



**\*BYLAWS  
OF THE  
CENTRAL TEXAS SECTION  
OF THE  
AMERICAN CHEMICAL SOCIETY**

**Bylaw I. Name**

This organization shall be known as the Central Texas Section of the AMERICAN CHEMICAL SOCIETY, hereinafter referred to as “the Section,” of the AMERICAN CHEMICAL SOCIETY, hereinafter referred to as “the SOCIETY.”

**Bylaw II. Object**

The object of the Section is the encouragement and the advancement of chemistry in all its branches as a science and profession and of its practitioners; and by its meetings, reports, papers, discussions and publication, the promotion of scientific interests and professional interactions.

**Bylaw III. Territory and Headquarters**

The territory of the Section shall be that assigned to it by the SOCIETY. The headquarters of the Section shall be at Austin, Texas.

**Bylaw IV. Membership and Affiliation**

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

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\***Effective January 16, 1992.** Approved, as amended, by the Committee on Constitution and Bylaws, acting for the Council of the AMERICAN CHEMICAL SOCIETY.

Sec. 2. The 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.

### **Bylaw V. Organization**

Sec. 1. The officers of the Section shall be a Chair, Chair-Elect, Secretary, Treasurer and Reporter.

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

Sec. 3. The Executive Committee shall consist of the officers of the Section, the Immediate Past Chair, the Councilors and the Alternate Councilors.

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**

Sec. 1. Elected officers of the Section shall serve for a term of one year, or until their successors take office, except the Secretary and the Treasurer, who shall be elected for two years. The Chair-Elect shall succeed to the office of the Chair upon completion of his term of office.

Sec. 2. Councilors and Alternate Councilors shall be elected for a term of three years beginning on January 1. In the event that there shall be more than one Councilor and one Alternate Councilor, the terms shall be staggered.

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 by interim appointment for the period up to the next annual election, at which time the Section shall choose a member to fill out the unexpired term, if any. In the event the office of Chair-Elect is filled by such an interim appointment, the Section shall elect both a Chair and Chair-Elect at the annual election.

Sec. 4. (a) Prior to September 15 in each year, the Chair shall appoint a committee of not fewer than three members, not officers of the Section, to provide a least two nominees for each of the elective offices, including Councilors and Alternate Councilors, to be filled. The list of nominees for all offices except that of Councilor and Alternate Councilor shall be sent to each Section member at least ten days before the annual meeting of the Section. Additional

nominations may be made from the floor at the meeting. The elections for elective positions other than Councilors and Alternate Councilors shall be held during the annual business meeting.

(b) Nominations for Councilors and Alternate Councilors shall be sent to each Section member at least sixty days before the annual business meeting. Additional nominations may be made by the petition of a least five Section members submitted to the Secretary at least thirty days before the annual meeting.

(c) Councilors and Alternate Councilors shall be elected by a mail ballot of the members of the Section.

(d) The Secretary shall prepare an election ballot on which shall appear the names, in order chosen by lot, of all candidates nominated and found willing to serve. The candidates shall prepare a brief statement of their qualifications and views on matters of importance to the SOCIETY to be included with the ballot.

(e) The ballots shall be mailed to the members of the Section at least twenty-two days before the annual meeting and must be returned to the Secretary at least one day prior to the annual meeting.

(f) The Secretary shall deliver, unopened, to the Tellers all ballots received by the deadline.

(g) The Tellers shall count the ballots thus received using the list of members provided by the Secretary to verify the eligibility of those voting. Any ballot envelope not so validated shall be rejected.

(h) The candidates receiving the most votes for the office of Councilor or Alternate Councilor shall be elected. In the case of a tie vote for any Councilor or Alternate Councilor opening, the Executive Committee shall make the final selection.

Sec. 5. The Section officers shall take office on January 1 following their election.

### **Bylaw VII. Duties of Officers and Executive Committee**

Sec. 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 he 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 of the Section shall serve as Chair of the Executive Committee and shall appoint all committees authorized by these bylaws or by he Executive Committee.

Sec. 3. The Chair-Elect shall be responsible for arranging for speakers and shall chair the Program Committee.

Sec. 4. (a) The Treasurer shall be bonded in a suitable manner if, when, and as the Executive Committee so provides.

(b) The Treasurer and Chair shall submit a yearly budget to the Executive Committee. 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 as required except that unbudgeted expenses in excess of thirty dollars shall be paid only upon approval of the Executive Committee.

Sec. 5. The Secretary shall maintain the minutes of business meetings and Executive Committee meetings and shall correspond with the SOCIETY.

Sec. 6. The Reporter shall publicize the activities of the SOCIETY, the Section and the members of the Section in ways seemed desirable by the Executive Committee.

Sec. 7. (a) The Councilors and Alternate Councilors shall represent the Section with the Council of the SOCIETY.

(b) The Councilors and Alternate Councilors shall regularly inform and consult with the Executive Committee and shall report to the membership at the annual business meeting.

### **Bylaw VIII. Committees**

Sec. 1. There shall be a Nomination Committee as provided for in Bylaw VI, Sec. 4.

Sec. 2. There shall be a committee of one appointed by the Executive Committee to represent the Section in Southwest Regional Meeting affairs.

Sec. 3. All committees not otherwise provided for in these bylaws shall be appointed from time to time by the Chair as required for the proper conduct of their affairs of the Section.

### **Bylaw IX. Meetings**

Sec. 1. The Section shall hold its meetings at such times and places as may suit its convenience. The annual business meeting shall be the last meeting before December 1 each year.

Sec. 2. The Section may hold special meetings at the call of the Executive Committee or at the request of thirty 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 the Section. A quorum for all business meetings of the Section shall consist of thirty members of the Section. In the absence of a quorum all meetings shall adjourn to a date.

Sec. 4. At business meetings of the Section, the business shall be conducted according to *Robert's Rules of Order, Newly Revised*.

Sec. 5. The Executive Committee shall meet upon 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.

### **Bylaw X. Dues, Funds, Donations and Bequests**

Sec. 1. All National Affiliates and members of the Section, except members in emeritus status of the SOCIETY, may be assessed such voluntary annual Local Section dues as may be set by the Section itself.

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.

Sec. 3. The raising and collecting of funds other than dues may be provided for by a suitable resolution adopted at a regular or special meeting of the Section by a majority vote of he members present, subject to the provisions of the Constitution and the Bylaws of the SOCIETY.

Sec. 4. Donations or bequests of funds or property may be accepted by a 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 the Bylaws of the SOCIETY.

### **Bylaw XI. Amendments**

Sec. 1. A proposed amendment to these bylaws must first be submitted in writing to the Executive Committee. If it is approved by a majority of the Executive Committee, the Secretary shall furnish all members of the Section with copies of the proposed amendment at a time when notice of the next meeting of the Section is given.

Sec. 2. At the next meeting of the Section after notice of the proposed amendment is given, the amendment may be adopted by two-thirds of the votes of the members present (see definition of quorum under Meetings, these bylaws). However, by simple majority of members present a mail ballot may be ordered; in this case the amendment may be adopted by two-thirds of the votes of the members voting.

**Bylaw XII. Effective Date**

An amendment 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 XIII. Dissolution of the Section**

Upon the dissolution of the Section and the discharge of its debts and the settlement of its affairs, any funds and property of the Section remaining thereafter shall be used for the advancement of chemistry in the area covered by the Section. In the case this procedure is not practical, or there still remain unexpended funds, such funds shall be conveyed to the SOCIETY for the general purposes of the SOCIETY.