



***BYLAWS OF THE
SYRACUSE SECTION
OF THE
AMERICAN CHEMICAL SOCIETY**

**BYLAW I
Name**

This organization shall be known as the Syracuse Section, Incorporated, hereinafter referred to as the "Section" of the AMERICAN CHEMICAL SOCIETY, hereinafter referred to as the "SOCIETY." The Section is incorporated under the laws of the State of New York.

**BYLAW II
Objects**

The objects of the Section are those of the SOCIETY, and include, in addition: encouragement of the science of chemistry in all its branches; promotion of social and professional intercourse among chemists, chemical engineers and others who have professional interest in chemistry; and service to the public in matters relating to chemistry.

**BYLAW III
Territory**

The Section shall include such territory as is allocated to it by the SOCIETY.

**BYLAW IV
Membership**

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. Any exceptions to this rule shall be made in conformity with the Constitution and Bylaws of the SOCIETY.

*Effective February 10, 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)

Section 2. Local Section Affiliates shall be elected to affiliation with the Section by majority vote at a meeting of the Board of Directors of the Section. Affiliates shall neither vote, hold office, nor serve as a member of the Executive Committee, but shall have all the other privileges of membership. Annual dues shall be set by the Section's Board of Directors in compliance with the Constitution and Bylaws of the SOCIETY.

BYLAW V Organization

Section 1. The officers of the Section shall be a Chair, a Chair-Elect, a Secretary, and a Treasurer. Other elected members of the Executive Committee are the Councilors and Alternate Councilors as provided by the Constitution and Bylaws of the SOCIETY, and four Delegates. Two of the Delegates shall be located outside of Onondaga County to furnish representation on the Executive Committee to Section members not located in the county of Onondaga; the other two may come from anywhere within the Section. A member's location shall be determined by the member's preferred address on the Section's mailing list.

Sec. 2. The officers and the Delegates of the Section shall be either MEMBERS or STUDENT MEMBERS of the Section. The Councilors and Alternate Councilors shall be MEMBERS of the Section.

Sec. 3.

- a. The duties of all officers shall be such as usually pertain to their offices, such duties as are assigned to them by the Constitution and Bylaws of the SOCIETY, and such additional duties as may be delegated to them by the Executive Committee. The Chair, Chair-Elect, Secretary, Treasurer, and most recent Past Chair still residing in the Section shall also serve as Directors and comprise the Board of Directors of the Section.
- b. The Secretary shall be the Secretary of the Executive Committee and shall keep minutes of all meetings of this Committee.

BYLAW VI Manner of Election and Terms of Office

Section 1.

- a. The Chair-Elect, Secretary, and Treasurer shall be elected annually for a term of one year. The Chair-Elect, upon completion of that term of office, shall automatically become Chair, and so serve for a term of one year. Delegates shall be elected every two years for a term of two years. Elections for Delegates shall be staggered so that one Delegate from outside Onondaga County and one Delegate of unrestricted location are elected each year. Councilors and Alternate Councilors shall be elected according to the Constitution and Bylaws of the SOCIETY.

- b. All officers, Delegates, Councilors, and Alternate Councilors shall take office on January 1 following their election.

Sec. 2. Nominations.

- a. The Committee on Nominations and Elections shall solicit nominees for Chair-Elect, Secretary, Treasurer, and Delegates by publication in the Section's newsletter. Self-nominations shall be entertained. Only candidates who consent to serve shall appear on the ballot.
- b. The Committee on Nominations and Elections, in years where appropriate, shall solicit nominees for the offices of Councilor and Alternate Councilor by publication in the Section's newsletter. Self-nominations shall be entertained. Only candidates who consent shall appear on the ballot.
- c. The Committee on Nominations and Elections shall submit to the membership by publication in the Section's newsletter the names of at least two candidates, or, with the approval of the Executive Committee, one candidate for each of the offices of Chair-Elect, Secretary, and Treasurer, for each of the open Delegate positions, and, in years where appropriate, for the offices of Councilor and Alternate Councilor. A brief biographical sketch shall accompany the name of each candidate for office.
- d. Additional nominations for Section officers, Delegates, Councilors, or Alternate Councilors may be made by petition to the Committee on Nominations and Elections if received by this Committee within fifteen days of the publication of the list of candidates described above. Each such petition must be signed by five MEMBERS or STUDENT MEMBERS of the Section. Consent of the proposed candidate must accompany the petition.

