



***BYLAWS OF THE
ILLINOIS-IOWA SECTION
OF THE
AMERICAN CHEMICAL SOCIETY**

**BYLAW I
Name and Objects**

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

Section 3. The Section is organized exclusively for charitable, educational, and scientific purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

**BYLAW II
Territory**

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

**BYLAW III
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, provided that exceptions to the rule shall be made in conformity with the Constitution and Bylaws of the SOCIETY.

*Effective April 11, 2014. 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. Persons who are not MEMBERS, STUDENT MEMBERS, or Society Affiliates of the SOCIETY but who are interested in chemistry and reside in the territory of the Section shall be eligible for affiliation with the Section. Requests for Section affiliation shall be reviewed by the Executive Committee. Upon approval and payment of the required annual dues, the applicant's name shall be added to the rolls of the Section as a Local Section Affiliate.

Section 3. MEMBERS, STUDENT MEMBERS, Society Affiliates, and Local Section Affiliates shall have such rights and privileges as are accorded them by the Constitution and Bylaws of the SOCIETY. Society Affiliates and Local Section Affiliates may not vote for or hold an elective position of the Section, vote on Articles of Incorporation and bylaws of the Section, or serve as a member of its Executive Committee or equivalent policy-making body.

Section 4. The name of a Local Section Affiliate shall be dropped from the rolls of the Section for non-payment of dues.

BYLAW IV Officials

Section 1. Officers of this Section shall be MEMBERS of the SOCIETY and the Section and shall consist of the Chair, Chair-Elect, Secretary, and Treasurer.

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, and the Councilors and Alternate Councilors.

Section 4. The duties of the Chair shall be to preside at all meetings of the Section and of the Executive Committee. The Section Chair shall also serve as Program Chair. The Chair shall be responsible for the overall administration and efficient operation of the Section.

Section 5. The Chair-Elect shall succeed to the Chair at the expiration of the Chair's term of office or to fill a vacancy in the office of Chair. When such succession of the Chair-Elect to fill an unexpired term of the Chair occurs, the Executive Committee shall decide if the Chair-Elect office shall be filled for the remainder of the unexpired term. If so, an election shall be held as soon as possible in a similar manner as described elsewhere in these bylaws. The Chair-Elect shall preside at all meetings of the Section and Executive Committee in the absence of the Chair.

Section 6. The Secretary shall keep a record of the proceedings of the Section and of the Executive Committee; shall in cooperation with the Executive Committee make the reports required by the Constitution and Bylaws of the SOCIETY; shall, under the direction of the Chair, issue notices to the Section's members and affiliates, and to the Executive Committee; and shall perform all other duties as assigned by the Chair.

Section 7. The Treasurer shall have charge of all funds belonging to the Section and shall make all disbursements as authorized by the Executive Committee and shall make the reports required by the Constitution and Bylaws of the SOCIETY.

Section 8. No salary shall be paid to any officer of the Section. Expenses incurred by officers and committees in the performance of their duties shall be paid by the Section, subject to the approval of the Executive Committee.

BYLAW V

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 Local Sections.

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 notify the members of the Executive Committee and call a special meeting within thirty days.

- 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 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 VI Committees

Section 1. The Executive Committee, as described elsewhere in these bylaws, shall conduct the affairs of the Section, except those delegated to officers or to other committees, or reserved for action by the Section as a whole. This Committee shall meet upon the call of the Chair or upon the call of any two members of the Committee with reasonable notice to the other members of the Committee. A majority of the Executive Committee shall constitute a quorum of that Committee. A summary of the actions of the Executive Committee shall be included in the regular meeting announcement. All Executive Committee meetings shall be open to the membership except that the chair may close a meeting while personnel, real estate, or legal matters are discussed.

Section 2. There shall be a Nominating Committee as described elsewhere in these bylaws and such other committees as deemed necessary by the Executive Committee or the Section Chair. It will be up to those committee members to elect their own chair. These committees shall report to the body that appoints them. During January, all committees of the previous year shall be reviewed for composition and objectives by the Executive Committee and/or the new Chair.

