



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

**Article I—Name**

Section 1. This organization shall be known as the Chattanooga Section of the AMERICAN CHEMICAL SOCIETY and hereinafter referred to as “the Section.” The said AMERICAN CHEMICAL SOCIETY is hereinafter referred to as the “SOCIETY.”

**Article II—Object**

Section 1. The object of the Section is the encouragement and advancement of chemistry in all its branches; and by its meetings, reports, papers, discussions, and publications, to promote scientific interest and inquiry and the professional advancement of its members.

**Article III—Headquarters and Territory**

Section 1. The territory of the Section shall be that assigned to it by the SOCIETY. The headquarters of the Section shall be at Chattanooga, Tennessee.

**Article IV—Members and Affiliates**

Section 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 shall be made in conformity with the Constitution and Bylaws of the SOCIETY.

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

Section 3. MEMBERS, ASSOCIATE MEMBERS, National Affiliates, and Local Section Affiliates shall have such rights and privileges as are accorded them by the Constitution and

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\***Effective October 25, 1983.** Approved, as amended, by the Committee on Constitution and Bylaws, acting for the Council of the AMERICAN CHEMICAL SOCIETY.

Bylaws of the SOCIETY. ASSOCIATE MEMBERS may not hold elective positions or serve as Temporary Substitute Councilors. National Affiliates and Local Section Affiliates may not vote for or hold an elective position, vote on articles of incorporation and bylaws, or serve as a member of the Executive Committee.

### **Article V—Officers, Manner of Election and Eligibility**

Section 1. The officers of the Section shall be a Chair, Chair-Elect, Secretary and Treasurer. The offices of Secretary and Treasurer may be held by one 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 immediate Past Chair, the Councilors, the Alternate Councilors and three members-at-large.

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

### **Article VI—Manner of Election and Terms of Office**

Section 1. The officers of the Section shall serve for a term of one year beginning on January 1. The Chair-Elect shall succeed to the office of Chair upon completion of his term of office.

Section 2. Councilors and Alternate Councilors shall be elected for a term of three years, beginning on January 1. The terms of office of the Councilors shall be set up in such a way as to produce rotation.

Section 3. The members-at-large of the Executive Committee shall be elected for three years in such a manner as to produce rotation.

Section 4. 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 interim appointment, the Section shall elect both a Chair and Chair-Elect at its annual election.

Section 5. The Chair shall appoint a Nominating Committee of at least five members who hold no elective positions to provide at least one nominee for each elective position named in Article V, Sections 1 through 3.

Section 6. The Nominating Committee as provided in Section 5 of this Article shall report the names of the nominees to the Section members in writing at least one week before the election of officers is held. The election for all positions, other than those of Councilor and Alternate Councilor, shall be held no earlier than October 1, and no later than November 30, annually. The Committee shall also present its report of nominees during the election meeting. Prior to voting any member may make further nominations.

In case of a tie vote for any elective office the Executive Committee shall decide between the tie candidates by vote.

Section 7. Councilors and Alternate Councilors shall be elected by a mail ballot of the members of the Section.

### **Article VII—Duties of Officers**

Section 1. The duties of the several officers shall be such as usually pertain to their offices together with those required by the Constitution and Bylaws of the SOCIETY and such other duties as may be assigned to them 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 the bylaws or by the Executive Committee.

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

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

Section 5. 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 subject to approval by the Executive Committee. The accounts of the Treasurer shall be audited annually by a committee of the Section or professional auditor as determined by the Executive Committee.

Section 6. The Executive Committee shall prepare a budget and present it to the Section at the first meeting of the fiscal year detailing expenditures planned for that fiscal year.

### **Article VIII—Committees and Their Duties**

Section 1. There shall be the following standing committees: Membership, Program, Publicity, Meeting Arrangements, and Social.

Section 2. There shall be a Nominating Committee as provided in Article VI, Section 5.

Section 3. All committees not otherwise provided for in these bylaws shall be appointed from time to time by the Chair.

### **Article IX—Meetings**

Section 1. The Section shall hold at least four regular meetings annually.

Section 2. The Section shall have special meetings upon request of the majority of the Executive Committee or upon the request of twenty members of the Section. The call for any special meetings which shall be mailed to each Section member at least one week in advance shall recite the exact nature of business intended to be transacted and no other business shall be transacted at such meetings.

Section 3. Due notice of all meetings shall be sent to each member and National Affiliate of the Section. A quorum for all meetings of the Section shall consist of twenty members of the Section. In the absence of a quorum all meetings shall adjourn to a date.

Section 4. At the regular meetings of the Section, the order of business shall be as follows:

- a. Minutes of previous meeting
- b. Reports of officers
- c. Reports of committees
- d. Miscellaneous business
- e. Reading of papers
- f. Adjournment

The foregoing order of business may be suspended by a majority vote of the members present at a regular meeting. The rules of order in the conduct of Section meetings, not specifically provided in these bylaws, shall be *Robert's Rules of Order, Newly Revised*.

Section 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.

### **Article X—Dues, Funds, Donations, and Bequests**

Section 1. All members, except MEMBERS in emeritus status of the SOCIETY, and National Affiliates may be assessed such annual local dues as the Section itself may determine by a 2/3 majority vote of Section members.

Section 2. The raising and collecting of funds other than dues may be authorized by a resolution adopted at any meeting of the Section or of the Executive Committee by a majority vote of the members voting, subject to the Constitution and Bylaws of the SOCIETY.

### **Article XI—Dissolution**

Section 1. Upon the dissolution of the Section and the discharge of its debts and the settlement of the affairs, any funds and property of the Section remaining thereafter shall be duly conveyed to the SOCIETY for the general purposes of the SOCIETY.

### **Article XII—Amendments to Bylaws**

Section 1. These bylaws may be amended in the following manner:

a. That the proposed amendment shall have been first submitted in writing to the Executive Committee at least fifteen days prior to the meeting wherein it is to be considered and shall have been approved by a majority of the members of the Executive Committee.

b. That the proposed amendment shall be duplicated in full and sent to the members with the announcement of the meeting of the Section in which it is to be presented.

c. That a representative of the Executive Committee shall present the proposed amendment at a meeting of the Section and that the amendment shall have been approved by two-thirds of the members present.

### **Article XIII—Effective Date of These Bylaws**

Section 1. These bylaws shall become effective at the time of their adoption.

Section 2. Amendments to these bylaws shall become effective upon approval by the Council unless a later date is specified.