



***BYLAWS OF THE
SOUTHWEST LOUISIANA SECTION
AMERICAN CHEMICAL SOCIETY**

ARTICLE I.

NAME

The name of this organization shall be the Southwest Louisiana Section of the AMERICAN CHEMICAL SOCIETY, herein referred to as the "Section" and "SOCIETY", respectively.

ARTICLE II.

OBJECT

The object of this Section shall be to increase interest in chemistry, chemical engineering, and allied subjects by providing opportunities for its members to meet together to discuss subjects of chemical interest, by encouraging the dissemination of general chemical knowledge within its boundaries, by cooperating when desired in a professional advisory capacity with local, civil officers and civic bodies, and by promoting the interests of the SOCIETY.

ARTICLE III.

TERRITORY INCLUDED AND HEADQUARTERS

Section 1. The territory of this Section shall be that assigned to it by the SOCIETY.

Section 2. The headquarters of the Section shall be Lake Charles, Louisiana.

*Effective April 18, 1977. Approved, as amended, by the Committee on Constitution and ARTICLES, acting for the Council of the American Chemical Society.

ARTICLE IV.

MEMBERS AND AFFILIATES

Section 1. The Section shall consist of members, National Affiliates, and Local Section Affiliates.

Section 2. The members of this Section shall consist only of members of the several membership classifications of the SOCIETY as set forth in the Constitution of the SOCIETY, residing in the territory of this Section, provided that exceptions to this rule shall be made in conformity with the Constitution and Bylaws of the SOCIETY.

Section 3. Any person not a member or National Affiliate of the SOCIETY who is interested in the purpose of this Section may make written application to the Executive Committee of this Section for election as a Local Section Affiliate.

Section 4. Any person who shall have made written application to the Executive Committee for election as a Local Section Affiliate, who shall have paid his first year's dues in advance, and who shall have been accepted by the Executive Committee, shall be declared a Local Section Affiliate of this Section and shall be entitled to all the privileges of membership in the Local Section, save that of voting and holding office provided that such Local Section Affiliates shall not be entitled to any of the privileges of the SOCIETY and shall retain such Local Section Affiliate standing only so long as payment is made of local dues of not less than \$2.00 per annum, excepting that regularly matriculated students specializing in chemistry may be accepted as such Local Section Affiliates under like terms on payment of \$1.00 per annum.

ARTICLE V.

OFFICERS AND MANNER OF ELECTION

Section 1. a. The officers of this Section shall be a Chair; Chair-Elect; Secretary; Treasurer; and Councilors and Alternate Councilors to the number permitted by the number of members of the SOCIETY in good standing in this Section. Only MEMBERS shall be eligible for holding office.

b. The offices of the Secretary and Treasurer may be combined by majority vote of the Executive Committee when such concentration is considered in the best interests of the Section.

Section 2. The Executive Committee shall consist of the Chair; the Chair-Elect; the Secretary; the Treasurer (or Secretary-Treasurer); the Councilors; Alternate Councilors; the Chairs of the Program, Arrangements, Publicity, and Membership Committees; the immediate Past Chair of the Section; and such members as the Chair shall select to represent the membership.

Section 3. a. At the Section meeting held in the month of September, the Chair shall

announce the membership of a Nominating Committee. This committee shall comprise not less than three members, not retiring officers of the Section, and shall provide nominees for such of the following offices as will be vacated: (1) Chair-Elect, (2) Secretary, (3) Treasurer (or Secretary-Treasurer), (4) Councilors, and (5) Alternate Councilors. Nominations for Chair will be required only if the current Chair-Elect is unable to assume the office of Chair. There shall be at least two nominees for each office to be filled by election.

b. This Nominating Committee shall gain the consent of all nominees to serve in the capacity for which they are nominated and present its slate for the Secretary of the Section to read at the October meeting. After the reading of the report, nominations may be made by the membership present, providing such nominations receive two seconds; or nominations may be mailed to the Secretary of the Section within five (5) days after the October meeting and signed in each case by three members of the Section. No name shall be placed in nomination without the consent of the nominee, and no nominee shall remain a candidate for more than one elective office, except that of Councilor.

