



**\*BYLAWS OF THE  
CALIFORNIA SECTION  
OF THE  
AMERICAN CHEMICAL SOCIETY**

**BYLAW I  
Name and Identity**

Section 1. This organization shall be known as the California Section of the AMERICAN CHEMICAL SOCIETY Incorporated (hereinafter referred to as the "Section").

Sec. 2. Inasmuch as the Section derives from the AMERICAN CHEMICAL SOCIETY, (hereinafter referred to as the "SOCIETY"), chartered by an Act of Congress, as the parent body, the Section is constituted in conformity with the Constitution and Bylaws of the SOCIETY and the Articles of Incorporation of the Section.

**BYLAW II  
Objects**

Section 1. The objects of the Section are those of the SOCIETY and the Articles of Incorporation of the Section, and also include the advancement of all chemical activities; development of social relations among those interested in this science; promotion of general welfare of the members of the Section; cooperation with the SOCIETY and with other local and general technical associations, groups, and societies; advancement of chemistry as a profession; promotion of chemical research; advancement of applied chemistry; advancement of chemical education at all levels, and dissemination of information on subjects appertaining to any of the above-named objects.

Sec. 2. The Section is not organized for purposes of profit.

---

\*Effective January 14, 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](mailto:bylaws@acs.org); [www.acs.org/bulletin5](http://www.acs.org/bulletin5))

### **BYLAW III**

#### **Territory**

Section 1. The Section shall comprise that geographical portion of the United States prescribed by the Council of the SOCIETY as the territory of the Section.

Sec. 2. The Executive Committee may establish Subsections within the territory of the Section and shall designate the territory and headquarters of each Subsection so established. Each Subsection shall elect its own officers, including two Representatives, who shall be members of the Executive Committee of the Section. These Representatives may hold other Section and Subsection offices concurrently. Subsections shall conduct their business in conformity with these bylaws, the Articles of Incorporation of the Section, and the Constitution and Bylaws of the SOCIETY.

### **BYLAW IV**

#### **Members and Affiliates**

Section 1. Any member or Society Affiliate of the SOCIETY who resides within the territory of the Section shall be enrolled as a member or Society Affiliate, respectively, of the Section unless such person makes a written request to the Executive Director of the SOCIETY to be enrolled in another Local Section. A member or Society Affiliate of the SOCIETY residing within the territory of another Local Section or in territory unassigned to any Local Section may be enrolled as such in the Section on written notice to the Executive Director of the SOCIETY.

Sec. 2. Members of the Section who are classified by the SOCIETY as STUDENT MEMBERS shall not hold elected office in the Section except for Member-at-Large of the Executive Committee, but shall enjoy all the other privileges and responsibilities of members of the Section. Members of the Section who are classified by the SOCIETY as members in emeritus status shall not be expected to pay dues to the Section.

Sec. 3. Any person interested in the promotion of chemistry and who is not qualified to be a member of the SOCIETY may become a Local Section Affiliate of the Section upon payment of annual dues set by the Executive Committee, but not less than \$2.00.

Sec. 4. Society Affiliates and Local Section Affiliates shall be entitled to participate in all activities of the Section except that they may not vote for or hold an elective position of the Section, vote on Articles of Incorporation and bylaws of the Section, or serve on the Executive Committee in any capacity. Both Society and Local Section Affiliates may serve as Section committee chairs.

Sec. 5. Section dues for MEMBERS, STUDENT MEMBERS, Society Affiliates, and Local Section Affiliates in the Section shall be set by the Executive Committee and approved by the Board of Directors in conformance with applicable provisions in the Bylaws of the SOCIETY. Dues shall be payable by January 1 of each year; dues for members (both MEMBERS and STUDENT MEMBERS) and Society Affiliates shall be voluntary. Nonpayment of dues by members and Society Affiliates shall not be cause for withholding any Section-published material normally distributed to members.

**BYLAW V**  
**Officers and Their Duties**

Section 1. The officers of the Section shall consist of the Chair, the Chair-Elect, the Immediate Past Chair, the Secretary, and the Treasurer.

Sec. 2. The Chair, Chair-Elect, Immediate Past Chair, Secretary, and Treasurer shall be MEMBERS of the Section.

