



**\*BYLAWS OF THE  
EASTERN NEW YORK SECTION, INC.  
OF THE  
AMERICAN CHEMICAL SOCIETY**

**ARTICLE I—NAME**

Section 1. This Corporation shall be known as the Eastern New York Section of the AMERICAN CHEMICAL SOCIETY, hereinafter also referred to as the Section.

**ARTICLE II—OBJECTS**

Section 1. The objects of the Corporation shall be:

- a. To advance the science of chemistry and chemical engineering.
- b. To promote research in chemistry and chemical engineering.
- c. To serve the community in matters pertaining to chemistry and chemical engineering.
- d. To promote professional relationships among its members.
- e. To promote the interests of the AMERICAN CHEMICAL SOCIETY.

**ARTICLE III—TERRITORY AND HEADQUARTERS**

Section 1. The territory of the Section shall be that assigned to it by the AMERICAN CHEMICAL SOCIETY, hereinafter also referred to as the SOCIETY. The headquarters of the Section shall be in Schenectady, New York.

**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 may be made in conformity with the Constitution and Bylaws of the SOCIETY.

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\*Effective July 25, 1994. Approved, as amended, by the Committee on Constitution and Bylaws, acting for the Council of the AMERICAN CHEMICAL SOCIETY.

Section 2. All members of the Section shall be entitled to vote. Only MEMBERS shall be entitled to hold office.

Section 3. A person who is not a member or National Affiliate of the SOCIETY, but who wishes to participate in the activities of the Section, may become a Local Section Affiliate. Such status may be retained as long as payment is made of dues, established by the Affiliate Committee, of not less than \$2.00 per year. Local Section Affiliates must be approved by the Executive Committee.

Section 4. MEMBERS, ASSOCIATE MEMBERS, National Affiliates and Local Section Affiliates shall have such rights and privileges as are accorded them by the Constitution and Bylaws of the SOCIETY. National Affiliates and Local Section Affiliates may not vote for or hold an elective position of the Section or vote on articles of incorporation and bylaws of the Section.

#### **ARTICLE V—ORGANIZATION**

Section 1. The officers of the Section shall be a Chair, a Chair-Elect, a Secretary, a Treasurer, and the number of Councilors and Alternate Councilors to which the Section is entitled under the Constitution and Bylaws of the SOCIETY.

Section 2. The Section shall have an Executive Committee which shall consist of the officers of the Section, the immediate Past Chair, and the Editor of the Local Section publication provided he or she is a member of the SOCIETY. Each chair of a standing committee shall be invited to at least one Executive Committee meeting during the period of his or her appointment. Committee chairs do not attend Executive Committee meetings unless invited. Committee chairs are not entitled to vote at Executive Committee meetings.

Section 3. The Executive Committee of the Section shall constitute the Board of Directors of the Corporation.

#### **ARTICLE VI—ELECTION OF OFFICERS AND TERMS OF OFFICE**

Section 1. The Chair and Chair-Elect shall serve for a period of one year and the Secretary and Treasurer for a period of of two years, elected in alternate years, or until their successors are selected. At the end of his or her term as Chair-Elect, or whenever the office of Chair shall become vacant, the Chair-Elect shall succeed to the office of Chair. In the event that the Chair-Elect becomes Chair because of a vacancy, he or she shall serve for the balance of the unexpired term as well as the full term he or she would normally serve as Chair. The Chair-Elect, Secretary, and Treasurer shall be elected prior to the annual meeting and shall then assume office on January 1. No member shall hold two elective offices simultaneously except the offices of Secretary and Treasurer. The Chair-Elect shall not succeed himself or herself in that office.

Section 2. The Councilors and Alternate Councilors shall be elected prior to the annual meeting and shall serve for a period of three years beginning January 1 following their election, or until their successors are selected. The number to be elected in any one year shall be determined by the total number to which the Section is entitled under the Constitution and Bylaws of the SOCIETY and according to the provisions in these bylaws. Whenever the Section is entitled to more than one Councilor and Alternate Councilor, their terms of office shall be set to provide continuity of representation. In the event of a reduction in the number of Councilors and Alternate Councilors to which the Section is entitled, the one(s) most recently elected shall be disqualified.