c. Not later than twelve (12) days after the October meeting and at least fourteen (14) days before the November meeting, whichever is the earlier, the Secretary of the Section shall mail to all members of the Section a secret ballot showing all the nominations thereon. Each member shall mark his choice on the ballot, enclose it in the inner envelope provided, sign his name on the outside envelope only, and mail or deliver the same to the Secretary of the Section.

d. All valid ballots received by the Secretary of the Section before 8:30 P.M. of the day of the November meeting shall be counted by the Tellers, who shall be appointed by the Chair at the the November meeting, and who shall record the votes received by each candidate, and report the results of the balloting in writing to the Chair before the close of the November meeting.

e. In case of a tie vote for any elective office, the Chair shall forthwith proceed to decide by lot between the candidates.

f. The Chair shall then declare the candidates receiving the highest number of votes for the respective offices of Chair, Chair-Elect, Secretary, Treasurer (or Secretary-Treasurer), elected to these offices to serve the term as provided for in Article V, Section 4, of these bylaws. The candidates for Councilor equaling the number to be elected, who have received the highest number of votes for Councilor, shall be declared elected to this office.

Section 4. a. The term of office of Chair and Chair-Elect shall be one year, or until their respective successors are duly chosen. The term of office of Secretary and Treasurer (or Secretary-Treasurer) shall be for two years, and when the offices are not combined the election of a Secretary shall be on an alternate year to that in which a Treasurer is elected. The term of office of the Councilors and the Alternate Councilors shall be for three years. However, if, by electing a Councilor for three years, his term of office will be made to expire simultaneously with that of one or more other Councilors, his term of office shall be reduced by one or two years.

b. The newly elected officers shall be installed at the January meeting.

Section 5. The Executive Committee of the Section shall fill any vacancy in its body and any vacant office occurring between the annual elections, by the appointment of any member of the Section qualified to hold office, and such member so appointed shall serve until the next annual election, except when the vacancy is that of Chair of the Section. In this event, the Chair-Elect shall be named Chair, and a new Chair-Elect shall be appointed by the Executive Committee.

ARTICLE VI.

DUTIES OF OFFICERS

Section 1. The duties of the Chair, the Secretary, and the Treasurer (or Secretary-Treasurer) shall be such as usually pertain to the offices they hold; and also any other duties that may be specified by the bylaws. 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, such disbursements to be submitted for approval of the Executive Committee at its next following meeting if included in the annual budget, otherwise only upon vouchers approved in advance by the Executive Committee.

Section 2. The duties of the Chair-Elect shall be to supervise the work of the various committees and to perform the duties of the Chair in the Chair's absence.

Section 3. The duties of the Councilors shall be to attend meetings of the Council of the SOCIETY and to represent the Section at such meetings.

In the event a Councilor finds that he will be unable to attend a Council meeting, he shall notify the Secretary of the Section sufficiently in advance of the meeting so an Alternate Councilor may be requested to attend. Should the Alternate be able to attend, notification shall be sent by the Secretary of the Section to the Secretary of the SOCIETY at least one week before the date of the meeting of the Council.

Section 4. The Executive Committee shall be empowered to act for the Section in all matters except the election of officers to fill the general elective offices of the Section, except as provided in Article V, Section 5; and except the adoption of amendments to the bylaws.

It shall act as an advisory body to the various committees of the Section.

ARTICLE VII.

COMMITTEES

Section 1. The Section Chair shall appoint the Arrangements, Program, Membership, and Publicity Committees at the January meeting.

Section 2. a. The Program Committee shall be charged with the selection and securing of

speakers for the Section meetings for one year following its appointment with the provision of such other features of meeting programs as it shall consider desirable and practical, within the budget limits as set by the Executive Committee. Also, plans shall be made for programs to be presented during the first half of the following year.

b. The Program Committee Chair shall secure as early as possible the acceptance of speakers for dates assigned. He shall provide the Publicity Committee with data concerning the program for each meeting in ample time for the Publicity Committee to notify the members and affiliates by mail, and provide the Arrangements Committee with data on the facilities required by the program. He shall learn the time of arrival of the speaker and shall arrange to have the speaker met and entertained during the day preceding the meeting. He shall secure a statement of the speaker's expenses and turn it over to the Section Treasurer for payment in an approved manner.

