



***BYLAWS OF THE
SUSQUEHANNA VALLEY SECTION
OF THE
AMERICAN CHEMICAL SOCIETY**

**BYLAW I
Name**

This organization shall be known as the Susquehanna Valley Section, hereinafter referred to as the “Section” of the AMERICAN CHEMICAL SOCIETY, hereinafter referred to as the “Society”.

**BYLAW II
Objects**

The objects of the Section shall be the same as those of the Society as stated in the Charter and Constitution 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**

Sec. 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 this rule may be made in conformity with the Constitution and Bylaws of the SOCIETY.

*Effective November 12, 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)

Sec. 2. High school chemistry teachers who are not members of the Society may become Local Section Affiliates.

Sec. 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 voting members of the Executive Committee.

BYLAW V Organization

Sec. 1. The officers of the Section shall be a Chair, Chair-Elect, Secretary, and Treasurer. If necessary, an Assistant Secretary and Assistant Treasurer may be appointed by the Chair but these individuals shall not be considered officers of the Section.

Sec. 2. The Section shall have Councilors and Alternate Councilors as provided in the Constitution and Bylaws of the SOCIETY.

Sec. 3. The Executive Committee shall consist of the officers of the Section, the Immediate Past Chair, the Councilors, the Alternate Councilors, and chairs of the standing committees.

Sec. 4. All officers, Councilors, Alternate Councilors, and other persons elected by the members shall be chosen from the MEMBERS.

BYLAW VI Manner of Election and Terms of Office

Sec. 1. Elected officers of the Section shall begin their terms on January 1 following the election and serve until their successors take office. The Chair-Elect shall succeed to the office of Chair upon completion of his/her term of office. The term of office for the Chair shall be one year and that for Secretary and Treasurer shall be three years.

Sec. 2. Councilors and Alternate Councilors shall be elected for a term of three years, beginning January 1, in accordance with the requirements of the Society's Constitution and Bylaws.

Sec. 3. In the event of a vacancy in the office of Chair, the Chair-Elect shall assume the added 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. In the event the office of Chair-Elect is filled by such interim appointment, the Section shall elect both a Chair and Chair-Elect at its next annual election.

Sec. 4. The nominations shall be made at the October meeting by the Nominating Committee and the election shall be conducted during November. The Nominating Committee shall be instructed to select nominees, whenever possible, in such a manner that all employment areas, i.e.,

industrial, academic and government, are represented. Additional nominations may be made by member petition (signed by not fewer than 15 members) or by nominations from the floor.

Sec. 5. All officers, Councilors, and Alternate Councilors shall be elected by a ballot distributed to the members of the Section.

Sec. 6. The Secretary, or other designated officer of the Section, shall prepare an election ballot on which shall appear the names in order chosen by lot, of all candidates nominated and found willing to serve.

Sec. 7. The ballot shall be distributed with the November meeting announcement and the deadline for the return of the ballots to the Secretary, or other designated officer of the Section, shall be November 15.

Sec. 8. All balloting shall be done in accordance with the Constitution and Bylaws of the SOCIETY, to meet the requirements of (1) fair balloting that is open to all eligible members, (2) anonymity, (3) protection against fraudulent balloting, (4) ballot archiving, and (5) the timely reporting and archiving of balloting results. The Secretary, or other designated officer of the Section, shall deliver to the Tellers all ballots received by the deadline.

Sec. 9. The Tellers shall count the ballots verified as valid and shall tally the votes. Ballots that violate specified voting procedures shall be rejected in whole or in part, depending on the extent of the violation(s). The vote tally, including the number of rejected ballots and the number of void ballots, shall be reported to the Chair. All ballots, whether valid or marked VOID shall be returned to the Secretary. The Secretary shall retain all ballots for at least ninety days after either the announcement of the results to the membership or until any disputes have been resolved, whichever is later.

Sec. 10. In case of a tie vote for any Councilor, Alternate Councilor, or officer position, the Executive Committee shall make the final selection from among those tied.

Sec. 11. The Chair shall inform all candidates of the election results and shall arrange for transmitting this information to all members and affiliates of the Section.

BYLAW VII

Duties of Officers and Executive Committee

Sec. 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.

Sec. 2. The Chair of the Section shall serve as Chair of the Executive Committee, and shall appoint with the help of the Executive Committee all committees authorized in these bylaws or by the Executive Committee.

Sec. 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 Bylaws of the SOCIETY and these bylaws.

BYLAW VIII **Recall of Elected Officials**

Sec. 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.

Sec. 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.

Sec. 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 of the Executive Committee.

- 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 given 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 chose not to respond and thus forfeit the position.

Sec. 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 IX Committees

Sec. 1. There shall be the following Standing Committees:

- a. Education
- b. Education Resources
- c. Professional Relations
- d. Special Awards
- e. Membership
- f. Nominations
- g. Program
- h. Public Relations
- i. Awards
- j. Communications

Sec. 2. Additional committees may be added by the Executive Committee.

BYLAW X Meetings

Sec. 1. The Section shall hold not less than eight regular meetings each year at places designated by the Executive Committee.

Sec. 2. The Section may hold special meetings at the call of the Executive Committee or at the request of 15 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.

Sec. 3. Due notice of all meetings shall be distributed to each member of the Section. A quorum for all meetings of the Section shall consist of five percent of the members of the Section. In the absence of a quorum, all meetings shall adjourn to a date. No quorum is required for a meeting that is for the sole purpose of a technical presentation or communication of events.

Sec. 4. The rules of order in the conduct of Section meetings, not specifically provided in these bylaws, shall be the most recent edition of *Robert's Rules of Order Newly Revised*.

Sec. 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.

BYLAW XI

Finances

Sec. 1. All members and assigned Society Affiliates of the Section may be assessed such annual voluntary Local Section dues as may be set by the Executive Committee.

Sec. 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

Sec. 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 distribute copies of the proposed amendment to all members of the section at the time when notice of the next meeting of the Section is given.

Sec. 2. After notice of the proposed amendment is given, a ballot for acceptance or rejection of the amendment shall be distributed with the subsequent meeting announcement. A deadline date, at least three weeks after distribution of the ballots, shall be specified for return of the ballots to the Secretary or other designated officer of the Section. The amendment shall be adopted if two-thirds (2/3) of the returned ballots indicate acceptance. The amendment shall become effective upon approval by the Committee on Constitution and Bylaws, acting for the Council, unless a later date is specified.

Sec. 3. Any amendment not approved by the Executive Committee within 30 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 25 members of the Section.

BYLAW XIII
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, 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 the successor provision of the Code as may be in effect at the time of the Section's dissolution.