Sec. 3. The terms of the officers shall be as follows: the Chair-Elect shall be elected for a term of one year, followed by a term of one year as Chair, and followed by a term of one year as Immediate Past Chair, and shall be a Director in each of these offices. The Secretary and Treasurer shall each be elected for a term of two years and shall be a Director while in each of those offices. Unless a vacancy in an office necessitates electing both the Secretary and Treasurer in the same year, these offices will be filled by election in alternate years. A vacancy in office shall be filled by appointment until the next regular election as provided elsewhere in these bylaws, at which time both offices will be elected for terms that maintain rotation.

Sec. 4. A MEMBER shall not be eligible for reelection to the office of Chair-Elect until nine months have elapsed after the MEMBER's term of office as Chair of the Section expires.

Sec. 5. The Chair shall fill vacancies of Member-at-Large with the advice and approval of the Executive Committee, until the next regular election. The Chair shall also appoint, with the advice and approval of the Executive Committee, a Temporary Substitute Councilor when required and as provided in the Constitution and Bylaws of the SOCIETY.

Sec. 6. The Chair of the Section shall preside at the meetings of the Section, of the Board of Directors, and of the Executive Committee. The Chair shall be deemed the President of the Section for the purpose of the laws of the state of California, under which the corporation exists. The Chair shall appoint, with the advice and approval of the Executive Committee, the chairs and members of the committees as provided elsewhere in these bylaws. The Chair shall perform such other duties as usually pertain to the office of Chair or as are herein prescribed.

Sec. 7. The Chair-Elect shall perform the duties of the Chair of the Section during a temporary absence of the latter. If the office of Chair becomes permanently vacant, the Chair-Elect shall assume the duties of the Chair for the remainder of the term as Acting Chair and shall also continue to occupy the office of Chair-Elect. Under all circumstances, the Chair-Elect shall automatically succeed to the office of Chair.

Sec. 8. In the event that both the Chair and the Chair-Elect are not able to preside at a meeting, the Immediate Past Chair shall preside, and if the Immediate Past Chair is not available, the Secretary, and if the Secretary is not available, the Treasurer shall so preside.

Sec. 9. The Secretary shall perform all duties usual to the office; these shall include issuing or causing the issuance of notices of all meetings of the Section, Executive Committee, and Board of Directors; keeping an up-to-date roll of the members and affiliates of the Section; collecting data for and preparing an annual directory of members and affiliates of the Section; submitting membership applications to the Executive Director of the SOCIETY; keeping complete minutes

of all meetings of the Executive Committee and the Board of Directors and of any business meetings of the Section; and such other functions common to the office of Secretary. This officer shall receive and transmit to the Treasurer monies coming to the Section for membership dues, and shall keep an itemized account of such monies received. The Secretary shall make such reports to the SOCIETY as are regularly required, and annually at a meeting of the Executive Committee, shall make a summary report of the year's activities of the Section. The operations of the Section's office are the responsibility of the Secretary.

Sec. 10. The Treasurer shall receive and keep proper records of all monies coming to the Section from all sources except that the income from investment of funds in the custody of the Board of Trustees shall be handled as provided elsewhere in these bylaws. The Treasurer shall pay out all amounts only in accordance with the warrants drawn on the Treasurer's office by persons designated by the Board of Directors and shall keep proper records thereof. The Treasurer shall be custodian of all funds of the Section except the Investment Funds and such other funds as may be placed in custody of the Board of Trustees by the Board of Directors, and at the Annual Business Meeting of the Board of Directors, shall make in writing a report of all monies received and disbursed during the preceding fiscal year of the Section. The Treasurer shall prepare and submit to the SOCIETY an audited statement of receipts and expenditures and investments of funds as required by the Constitution and Bylaws of the SOCIETY.

Sec. 11. The Treasurer may, subject to the approval and appointment by the Board of Directors, designate an Assistant Treasurer as may be deemed desirable to receive monies and keep records for such other funds as described elsewhere in these bylaws. The Assistant Treasurer shall be responsible to the elected Treasurer, and the term of appointment shall not exceed that of the Treasurer.

Sec. 12. The officers, chairs of committees, and Board of Directors responsible for carrying on activities for which money is appropriated by approval of the budget, shall be authorized by the Board of Directors to issue warrants on the Treasurer.

## **BYLAW VI**

### **Board of Directors**

Section 1. The Board of Directors shall consist of the Chair, Chair-Elect, Secretary, Treasurer, Immediate Past Chair, and the two elected Directors.

