



**\*BYLAWS OF THE  
SABINE-NECHES SECTION  
OF THE  
AMERICAN CHEMICAL SOCIETY**

**BYLAW I  
Name**

The name of this organization shall be the Sabine-Neches Section of the AMERICAN CHEMICAL SOCIETY, referred to herein as the "Section" and "SOCIETY," respectively.

**BYLAW 11  
Objects**

Section 1. The objects of this Section shall be those of the SOCIETY as stated in the Charter and Constitution of the SOCIETY.

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 and STUDENT MEMBERS (collectively "members"), and Society Affiliates of the SOCIETY residing within the territory of

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the Section, provided that any exceptions to this rule shall be made in conformity with the Constitution and Bylaws of the SOCIETY.

Section 2. A STUDENT MEMBER may hold an elective position except Councilor or Alternate Councilor. A STUDENT MEMBER may not serve as a Temporary Substitute Councilor.

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

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

## **BYLAW V**

### **Officers, Organization and Manner of Election**

Section 1. The officers of this Section shall be a Chair, a Chair-Elect, a Secretary, and a Treasurer. The offices of Secretary and Treasurer may be held by the same person. The Section shall have Councilor(s) and Alternate Councilor(s) as provided in the Constitution and Bylaws of the SOCIETY. The officers, together with the Immediate Past Chair, the Councilors and the Alternate Councilors shall constitute the Executive Committee.

Section 2.

- a. The Chair shall appoint a Nominating Committee consisting of a Chair and two or more members not later than September of each year. Not more than one member of the Executive Committee may be a member of the Nominating Committee.
- b. The Nominating Committee shall nominate one or more nominees for each elective position for which a vacancy will occur or has occurred, and shall give notice of the slate to the members of the Section prior to October 15. For the purposes of this section, a vacancy shall be considered to exist if a member has been appointed to an office by the Executive Committee as provided in these bylaws.
- c. Nominations may also be made by the membership at a meeting of the Section, providing such nominations receive two seconds; or nominations may be mailed to the Secretary of the Section, signed in each case by three members of the Section. For inclusion on the ballot, nominations sent by mail must reach the Secretary not later than October 31. Only candidates who have agreed to serve if elected may be named on the ballot.
- d. Prior to November 5, the Secretary of the Section shall distribute to all members of the Section balloting materials indicating all the candidates and providing a mechanism to vote for additional candidates. Each voting member shall indicate the member's vote in accordance with the directions in the materials and mail, deliver or transmit it to the Secretary. The deadline for receipt by the Secretary shall not be less than three weeks

after the ballot materials were distributed. Ballot procedures shall be as provided in the Bylaws of the SOCIETY.

- e. The Chair shall appoint as Tellers two or more members who are neither candidates for office nor members of the Executive Committee.
- f. All valid votes received by the Secretary before 7:30 p.m. on the day specified in the balloting materials shall be counted by the Tellers, who shall record the votes received by each candidate, and report the results of the balloting in writing to the Chair as soon as practical.
- g. In case of a tie vote for any elective office, the Chair shall forthwith proceed to decide by lot between the candidates.
- h. The Chair shall then certify the names of the individuals who have been elected to the various offices and who will serve in these offices for the ensuing term, to begin the following January 1. The members of the Section shall be promptly informed of the results of the election.

Section 3. The term of office of Chair, Chair-Elect, Secretary, and Treasurer, shall be for two years, or until their respective successors are qualified. The term of office for Councilor and Alternate Councilor shall be three years. All of these officers, with the exception of Chair and Chair-Elect, may be reelected, the Chair-Elect automatically succeeding to the office of Chair.

Section 4. In the event of a vacancy in the office of Chair, the Chair-Elect shall assume the added duties of the Chair for the remainder of the unexpired term. All other vacancies, except those of Councilor or Alternate Councilor, shall be filled by the Executive Committee from among the members by interim appointment for the period up to the next annual election, at which time the Section shall choose a member to complete the unexpired term, if any. In the event the office of Chair-Elect is filled by such interim appointment, the Section shall, at its next annual election, elect a member to fill the office of Chair-Elect, or the office of Chair if the Chair-Elect has succeeded or would ordinarily succeed on the following January 1 to such office. In the event of a vacancy in the office of Councilor or Alternate Councilor, the same procedures shall be followed except that only MEMBERS shall be eligible to hold these offices.

