



***BYLAWS OF THE
UNIVERSITY OF MISSOURI SECTION
OF THE
AMERICAN CHEMICAL SOCIETY**

**BYLAW I
Name**

This organization shall be known as the University of Missouri 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 this Section shall be those of the SOCIETY as stated in the Charter and Constitution of the SOCIETY.

Sec. 2. Nothing in these bylaws shall be inconsistent with the Charter, Constitution, and Bylaws of the SOCIETY.

**BYLAW III
Territory**

The territory of this Section shall be that assigned to it by the SOCIETY.

**BYLAW IV
Members and Affiliates**

Section 1. The rolls of this Section shall include those MEMBERS, STUDENT MEMBERS, and Society Affiliates of the SOCIETY residing within the territory of this Section, provided that any exceptions to this rule shall be made in conformity with the Constitution and Bylaws of the SOCIETY.

***Effective December 21, 2011.** Approved, as amended, by the Committee on Constitution and Bylaws, acting for the Council of the AMERICAN CHEMICAL SOCIETY. (C&B: bylaws@acs.org; www.acs.org/bulletin5).

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

Sec. 3. Members and affiliates shall have such rights and privileges as are accorded them by the Constitution and Bylaws of the SOCIETY. A STUDENT MEMBER may not hold an elective position or serve as a Temporary Substitute Councilor. An affiliate may not vote for or hold an elective position, or vote on bylaws. In addition, 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 Organization

Section 1. The officers of this Section shall be a Chair, Chair-Elect, Secretary, and Treasurer. The offices of Secretary and of Treasurer may be held by the same person.

Sec. 2. This Section shall have Councilors and Alternate Councilors as provided in the Constitution and Bylaws of the SOCIETY.

Sec. 3. The Executive Committee of this Section shall consist of the officers, the Immediate Past Chair, the Councilor(s), and the Alternate Councilor(s) of this Section.

Sec. 4. All officers, Councilors, Alternate Councilors, and other persons elected by the members shall be chosen from the MEMBERS.

BYLAW VI Manner of Election and Terms of Office

Section 1. The officers of this Section shall be elected by the members, shall take office on January 1, and shall hold office for one year, or until their successors qualify. Upon completion of the Chair's term of office, the Chair-Elect shall succeed to the office of Chair.

Sec. 2. Councilors and Alternate Councilors shall be elected by the members for a term of three years beginning on January 1.

Sec. 3. In the event of a vacancy in the office of Chair, the Chair-Elect shall assume the added duties of the Chair for the unexpired term. All other vacancies 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 elect a MEMBER to complete the unexpired term, if any. In the event that 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.

Sec. 4. A Nominating Committee shall be appointed by October 1 of each year, and this Committee shall prepare by October 15 a slate of candidates from names submitted by the

members of the Section. Only nominees who have agreed to serve if elected shall be named on the ballot.

Sec. 5. The members shall vote by distributed ballot prepared in accordance with the Bylaws of the SOCIETY, and the results of the election shall be certified to the Executive Director of the SOCIETY by December 1, as required by the Bylaws of the SOCIETY.

Sec. 6. In case of a tie vote for any elective position, the Executive Committee shall select from among the tied candidates.

BYLAW VII

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 the Section.

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 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.

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 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 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 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.

Sec. 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 VIII **Duties of Officers 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.

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

Sec. 3. The Executive Committee shall be the governing body of this Section and as such, shall have full power to conduct, manage, and direct the business and affairs of this Section in accordance with the Constitution and Bylaws of the SOCIETY and these bylaws.

BYLAW IX **Committees**

The Executive Committee shall establish committees as the need may arise for the proper operation of the Section.

BYLAW X
Meetings

Section 1. The Section shall hold regular meetings each year, preferably monthly, at places and times designated by the Executive Committee.

Sec. 2. This Section may hold special meetings at the call of the Executive Committee or at the request of 20 members of the Section. The notices of special meetings shall state the exact nature of the business to be transacted and no other business shall transpire at such meetings.

Sec. 3. Due notice of all meetings shall be sent to each member and affiliate of this Section. A quorum for all meetings of this Section shall consist of 20 percent of the members of this Section. In the absence of a quorum, all meetings shall adjourn to a date.

Sec. 4. At the regular meetings of this Section, there shall be no specific order of business, but it shall be left to the discretion of the Chair to carry on the meeting in an orderly fashion.

Sec. 5. 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 date.

Sec. 6. 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. All assigned Society Affiliates and members of this Section, except MEMBERS in emeritus status of the SOCIETY, may be assessed such voluntary annual Local Section dues as may be set by the Executive Committee.

Sec. 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
Amendments

Section 1. Proposed amendments to these bylaws must first be submitted in writing to the Executive Committee. If these amendments are approved by a majority of the Executive Committee, the Secretary or another designated member of the Section shall distribute the proposed amendments to the Committee on Constitution and Bylaws for preliminary review. On

the basis of that review, the Executive Committee shall make any changes necessary to resolve conflicts and inconsistencies between the proposed amendments and the SOCIETY's governance documents.

Sec. 2. If any proposed amendment is not approved by a majority of the Executive Committee, it may nevertheless be brought to the members for a vote in an alternative manner. To bring about such a vote, a petition supporting the amendment, which has been signed by at least 15 members or three percent of the members of the Section, whichever is greater, must be presented to the Executive Committee. The procedure subsequently followed for the preliminary review and general announcement of the amendment and balloting shall be identical to that used for an amendment approved by the Executive Committee.

Sec. 3. Within one month after receipt of the preliminary review of the proposed amendments, a ballot will be distributed to each member of this Section. The current and amended language of the affected bylaw(s), as well as an explanation of the proposed changes and a deadline for return of the ballots, shall be distributed with the ballot or shall be otherwise made available to the members. No less than three weeks shall be allotted for return of the ballots. The amendments will be adopted if at least two-thirds (2/3) of the returned ballots indicate approval. The amendments 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 XIII

Dissolution of Section

Upon the dissolution of the Section and the discharge of its debts and the settlement of its affairs, 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.