Sec. 2. The two elected Directors shall be MEMBERS of the Section. The terms of the elected Directors shall be two years with one Director elected each year. A vacancy shall be filled until the next regular election by appointment as provided elsewhere in these bylaws. At the next regular election, if necessary, two Directors shall be elected in a manner to maintain rotation.

Sec. 3. The Board of Directors shall fill by appointment, in consultation with the Executive Committee, vacancies of the Chair-Elect, Secretary, Treasurer, elected Directors, Councilors, and Alternate Councilors until the next regular election.

Sec. 4. A majority of the Board shall constitute a quorum.

Sec. 5. The Chair of the Section shall preside at the meetings of the Board of Directors and the Chair-Elect shall preside in the absence of the Chair. In the absence of the Chair and the Chair-Elect, the Board shall elect a presiding officer *pro tempore*.

Sec. 6. The Board of Directors shall elect such officers of the Board as may be necessary to conduct its business.

Sec. 7. The Board of Directors shall be the legal representative of the Section, and shall, as a body or through its officers or committees, conduct the business affairs of the Section and appropriate money as needed.

Sec. 8. The Board of Directors shall meet at least once a year to handle the business of the Section and approve the budget. The officers of the Board shall present their annual reports and the report of the Board of Trustees shall be received. Other meetings shall be held at the call of the Chair or of four of the Directors at a time and place designated in said call. Notice of meetings and an agenda of matters to be considered shall be sent to each member of the Board prior to the meeting.

## **BYLAW VII Finances**

Section 1. The funds of the Section shall be divided into the following classes:

- a. Investment Funds.
- b. Working Fund.
- c. All other funds.

Sec. 2. The Investment Funds shall be those funds set aside from time to time by the Board of Directors and placed in charge of the Board of Trustees, as described elsewhere in these bylaws, for investment. In September of each year, the Board of Trustees shall estimate the income to be received during that year from the Investment Funds. An estimate of monies deemed necessary for the operation of the Section may be designated by the Board of Directors as an amount to be included in the budgeted income of the Section for that year and available for transfer to the Working Fund when received and when called for by the Treasurer. In making this designation, the Board of Directors shall take due account of the future needs of the Section and of the desire to conserve and appreciate the Investment Funds. Any income in excess of the amount so designated, or not called for, shall remain as part of the Investment Funds.

Sec. 3. The Working Fund shall be those funds in the hands of the Treasurer and the Assistant Treasurer to be used for payment of current expenses of the Section in accord with the approved budget.

Sec. 4. All other funds shall include amounts raised and/or set aside for specific purposes and unspent residues thereof. The Board of Directors shall have authority to establish separate accounts for specifically designated funds to be supervised by the Treasurer and such assistants as outlined in other portions of these bylaws. The Board of Directors shall have the authority to transfer amounts of money from one to another of the three classes of funds above named and such special funds as it may set up, except that the Executive Committee must concur in the

transfer of principal (other than interest and dividends) in any fiscal year from the Investment Funds in a sum exceeding five percent of the market value of the Fund as given in the last annual report of the Board of Trustees.

Sec. 5. The fiscal year of the Section shall begin January 1 and shall end December 31 of the same calendar year.

Sec. 6. 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.

### **BYLAW VIII** **Board of Trustees**

Section 1. The Board of Trustees shall consist of four MEMBERS of the Section qualified to be nominated to run for office and the Section Treasurer, who shall be an *ex officio* member of the Board of Trustees. Trustees, except the Treasurer, shall each be elected for a term of four years by the Board of Directors at the January meeting of the Board and at other times as needed to fill vacancies on the Board of Trustees. They shall each be elected so as to produce rotation of the terms. The Board of Trustees shall be responsible to the Board of Directors. Any member of the Board of Trustees, except the Section Treasurer, may be removed from office before the expiration of the term by a vote of five or more of the seven members of the Board of Directors.

Sec. 2. Trustees shall be eligible for reelection on expiration of their terms of office.

Sec. 3. The Board of Trustees shall elect its own Chair, Secretary, Treasurer, and one of its members as a liaison to the Executive Committee of the Section. Meetings of the Board of Trustees shall be held at the call of its Chair or of two Trustees at the time and place designated in said call. Three members of the Board of Trustees shall constitute a quorum. No business shall be transacted in the absence of a quorum.

Sec. 4. The Board of Trustees shall be the custodian of the Investment Funds and of any other funds of a permanent character, such as an endowment fund or the like, which may be established by the Board of Directors, together with the income and gains from such funds. Transfer of funds in the custody of the Board of Trustees shall be carried out in accordance with the policies of the Board of Directors.