Sec. 3. Elections.

- a. The Committee on Nominations and Elections shall prepare and distribute to each member of the Section a ballot including the names of all candidates arranged in alphabetical order under each office. The ballot shall be accompanied by instructions for completing the ballot. Biographical sketches of all candidates designated by the Committee on Nominations and Elections or by petition, shall have been distributed to each member not later than the time of distribution of this ballot.
- b. The Committee on Nominations and Elections shall count or verify all valid ballots and report the results immediately to the Secretary of the Section.
- c. Election to the offices of Chair-Elect, Secretary, Treasurer, and Delegate shall require a plurality of votes cast for the office. Only MEMBERS or STUDENT MEMBERS located outside of Onondaga County may vote for the Delegates designated to represent members outside of Onondaga County.

- d. The candidate for the office of Councilor receiving the largest number of votes shall be Councilor and the candidate for the office of Alternate Councilor receiving the largest number of votes shall be Alternate Councilor.
- e. In the event of a tie vote for any office, such tie vote shall be resolved by ballot of the Executive Committee.
- f. The Committee on Nominations and Elections shall announce the results of the election by publication in the next possible issue of the Section's newsletter.

Sec. 4. Vacancies.

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. In the event of a vacancy in the office of Councilor, the Alternate Councilor shall assume the duties of Councilor. All other vacancies shall be filled by the Executive Committee by interim appointment for the period up to 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 Chair-Elect at its next annual election.

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 Local Sections.

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 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 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 VIII

Committees

Section 1. The Executive Committee of the Section shall be composed of the Section Officers, Delegates, Councilors, and Alternate Councilors; the most recent Past Chair of the Section still residing in the Section; the Editor of the Section's newsletter; and the Chair of the Educational Committee.

Sec. 2. The Executive Committee shall conduct the affairs of the Section in accordance with the Constitution and Bylaws of the SOCIETY and the bylaws of the Section.

Sec. 3. The Executive Committee shall hold no fewer than four meetings during each fiscal year of the Section. Meetings of this Committee shall be called by the Chair of the Section as needed or by the Secretary upon the request of any three members of the Committee. A quorum for the transaction of business shall be five members of the Executive Committee.

Sec. 4. The Executive Committee shall report fully on its decisions by publication in the Section's newsletter.

Sec. 5. The following committees shall be appointed annually by the Chair of the Section with the advice of the Executive Committee. Committees whose chair is not otherwise designated in these bylaws will elect their chair at their first meeting of the year.

- a. Program Committee
- b. Educational Committee
- c. Awards Committee

These committees shall report to the Chair of the Section at his or her request.

Sec. 6. There shall be a Committee on Nominations and Elections.

- a. The Committee on Nominations and Elections for a given year shall comprise the Section Chair, Chair-Elect, most recent Past Chair still residing in the Section, and Delegates whose terms do not expire within that year.
- b. Additional MEMBERS may volunteer for the Committee on Nominations and Elections by petition to the Executive Committee. Ordinarily the Executive Committee shall appoint such volunteers to the Committee on Nominations and Elections. In the event that the Executive Committee declines to appoint a volunteer to the Committee on Nominations and Elections, the volunteer shall be seated if he or she presents a supporting petition signed by five additional MEMBERS or STUDENT MEMBERS of the Section.

Sec. 7. Other committees needed to conduct the affairs of the Section may be appointed and discharged from time to time by the Chair of the Section. Such committees shall report to the Executive Committee at the request of the Chair of the Section.

Sec. 8. Duties of Committees.

- a. The Program Committee shall have charge of the preparation of lecture programs for the meetings of the Section, of the procurement of speakers, and of their accommodation and entertainment while guests of the Section. The Program Committee shall also make arrangements for all dinners and outings of the Section. The Chair-Elect of the Section shall be Chair of this Committee.
- b. The Educational Committee shall cooperate with the libraries, secondary schools, colleges, universities, and other educational institutions in the Section's territory to further the objects of the SOCIETY. It shall recommend recipients for student awards

made by the Section. It may encourage the establishment of Student Chapters and further liaison between such groups and the Section.

