



**\*BYLAWS OF THE  
DIVISION OF POLYMERIC MATERIALS: SCIENCE AND ENGINEERING  
OF THE  
AMERICAN CHEMICAL SOCIETY**

**BYLAW I  
Name and Objects**

Sec. 1. The name of this organization shall be the Division of Polymeric Materials: Science and Engineering (hereinafter referred to as the “Division”) of the AMERICAN CHEMICAL SOCIETY (hereinafter referred to as the “SOCIETY”). The Division is incorporated under the laws of the District of Columbia.

Sec. 2. The objects of the Division shall be those of the SOCIETY as stated in the Charter and Constitution of the SOCIETY and as stated in the Division’s Articles of Incorporation.

Sec. 3. Nothing in these bylaws shall be inconsistent with the Charter, Constitution, and Bylaws of the SOCIETY or the Articles of Incorporation of the Division.

**BYLAW II  
Membership and Affiliation**

Sec. 1. Membership in this Division is open to members of the SOCIETY who shall make application and pay the annual dues of the Division.

Sec. 2. A Society Affiliate of the SOCIETY may apply to become a Society Affiliate of the Division. Provided that dues established for Society Affiliates are paid, a Society Affiliate shall have all the privileges of membership in the Division except those of voting for or holding an elective position of the Division, serving as a voting member of its Executive Committee, or voting on its bylaws or Articles of Incorporation.

Sec. 3. A person not a member or Society Affiliate of the SOCIETY may affiliate with the Division as a Division Affiliate by making application and paying the annual dues fixed for

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Division Affiliates. Division Affiliates shall be entitled to all the privileges of membership in the Division as specified in the SOCIETY's Bylaws, except those of voting and holding office. Division Affiliates may serve as chairs of Division committees.

Sec. 4. A member of the Division who becomes a member in emeritus status of the SOCIETY may become a member in emeritus status in the Division. The dues of such members will be the same as STUDENT MEMBERS, while full member privileges will otherwise apply.

Sec. 5. Any member or affiliate may terminate membership in or affiliation with the Division by submitting a resignation in writing to the Secretary of the Division.

Sec. 6.

- a. The name of any member shall be stricken from the roll of members if such member shall fail to pay the required annual dues of the Division for a period of six months.
- b. Any member whose name has been so stricken may be reinstated upon written request therefore to the Secretary of the Division, if such request be accompanied by tender of the arrearage in dues and the dues for the year in which such request is made, provided, however, that the sum so tendered need not exceed two years' dues at the then existing rate.
- c. Affiliates shall retain their status as such only so long as the required dues are paid.

### **BYLAW III Organization and Administration**

Sec. 1. The fiscal year shall be January 1 through December 31.

Sec. 2. Officers

- a. The officers of the Division shall be a President, a President-Elect, and a Vice-President, hereinafter to be known as Chair, Chair-Elect, and Vice-Chair, respectively, a Secretary, and a Treasurer. The officers of the Division shall be chosen from members of the Division who are MEMBERS of the SOCIETY. The positions of Secretary and of Treasurer may be held by the same member.
- b. Duties of the Officers
  - (1) The Chair of the Division shall be Chair of the Executive Committee. It shall be the duty of the Chair to preside at the meetings of the Division and of the Executive Committee; to call special meetings of the Executive Committee when, considering Division activities, a special meeting appears required; to carry into effect the decisions and recommendations of the Executive Committee; to appoint a nominating committee, a Program Chair, and such other committees as may appear necessary and to prescribe the duties of any such other committees; to secure papers from members of the Division for presentation at the meetings of the Division; and to carry out such

other duties as may be imposed by these bylaws and by the Constitution and Bylaws of the SOCIETY.