Sec. 5. The Board of Trustees shall develop an Investment Policy, which shall detail the type of depositories and investments, and submit the Investment Policy to the Board of Directors. The Board of Directors shall either approve or modify the Investment Policy. The Board of Trustees shall follow the approved Investment Policy and shall review the Investment Policy at least annually and submit modifications as appropriate to the Board of Directors for approval.

All decisions regarding investments shall have the approval of at least three Trustees.

In the judgment of the Board of Trustees, investments shall be prudent, with due regard given to their diversification.

Sec. 6. The Board of Trustees shall keep minutes of all meetings and shall make a financial report to the Board of Directors annually and when requested by the presiding officer of the Board of Directors.

### **BYLAW IX Executive Committee**

Section 1. There shall be an Executive Committee composed of the officers of the Section, the Councilors and Alternate Councilors, the two elected Representatives of each Subsection, the two elected Directors, the six Members-at-Large, and the Editor of *THE VORTEX*.

Sec. 2. The six elected Members-at-Large of the Executive Committee shall be MEMBERS or STUDENT MEMBERS of the SOCIETY and members of the Section. Each Member-at-Large shall be elected for a term of two years and the terms shall be arranged so that three Members-at-Large are elected each year. Members-at-Large shall serve on the Executive Committee and shall assist the officers as may be required to ensure that the business and functions of the Section are discharged in a timely and efficient manner. Vacancies shall be filled as described elsewhere in these bylaws.

Sec. 3. The Executive Committee shall approve all appointments to standing committees and chairs of committees and to the various offices that may be vacated except as herein otherwise provided. The Executive Committee shall have charge of policies as to the character of the Subsections or groups operating within the Section. The Executive Committee shall conduct all affairs of the Section with the exception of those delegated to other committees, the Board of Directors, the Board of Trustees, or officers.

Sec. 4. The Executive Committee shall meet at least four times annually. The Committee shall meet at the call of the Chair or the call of a minimum of five members of the Committee.

Sec. 5. A majority of the Executive Committee shall constitute a quorum and each member of the Executive Committee shall have one full vote.

Sec. 6. All Section committee chairs may speak at any Executive Committee meeting.

### **BYLAW X Councilors and Alternate Councilors**

Section 1. Councilors and Alternate Councilors shall be MEMBERS of the Section.

Sec. 2. Each Councilor and Alternate Councilor shall normally be elected for a term of three years such that the number of Councilors and Alternate Councilors to be elected in a given year will equal to one-third (1/3) of the number of allowed Councilors and Alternate Councilors.

However, the Executive Committee may, prior to an election, stipulate terms of one or two years as necessary, so as to produce rotation of terms of service.

Sec. 3. In the event that a Councilor shall resign or become ineligible to complete the term, the position shall be filled by the Alternate Councilor who received the highest number of votes in the most recent Section election. The Alternate Councilor vacancy shall be filled as provided for elsewhere in these bylaws, for the balance of the calendar year. If there are one or more years remaining in the appointed Alternate Councilor's term at the end of the year of appointment, the position will be placed on the ballot with the remaining term of office specified, and of the candidates, the one receiving the highest number of votes but not elected to a full Alternate Councilor term will fill the remaining term. The number of Councilors and Alternate Councilors to be elected shall be the number of each to which the Section is entitled by the Bylaws of the SOCIETY.

## **BYLAW XI Committees**

Section 1. The Chair of the Section shall appoint committees as required for proper Section operation, including those named in the following sections, which shall be Standing Committees.

Sec. 2. The Chair-Elect shall be *ex officio* Chair of the Program Committee. The Editor of *THE VORTEX* shall be *ex officio* Chair of the Media Committee. The Immediate Past Chair shall be *ex officio* Chair of the Nomination and Election Committee. The Chair of the Section shall be *ex officio* Chair of the Budget Committee. Each appointee shall hold office from the time the appointment is approved until the appointment of a successor is approved.

Sec. 3. The Policy Committee shall consist of the Chair, Chair-Elect, and Immediate Past Chair. If one or more of these officers is unavailable, the Secretary and Treasurer, in that order, shall be asked to serve. The Policy Committee shall be responsible for ensuring that the publications, letters, or informational releases bearing the letterhead or apparent sanction of the Section are not at variance with Section bylaws or policies. Its decisions are final until and unless subsequently set aside by a majority vote of the Executive Committee. The Policy Committee shall make policy decisions with respect to the operation of the Section office.

