

**BYLAWS  
OF THE  
SAN ANTONIO SECTION  
OF THE  
AMERICAN CHEMICAL SOCIETY**

**Bylaw I  
Name**

This organization shall be known as the San Antonio Section (hereinafter referred to as “the Section”) of the American Chemical Society (hereinafter referred to as “the SOCIETY”).

**Bylaw II  
Object**

The object of the Section is the encouragement and advancement of chemistry in all its branches; and by its meetings, reports, papers, discussions, and publications, to promote scientific interests and inquiry.

**Bylaw III  
Headquarters and Territory**

The Section shall have its headquarters in San Antonio, Texas, and shall have such territory as is allotted to it by the SOCIETY.

**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 may be made in conformity with the Constitution and Bylaws of the SOCIETY.

Section 2. The Section may have Local Section Affiliates, subject to the provisions of the Constitution and Bylaws of the SOCIETY.

Section 3. MEMBERS, ASSOCIATE MEMBERS, National Affiliates, and Section Affiliates shall have such rights and privileges as are accorded by the Constitution and Bylaws of the SOCIETY. National Affiliates and 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**  
**Officers, Councilors, Members-at-Large**  
**Eligibility and Manner of Election**

Section 1. The officers of the Section shall be a Chair, a Chair-elect, a Secretary, a Treasurer, and the Members-at-large. Only a MEMBER or ASSOCIATE MEMBER, as defined in the Constitution and Bylaws of the SOCIETY, shall be eligible to hold office or serve as a Member-at-large of the Executive Committee.

Section 2. The Section shall have Councilors and Alternate Councilors as provided in the Constitution and Bylaws of the SOCIETY. Only MEMBERS shall be eligible for these posts.

Section 3. The Chair-elect, the Secretary, and the Treasurer of the Section shall be elected annually for a term of one year, and shall serve until their duly elected successors take office. The officers shall take office beginning January 1 after election. Upon completion of the Chair's term of office, the Chair-elect shall succeed to the office of Chair. The Councilors, Alternate Councilors, and Members-at-large shall be elected for three-year terms beginning January 1 after election.

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 from among the MEMBERS by interim appointment for the period up to the next annual election, at which time the Section shall chose a MEMBER to complete 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 annual election.

Section 5. Prior to the October meeting each year, the Chair shall appoint two members (neither of whom is an officer of the Section) of a Nominating Committee. A third member shall be the Immediate Past Chair, who will serve as the Committee Chair. This Committee shall provide candidates in duplicate for Chair, Chair-elect, Secretary, Treasurer, and Members-at-large of the Executive Committee, and for Councilor and Alternate Councilor as required. The Committee shall present its report of candidates to the Section at the October meeting, with nominations for any office being accepted from the floor. Voting for all elective positions, except Councilor and Alternate Councilor, shall be conducted by secret ballot, election being by simple majority vote of those present at the November meeting.

Section 6. Councilors and Alternate Councilors shall be elected by a mail ballot of the members of the Section.

Section 7. The Secretary shall prepare an election ballot as required for Councilor and Alternate Councilor for mailing and a separate ballot for officers to be elected at the November meeting. The names on the election ballots shall appear in the order chosen by lot for all candidates nominated and found willing to serve.

Section 8. A period of at least three weeks must be provided between the date of mailing of the ballots to the members and the deadline for their return to the Secretary, or other designated officer of the Section.

Section 9. The Secretary, or other designated officer of the Section, shall deliver, unopened, to the Tellers all ballots received by the deadline.

Section 10. The Tellers shall count the ballots thus received, using the list of members provided by the Secretary to verify eligibility of all those voting. Any ballot envelope not so validated shall be rejected.

Section 11. In case of a tie vote for any elective position, the Executive Committee shall make the final selection.

## **Bylaw VI Duties of Officers**

Section 1. The duties of the several officers shall be those usually pertaining to their offices, those required by the Constitution and Bylaws of the SOCIETY, and such other duties as may be given them from time to time by the Executive Committee.

Section 2. The Treasurer shall receive and disburse all funds in the name of the Section in a manner prescribed by the Executive Committee, and shall be bonded in a suitable manner, if, when, and as the Executive Committee so provides.

Section 3. The Section Chair-elect shall serve as Program Chair for meetings during the next academic year (June to June).