- (2) It shall be the duty of the Chair-Elect assisted by the Program Chair to structure the future technical programs for presentation at the meetings of the Division; serve as Chair of the Advisory Committee; and to assume the duties of the Chair in that officer's absence.
- (3) It shall be the duty of the Vice-Chair to finalize the current technical program of the Division, serve as Editor of the Preprint Book of the Division; and to assume the duties of the Chair in the absence of that officer and of the Chair-Elect.
- (4) It shall be the duty of the Secretary to keep the records of the Division and of the proceedings of the Executive Committee; to distribute to the members and affiliates such notices as the business of the Division may require; to submit the annual report of the Division as required by the Constitution and Bylaws of the SOCIETY and by the Articles of Incorporation; and to carry out all duties which may from time to time be imposed by these bylaws and the Constitution and Bylaws of the SOCIETY.
- (5) It shall be the duty of the Treasurer to act as custodian of the funds of the Division; maintain financial records of the Division; make such disbursements as are authorized by the Executive Committee; report to the Division at each fall business meeting as to the state of the Division's finances, the report to be in such form as the Chair may from time to time prescribe; file the Division's income tax return and the financial report as required under the Articles of Incorporation; and carry out such additional duties as may from time to time be imposed by the Constitution or Bylaws of the SOCIETY or by the Executive Committee of the Division.

c. Terms of Officers

- (1) The newly elected officers and members of the Executive Committee (Sec. 4) shall assume their posts on January 1, following their election. The Chair-Elect shall at this time succeed to the office of Chair.
- (2) The terms of office shall be as follows:

Chair	1 year
Chair-Elect	1 year
Vice-Chair	1 year
Secretary	1 year
Treasurer	1 year
Members-at-Large of the Executive Committee	2 years

provided, however, that each officer shall hold the office until a successor shall have been elected and shall qualify therefore.

(3) The Executive Committee shall fill any vacancies occurring in these offices during the term thereof. The incumbent so selected shall serve until the next regular election.

(4) Any officer except the Chair and Chair-Elect shall be eligible for successive terms in office, and members of the Executive Committee, Councilors, and Alternate Councilors may be re-elected to the same positions.

### Sec. 3. Councilors

- a. The number of Division Councilors and Alternate Councilors shall be as prescribed by SOCIETY Bylaws and as allotted according to size of the Division.
- b. The Councilors and/or Alternate Councilors shall represent the Division in the meetings and business of the Council of the SOCIETY. An Alternate Councilor may substitute for an absent Councilor upon written authorization of the Secretary of the Division.
- c. The terms of office of Councilors and Alternate Councilors shall be of such duration as may from time to time be prescribed by the Constitution and Bylaws of the SOCIETY.
- d. Officers of the Division are not by reason of such office disqualified from election as Councilors or as Alternate Councilors.
- e. The Executive Committee shall fill any vacancies occurring in the posts of Councilor and Alternate Councilor during the term thereof. The incumbent so selected shall serve until the next regular election.

### Sec. 4. Board of Directors (Executive Committee)

- a. The Division shall have a Board of Directors which shall be known as the Executive Committee, which shall consist of:

The Chair

The Chair-Elect

The Vice-Chair

The Immediate Past Chair

The Secretary

The Treasurer

The Councilors

The Alternate Councilors

A maximum of four other Past Chairs of the Division (referred to as “ex-officio members”)

The Program Chair

and at least four additional members of the Division, to be referred to as Members-at-Large. The number of Members-at-Large of the Executive Committee may be changed from time to time by action of the Executive Committee, provided that no such action may reduce the number of Members-at-Large to less than four. The Members-at-Large shall be chosen from members of the Division. The Chair of the Division shall be Chair

of the Executive Committee. The Program Chair of the Division (appointed by the Chair of the Division) shall also be a member of the Executive Committee.

- b. It shall be the duty of the Executive Committee to conduct the business of the Division and to direct its activities and to carry out all duties imposed by these bylaws or by the Constitution and Bylaws of the SOCIETY. The Committee shall meet during each fall meeting of the Division and shall hold such additional meetings as the Chair of the Division shall appoint. Sixty percent of the members of the Executive Committee shall constitute a quorum for the transaction of business, provided, however, that when one person holds more than one office or position entitling membership on the Executive Committee such person shall be counted as one member in determining whether a quorum of the Executive Committee is present, and such person shall be entitled to one vote only in any ballot taken by the Executive Committee.
- c. At the option of the Chair, the Executive Committee may conduct its business by mail, by telephone, electronically, or a combination thereof.