## **BYLAW VI**

### **Duties of Officers**

Section 1. The duties of the Chair, the Secretary, and the Treasurer shall be such as usually pertain to the offices they hold and also any other duties that may be specified by the Constitution and Bylaws of the SOCIETY and the bylaws of this Section. The Treasurer shall receive and deposit all funds paid to the Section, in the name of the Section, and shall disburse funds of the Section, such disbursements to be submitted for approval of the Executive Committee at their next following meeting if included in the Annual Budget, otherwise only upon vouchers approved in advance by the Executive Committee. The Treasurer shall submit a financial report to the Section no later than five weeks after the end of the calendar year.

In case the Chair is absent, the Chair-Elect shall assume the duties of the Chair.

Section 2. The Executive Committee shall be empowered to act for the Section in all matters except (1) the election of officers, other than as provided in Bylaw V, Section 4, and (2) the adoption of amendments to the bylaws. It shall act as an advisory body to the various committees of the Section.

The Executive Committee shall have the power to appoint an Editor and Business Manager for a Section publication to serve as required.

## **BYLAW VII Committees**

The Executive Committee shall establish committees as necessary for the proper operation of the Section.

## **BYLAW VIII Removal from Office**

Section 1. The Chair, Chair-Elect, Secretary, or Treasurer of the Section may be removed from office for neglect of the duties of the office or conduct injurious to the SOCIETY or the Section.

Section 2. Removal of an officer may be initiated by submission to the Chair of the Section of a petition signed by 10 members of the SOCIETY whose names appear on the official roll of the Section on the date the petition is submitted, or upon majority vote of the full membership of the Executive Committee of the Section. The petition or resolution shall specify the neglect of duty or injurious conduct for which removal is sought. In the event that removal of the Chair of the Section is sought, a petition may be submitted to the Chair-Elect, (or, if vacant, the Secretary). The Chair-Elect shall immediately assume all the duties of Chair and continue to act in such capacity until action on the matter is completed.

Section 3.

- a. If removal is sought by petition of members of the Section, the Chair and/or other members of the Executive Committee may meet with representatives of the petitioners to discuss the validity of the charges.
- b. The name of a petitioner may be removed from the list of petitioners at any time by that person submitting a signed request to the Chair. If, at any time, the number of remaining petitioners falls below the number specified in Section 2 of this bylaw, the petition shall be considered withdrawn, and no further action on it shall take place.
- c. Any member of the Executive Committee may request reconsideration of a Committee motion to remove an officer from office. If, upon reconsideration, the motion to remove fails to receive the affirmative votes of a majority of the full membership of the

Committee, the motion shall be considered withdrawn, and no further action on it shall take place.

#### Section 4.

- a. If a valid petition to remove from office is received and has not been withdrawn or an Executive Committee motion to remove from office has passed and has not subsequently failed upon reconsideration, the Chair shall, within ten days, inform the officer whose removal is sought in writing of the action and the stated reasons therefor. The Chair shall make all reasonable efforts to inform the officer. However, if the officer cannot be located or refuses contact, the intent of this subsection shall be satisfied by mailing a certified letter containing a statement of the proposed action and the stated reasons to the officer at the address shown on the official SOCIETY membership rolls.
- b. The officer whose removal is sought shall have three options: (1) The officer may resign; (2) The officer may present written responses to the charges within thirty days of receipt of the statement; (3) The officer may choose not to respond and thus forfeit the office.
- c. If removal from office is sought by vote of the Executive Committee, the Chair shall place the matter on the agenda of the next meeting of the Executive Committee, or may call a special meeting of the Executive Committee. In any event, a meeting of the Executive Committee shall be called for a date no later than sixty days after the date of the original vote of the Executive Committee. Any written answer to the charges received from the officer shall be included in the agenda for the meeting. The officer shall be informed of the time and place of the meeting at least fourteen days in advance, and shall have the right to address the meeting, or to submit a written statement for consideration. The officer shall also have the right to be present when any persons other than members of the Executive Committee, national officers of the SOCIETY and counsel are present, and to present rebuttal testimony in the event that any witnesses are called. The motion to remove from office shall then be presented to the Executive Committee again. If the motion to remove fails to receive the affirmative votes of a majority of the full membership of the Committee, the motion shall be considered withdrawn, and no further action on it shall take place.