Section 3. An annual audit shall be conducted by two or more disinterested members, appointed by an officer with no authority to disburse funds. The audit report shall be submitted to the Executive Committee by February 14.

BYLAW VII Section Meetings

Section 1. The Section shall hold regular meetings at places and times designated by the Chair in accordance with these bylaws.

Section 2. The Secretary shall send notice of each meeting of the Section to all MEMBERS, STUDENT MEMBERS, Society Affiliates and Local Section Affiliates at least one week in advance of such meeting.

Section 3. The order of business meetings of the Section shall be as follows, unless altered by the Chair for special circumstances:

1. Reports of Officers.
2. Reports of Committees.
3. Miscellaneous business
4. Reading of papers and discussion.
5. Adjournment.

Section 4. Fifteen members shall constitute a quorum for the transaction of business at general meetings.

Section 5. The most recent edition of *Robert's Rules of Order Newly Revised* shall be the parliamentary authority for all matters not covered in these bylaws or in the SOCIETY's documents.

BYLAW VIII

Elections

Section 1. The Chair, Chair-Elect, Secretary, and Treasurer shall take office following the program of the regular December meeting and hold office for one year or until their successors take office.

Section 2. At or before the September meeting, the Chair shall appoint a Nominating Committee that shall select nominees for the offices to be filled from the MEMBERS and report their selection to the Secretary. It shall be the duty of the Nominating Committee to ascertain that each candidate nominated by it is willing to serve. A list of nominees shall be included in the October meeting notice or distributed to all members by October 15, whichever comes first. At the October meeting, additional nominations may be made from the floor provided that the nomination is seconded by another member. Within five days following the October meeting, each nominee thus nominated must signify to the Secretary his/her willingness to serve. Additionally, written nominations must be received by the Section Secretary prior to November 1.

Section 3. The Councilors and Alternate Councilors shall be elected for a term of three years. The election of Councilors and Alternate Councilors shall follow the manner as directed above. Only ballots received by the Secretary prior to the reading of papers at the November meeting shall be counted for the election.

Section 4. Should a vacancy occur in any office during the year, the Executive Committee shall appoint a MEMBER to fill said office for the unexpired term, except as provided in the manner directed elsewhere in these bylaws. In the case of Councilors and Alternate Councilors, the appointee or appointees shall serve until the next regular election.

Section 5. No MEMBER shall be eligible to hold more than one office in the Section at any one time.

Section 6. In the event of a tie election, the Executive Committee shall determine the winner by secret ballot of the Executive Committee. In the event that the Executive Committee has an even number of members at the meeting at which the secret ballot is conducted, the Chair or the member sitting in for the Chair shall recuse themselves from the vote.

Section 7. In accordance with the SOCIETY's Bylaws, balloting procedures shall ensure fair balloting that is open to all eligible members, protection against fraudulent balloting, and the timely reporting and archiving of balloting results.

BYLAW IX Amendments

Section 1. These bylaws may be amended only as follows.

- a. The proposed amendment(s) shall have been first submitted to the Executive Committee by at least five members, or shall have been raised by the Executive Committee, and shall have been evaluated and approved by a majority of the members of the Executive Committee.
- b. If a dispute arises regarding approval of said amendment(s), 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 of the Section to resolve it.
- c. The Section Secretary shall send the proposed bylaw amendment(s) to the SOCIETY's Committee on Constitution and Bylaws for a preliminary review. After receipt of the review, the Executive Committee shall make all required changes, and such recommended or suggested changes as are acceptable to the Executive Committee, or, if the amendment is proposed by other than the Executive Committee, are acceptable to a majority of those proposing the amendment. The Secretary shall then distribute to all Section members a suitable explanation of the bylaw amendment(s) along with voting instructions.
- d. That at least two-thirds (2/3) of votes cast shall be required to approve the amendment.

Section 2. The Secretary shall distribute the outcome of the ballot regarding the amendment(s) to the Section members and within one month, shall meet all requirements for submitting the results to the Committee on Constitution and Bylaws.

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 X Dissolution

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.