



***BYLAWS OF THE
DALLAS-FORT WORTH SECTION
OF THE
AMERICAN CHEMICAL SOCIETY**

**BYLAW I
Name**

The name of this organization shall be the Dallas-Fort Worth 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 those stated in its Articles of Incorporation and 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 Articles of Incorporation of the Section and 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.

**BYLAW IV
Members and Affiliates**

Section 1. The rolls of the Section shall include those MEMBERS, STUDENT MEMBERS, and Society Affiliates residing within the territory of the Section, provided that any exceptions to this rule shall be made in conformity with the Constitution and Bylaws of the SOCIETY.

***Effective September 17, 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)

Section 2. Any person who is interested in the objects of the Section may apply in writing to the Membership Committee to become a Local Section Affiliate. Endorsement of the application by a MEMBER and acceptance by the Membership Committee shall constitute election 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 to them by the Constitution and Bylaws of the SOCIETY. A STUDENT MEMBER may not hold an elective position or serve as a Temporary Substitute Councilor. Society Affiliates and Local Section Affiliates may not vote for or hold an elective office of the Section, vote on Articles of Incorporation and bylaws of the Section, or serve as voting members of the Executive Committee. Local Section Affiliates may not serve as members of the Executive Committee in any capacity. Society Affiliates may be appointed as Committee Chairs and may serve on the Executive Committee in a non-voting capacity.

BYLAW V Officers and Directors

Section 1. The officers of the Section shall be a Chair, a Chair-Elect, a Secretary, and a Treasurer, all of whom shall be MEMBERS of the SOCIETY.

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

Section 3. The Executive Committee of the Section shall be the Board of Directors of the Corporation. Its number of members shall be fixed at five plus the number of Councilors and Alternate Councilors as determined under the Bylaws of the SOCIETY. The Executive Committee shall consist of the officers of the Section, the Immediate Past Chair, the Councilors, and the Alternate Councilors. It 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 VI 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 VII
Elections

Section 1. The officers of the Section, Councilors, and Alternate Councilors shall be elected by ballot of the members of the Section.

Section 2. The Chair shall appoint a Nominating Committee consisting of a Chair and two or more members not later than January of each year. The Nominating Committee members must be members of the SOCIETY and of the Section.

Section 3. The Nominating Committee shall develop a slate for each elected position for which a vacancy will occur. With the exception of the Chair and Chair-Elect, the incumbent of any elected position may be renominated. The Nominating Committee shall make its report at a regular meeting of the Section, by written submission to the Executive Committee, or by a post to the Section's website. Additional nominees may be added by presentation of a petition supported by 15 or more members to the Chair of the Nominating Committee within thirty days of the report of the Nominating Committee. Only nominees who have agreed to serve if elected may be named on the ballot.

Section 4. The Secretary, or other designated member of the Section, shall prepare an election ballot on which shall appear the names, in order chosen by lot, of all the candidates willing to serve. The ballots shall be distributed to all members of the Section.

Section 5. No less than three weeks shall be provided between the date of the distribution of ballots to the members and the deadline for their return to the Secretary or other designated officer of the Section.

Section 6. The Secretary will ensure that the ballot is distributed to those members who are eligible to vote. Procedures must ensure that each eligible member may enter only one vote.

Section 7. The votes of eligible members received by the stated deadline for voting shall be tallied. Ballots that violate specified voting procedures shall be rejected in whole or in part, depending on the extent of the violations(s). The vote tally, including the number of rejected ballots, shall be reported to the Chair.

Section 8. In the case of a tie vote for any elective position, the Executive Committee shall select from among the tied candidates.

Section 9. The Chair shall inform all candidates of the election results and shall provide for the announcement of the election results to all members and affiliates of the Section.

Section 10. Elections shall be completed and the results certified to the Executive Director of the SOCIETY by the deadline required by the Bylaws of the SOCIETY.