## **BYLAW XII Publications**

Section 1. The Section shall publish a bulletin to be designated as *THE VORTEX*. It shall be the official publication of the Section and shall be issued periodically at the direction of the Executive Committee. It shall contain the announcements of the monthly meetings and shall be distributed to all members and all affiliates. The Editor of *THE VORTEX* shall be appointed each year by the Chair of the Section with the approval of the Executive Committee and serve until a successor has been approved.

Sec. 2. The Editor may appoint such staff members as deemed necessary, including a Business Manager and Associate or Assistant Editors.

### **BYLAW XIII**

#### **Meetings**

Section 1. The Section shall hold meetings and other activities for the benefit of its members. Special meetings may be called by the Chair of the Section with the approval of the Executive Committee. The Chair also shall call a special meeting at any time if requested in writing to do so by 10 members two weeks in advance of the time proposed for such special meeting.

Sec. 2. The Annual Meeting of the Section shall be held in March of each year to receive reports from the previous year by the various officers, boards, and committees as designated elsewhere in these bylaws. Any member may make a presentation at the annual meeting provided that the member has submitted a written proposal to the Secretary at least seven business days prior to the meeting.

Sec. 3. The appropriate meeting sponsor shall distribute a notice of each regular and special meeting of the Section to all members at least five days in advance of such meeting; publication in the current issue of *THE VORTEX* or announcement on the website may constitute such notice.

### **BYLAW XIV**

#### **Election of Officers, Councilors and Alternate Councilors**

Section 1. The Chair-Elect, the Secretary or Treasurer, one elected Director, as well as Councilor(s), Alternate Councilor(s), and three Members-at-Large of the Executive Committee to be elected that year, and any other vacancies of an elected Executive Committee member to be filled, shall be elected in November and shall assume office on January 1 following, for the terms set forth in other bylaws.

Sec. 2. The election ballots shall carry the list of candidates for the positions of Councilor and Alternate Councilor, the names being arranged alphabetically. A person who is an Alternate Councilor shall be eligible for election as a Councilor without prior resignation from the position as Alternate Councilor.

Sec. 3. The Secretary shall publish in the June issue of *THE VORTEX*, an announcement of the forthcoming election and a list of offices and other positions to be filled. The announcement shall call attention to the position in these bylaws for nomination by petition and state that all petitions must be received by the Secretary or the Chair of the Nominations and Election Committee by September 20. A petition to nominate shall clearly identify the person nominated, the office or position for which the person is to be a candidate, the year(s) in which the person nominated should serve, and shall be signed by the members submitting the petition.

Sec. 4. The Nominations and Election Committee shall meet before September 10, to prepare the election ballot. The Committee shall subsequently place on the ballot the name of any eligible candidate for any position that has been nominated by petition properly received prior to September 20, bearing the signatures of 10 or more members of the Section. The Committee shall make additional nominations so that the ballot will include at least one candidate for each of the offices of Chair-Elect, Secretary or Treasurer, Director, and at least one candidate for each

of the Member-at-Large, Councilor, and Alternate Councilor positions to be filled. All nominees, whether nominated by petition or by the Nominations and Election Committee, shall become candidates only if they indicate a willingness to serve if elected. All nominations shall be reported by the Committee to the Secretary by September 20.

Sec. 5. If a paper ballot is used, the Secretary shall send to each member before October 15, a printed ballot showing for each office the names of the candidates for that office in alphabetical order and without any other description, as reported by the Nomination and Election Committee. Along with the ballots shall be sent brief (not more than 200 words) biographies and statements, solicited from the candidates. The Secretary shall also send to each member a plain inner envelope in which the marked ballot is to be placed by the voter and an outer envelope, which must be signed by the voter. Ballots shall be sent to the Section Office and shall be picked up by the Chair of the Nominations and Election Committee or a designated member of that Committee. Ballots received by the Secretary before 5:00 p.m. on the first Tuesday in November, the date of which being clearly stated in the ballot materials, shall be delivered to the Nominations and Election Committee. The Committee shall satisfy itself that the persons signing the outer envelopes are entitled to vote and shall then separate the identifying envelopes from the ballots, but retain them, before examining the ballots. Ballots invalidated because of improper signature or other errors in transmittal will be held in the sealed envelopes and attached to the defective outer envelopes. The Committee shall then count the votes in the valid ballots. Those ballots invalidated for other irregularities will also be held by the Nomination and Election Committee. The valid and invalid ballots and the signed outer envelopes shall be held separately for sixty days after the ballots are counted. If at that time there is no challenge to the election results, all ballot materials shall be destroyed. If a mistake in voting is found, only that portion of the ballot containing the mistake shall be considered invalid; the rest of the ballot shall be counted.