#### **BYLAW IV Elections**

Sec. 1. The Nominating Committee shall nominate a slate of candidates for all elections. In preparing the slate the procedure shall be as follows:

- a. By February 15, the Chair shall appoint a Nominating Committee as specified elsewhere in these bylaws.
- b. Candidates for the offices of Councilor and Alternate Councilor and Members-at-Large of the Executive Committee shall be selected by the Nominating Committee prior to the spring meeting preceding the year in which they will serve. Candidates for Councilor and Alternate Councilor must be MEMBERS and preferably have served on the Executive Committee for at least three years prior to their term of office; candidates for Members-at-Large shall have been members of the Division for at least two years before their term.
- c. Additional candidates for the offices of Councilor, Alternate Councilor, and Members-at-Large of the Executive Committee may be placed on the ballot through petition by 5% of the Division members to the Secretary by May 1. Requirements for petition candidates are the same as for candidates selected by the Nominating Committee and as described above.

Sec. 2. Election Procedures shall be as follows:

- a. Councilors, Alternate Councilors, and Members-at-Large of the Executive Committee shall be elected by ballot by members of the Division. Ballots shall be distributed to all members by the Secretary in time for ballot return by November 1. Ballots will be counted by a committee of Tellers appointed by the Chair of the Division. Provision shall be made that the balloting procedures used are open to all members, ensure anonymity,

provide protection against fraudulent balloting, and enable ballot archiving and timely reporting.

When there are two or more candidates for a single Division Councilor position, each voter shall vote for one candidate and the candidate who receives the most votes shall be declared elected. The same procedure shall be employed in the election of an Alternate Councilor. However, when a Councilor and an Alternate Councilor position are to be filled in the same election, the Nominating Committee, with the approval of the Executive Committee, may nominate two or more candidates and specify that the candidate who receives the highest number of votes shall be elected Councilor and the candidate receiving the second highest number shall be elected Alternate Councilor.

In filling the positions of Member-at-Large of the Executive Committee, the candidates receiving the highest number of votes will be selected in descending order until all the available positions are filled.

In the event of a tie vote for Councilor, Alternate Councilor, or Member-at-Large, the members of the Executive Committee shall each vote for one of the two candidates who are tied to select the winner (candidate receiving the most votes).

- b. The Chair-Elect, Vice-Chair, Secretary, Treasurer, and ex-officio members of the Executive Committee shall be elected by the Executive Committee at the spring meeting to serve for the year beginning on the following January 1.

#### BYLAW V Recall of Elected Officials

Sec. 1. The elected officials of the Division (Officers or elected Executive Committee members, but not Councilors or Alternate Councilors) are subject to recall for neglect of duties or conduct injurious to the SOCIETY.

Sec. 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 Division. In the event the Chair is the official in question, the Vice-Chair or 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.

Sec. 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 removal 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 Division 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 in question 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 Division 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 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.

Sec. 4. The vacancy provisions of the bylaws shall be used to fill a vacancy caused by a recall process. The membership of the Division and the Executive Director of the SOCIETY shall be informed of the results of the recall process and replacement of the official.

## **BYLAW VI**

### **Meetings**

Sec. 1. The Division shall meet at each national meeting of the SOCIETY, unless the Executive Committee shall vote otherwise, provided, however, that the Division shall hold such meetings as may be required by the Bylaws of the SOCIETY.

Sec. 2. The annual business meeting of the Division shall be held at the annual meeting of the SOCIETY.

Sec. 3.

- a. Special meetings of the Division may be called by the Executive Committee. Notice of any such special meeting shall be given to the members and affiliates of the Division at least two months prior to such meeting; the notice may be distributed to the members and affiliates using the contact information shown on the SOCIETY's records or it may be by publication in *Chemical & Engineering News*, or both, as the Executive Committee shall direct. No such special meeting shall be held within one month before or after the date of a national meeting of the SOCIETY.
- b. The fee for registration at any such special meeting shall be fixed by the Executive Committee in accordance with the Constitution and Bylaws of the SOCIETY.

Sec. 4. The members present at an announced meeting of the Division shall constitute a quorum for the transaction of business.

Sec. 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.

#### **BYLAW VII Papers**

The Chair of the Division shall, with the approval of the Executive Committee, prescribe rules, not inconsistent with the Constitution, Bylaws, and Regulations of the SOCIETY, covering presentation of papers before meetings of the Division.