Section 3. Nominations for all offices shall be made by a Nominating Committee, appointed and functioning in accordance with the provisions of Article VIII of these bylaws.

Section 4. Any three members of the Section may make a nomination, with the consent of the nominee, by a signed communication to the Nominating Committee. These nominations must be received by the Nominating Committee by January 1.

Section 5. Should a vacancy occur in any office except that of Councilor or Alternate Councilor, the Executive Committee shall appoint a MEMBER to fill said office for the unexpired term, except that the Chair-Elect shall succeed to the Chair in the event of a vacancy in that office. In the event that the office of Chair-Elect is vacated for a reason other than succeeding to the Chair, and the office is filled by such interim appointment, the Section shall elect a Chair and a Chair-Elect at the next annual election. Should a vacancy occur in the office of Councilor or Alternate Councilor, a candidate shall be elected to fill the unexpired term, if any, at the next regular election following the occurrence of the vacancy, but the Chair may appoint, subject to the approval of the Executive Committee, a MEMBER to fill the vacant office until a successor is elected. Such an appointee shall be eligible for nomination for the election to complete the unexpired term.

Section 6. If any Councilor is unable to be present at the regular meeting of the Council of the SOCIETY, he or she shall notify the Chair and the Secretary in time to allow the Chair to designate one of the Alternate Councilors as a substitute.

Section 7. Officers shall be elected by a plurality of the votes cast.

Section 8. Election of officers of the Section shall be by ballot. The ballot shall be included in the call for the May meeting. Ballots may be returned to a designated Teller up until two (2) hours before the scheduled start of the annual meeting. Voters delivering their ballots in person must register their signatures with the Teller at the time of delivery. Any ballot not returned personally by a voter must be accompanied by the voter's signature. This may be written on an envelope containing the ballot or on a slip of paper accompanying the ballot. In handling these ballots the Tellers must take appropriate precautions to preserve the anonymity of the voters. Any ballot not validated by signature, as above, shall be rejected. All valid ballots shall be counted after the polls close by three Tellers appointed by the Chair of the Section.

Section 9. In the event of a tie vote for any office, decision shall be by the drawing of lots by the Executive Committee which shall, in reporting, announce that this procedure was used.

Section 10. The Editor shall be appointed by the Chair with the approval of the Executive Committee.

## **ARTICLE VII—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.

Section 2. The Chair, or in his or her absence the Chair-Elect, or in the absence of both, the Secretary, shall preside at all meetings of the Section. The Chair shall serve as Chair of the Executive Committee and shall appoint all other committees.

Section 3. The Chair-Elect shall assume the duties of the Chair in the latter's absence. The Chair-Elect shall be a member of the Program Committee.

Section 4. The Secretary shall keep a record of the proceedings of the Section and of the Executive Committee; shall, with the approval of the Executive Committee, make such reports to the SOCIETY as are required by the Constitution and Bylaws of the SOCIETY; shall, under the direction of the Chair, provide for the issuance to the members of the Section of notices for all meetings of the Section and of all other necessary notices; shall, under the direction of the Chair, provide for the issuances of notices of all meetings of the Executive Committee to the members of the Executive Committee, and shall perform all other duties usual to his or her office. The Secretary may be allowed such sums for clerical assistance as may be approved by the Executive Committee. An Assistant Secretary may be appointed by the Chair, with the approval of the Executive Committee, to assist the Secretary in the performance of his or her duties.

Section 5. The Treasurer shall have charge of all funds belonging to the Section, and shall make all necessary disbursements, provided, however, that all disbursements shall be subject to approval by the Executive Committee. The Treasurer, with the approval of the Executive Committee, shall make such reports to the SOCIETY as are required by the Constitution and Bylaws of the SOCIETY, and shall make a report to the Section at the annual meeting, showing the financial transactions of the past year. The fiscal year of the Section shall be from January 1 to December 31. The Treasurer may be allowed such sums for clerical assistance as may be approved by the Executive Committee. At least once each year the Chair of the Section shall appoint, with the approval of the Executive Committee, one or more members to supervise the audit of the Treasurer's books. Members of the Executive Committee are not eligible to audit the books. The Treasurer shall be bonded in an amount commensurate with the funds that he or she handles.

