shall elect both a Chair and a Vice-Chair at its annual election.

Section 3. Councilors and Alternate Councilors shall be elected for a period of three years. An Alternate Councilor may be elected as an officer of the Section, but upon election, must resign from the position as Alternate Councilor.

Section 4. The Chair of the Section shall appoint a Membership/Nominating Committee, which shall present the names of at least one candidate for each office at the October meeting, at which time any additional nominations shall be received from the floor of the meeting.

Bylaw VII—Recall of Elected Officials

Section 1. The elected officials of the Section are subject to recall for neglect of duties or conduct injurious to the SOCIETY.

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 (5) voting members of the Section. In the event the Chair is the official in question, the Vice-Chair shall receive the petition and shall assume the duties of the office of Chair with respect to the 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 present the issue to the Executive Committee as a new business item at the next Executive Committee meeting.

- (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 qualified 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 (30) 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 of the Executive Committee.

(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 given to the voting membership before the vote is taken.
- (3) The official may choose not to respond and thus forfeit the position.

Section 4. The vacancy provisions of the 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—Committees

Section 1. The standing committees of the Section shall include the Executive Committee, the Membership/Nominating Committee, the Public Relations Committee, the Publications Committee, the Awards Committee, and such other committees as determined by the Executive Committee.

Section 2. The Executive Committee shall consist of the officers, Councilors and Alternate Councilors, the Immediate Past Chair, and the chairs of the standing committees. The Chair of the Section shall appoint the chairs of the standing committees from among the MEMBERS. Such appointments must be approved by the officers, Councilors, and Alternate Councilors.

Section 3. The Membership/Nominating Committee shall consist of at least two members, who shall be appointed by the Chair as soon after taking office as convenient and shall hold their appointments until their successors are appointed. This committee shall develop ways of increasing active membership within the Local Section and shall be in charge of nominating MEMBERS for office at the October meeting.

Section 4. The Public Relations Committee shall consist of two or more members and shall take charge of organizing the local public outreach programs, the Chemistry Olympiad, and programs associated with National Chemistry Week.

Section 5. The Publications Committee shall consist of at least two members and shall take care of creating and circulating the Local Section's newsletter, as well as arranging for the reporting of news from the Section to the Local Section publication that covers the Wooster (Ohio) Section activities, and such other matters of a similar nature as may be necessary.

Section 6. The Awards Committee shall consist of the Chair of the Section and at least two other members of the Section. They shall choose the type of awards and supervise the administration of any contests incidental to the selection of the award winners.

Bylaw IX—Meetings and Quorum

Section 1. The Section shall hold not less than eight regular meetings each year, preferably monthly.

Section 2. Due notice of all meetings shall be sent to each member and affiliate of the Section. A quorum for all meetings of the Section shall consist of five percent (5%) of the members of the Section.

Section 3. The rules of order in the conduct of Section meetings not specifically provided in these bylaws or in the SOCIETY's documents shall be the most recent edition of *Robert's Rules of Order, Newly Revised*.

Bylaw X—Dues

Section 1. All assigned National Affiliates and members of the Section, except MEMBERS in emeritus status of the SOCIETY, may be requested to pay voluntarily such annual Local Section dues as may be set by the Executive Committee before November 1 for the following year.

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.

Section 3. Local Section dues for assigned National Affiliates and members, except MEMBERS in emeritus status of the SOCIETY, and Local Section Affiliates shall be payable in advance in January.

Section 4. Members and National Affiliates of the SOCIETY transferring to the Wooster (Ohio) Section after April 1 shall not pay Local Section dues for the current year.

Bylaw XI—Amendments

Any proposed amendment or amendments to these bylaws may be presented in writing at any regular meeting of the Section by any five members. Notice of such proposed amendment or

amendments shall be mailed to each member by the Secretary at least two weeks preceding the regular meeting at which they are to be voted on. Voting shall be by ballot, and an affirmative vote of not less than three-quarters of the members present shall be required to pass the amendment or amendments. 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 XII—Dissolution of the Section

Upon the dissolution of the Local 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.