



***BYLAWS OF THE
SOUTH TEXAS SECTION
OF THE
AMERICAN CHEMICAL SOCIETY**

**BYLAW I
Name**

The name of this organization shall be the South Texas Section, hereinafter referred to as the "Section" of the AMERICAN CHEMICAL SOCIETY, hereinafter referred to as the "SOCIETY".

**BYLAW II
Objects**

Section 1. The objects of the 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, STUDENT MEMBERS, and Society 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

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SOCIETY. A Local Section Affiliate shall retain affiliate status only so long as payment is made of Local Section dues of not less than two dollars (\$2.00) per annum.

Section 2. The Section may have Local Section Affiliates as authorized in the Constitution and Bylaws of the SOCIETY.

Section 3. Members and affiliates shall have such rights and privileges as are accorded them by the Constitution and Bylaws of the SOCIETY. Society Affiliates may not vote for or hold an elective position of the Section, vote on Articles of Incorporation and bylaws of the Section, or serve as a voting member of the Executive Committee. Local Section Affiliates may not vote for or hold an elective position of the Section, vote on Articles of Incorporation and bylaws of the Section, or serve as a member of the Executive Committee. STUDENT MEMBERS may not hold an elective position of the Section or serve as Councilors, Alternate Councilors, or Temporary Substitute Councilors, but may serve in any other position within the Section.

BYLAW V Organization

Section 1. The officers of the Section shall be MEMBERS of the SOCIETY and the Section, and shall consist of the Chair, Chair-Elect, Secretary, and Treasurer. The last two offices may be held by the same person.

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 Councilors, the Alternate Councilors, and the chairs of the standing committees.

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 his/her 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 duties of the Chair for the unexpired term. Vacancies in the positions of Chair-Elect, Secretary, Treasurer, Councilor, or Alternate Councilor shall be filled by interim appointment of a MEMBER by the Executive Committee until the next annual 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 a Chair-Elect at its annual election.

Section 4. The Section Chair, with approval of the Executive Committee, shall appoint an Elections Committee consisting of the Secretary, the Section Chair, and one other member not earlier than July 10 and no later than September 10 of each year. The Section Secretary shall serve as Chair of the Elections Committee. The Elections Committee may contain a maximum of two members from the Executive Committee. The list of nominees will be presented at the August Meeting (for July) or October (for September) meeting of the Section and elections held at the November meeting of the Section.

Section 5. The Elections Committee shall nominate one or more MEMBERS for each elective position other than Councilor and Alternate Councilor for which a vacancy will occur, and it shall also nominate a number of MEMBERS as candidates for the positions of Councilor and Alternate Councilor at least equal to the total number of vacancies in the positions of Councilor and Alternate Councilor which will occur. The Elections Committee shall report its nominations to the Section at the August Meeting (for July) or October (for September) meeting. Further nominations may be made by petition signed by at least three members and delivered to the Secretary no later than seven days after the report of the Elections Committee. Nominations either by the Elections Committee or by petition shall certify that the nominee has agreed to serve if elected.

Section 6. The Elections Committee shall prepare ballots listing the candidates for each position in alphabetical order. For the purpose of ballot preparation and voting, the total number of vacancies for Councilor and Alternate Councilor shall be considered to be a single position. A ballot and accompanying instructions shall be delivered to each member not later than thirty days (or with sufficient time to have the election in November of that year) after the report of the Elections Committee.

Section 7. The completed ballot shall be delivered to the Secretary by the posted due date. Any ineligible ballots shall be set aside and retained for thirty days to permit a recount if demanded. The Secretary shall select the most appropriate form of holding the election and shall receive and validate the election results.

In the case of the voting for Councilor and Alternate Councilor, those candidates with the largest number of votes shall be declared elected to the vacancies, if any, in the office of Councilor and those with the next largest number of votes shall be declared elected to the vacancies, if any, in the office of Alternate Councilor. In the event of a tie vote for any position, the vote shall be resolved by vote of the members of the Executive Committee.

BYLAW VII

Duties of Officers, Councilors, 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 Executive Committee.

Section 2. The Chair of the Section shall serve as Chair of the Executive Committee and shall appoint all committees authorized in these bylaws or by the Executive Committee.

Section 3. The Councilors and Alternate Councilors shall perform such duties as specified by the Constitution and Bylaws of the SOCIETY.

BYLAW VIII **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 IX Committees

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

BYLAW X Meetings

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

Section 2. The Section may hold special meetings at the call of the Executive Committee or at the written request of 10 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. Due notice of all meetings shall be made available to or distributed to all members and affiliates of the Section. A quorum for transaction of business at a Section meeting shall consist of 10 members or 10 percent of the members of the Section, whichever is greater. No business shall be transacted 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. 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 or in the SOCIETY's documents.

BYLAW XI Dues

Section 1. Society Affiliates may be assessed annual Local Section dues in an amount set by the Executive Committee. Members of the Section, except MEMBERS in emeritus status of the SOCIETY, may be assessed voluntary Local Section dues in an amount 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 **Finance**

Section 1. Monies (other than dues) may be raised for specific legitimate purposes by the Section. The Section may raise or collect funds to be expended for local purposes. The Executive Committee shall have management and control of such funds insofar as such management and control shall not conflict with any provision of these bylaws, with the Constitution or Bylaws of the SOCIETY, nor with any requirements set forth by the donors.

Section 2. The Treasurer shall submit a report showing receipts and disbursements for the year ending December 31 and the financial condition of the Section as of that date, including funds permanently invested, for transmittal to the SOCIETY. Within thirty days after the term of office has expired, the Immediate Past Treasurer shall submit to the Treasurer a report of all receipts and disbursements for the previous year. These reports shall be received and the books audited by the Executive Committee. The Treasurer shall file appropriate tax forms.

BYLAW XIII **Amendments**

Section 1. A petition to amend the bylaws may be initiated by the Executive Committee or by petition signed by at least 15 members or three percent of the members of the Section, whichever is larger. If the Executive Committee approves the proposed amendment, it shall, if practical, be submitted to the SOCIETY's Committee on Constitution and Bylaws for review. After any required changes are incorporated, and any recommended changes reviewed and accepted or rejected by the Executive Committee or a majority of the petitioners, the Secretary shall distribute the amendment(s) to each member of the Section when notice of a ballot on the amendment is provided.

Section 2. If a proposed amendment is not approved by a majority of the Executive Committee and if the petition is signed by at least 15 members or three percent of the members of the Section, whichever is larger, it shall, if practical, be submitted to the Committee on Constitution and Bylaws for review before being submitted to the membership of the Section. After any required changes are incorporated, and any recommended changes reviewed and accepted or rejected by a majority of the petitioners, the Secretary shall distribute the amendment(s) to each member of the Section when notice of the next meeting or notice of a ballot on the amendment is provided.

Section 3. At least two-thirds (2/3) of votes cast shall be required to approve the amendment.

Section 4. The Secretary shall distribute the outcome of the vote regarding the amendment(s) to the Section members and within one month, shall meet all requirements for submitting the results to the Committee on Constitution and Bylaws.

Section 5. 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 XIV
Dissolution of the 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.