BYLAW VIII
Terms of Office and Vacancies

Section 1. The terms of office for officers, Councilors, and Alternate Councilors shall begin on January 1.

Section 2. The Chair and Chair-Elect shall hold office for one year or until their successors qualify. Upon completion of the Chair's term of office the Chair-Elect shall succeed to the office of Chair, except in the event that the office of Chair-Elect has been filled by interim appointment.

Section 3. The Secretary and the Treasurer shall hold office for two years, or until their successors qualify. The term of office for the Secretary shall begin in even numbered years. The term of office for the Treasurer shall begin in odd numbered years.

Section 4. Councilors and Alternate Councilors shall be elected for terms of three years or in such a manner so as to provide rotation of terms.

Section 5. In the event of a vacancy in the office of Chair, the Chair-Elect shall assume the added duties of Chair for the unexpired term. All other vacancies among the officers shall be filled by the Executive Committee from among the MEMBERS by interim appointment for the remainder of the unexpired term. In the event that the office of Chair-Elect is filled by such interim appointment, the Section shall elect both a Chair and a Chair-Elect at its annual election.

Section 6. A vacancy in the position of Councilor or Alternate Councilor shall be filled by interim appointment of a MEMBER by the Executive Committee until the next annual election.

BYLAW IX 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, these bylaws, and such other duties as may be assigned by the Executive Committee.

Section 2. An annual audit shall be conducted by two or more disinterested members, appointed by an officer with no authority to disburse funds, and submit a report to the Executive Committee by January 31.

BYLAW X Committees

Section 1. In addition to the Executive Committee, the Section shall have the following standing committees: a Program Committee, a Nominating Committee, a Membership Committee, and an Awards Committee. Appointments to the Program and Membership Committees shall be made and announced to the members by the regular February meeting. Appointment(s) to the Awards Committee shall be made and announced to the members by the regular September meeting of the Section.

Section 2. The Executive Committee may establish other committees as necessary for the operation of the Section.

BYLAW XI
Meetings

Section 1. The Section shall hold regular meetings at places and times designated by the Executive Committee or by the Chair of the Program Committee when authority to do so has been delegated by the Executive Committee.

Section 2. Special meetings may be called by the Chair. A special meeting shall be called at any time if requested in writing by not less than 15 members. 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.

Section 3. Due notice of all meetings shall be distributed to each member and affiliate of the Section of known address. A quorum for transaction of business at a Section meeting shall consist of 25 members. No business shall be transacted in the absence of a quorum.

Section 4. 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 its members. Five members of the Executive Committee shall constitute a quorum. In the absence of a quorum, called meetings of the Executive Committee shall adjourn to a date.

BYLAW XII
Finances

Section 1. All members and assigned Society Affiliates of the Section may be requested to pay voluntarily such annual Section dues as may be set by the Executive Committee.

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. Failure to pay such dues for the current year shall terminate the affiliation. At the discretion of the Executive Committee, the Section dues of STUDENT MEMBERS may be reduced or waived.

Section 3. The fiscal year of the Section shall be the calendar year.

BYLAW XIII
Official Publications

Section 1. The Section shall publish a news bulletin at regular intervals to serve the interests of the Section. It shall be primarily devoted to news and announcements of the Section and the SOCIETY. By special arrangements with other Local Sections of the SOCIETY, it may be used to further their interests.

Section 2. The Chair shall appoint an Editor and a Business Manager for the news bulletin. The Editor shall appoint an editorial staff. The editorial staff and the Business Manager shall be responsible to the Editor who in turn is responsible to the Executive Committee, for finances and editorial policy. The Editor, together with the Business Manager, shall make a financial report to

the Executive Committee at the beginning of each fiscal year, of all transactions related to the publication of the news bulletin for the past year.

Section 3. The Executive Committee may authorize other official publications of the Section, such as a membership directory of the Section, as it deems appropriate.

BYLAW XIV Amendments

Section 1. These bylaws shall be amended 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 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 XV Dissolution of the Section

Upon 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, 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.