Section 3. The Arrangements Committee Chair shall be charged with the duties of providing a suitable meeting place for the Section for each meeting, of arranging for dinners preceding meetings when such are desired, and of securing a lantern, motion picture projector, or other equipment required for the program of the meeting as notified by the district Program Committee.

Section 4. The Membership Committee shall have charge of the solicitation of new members for the SOCIETY, and of Local Section Affiliates for the Section. It shall also endeavor to persuade members who have fallen in arrears to renew their connection with the parent SOCIETY, or with the Section. Annually, the Membership Committee shall distribute to all members a membership roster.

Section 5. The general Publicity Committee Chair shall be responsible for the supplying of news of the activities to local newspapers, to the Section paper, and to *Chemical and Engineering News*. In particular, he should supply announcements of coming meetings of the Section and accounts of meetings held to the local newspapers.

Section 6. There shall be a Nominating Committee provided for in Article V, Section 3.

Section 7. An Auditing Committee shall be appointed by the Section Chair to audit, at least once each year, preferably between December and January meetings, the books of the Treasurer, and any other officers, committees, or trustees to whom are entrusted any funds of the Section, submitting their report in writing to the Executive Committee through the Secretary, who shall incorporate it in the minutes of the next regular meeting of the Section.

ARTICLE VIII.

MEETINGS

Section 1. Ordinarily there shall be one meeting of the Section each month of the year, excepting the months of June, July, and August. Regular meetings may be omitted or additional meetings may be called by the Chair with the approval of the Executive Committee. The date and

time of meetings shall be determined by the Program Committee.

Section 2. The Section shall have special meetings upon the written request of a majority of the Executive Committee or upon the written request of ten (10) members 10 days in advance of the meeting and shall recite the exact nature of the business intended to be transacted; and no other business shall transpire at such meetings.

Section 3. A quorum for regular and special meetings shall be defined as one-fourth of the members. In the absence of a quorum, regular and special meetings shall adjourn to a specified date.

Section 4. The Executive Committee shall meet upon due notice, at such times and places as may suit its convenience, upon call of the Chair or upon request of a majority of the members. The order of business shall be such as the Committee provides from time to time.

Section 5. A quorum for an Executive Committee meeting shall consist of a majority of the members of the Committee. In the absence of a quorum, the meeting shall adjourn to a specified date.

Section 6. The parliamentary procedure for all Section meetings, except as specifically provided in these bylaws, shall be subject to Robert's "Rules of Order."

ARTICLE IX.

FUNDS, DONATIONS, AND BEQUESTS

Section 1. The members and assigned National Affiliates will be assessed local dues of one dollar (\$1.00), payable each December to the Section Treasurer. The fiscal year of the Section shall be from January 1 to December 31.

Section 2. The raising and collecting of funds other than dues may be provided by 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 Bylaws of the SOCIETY.

Section 3. Donations or bequests of funds or property may be accepted by 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 Bylaws of the SOCIETY.

ARTICLE X.

PUBLICATION

Section 1. The Section publication shall be known as *Bayou Boilings*, to be published monthly during the months in which regular meetings are held. Special issues may be authorized by

the Executive Committee.

Section 2. The Executive Committee shall have the power to appoint an Editor for the Section publication to serve as required. This position may be filled by an appointment from the Executive Committee or from the membership of the Section, the appointment being based primarily on special fitness for the duties of editing and business management.

Section 3. The duties of the Editor of the Section publication shall be those usually pertaining to this office.

ARTICLE XI.

AMENDMENTS TO THE BYLAWS

Any proposed amendment or amendments to these bylaws may be presented by submitting the amendment in written form, signed by not less than ten (10) members of the Section, to the Secretary of the Section.

The Secretary shall cause the proposed amendment to be read at two consecutive regular monthly meetings of the Section. Before the meeting next following the second reading of the proposed amendment, the Secretary shall send out ballots to all members of the Section. The marked ballots may be sent to the Secretary before the meeting next following the date of their issue, or may be delivered to him at that meeting. The Chair shall appoint three Tellers to whom the ballots shall be delivered, and from whom the Chair shall receive a written report of the result of the balloting before the close of the meeting.

The Chair shall declare the amendment adopted if it receives a majority vote of the ballots cast. The amendment shall become effective upon approval by the Council unless a later date is specified.

ARTICLE XII.

DISSOLUTION

Upon 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 Section, 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 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.