Section 6. The Executive Committee shall be the governing body of the Section and, as such, shall have full power to manage and direct the business and affairs of the Section in accordance with these bylaws and the Constitution and Bylaws of the SOCIETY.

Section 7. The Editor shall be Chair of the Publication Committee (see below, Art. VIII, Sec. 10) and shall be responsible for all activities relating to the Section publication.

## **ARTICLE VIII—COMMITTEES**

Section 1. The following standing committees shall be appointed each year by the Chair, with the advice of the Executive Committee:

- a. Program
- b. Arrangements
- c. Public Relations
- d. Education
- e. Professional and Economic Relations
- f. Membership and Hospitality
- g. Nominating
- h. Publication
- i. Awards
- j. Affiliate

These committees shall serve until discharged.

Section 2. Appointments of the chair of the standing committees shall be made by the Chair of the Section not later than February 1 following the date of his or her election. The Chair may at once appoint any given committee or may request the committee chair to select his or her committee members whose appointment shall then be confirmed by the Section Chair.

Section 3. The Program Committee shall select and invite the speakers for the regular meetings of the Section, shall provide assistance to these speakers in such matters as arranging transportation, hotel accommodations, etc., and shall provide hospitality for these speakers while they are guests of the Section, according to policies determined by the Executive Committee. The Chair-Elect shall be a member of this Committee. The Program Committee shall transmit all necessary particulars for the announcement of a regular meeting to the Secretary of the Section, to the Arrangements Committee, to the Public Relations Committee, and to the Publication Committee at least four weeks in advance of that meeting.

Section 4. The Arrangements Committee shall arrange for places and necessary equipment for the meetings of the Section, and for a social hour and dinner, if desired, preceding the meeting. These arrangements shall be subject to policies determined by the Executive Committee.

Section 5. The Public Relations Committee shall be responsible for supplying news of the activities of the Section to local newspapers, to radio and television, and to *Chemical and Engineering News*. It shall also consider how, in the territory of the Section, the science and profession of chemistry and chemical engineering can best be represented to the public, and how the influence of the Section might best be used in the public interest, and shall take appropriate action, subject to the approval of the Executive Committee.

Section 6. The Education Committee shall represent the Section in its relations with educational institutions. It shall cooperate with these institutions in the encouragement and stimulation of the interests of students in chemistry, subject to the approval of the Executive Committee.

Section 7. The Professional and Economic Relations Committee shall consider the professional and economic status and employment conditions for chemists and chemical engineers and shall present proposals for further study and action for the approval of the Executive Committee.

Section 8. The Membership and Hospitality Committee shall encourage qualified persons to become members of the AMERICAN CHEMICAL SOCIETY; shall receive applications for new memberships in the SOCIETY for transmittal through the Chair of this Committee or the Secretary of the Section to the Executive Director of the SOCIETY. This Committee shall, with the approval of the Executive Committee, take appropriate action to welcome new members into the Section and shall see that new members and guests are hospitably received at the meetings of the Section.

Section 9. The Nominating Committee shall consist of at least three members who shall be chosen with consideration for broad geographical representation. The Committee shall solicit nominations in the October and November issues of the "Chemist." It shall ensure that there are one or more nominees for each office to be filled. The Committee shall obtain consent to nomination from each nominee. The Committee shall submit its nominations to the Secretary at least four weeks prior to the February meeting of the Section and the nominations shall be included in the call for the February meeting of the Section. The Committee shall collect and assemble appropriate biographical material about all of the nominees for inclusion in the call for the May meeting. The Committee shall also be responsible for the suggestion to the Committee on Nominations and Elections of the SOCIETY of nominees for various elective posts of the SOCIETY.

