



***Bylaws of
Purdue Section of
AMERICAN CHEMICAL SOCIETY**

**Bylaw I
Name**

Section 1. The name of this organization shall be the Purdue 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 the advancement of chemistry and chemical engineering, the furthering of social relations and general welfare of the members, the promotion and dissemination of scientific knowledge by its meetings, and cooperation with the SOCIETY.

**Bylaw III
Territory and Headquarters**

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

**Bylaw 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.

***Effective August 17, 1977.** Approved, as amended, by the Committee on Constitution and Bylaws, acting for the Council of the AMERICAN CHEMICAL SOCIETY.

- Section 2.** The Section may have Local Section Affiliates as authorized in the Constitution and Bylaws of the SOCIETY.
- Section 3.** Members and affiliates shall have such rights and privileges as are accorded them by the Constitution and Bylaws of the SOCIETY and the bylaws of the Section.
- Section 4.** Members of the Purdue Chapter of Student Affiliates of the AMERICAN CHEMICAL SOCIETY in good standing shall be Local Section Affiliates of the Purdue Section, with dues waived.

Bylaw V Organization

- Section 1.** The officers of the Section shall be a Chair, Chair-Elect, Vice-Chair, Secretary, Assistant Secretary, and Treasurer. The offices of Secretary and of Treasurer may be held by the same person.
- Section 2.** The Section shall have Councilors and Alternate Councilors as provided in the Constitution and Bylaws of the SOCIETY.
- Section 3.** The Section shall have an Assistant Secretary and two Executive Committee members. When possible, the Assistant Secretary and one of the Executive Committee members will be elected from the MEMBERS who are graduate students.
- Section 4.** The Executive Committee shall consist of the officers of the Section, the Councilors, Alternate Councilors, the Executive Committee members, the Immediate Past Chair (*ex-officio*) and the Faculty Sponsor of the Student Affiliates (*ex-officio*).
- Section 5.** All officers, Councilors, Alternate Councilors, and other persons elected by the members, shall be chosen from the MEMBERS as defined by the SOCIETY.

Bylaw VI Manner of Election and Terms of Office

- Section 1.** Elected officers of the Section shall serve for a term of one year beginning on the first day of June or until their successors are elected. Upon completion of his term of office, the Chair-Elect shall succeed to the office of Chair.
- Section 2.** Councilors and Alternate Councilors shall be elected for a term of three years beginning on January 1 following their election.

- Section 3.** In the event of a vacancy in the office of Chair, the Vice-Chair shall assume the added duties of the Chair for the unexpired term. All other vacancies, except those of the Councilors, Alternate Councilors, and Chair-Elect, shall be filled by appointment by the Executive Committee for the unexpired term. Vacancies in the positions of Councilor and Alternate Councilor 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 elect a MEMBER to fill out the unexpired term, if any.
- Section 4.** At the January meeting the Chair shall appoint a Nominating Committee of three members whose duty it shall be to consider nominations for all the officers, Councilors, Alternate Councilors, and Executive Committee members of the Section, listing a minimum of one nominee for each office to be filled. The Committee shall obtain the consent of each nominee to serve if elected. The Chair of the Committee shall be a MEMBER. The report of this Committee shall accompany the notice of the annual business meeting submitted at least five (5) days prior to the March meeting. At the time of the March meeting, nominations may also be made from the floor. Each nomination made from the floor shall require one second.
- Section 5.** The officers and Executive Committee members, except Councilors and Alternate Councilors, shall be elected by a vote of members present at the annual meeting. All members are entitled to vote for officers and Executive Committee members. A written ballot shall be taken and the member receiving the highest number of votes for each office shall be declared elected without reference to the numerical vote cast for each candidate.
- Section 6.** Councilors and Alternate Councilors shall be elected by a mail ballot of the members of the Section.

Bylaw 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 which are 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 Section.
- Section 2.** The Chair of the Section shall serve as Chair of the Executive Committee and shall appoint all committees authorized in these 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 the Bylaws of the SOCIETY and these bylaws.

- Section 4.** The Chair-Elect shall serve as Chair of the Program and Publicity Committee.
- Section 5.** The Vice-Chair shall serve as Chair of the Hospitality Committee.
- Section 6.** The Treasurer shall serve as co-treasurer of the Purdue Chapter of the Student Affiliates of the AMERICAN CHEMICAL SOCIETY.
- Section 7.** The Executive Committee members shall serve as co-Chair of the Membership Committee.

