



***BYLAWS OF THE
MARYLAND SECTION
OF THE
AMERICAN CHEMICAL SOCIETY**

**BYLAW I
Name**

The name of this organization shall be the Maryland 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 same as those of the SOCIETY as stated in the Constitution of the SOCIETY.

Section 2. Nothing in these bylaws shall be inconsistent with the Charter, Constitution, and Bylaws of the SOCIETY.

**BYLAW III
Territory and Headquarters**

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, ASSOCIATE [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.

***Effective May 12, 2008.** 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, ASSOCIATE [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 may vote. An ASSOCIATE [STUDENT] MEMBER is entitled to all privileges of membership except that of holding an elective position or serving as a Temporary Substitute Councilor.

Society Affiliates and Local Section Affiliates may not vote for or hold an elective position of the Section, vote on articles of incorporation or bylaws of the Section, or serve as Temporary Substitute Councilor.

BYLAW V Organization

Section 1. The officers of the Section shall be a Chair, Vice-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 Councilors, Alternate Councilors, Past Chairs residing within the territory of the Section, five Members-at-Large, the Editor and Business Manager of *The Chesapeake Chemist*, and the chairs of all standing committees.

Section 4. All officers, Councilors, Alternate Councilors, and other persons holding an elective office shall be chosen from the MEMBERS.

BYLAW VI Manner of Election and Terms of Office

Section 1. Officers of the Section and Members-at-Large of the Executive Committee shall be elected annually and serve for a term of one year, beginning on January 1 following their election, or until their successors are qualified. The Vice-Chair shall automatically be nominated to serve in the office of Chair upon completion of the term of the Vice-Chair. The Chair-Elect shall automatically be nominated to serve in the office of Vice-Chair upon completion of the term of Chair-Elect.

Section 2. Councilors and Alternate Councilors shall be elected for a term of three years, beginning on January 1 following their election, or until their successors are qualified. The number of Councilors shall be determined by the SOCIETY.

Section 3. In the event of a vacancy in the office of Chair, the Vice-Chair shall assume the duties of the Chair for the unexpired term and the Chair-Elect shall assume the added duties of

the Vice-Chair when that position is vacant. In the event of a vacancy, elective positions shall be filled for a period up to the next annual election by a vote of the Executive Committee. In the event the office of Chair-Elect is filled by such interim appointment, the Section shall elect both a Vice-Chair and Chair-Elect at its next annual election. A Chair may not serve a term of more than one year unless the duties of Chair were assumed for a partial term to fill a vacancy.

Section 4. Nominations.

- a. The Chair shall appoint in August of the year preceding the election a Nominating Committee of five persons, not more than three of whom are to be members of the Executive Committee. One of the appointees shall be the Vice-Chair. The Chair shall designate any of the five to be Chair of the Committee.
- b. Notice of the names of those on the Nominating Committee shall be published in *The Chesapeake Chemist* by November of the year preceding the election. This shall be prior to the meeting of the Nominating Committee to permit members time to suggest suitable candidates for elective positions for which vacancies shall occur after December 31 of the following year.
- c. The Nominating Committee shall meet at such a time that its nominations may appear in the January issue of *The Chesapeake Chemist*. The Committee shall select one or more candidates for each position up for election.
- d. Before February 15, members of the Section may nominate candidates for any office by providing the Section Chair with nominating petitions containing the signatures of at least two percent (2%) of the Section members. To be valid, the signature of a member may not appear on behalf of more than one candidate for the same office. The names of any such MEMBERS so nominated shall be included on the ballots with the names of those nominated by the Nominating Committee.
- e. In all cases, before a name can be placed on the ballot, the nominee must agree to serve if elected.
- f. Publication of the slate of candidates in *The Chesapeake Chemist* shall be considered adequate notice to the members.

Section 5. Elections.

- a. The elections shall be held by ballot published in *The Chesapeake Chemist* or distributed separately before May 15 to all members of the Section. The names of all candidates shall appear on the ballot whether opposed or not.
- b. The voted ballots must be returned to the Chair by July 10.
- c. If a single candidate is to be elected, the candidate with the largest number of votes will be declared elected. Positions for which more than one candidate is to be elected (e.g., Member-at-Large of the Executive Committee) shall be filled by declaring those candidates elected who receive the largest number of votes. In the

event of a tie vote, a special committee consisting of the Section Chair, Vice-Chair, Chair-Elect, Secretary, Treasurer, and Chair of the Nominating Committee shall by a majority vote determine the winner.

- d. The Chair of the Section shall count the ballots in the presence of witnesses and certify to the Executive Director of the SOCIETY, as soon as possible but not later than August 1 of each year, the names, addresses, and terms of the elected officials from the Section for the following year.

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 these bylaws along with 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, shall appoint members and/or affiliates and chairs to standing committees, and may establish any standing committees authorized in these bylaws or by the Executive Committee. The Chair shall appoint a committee to audit the Treasurer's records annually.

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.

Section 4. The latest edition of *Robert's Rules of Order, Newly Revised* shall be used as the authority to resolve procedural matters during business meetings.