Section 10. The Publication Committee shall be responsible for the preparation, publication, financing, business management, and distribution of the "Eastern New York Chemist," hereinafter also called the "Chemist," subject to policies determined by the Executive Committee. The objectives of the "Chemist" shall be:

- a. To aid in meeting the objects of the Section.
- b. To inform the membership about official Section business.
- c. To inform the membership about meetings.

- d. To inform the membership about matters pertaining to chemistry and chemical engineering in the Eastern New York area.

The Publication Committee shall be responsible for securing the financial support for the “Chemist” through obtaining advertising and any additional monies that may be approved by the Executive Committee. The Chair of the Publication Committee shall appoint, with the approval of the Executive Committee, a Business Manager for the “Chemist.” The Business Manager shall be bonded and, as an agent of the Treasurer, shall administer the funds of the “Chemist” and shall keep the necessary financial records which shall be audited annually by one or more representatives of the Executive Committee. These auditors shall be appointed in the same manner and with the same restrictions as those designated in Article VII, Section 5 of these bylaws and may, in fact, be the same persons. The financial statement for the “Chemist” shall be incorporated into the reports of the Treasurer as required by Article VII, Section 5.

Section 11. The Awards Committee shall solicit nominations for national awards sponsored or administered by the SOCIETY and its Local Sections. It shall aid in the preparation of supporting papers for nominees. It shall assume responsibility for the transmittal of this material to the appropriate agents. The Committee shall be responsible for the administration of awards sponsored or administered by the Section with the approval of the Executive Committee and in accord with resolutions of the Section.

Section 12. The Affiliate Committee shall be responsible for all affairs relating to the Local Section Affiliates. This includes the seeking of candidates, presenting of candidates for Executive Committee approval, the collecting of Local Section Affiliate dues, and all other affairs and programs of the Local Section Affiliates.

## **ARTICLE IX—MEETINGS**

Section 1. The Section shall plan not less than seven regular meetings each year, preferably monthly from October through May. The May meeting shall be the annual meeting. As circumstances require, changes may be authorized by the Executive Committee.

Section 2. The Section may hold special meetings at the call of the Executive Committee or at the request, in writing, of twenty-five members of the Section. The notices of special meetings shall state the exact nature of the business to be considered and no other business shall be transacted at such meetings.

Section 3. Due notice of all meetings shall be sent to each member of the Section. A quorum for all meetings shall consist of fifty members of the Section.

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

1. Reading of the minutes of the previous meeting.
2. Reports of officers.

3. Reports of committees.
4. Miscellaneous business—unfinished and new business.
5. Reading of paper and discussion.
6. Adjournment.

The foregoing order of business may be suspended by a majority vote of the members present at a regular meeting. The conduct of Section meetings and of meetings of the Executive Committee, when not specifically provided for in these bylaws, shall be in accordance with the latest edition of Robert's "Rules of Order."

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—AFFILIATION WITH LOCAL TECHNICAL ORGANIZATIONS**

Section 1. The Section may affiliate with the Capital District Council of Scientific Societies, Inc., so long as that organization retains in its bylaws the provision that no member society shall be committed by any action of the Capital District Council of Scientific Societies, Inc., in conflict with the charter, constitution or bylaws of the member society or of the member's parent organization.

Section 2. A delegate to the Capital District Council of Scientific Societies, Inc., shall be appointed by the Section Chair with the approval of the Executive Committee of the Section.

## **ARTICLE XI—AMENDMENTS**

Section 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 within 60 days.

Section 2. Not later than the second 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. The amendment shall become effective upon approval by the Council unless a later date is specified.

Section 3. Any amendment not approved by the Executive Committee within sixty days from the time it is submitted thereto may be brought to a vote of the membership in the aforementioned manner by a petition signed by not less than fifty members of the Section whose current dues have been paid to the SOCIETY.

**ARTICLE XII—DISSOLUTION OF SECTION**

Upon the dissolution of the Local 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 Section and 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.