



***BYLAWS OF THE
CENTRAL PENNSYLVANIA SECTION
OF THE
AMERICAN CHEMICAL SOCIETY**

**BYLAW I
Name**

This organization shall be known as the Central Pennsylvania Section (hereinafter referred to as the "Section") of the AMERICAN CHEMICAL SOCIETY (hereinafter referred to as the "SOCIETY").

**BYLAW II
Objects**

Section 1. The objects of the Section shall be those of the SOCIETY as stated in the Charter and Constitution of the SOCIETY.

Section 2. Nothing in these bylaws shall be inconsistent with the Charter, Constitution, and Bylaws of the SOCIETY.

**BYLAW III
Territory**

The territory of the Section shall be that assigned to it by the SOCIETY.

**BYLAW IV
Members and Affiliates**

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 November 19, 2010.** 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. MEMBERS and STUDENT MEMBERS shall have such rights and privileges as are accorded them by the Constitution and Bylaws of the SOCIETY.

Section 3. The Section may have Local Section Affiliates as authorized in the Constitution and Bylaws of the SOCIETY.

Section 4. Society Affiliates and Local Section Affiliates may not vote or hold an elective position of the Section, or vote on Articles of Incorporation or the bylaws of the Section. In addition, Society Affiliates may serve as non-voting members of the Executive Committee whereas Local Section Affiliates may not serve as members of the Executive Committee.

BYLAW V Organization

Section 1. The officers of the Section shall be MEMBERS of the SOCIETY and shall consist of Chair, Chair-Elect, Secretary, and Treasurer. The offices of Secretary and Treasurer may be combined.

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 Councilors and Alternate Councilors, the Immediate Past Chair, Committee Chairs, and others appointed by the Executive Committee.

BYLAW VI Manner of Election and Terms of Office

Section 1. Elected Officers of the Section shall take office on January 1 and serve for one year, or until their successors qualify.

Section 2. Councilors and Alternate Councilors shall be elected for a term of three years beginning January 1, except that these elections shall be for a two-year or one-year term when this is necessary to produce rotation in the terms of the Councilors and the alternates.

Section 3. In the event of a vacancy in the office of Chair, the Chair-Elect shall assume the 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.

Section 4. By October 15 of each year, the Executive Committee shall prepare a slate of nominees for the various offices. Additional nominations shall be solicited from all members of the Section, provided that the nomination is seconded and that the consent of each nominee shall be obtained before submission to the members for election.

Section 5. Officers, Councilors, and Alternate Councilors shall be elected by a ballot distributed to all members of the Section. The ballot shall be carried out in a manner consistent with the Bylaws of the SOCIETY, using procedures approved by the Council Committee on Nominations and Elections. In accordance with the SOCIETY's Bylaws, balloting procedures should ensure fair balloting that is open to all eligible members, protection against fraudulent balloting, and the timely reporting and archiving of balloting results. The Chair shall certify the results of the election to the Secretary of the SOCIETY as soon after the election as possible, and before December 1 in any case.

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.

Section 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.

Section 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 (2/3) 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 (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.

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

Duties of Officers and Executive Committee

Section 1. The duties of the 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. It shall be the duty of the Chair to preside at meetings of the Executive Committee, to carry into effect the decisions and recommendations of that Committee, to preside at business meetings of the Section, to appoint all committees, and to carry out all those duties required by the Constitution and Bylaws of the SOCIETY.

Section 3. In the absence of the Chair, the duties of the office shall devolve upon the Chair-Elect.

Section 4. The Secretary shall keep a record of the proceedings of the Section and of the Executive Committee; maintain a list of members, Society Affiliates, and Local Section Affiliates of the Section; send to members, Society Affiliates, and Local Section Affiliates notices of all meetings of the Section; and carry out the duties of that position as outlined in the Constitution and Bylaws of the SOCIETY and elsewhere in these bylaws.

Section 5. The Treasurer shall have charge of the funds of the Section, keep an accurate record of all receipts and disbursements, receive dues, and make those disbursements approved by the Executive Committee. The Treasurer shall render an accounting of all

transactions and of the financial condition of the Section to the Executive Committee at times set by the Committee, and shall submit such reports as are required by the Constitution and Bylaws of the SOCIETY. The Treasurer shall furnish to the Section such bond as may be required by the Executive Committee to guarantee the faithful performance of the above duties, with the expense of the bond to be borne by the Section. An annual audit shall be conducted by two or more disinterested members who are appointed by an officer with no authority to disburse funds. They shall submit a report to the Executive Committee by March 31.

BYLAW IX Committees

The Chair shall appoint such committees as are specified by regular action of the Section or by the Executive Committee, and also shall appoint such other committees that the Chair deems necessary to carry out the proper function of the Section.

BYLAW X Meetings

Section 1. The Section shall hold regular meetings, which are business meetings, technical program meetings, or a combination of both, at places designated by the Executive Committee.

Section 2. The Section may hold special meetings at the call of the Executive Committee or at the written request of 10 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.

Section 3. Due notice of all meetings shall be distributed to each member and Society Affiliate of the Section. A quorum for all meetings of the Section shall consist of 10 members of the Section. In the absence of a quorum no official business will be conducted, but scheduled programs may proceed.

Section 4. At the regular meetings of the Section, the order of business shall be determined by the Executive Committee. The rules of order in the conduct of Section meetings not specifically provided in these bylaws or in the SOCIETY's documents shall be the most recent edition of *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 of a majority of Executive Committee MEMBERS, called meetings of the Executive Committee shall adjourn to a date. The Chair may invite Presidents of Student Chapters and others to Executive Committee meetings, with the understanding that they do not have voting privileges.

BYLAW XI Finances

Section 1. All members of the Section, except MEMBERS in emeritus status of the SOCIETY, and all Society Affiliates may be assessed such annual Local Section dues as may be recommended by the Executive Committee and approved at a meeting of the Section.

Section 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.

BYLAW XII Amendments

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

- a. The proposed amendment shall have been first submitted to the Executive Committee and shall have been evaluated by the members of that Committee.
- b. The members of the Section shall be notified of the proposed amendment and the reasons for said amendment being considered. Members will be provided thirty days to comment on the proposed amendments.
- c. If a dispute arises regarding approval of said amendment, the Executive Committee may resolve the issue by majority vote of the Committee after hearing discussion of the issue at a regular meeting of the Section, or the Committee may decide to hold a special election to resolve it.
- d. After the meeting of the Section at which the amendment has been presented and approved for a vote by the Executive Committee, the Section Secretary shall send the proposed bylaw amendment(s) to the SOCIETY's Committee on Constitution and Bylaws for review. After receipt of the review, the Executive Committee will then make appropriate changes, if necessary. After any changes have been made, and any further disputes resolved using the procedures set out above, the Secretary shall distribute to all Section members a ballot that includes a suitable explanation of the amendment(s) and that twenty days thereafter, shall close the voting and count all valid ballots received.
- e. At least two-thirds (2/3) of votes cast shall be required to approve the amendment.

Section 2. The Secretary shall make suitable report of the outcome of the ballot regarding the amendment for the next regular meeting of the Section and thereafter within one month to the SOCIETY.

Section 3. Amendments 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, 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.