BYLAW VIII

Committees

Section 1. There shall be the following standing committees:

- a. Archives and History
- b. Awards and Nominations
 - (1) George L. Braude Award
 - (2) Society Nominations
 - (3) Maryland Chemist Award
 - (4) Maryland Service Award
 - (5) Remsen Memorial Award
 - (6) Student Awards
 - (7) W. R. Grace & Co. Award
- c. Bylaws
- d. Chemical Education and Safety

- e. Education
- f. Finance
- g. High School Activities
- h. House
- i. Investment
- j. Long Range Planning
- k. Member Assistance
- l. Membership Development
- m. Program
- n. Public Relations
- o. Publicity
- p. Women Chemists

Section 2. The Chair or Executive Committee may establish, abolish, and define the duties of any *ad hoc* committee. The duties of all committees shall be as described from time to time by the Executive Committee.

Section 3. The Vice-Chair of the Section shall be the Chair of the Program Committee.

Section 4. The chairs of the various Awards and Society Nominations Committees shall submit the names of all nominees and all supporting documents along with the committee's recommendations to the Section Chair. Submissions must be made by the dates that follow:

- a. George L. Braude Award: May 1 of the year of the award
- b. Maryland Chemist Award: July 1 of the year of award
- c. Maryland Service Award: August 1 of the year of award
- d. Remsen Memorial Award: December 1 of the year preceding award

Section 5. The final selection of individuals for Section awards or nominations for other awards shall be made by a committee consisting of the Section Chair, Vice-Chair, Chair-Elect, Treasurer, Secretary, and Immediate Past Chair of the Section.

Section 6. Recipients of the Maryland Chemist Award must have been members of the Section for a minimum of five years and have made outstanding contributions to chemistry as defined in the Constitution of the SOCIETY (chemistry is defined in very broad terms). The work on which the award is based should have been performed in Maryland.

Section 7. The Investment Committee shall select appropriate investments for the Section's funds subject to approval of the Executive Committee. When necessary the Investment Committee shall have independent authority to direct the Treasurer on buying and selling an investment. The Treasurer shall report the status of all such actions at each Executive Committee Meeting or on request by the Section Chair. The Investment Committee should consist of three members, preferably past Treasurers with some investment experience.

Section 8. The Finance Committee shall prepare an annual budget for annual review by the Executive Committee.

BYLAW IX

Meetings

Section 1. A regular meeting of the Section shall be one at which business of the Section, which may require a vote of the members, may be conveniently transacted.

Section 2. The Section shall hold not less than 6 regular meetings each year, at places and times designated by the Executive Committee.

Section 3. The Section may hold special business meetings at the call of the Executive Committee, or by the request of 50 members of the Section. Any other meetings shall be called only by the Executive Committee. The notices of special business meetings shall state the exact nature of the business to be transacted, and no other business shall transpire at such meetings.

Section 4. Due notice of all meetings shall be sent to each MEMBER, ASSOCIATE [STUDENT] MEMBER, Society Affiliate, and Local Section Affiliate of the Section. A quorum for all meetings of the Section shall consist of four percent (4%) of the members of the Section. In the absence of a quorum, no business shall be transacted, except that any pending business shall be postponed to a meeting to be held on a specified date.

Section 5. The Executive Committee shall meet not less than four times each year 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 25 percent (25%) of the members of the Executive Committee, exclusive of Past Chairs not serving in another capacity on the Executive Committee, called meetings of the Executive Committee shall adjourn to a specified date.

BYLAW X

Finances

Section 1. All Section funds shall be received and disbursed by the Treasurer, subject to the approval of the Executive Committee.

Section 2. The Executive Committee may authorize the Treasurer to solicit from all MEMBERS, ASSOCIATE [STUDENT] MEMBERS, Society Affiliates, and Local Section Affiliates of the Section, except members of the SOCIETY in emeritus status, the payment of such voluntary Section dues as may be set by that Committee.

Section 3. The annual dues of the Local Section Affiliates shall be set by the Executive Committee in accordance with the Constitution and Bylaws of the SOCIETY. The dues of Local Section Affiliates will be equivalent to current Section dues plus an amount approved by the Executive Committee approximately equivalent to the apportionment made by the SOCIETY for each member. Failure to pay such dues in advance shall automatically terminate such affiliation.

Section 4. The Executive Committee may authorize the Treasurer to solicit from MEMBERS, ASSOCIATE [STUDENT] MEMBERS, Society Affiliates, and Local Section Affiliates of the

Section such voluntary contributions for special purposes as may be set by that Committee from time to time.

BYLAW XI Section Affiliation

Section 1. The Section may affiliate with other technical and professional organizations that operate within its territory and enhance its ability to pursue the objects of the SOCIETY providing such affiliations

- a. do not make the Section responsible for debts incurred by said organization;
- b. do not commit the Section to actions or positions of said organization;
- c. shall be approved by ballot of the Section's members; and
- d. are approved by the Committee on Constitution and Bylaws acting for the SOCIETY.

Section 2. Affiliation shall permit business arrangements between the organizations if such arrangements meet the first two criteria and generally support the program goals of the Section.

BYLAW XII Amendments

Section 1. A proposed amendment to these bylaws must first be submitted to the Executive Committee. If it is approved by a majority of the Executive Committee, or if the proposal is signed by 50 or more members of the Section, the Secretary shall publish for all members of the Section copies of the proposed amendment.

Section 2. A ballot, a copy of Bylaw XII, and the section of the bylaws to be amended shall accompany the notice of the proposed amendment. The amendment may be adopted if two-thirds (2/3) of the ballots returned to the Secretary, within 30 days after publishing of the notice, are in the affirmative. The amendment shall become effective upon approval by the Committee on Constitution and Bylaws, acting for the Council, unless a later date is specified.

BYLAW XIII Dissolution of the Section

Upon the dissolution of the Maryland 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 Sec. 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.