Section 4. The Immediate Past Chair shall prepare and submit the Annual Report to the Executive Director of the SOCIETY and shall also serve as Chair of the Nominating Committee.

**Bylaw VII**  
**Committees and Their Duties**

Section 1. There shall be an Executive Committee and such other committees as may be necessary for the proper conduct of the affairs of the Section.

Section 2. The Executive Committee is defined as the elected officers, the Immediate Past Chair, the Councilors, and Alternate Councilors.

Section 3. The Executive Committee shall establish committees as necessary for the proper operation of the Section. The chairs of these committees shall be voting members of the Executive Committee.

Section 4. The chairs of the committees established in Bylaw VII, Section 3 shall be appointed by the Section Chair by the first Executive Committee meeting of the calendar year

**Bylaw VIII**  
**Meetings**

Section 1. The Section shall meet regularly upon due notice at such time and place as may suit its convenience, provided that at least two meetings, one of which shall be in November and be known as the Annual Meeting, shall be held each calendar year.

Section 2. The Section shall have Special Meetings upon the request of a simple majority of the Executive Committee or upon the request of 10% of the members of the Section. The calls for Special Meetings shall recite the exact nature of the business intended to transpire, and no other business shall transpire at such meetings.

Section 3. A quorum for the Annual Meeting and Special Meetings of the Section shall consist of 5% of the members of the Section.

Section 4. The Executive Committee shall meet upon due notice at such time and place as may suit its convenience, upon call of the Chair or upon request of a simple majority of its members.

Section 5. A quorum for an Executive Committee meeting shall consist of a simple majority of the members of the Committee. In the absence of a quorum, the meeting shall adjourn *sine die*.

Section 6. The parliamentary procedure for all Section meetings not specifically provided for in these Bylaws, shall be subject to "Robert's Rules of Order, Newly Revised".

**Bylaw IX**  
**Dues, Funds, Donations, and Bequests**

Section 1. All voting members and National Affiliates may be requested to pay annually such local dues as the Section itself may determine.

Section 2. The annual dues of the local Section Affiliates shall be set by the Executive Committee, but shall not be less than the minimum amount provided in the Bylaws of the SOCIETY, and failure to pay such dues in advance shall terminate such affiliation.

Section 3. The raising and collecting of funds other than dues may be provided for by suitable resolution adopted at the Annual or Special Meetings of the Section by a simple majority vote of the members present, subject to the provisions of the Constitution and Bylaws of the SOCIETY.

Section 4. Donations or bequests of funds or property may be accepted, subject to the provisions of the Constitution and Bylaws of the SOCIETY, by suitable resolution adopted at the Annual or Special Meetings of the Section by a simple majority vote of the members present.

**Bylaw X**  
**Amendments to Bylaws**

Section 1. A proposed amendment to these bylaws must first be submitted in writing to the Executive Committee. If it is approved by the Executive Committee, the Secretary shall furnish all members of the Section with copies of the proposed amendment at the time wherein notice of the next meeting of the Section is given.

Section 2. Following announcement of the proposed amendment at a meeting of the Section and provided that due notice of the impending vote is given, the amendment will be adopted at the subsequent meeting of the Section if it receives an affirmative vote by two-thirds (2/3) of the members present.

Alternatively, or in the absence of a quorum at the meeting during which the vote is scheduled, a mail ballot may be used provided that both the current language and the amended language of the affected bylaw(s), together with an explanation of the change(s), have been published or accompany the ballots. A deadline date, at least 3 weeks after mailing of the ballots, shall be specified for return of the ballots to the Secretary or other designated officer of the Section. The amendment is adopted by an affirmative vote of two-thirds (2/3) of the valid ballots returned.

Section 3. If a proposed amendment is not approved by a majority of the Executive Committee, it may, nevertheless, be brought to the members for a vote in an alternative manner. To bring about such a vote, a petition supporting the amendment, which has been signed by at least 15 members or 3% of the members of the Section, whichever is larger, must be presented to the Executive Committee. The procedure subsequently followed for general announcement of the amendment and balloting shall be identical to that used for an amendment approved by the Executive Committee.

### **Bylaw XI Dissolution**

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 the 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 XII Effective Dates**

Amendments to these bylaws, after adoption by the Section, 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 in the amendment.