



***BYLAWS OF THE
PUGET SOUND SECTION
OF THE
AMERICAN CHEMICAL SOCIETY**

**BYLAW I
Name**

The name of this organization shall be the Puget Sound 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 are those of the SOCIETY as stated in the Charter and Constitution of the SOCIETY. In addition, the objects of the Section are the encouragement and advancement of chemistry in all its branches, the increase and diffusion of chemical knowledge, the promotion of scientific interests and inquiry, and the stimulation of the professional interest and promotion of the well-being of its members. A further object is a close cooperation with other nearby Sections for the sponsorship of regional activities.

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.

***Effective May 10, 2012.** 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)

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

Section 2. Any person not a MEMBER, STUDENT MEMBER, or Society Affiliate of the SOCIETY may become a Local Section Affiliate after having been nominated in writing by the Section Chair and having said nomination approved by the Executive Committee of the Section. The Chair shall have *ad interim* authority to approve properly submitted applications for affiliation.

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. All MEMBERS and STUDENT MEMBERS of the Section may vote. A STUDENT MEMBER is entitled to all other privileges of membership except that of holding an elective position. 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. Society Affiliates may be appointed as committee chairs and may serve on the Executive Committee in a non-voting capacity.

BYLAW V
Organization

Section 1. The officers of the Section shall be a 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, the Councilors, the Alternate Councilors, and the Editor of the Section's newsletter.

Section 4. All officers, Councilors, Alternate Councilors, and other persons elected by the members, shall be chosen only from MEMBERS of the Section; STUDENT MEMBERS are not eligible.

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 January 1 or until their successors are elected. The Chair-Elect shall succeed to the office of Chair upon completion of the Chair's term of office. Councilors and Alternate Councilors shall be elected for a term of three years beginning on January 1.

Section 2. Officers, Councilors, and Alternate Councilors shall be elected by a ballot of the members of the Section. 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.

Section 3. A Nominating Committee consisting of five persons shall be appointed by the Chair by February 1 and approved by the Executive Committee at the February Executive Committee meeting each year. The entire membership of the Section shall be informed as to the names of the members of this Committee at the March Section meeting in order that the members may express their views and present their suggestions to the Nominating Committee. At the regular May meeting of the Section, the Nominating Committee shall submit one or more nominations for each office. At this meeting additional nominations may be made from the floor. Such nominations from the floor may be made only at the May meeting.

- a. A ballot shall be prepared specifying the choices of the Nominating Committee and also listing nominations from the floor.
- b. 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. A period of at least three weeks must be provided between the date of distribution of the ballots and the deadline for their return to the Secretary or other designated officer of the Section. Thus, the ballot shall be distributed to eligible members of the Section at least four weeks before the regularly scheduled October meeting. Ballots shall be cast at least one week before the regularly scheduled October meeting.
- c. The Chair shall appoint two Tellers. The Secretary, or other designated officer, shall convey to the Tellers all valid ballots that have been cast by the deadline.
- d. The Secretary shall provide a list of members eligible to vote. The Tellers shall ensure that only valid ballots cast by eligible voters are counted. The ballots shall be tabulated and the results announced during the October meeting.
- e. In case of a tie vote for any Councilor or Alternate Councilor opening, the Executive Committee shall make the final decision.

Section 4. 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 elect 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.

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 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.

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 Bylaws of the SOCIETY and these bylaws.

BYLAW VIII

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 IX Committees

Section 1. There shall be the following standing committees: Awards, Education, Employment, Finance, Hospitality, Long-Range Planning, Membership, Program, Professional Relations & Status, Public Affairs, Public Relations, and Regional Activities.

Section 2. The Chair, with the approval of the Executive Committee, shall appoint the chair of each of the standing committees and the Editor of the Section's newsletter. The Chair shall also appoint representatives to local technical organizations with which the Section is affiliated as authorized in these bylaws.

BYLAW X Meetings

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

Section 2. The Section may hold special meetings at the call of the Executive Committee or by the call of the Secretary at the written request of 25 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, STUDENT MEMBER, Society Affiliate, and Local Section Affiliate of the Section. A quorum for any meeting of the Section shall consist of seven members.

Section 4. 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.

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. A quorum shall consist of a majority of the Executive Committee. In the absence of a quorum, called meetings of the Executive Committee shall adjourn to a date.

BYLAW XI Dues and Finances

Section 1. Assigned Society Affiliates and all members of the Section, except members in emeritus status of the SOCIETY, may be assessed such annual Section dues as may be set by the Executive Committee.

Section 2. A Local Section Affiliate shall retain affiliation with the Section as long as payment is made of Section dues as determined by the Executive Committee.

Section 3. An annual audit of Section finances shall be conducted and reported to the Executive Committee.

BYLAW XII Amendments

Section 1. These bylaws shall be amended as follows:

- a. The proposed amendment(s) shall have been first submitted in writing to the Executive Committee by at least five Section 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 will then make appropriate changes as necessary. The

Secretary shall then distribute to all Section members a suitable explanation of the bylaw amendment(s), along with a ballot.

- d. 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 XIII **Dissolution of 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.

BYLAW XIV **Affiliation with Local Organizations Composed of Scientific, Engineering, and/or Technical Societies**

The Section may affiliate with local organizations composed of scientific, engineering, and/or technical societies in accordance with the provisions of the Bylaws of the SOCIETY.