

**American Chemical Society  
2024 Committee Information Sheet**

**PLEASE NOTE:** In the event of governance meetings taking place virtually or hybrid, guidance on the meeting schedule and reimbursement of expenses will be determined by the Committees who have purview over these areas.

<b>Committee</b>	Committee on Constitution and Bylaws (C&B)
<b>Type</b>	Society Committee (Appointed by the President)
<b>Primary Duties Summary</b>	<p>A list of duties is in Standing Rule V, Sec. 1 of the ACS Governing Documents (<a href="http://www.acs.org/govdocs">www.acs.org/govdocs</a>). The committee is responsible for the Governing Documents Function, including updating model bylaws as necessary, reviewing unit bylaws and petitions, and interpreting and initiating any action that may seem appropriate to eliminate conflicts in the Constitution, Bylaws, Standing Rules, and/or Schedule of Membership. Committee members and liaisons must have email access because most work is done via email.</p> <p><b>Bylaw Reviews:</b> as assigned if necessary, C&amp;B is responsible for reviewing proposed bylaws submitted by Local Sections, Divisions, and International Chemical Sciences Chapters, ensuring that the bylaws are consistent with a unit's Articles of Incorporation, if applicable, and determining that proposed amendments are in accordance with the ACS Governing Documents (see above link). The review process also includes determining compliance with requirements for affiliation of a Local Section with a local technical organization, or affiliation of a Division with other technical organizations. Reviews are done via email.</p> <p><b>Document Reviews:</b> as assigned if necessary, C&amp;B is responsible for reviewing and making recommendations for Council's approval of desirable changes in the charter bylaws for new Local Sections and International Chemical Sciences Chapters, and in the bylaws for Divisions in probationary status. Document reviews also include review and discussion of guidelines and other C&amp;B documents, and ACS documents as assigned. Document reviews are done via email and discussed at national meetings, and as necessary, via video conferencing and/or conference calls.</p> <p><b>Petition Process:</b> as provided in the ACS Governing Documents, C&amp;B has a significant role in reviewing petitions and making recommendations to the Council and petitioners so that there are no conflicts with the ACS Governing Documents. The review of petitions is initially done by email and discussed at national meetings to recommend changes as necessary, for vote by C&amp;B.</p>
<b>Normal Meeting Schedule and Other Meetings as Necessary</b>	C&B meets semiannually at each national meeting, on Sunday. C&B might vote on issues via email, video conferencing, and/or conference calls during the year as needed, for which the votes via email and conference calls are later confirmed at a national meeting or during a virtual meeting.
<b>Reimbursement Policy</b>	ACS will reimburse volunteer committee members, associates, and consultants for ordinary and necessary transportation, lodging, and meal expenses incurred by attending meetings of Council-related committees at the spring and fall meetings. If necessary, ACS will also reimburse certain travel expenses incurred due to authorized committee meetings and work performed outside of spring and fall meetings. Advanced authorization is required.

	<p>The <b>Councilor Attendance Incentive Allotment Program</b> provides funds for members, associates and consultants who are Councilors. Under this program, if the Councilor attends the Council meeting, either virtually or in-person, an allotment will be sent to the Local Section or Division they represent soon after the Council meeting.</p> <p>Non-Councilors are eligible for reimbursement under the <b>Volunteer Reimbursement Program</b>.</p>
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