- c. The Awards Committee shall administer the selection and presentation of the "Syracuse Section Award" in the field of Chemistry and Chemical Engineering in accordance with the following:
 - (1) Candidates shall be selected for outstanding contribution from Research, Administration, Education and related fields of activity.
 - (2) Nominations shall be made every year by canvassing the membership of the Section. The Awards Committee shall review the nominations and select a worthy candidate to be recommended to the Executive Committee for approval.
 - (3) The award shall be given to a person in the Section area with special consideration given to Section members.
 - (4) The award may be given every year, but shall be made at least once every three years, preferably at the first fall meeting of the Section.
 - (5) All material relative to the deliberation of the Committee shall be kept confidential.

The Awards Committee shall also solicit and forward nominations for other awards and prizes presented by the SOCIETY, its Divisions, and Local Sections.

The Awards Committee shall be composed of the three most Immediate Past Chairs of the Section still residing in the Section and up to three previous Syracuse Section Awardees still residing in the Section.

- d. The Committee on Nominations and Elections shall conduct the business assigned to it elsewhere in these bylaws. It shall endeavor to arouse interest in nominations and elections among the Section members.

BYLAW IX

Meetings

Section 1. Regular meetings of the Section shall be held between the months of September and June, inclusively. Exceptions to this schedule shall be made at the discretion of the Executive Committee.

Sec. 2. The Annual Meeting shall be the regular December meeting, at which the Chair shall report on the state of the Section. The substance of this report shall be published in the next issue of the Section's newsletter.

Sec. 3. Special meetings may be called upon the initiative of the Executive Committee and shall be called by the Secretary of the Section upon request by five members in good standing. The

object of each special meeting shall be stated in the notice of said meeting and no other business shall be transacted at said meeting.

Sec. 4. The Editor of the Section's newsletter shall cause a notice of each meeting to be distributed to all members and affiliates of the Section not less than five days before said meeting.

Sec 5. Business to be considered at a regular meeting other than the Annual Meeting may be presented upon the initiative of the Chair or the Secretary of the Section. Any member in good standing may submit to the Chair a request for the consideration of stated business at any regular meeting. The Chair shall either grant this request or refer it to the Executive Committee, which shall report its recommendations on the stated business to the members making the request within one month of the date of the request.

Sec. 6. In all questions requiring parliamentary ruling not provided for by the Constitution and Bylaws of the SOCIETY or the bylaws of the Section, the latest edition of *Robert's Rules of Order Newly Revised* shall be the governing authority.

BYLAW X Fiscal Year

The fiscal year of the Section shall end on December 31.

BYLAW XI Publications

Section 1. The Section shall publish a newsletter. The Section shall publish summaries of the minutes of the Annual Meeting, minutes of the meetings of the Executive Committee, reports of all committees, and reports of business transacted at any meetings of the Section.

Sec. 2. The Editor of the Section's newsletter shall be appointed by the Chair of the Section with the advice of the Executive Committee.

BYLAW XII Joint Programming

At the discretion of the Executive Committee, the Section may collaborate with the Technology Alliance of Central New York or other organizations, in accordance with the provisions of the Constitution and Bylaws of the SOCIETY, in order to pursue projects common to the interests of the Section and the other organization(s).

BYLAW XIII

Amendments

Section 1. The bylaws of the Section may be amended by a plurality of votes cast by ballot, provided that any proposed amendment shall have been submitted to the Secretary of the Section and presented to the Section not less than two weeks in advance of the vote. The Executive Committee may submit proposed bylaw amendments to the membership for approval or disapproval. Any member may propose amendments to the Executive Committee, and the Executive Committee shall consider whether to submit such proposals to the membership as transmitted, as modified, or not at all; however, the Executive Committee shall submit proposed amendments to the membership when proposed by written petition signed by 20 MEMBERS or STUDENT MEMBERS. In any event, proposed changes must be compatible with the SOCIETY's Charter, Constitution, and Bylaws.

Sec. 2. The bylaws of the Section shall be published in the Section's newsletter not less frequently than biennially to call the attention of the membership to the possible needs for amendments. Distribution of copies of the bylaws to the entire membership of the Section shall be considered as compliance with this provision.

Sec. 3. These bylaws and any amendments thereto shall become effective upon approval by the Committee on Constitution and Bylaws, acting for the Council, unless a later date is specified.

BYLAW XIV

Dissolution

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.