#### **BYLAW VIII Committees**

Sec. 1. It shall be the duty of the Chair of the Division to appoint committees to enhance the work of the Division.

- a. There shall be a Nominating Committee composed of not fewer than three members of the Division, whose duty it shall be to nominate officers, members of the Executive Committee, Councilors, and Alternate Councilors, as required, and to report its nominations at the spring meeting of the Executive Committee. The Chair of the Nominating Committee shall be a recent Past-Chair of the Division. The members and the Chair of the Nominating Committee shall be appointed by the Division's Chair before February 15.
- b. There shall be a committee of two or more Division MEMBERS appointed annually by the Chair to audit the financial records of the Division at the close of each fiscal year. The Audit Committee shall report the results of the audit to the Chair and the Secretary

- c. There shall be an Advisory Committee made up of:

Members of the Executive Committee of the Division,  
Current Symposium Chairs,  
Future Symposium Chairs,  
Advisors selected for their knowledge of areas of research and/or specialists who can contribute to the programming of the Division, and  
Past Chairs willing to serve.

(1) The Advisors are to be appointed by the Chair-Elect of the Division, who shall also preside at the meetings of the Advisory Committee.

(2) The Advisory Committee shall receive reports from Symposium Chairs regarding the status of future programs of the Division. The Committee shall also identify topics for future programs and people who would be qualified to act as Symposium Chairs.

- d. The Chair shall, with the advice and approval of the Executive Committee, appoint from time to time special committees of the Division to consider, conduct, and report upon such matters as may be delegated to them.

### **BYLAW IX Subdivisions**

Sec. 1. The Division may sponsor Subdivisions devoted to specialized fields within the scope of the Division. Membership in this Division is a requirement for membership in a Subdivision.

Sec. 2. Formation or dissolution of a Subdivision shall be at the discretion of the Executive Committee of the Division. Steps to initiate such a move may be made by petition to the Executive Committee by ten or more members of the Division or by the Executive Committee. The scope of the Subdivision shall be as defined by the Executive Committee and the Subdivision must operate in conformity with the bylaws of the Division and the Constitution and Bylaws of the SOCIETY.

### **BYLAW X Assessments**

Sec. 1. The annual dues of the Division shall be amounts fixed by the Executive Committee, payable annually in advance to the Treasurer of the Division. The dues for members in emeritus status and STUDENT MEMBERS shall be at least \$2.00 less than dues fixed for MEMBERS, but shall be at least \$1.00. The dues for Division Affiliates shall be at least \$2.00 more than the dues fixed for MEMBERS.

Sec. 2. Society Affiliates shall pay dues, to be decided by the Executive Committee, in an amount not less than \$2.00 and at least equal to the dues paid by MEMBERS of the SOCIETY.

Sec. 3. Authors of preprints who exceed the no-charge page limit will be billed for pages in excess of this limit. The page charges are set by the Executive Committee and are collected by the Treasurer.

Authors who fail to pay the page charges lose the privilege of publication in the Division's preprint books until the outstanding charges have been paid in full.

## **BYLAW XI**

### **Dissolution**

Upon the dissolution of the Division, any assets of the Division remaining thereafter shall be conveyed to such organization then existent as is dedicated to objects similar to those of the Division and of the AMERICAN CHEMICAL SOCIETY, or to the AMERICAN CHEMICAL SOCIETY, so long as whichever organization is selected by the governing body of the Division 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 Division's dissolution.

## **BYLAW XII**

### **Amendments**

Sec. 1. Amendments to these bylaws shall be accomplished in the following fashion:

- a. The proposed amendment shall be in writing, signed by at least five members of the Division, and submitted to the Secretary of the Division;
- b. The Secretary shall, at least two weeks before the next annual business meeting of the Division, supply each member with the text of the proposed amendment; and,
- c. The proposed amendment shall be adopted if two-thirds (2/3) of the members present at the next business meeting of the Division vote in favor thereof by secret ballot.

Sec. 2. Any amendment passed as described in Sec. 1 hereof shall take effect when approved by the Committee on Constitution and Bylaws, acting for the Council of the SOCIETY, unless a later date is specified.