Section 5. If the procedural steps of informing the accused as detailed in this bylaw have been carried out, and the petition or motion for removal from office has not been withdrawn, the Chair shall arrange without delay for a vote by the members appearing on the official roll of the Section. There shall be included with the ballot, a statement of the neglect of duty or injurious conduct on the basis of which the removal is sought. The officer shall have the right to have included with the ballot, on an equal basis, a reasonable length statement answering the charges. Voting shall be carried out in accordance with the procedures for election of officers in these bylaws. A majority vote is required for removal. Members of the Section shall be informed of the result of the vote, and the vacancy filled in accordance with the provisions in these bylaws for filling vacancies in offices.

Section 6. An officer removed from office under the provisions of this bylaw may appeal any alleged procedural or voting irregularities to the Council Committee on Nominations and Elections as provided for in the Bylaws of the SOCIETY.

**BYLAW IX**  
**Meetings**

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

Section 2. The Section may have special business meetings upon the written request of a majority of the Executive Committee or upon the written request of 10 members. Such request shall be in the hands of the Secretary at least ten days before the date requested for the meeting and shall state the exact nature of the business intended to be transacted. The Secretary shall notify the membership. No other business shall transpire at such meetings.

Section 3. Due notice of all meetings shall be sent to each member and affiliate of the Section. A quorum for the transaction of business at a Section meeting shall consist of 15 members of the Section. No business shall be conducted in the absence of a quorum.

Section 4. 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 stated date.

Section 5. The parliamentary procedure for all Section meetings, except as specifically provided in these bylaws, shall be subject to the latest edition of *Robert's Rules of Order Newly Revised*.

**BYLAW X**  
**Dues**

Section 1. All members and assigned Society Affiliates of the Section may be requested to pay voluntarily such 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 for the current year shall terminate the affiliation.

**BYLAW XI**  
**Amendments to the Bylaws**

Section 1. Any proposed amendment or amendments to the bylaws may be presented by submitting the amendment in written form, signed by not fewer than five members of the Section, to the Secretary of the Section.

Section 2. Using procedures in conformity with the procedures in these bylaws for election of officers, the proposed amendments shall be submitted to the membership for a vote. The ballot materials shall include both the current and amended language, together with an explanation of

the changes. If the amendments receive an affirmative vote of a majority of those members voting, the amendments shall be submitted to the Committee on Constitution and Bylaws.

Section 3. The amendments shall become effective upon approval by the Committee on Constitution and Bylaws, acting for the Council, unless a later date is specified.

## **BYLAW XII Regulations**

The Executive Committee may make such Regulations, not in conflict with the bylaws, as may be necessary for the proper government of the Section. Such Regulations shall become operative when confirmed by a majority vote of the members present at a regular or special meeting of the Section.

## **BYLAW XIII Funds, Donations and Bequests**

Section 1. The raising and collecting of funds other than dues may be provided by suitable resolution adopted at a regular or special meeting of the Section by a majority vote of the members present, subject to the provisions of the Constitution and Bylaws of the SOCIETY.

Section 2. Donations or bequests of funds or property may be accepted by suitable resolution adopted at a regular or special meeting of the Section by a majority vote of the members present, subject to the provisions of the Constitution and Bylaws of the SOCIETY.

Section 3. Upon the dissolution of the Section and the discharges of its debts and the settlement of its affairs, any funds and property of the Section remaining thereafter shall be conveyed to such organization then existent, within the territory of the Section, 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.