Sec. 6. If electronic voting is used, the Secretary shall notify all the members before October 15 that voting is open and the location and manner of voting. The electronic ballot shall show for each office or position the names of the candidates in alphabetical order and without any other description, as reported by the Nominations and Election Committee. If not directly linked to the voting site, the Secretary also shall notify the members where the brief (not more than 200 words) biographies and statements, solicited from the candidates, may be accessed. The electronic voting method must allow only members to vote, allow only one vote per member, and identify the members who voted without any connection to each individual member's voting choices. The voting site must restrict voters to use only valid voting rules, such as one vote per office, and not tabulate invalid ballots. All ballots submitted before 5:00 pm on the first Tuesday of November, the date being clearly stated in the ballot site, shall be delivered to the Nominations and Election Committee. The Nominations and Election Committee shall have access to the ballot site and be able to verify the results of the election for at least sixty days after the ballots are counted.

Sec. 7. If a combination of paper ballots and electronic ballots is used, the Secretary shall require that only one ballot per member is counted.

Sec. 8. The nominees receiving the greatest number of votes for the offices of Chair-Elect, Secretary, or Treasurer shall be declared elected to those offices and ipso facto to the office of Director. The three nominees for Member-at-Large who receive the greatest number of votes shall be declared elected to those positions. The nominee for Director who receives the greatest

number of votes shall be declared elected to that office. Should two or more nominees for an office, Member-at-Large, Councilor, or Alternate Councilor receive the same number of votes, the person elected shall be decided by casting lots among the nominees. The results of the election shall be published in the December issue of *THE VORTEX* and shall be announced at the first meeting held after the ballots are counted. A report of the election shall be submitted to the Board of Directors by the Nominations and Election Committee. Upon acceptance by the Board of Directors, the results shall be promptly reported by the Secretary to the Executive Director of the SOCIETY by December 1 of the year in which they are elected.

Sec. 9. Five percent of the members of the Section shall constitute a quorum for elections.

### **BYLAW XV 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 describing 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 until the issue is resolved.

Sec. 3. 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 determine whether to continue the recall process, dismiss the petition as ill-founded, or find an alternative solution to the problem. The Chair shall 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 and the official shall be offered an opportunity to answer the allegations in the petition before the Executive Committee.
- c. 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. The official shall have thirty days from the date of the mailing 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.
- d. 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.

- e. 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 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 XVI** **Order of Business**

On all questions of parliamentary procedure not specified in these bylaws or in the SOCIETY's documents, the most recent edition of *Robert's Rules of Order Newly Revised* shall be authoritative.

#### **BYLAW XVII** **Amendments and Revisions**

Section 1. Amendments or revisions to these bylaws must be proposed by the Executive Committee or must be submitted to the Secretary by a petition signed by at least 20 members of the Section. After review and approval by the Executive Committee, the proposed amendments or revisions shall be submitted for a preliminary review as to legality and form, to the Council Committee on Constitution and Bylaws of the SOCIETY. After this preliminary review, and final approval by the Executive Committee of any changes received, the proposed amendments or revisions shall be voted upon by the members at the next regularly scheduled Section election. The Secretary shall make available to the members the text of all amendments or revisions of the Bylaws at the time available for voting. The results of the voting shall be announced along with the other results of the election.

Sec. 2. A favorable vote by two-thirds (2/3) of the members voting on a proposed amendment or revision as provided in the preceding Section shall constitute the Section's approval of the amendment or revision. An amendment or revision so approved 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 XVIII**  
**Affiliated Organizations**

The Section may affiliate with organizations composed of scientific, engineering or technical societies operating within the territory of the Section, and hereinafter referred to as a Local Technical Organization, provided the objects and activities of the Local Technical Organization are not in conflict with the Charter, Constitution, and Bylaws of the SOCIETY, or the Section's Articles of Incorporation, and provided the governing laws of such Local Technical Organization precisely state that no society which is a member of such Organization shall be committed by any of its actions in conflict with the Charter, Constitution, and Bylaws of said member's parent organization.