Bylaw VIII Committees

- Section 1.** The Program and Publicity Committee shall consist of the Chair-Elect, Secretary, and not less than two other members appointed by the Section Chair.

It shall be the duty of this Committee to provide and make necessary arrangements for all programs; consideration shall be given to the program for the succeeding year.

This Committee shall also provide and secure proper publicity in accordance with the established practices.

- Section 2.** The Hospitality Committee shall consist of the Vice-Chair and not less than three other members appointed by the Section Chair.

It shall be the responsibility of this Committee to arrange proper reception, housing, and dinner for the guest speakers, and to act as host in behalf of the Section.

- Section 3.** The Membership Committee shall consist of the Executive Committee members and not less than three other members, appointed by the Section Chair, two of whom shall be graduate students.

The Membership Committee shall examine the qualifications of all applicants for Local Section Affiliates and submit recommendations to the Section. It shall take all necessary steps to interest eligible nonmembers in the activities of the SOCIETY and of the Section.

- Section 4.** The Faculty Sponsor of the Student Affiliates shall be a committee of one whose duty shall be to promote relationships between the Section and the Student Affiliates. He shall be an *ex-officio* member of the Section's Executive

Committee. The Faculty Sponsor shall be elected by the Student Affiliates in accordance with the Affiliates' bylaws.

Bylaw IX Meetings

- Section 1.** The Section shall be expected to hold eight regular meetings each year; one each during the months of October, November, January, February, March, April, and May, and the eighth at the option of the Section. The regular March meeting shall be considered the annual meeting of the Section.
- Section 2.** The regular time of meeting shall be determined by the Section at its annual meeting.
- Section 3.** Due notice of all meetings shall be sent to each member and affiliate of the Section. A quorum for all business meetings of the Section shall consist of 10 percent of the members of the Section. In the absence of a quorum the meeting shall adjourn to a date.
- Section 4.** The time of any given meeting may be changed by the Executive Committee for good and sufficient reasons. When such change is made, the Secretary shall notify all members and affiliates of the change.
- Section 5.** At the annual business meeting of the Section, the order of business shall be as follows:
- a. Reading of papers and discussion.
 - b. Reading of minutes.
 - c. Old business.
 - d. New business.
 - e. Election of officers.
 - f. Report of officers and committees.
 - g. Announcements.
 - h. Adjournment.
- Section 6.** The regular order of business may be suspended by a majority vote of the members present at the meeting. The rules of order in the conduct of the Section meetings, not specifically provided in these bylaws, shall be Robert's "Rules of Order."
- Section 7.** The Section may hold special meetings at the call of the Executive Committee or at the request of 10 percent of the 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 8. 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.

Bylaw X Dues and Finances

Section 1. All assigned National Affiliates and members of the Section, except MEMBERS in emeritus status of the SOCIETY, may be assessed such Section dues as may be set by the Executive Committee and approved by 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. Such dues shall be paid annually in advance.

Section 3. The finances of the Section shall consist of all money paid to the Section by the SOCIETY, the dues of Local Section Affiliates, assessments levied by the Section, and such gifts and endowments as may be presented to the Section.

Section 4. The Treasurer shall expend no money except as authorized by the Executive Committee. Money expended in an unusual amount or for an unusual purpose shall be approved by the Section.

Section 5. The Treasurer shall forward to the Secretary of the SOCIETY an application, endorsed by the Chair of the Section, for the allotment due to the Section. Said allotment may be used by the Section only in the payment of necessary operating expenses incident to the fulfillment of the SOCIETY's objects as specified in its Constitution.

Section 6. The Treasurer shall transmit to the Council Policy Committee through the Executive Director of the SOCIETY a financial statement in accordance with the Constitution and Bylaws of the SOCIETY.

Section 7. At the regular February meeting, the Chair shall appoint an Auditing Committee which shall examine the books of the Treasurer and make a report at the regular March meeting.

Bylaw 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 or by petition of twenty-five percent of the members of the Section, the Secretary

shall furnish all members of the Section with copies of the proposed amendment at the time when notice of the next meeting of the Section is given.

Section 2. At 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.

Bylaw XII Dissolution of Section

Upon the dissolution of the Section and the discharge of its debts and the settlement of its affairs, any funds and property of the Section remaining thereafter shall be used for the advancement of chemistry in the area covered by the Section. In the event this procedure is not practical, or there still remain unexpended funds, such funds shall be conveyed to the SOCIETY for the general purposes of the SOCIETY.