

# bylaws of the RED RIVER VALLEY SECTION of the AMERICAN CHEMICAL SOCIETY

Approved as amended effective 23 August, 1989, by the Committee on Constitution and ByLaws, acting for the Council of the American Chemical Society under the authority of ByLaws III, VII, and VIII.

## bylaw I — NAME

This organization shall be known as the  
RED RIVER VALLEY SECTION of the AMERICAN CHEMICAL SOCIETY

## bylaw II — OBJECTS

**Section 1.** The objects of the Section shall be the same as those of the SOCIETY as follows:

~~The objects of the AMERICAN CHEMICAL SOCIETY shall be—~~

- ★ to encourage in the broadest and most liberal manner the advancement of chemistry in all its branches;
- ★ the promotion of research in chemical science and industry;
- ★ the improvement of the qualifications and usefulness of chemists through high standards of professional ethics, education, and attainments;
- ★ the increase and diffusion of chemical knowledge; and
- ★ by its meetings, professional contacts, reports, papers, discussions, and publications, to promote scientific interests and inquiry, thereby fostering public welfare and education, aiding the development of our country's industries, and adding to the material prosperity and happiness of our people.

**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. The headquarters of the Section shall be at Grand Forks, North Dakota.

## bylaw IV — MEMBERS and AFFILIATES

Section 1. The rolls of the Section shall include those MEMBERS, ASSOCIATE **STUDENT** MEMBERS, and National **Society** Affiliates of the SOCIETY 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.

Section 2. The Section may have Local Section Affiliates as authorized in the Constitution and ByLaws of the SOCIETY.

Section 3. MEMBERS; ~~and~~ ASSOCIATE **STUDENT** MEMBERS; ~~and affiliates~~ shall have such rights and privileges as are accorded them by the Constitution and ByLaws of the SOCIETY.

Section 4. 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 voting members of the Executive Committee.

### bylaw V — ORGANIZATION

Section 1. The officers of the section shall be a:

- Chair,**
- Chair-Elect,**
- ~~Corresponding Secretary,~~**
- Recording 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
- ◆ at least five and no more than eight Members-at-Large.

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

### 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 1 January or until their successors are elected. The Chair-Elect shall succeed to the office of Chair upon completion of her/his term of office.

Section 2. Councilors and Alternate Councilors shall be elected for a term of **three** years beginning on 1 January.

Section 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 annual election.

Section 4. A **Nominating Committee** of four members representative of the demographic distribution of MEMBERS of the Section consisting primarily of

~~recent past~~ chairs shall be appointed by the Chair. This committee shall prepare a slate of nominees consisting of at least one candidate for each office and a short biographical sketch for each candidate. This list shall be included in the notice for the October meeting which notice shall be sent to all members not later than one week before the meeting. At the October meeting, additional nominations may be made from the floor. Nominations from the floor must be supported by two seconds. Ballots shall be mailed to all members not later than two weeks after the October meeting. The ballot ***mailing*** shall include a short biographical sketch for each candidate. Deadline for receipt of returned ballots shall be one-half hour after the November meeting has been called to order. The election ballots shall be counted by three tellers appointed by the Chair, and the results shall be announced before adjournment of the November meeting. Election shall be determined by a plurality of the ballots cast. In case of ties, election shall be determined by secret ballot of the members present at the meeting.

## 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 membership of the Section or by the Executive Committee.~~

The **Corresponding Secretary** shall have responsibility for:

- ▶ ~~preparing and distributing meeting notices for the Section,~~
- ▶ ~~maintaining and updating the permanent records of the Section,~~
- ▶ ~~submitting reports and handling other correspondence for the Section,~~
- ▶ ~~assuming any other duties customary to the office of Secretary.~~

The **Recording Secretary** shall have responsibility for:

- ✓ ~~recording the minutes of Executive Committee and general business meetings,~~
- ✓ ~~reading minutes of previous meetings at business meetings as required,~~
- ✓ ~~sending copies of minutes of meetings to the Chair and Corresponding Secretary for purposes of maintaining permanent records for the Section,~~
- ✓ ~~*maintaining the Section membership list,*~~
- ✓ ~~sending copies of minutes of Executive Committee meetings to members of the Executive Committee,~~
- ✓ ~~assisting the Corresponding Secretary in any manner necessary to the accomplishment of the objectives of the Section.~~

Section 2. The **Chair of the Section** shall serve as Chair of the Executive Committee. As soon as possible after beginning her/his term of office, the Chair shall fill the vacancies on all standing and any special committees, subject to the approval of the Executive Committee. ***It shall be the duty of the Chair to preside at meetings of the Executive Committee, to carry into effect the decisions and recommendations of that Committee, to preside at business meetings of the***

**Section, to appoint all committees, and to carry out all those duties required by the Constitution and Bylaws of the SOCIETY.**

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. The Executive Committee shall take action to provide financial support for Councilors attending national ACS meetings.

Section 4. The Executive Committee shall designate a member who resides in the Grand Forks area to serve as **Section Archivist**. The Archivist shall preserve and maintain the permanent records of the Section not currently needed by the incumbent officers.

**Section 5. In the absence of the Chair, the duties of the office shall devolve upon the Chair-Elect (Vice-Chair).**

**Section 6. The Secretary shall keep a record of the proceedings of the Section and of the Executive Committee, maintain a list of members, Society Affiliates, and Local Section Affiliates of the Section, send to members, Society Affiliates, and Local Section Affiliates notices of all meetings of the Section, and carry out the duties of that position as outlined in the Constitution and Bylaws of the SOCIETY and elsewhere in these bylaws.**

**Section 7. The Treasurer shall have charge of the funds of the Section, keep an accurate record of all receipts and disbursements, receive dues, and make those disbursements approved by the Executive Committee. The Treasurer shall render an account of all transactions and of the financial condition of the Section to the Executive Committee at times set by the Committee, and shall submit such reports as are required by the Constitution and Bylaws of the SOCIETY. The Treasurer shall furnish to the Section such bond as may be required by the Executive Committee to guarantee the faithful performance of the above duties, the expense of the bond to be borne by the Section.**

**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 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 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 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 ~~VIII~~ — COMMITTEES

Section 1. There shall be the following standing committees:

- ☉ Membership = ~~Dues~~ **Activation, Retention and Services**
- ☉ Chemical Education **and** Awards
- ☉ Program **and** Publicity
- ☉ ~~Nominating Committee~~

Section 2. The above committees, except the Membership-**Activation, Retention and Services** Committee, shall each consist of **four** members and each member shall serve for a period of two years. Each committee should be constituted so that half the members retire each year. In selecting members for the above committees, consideration shall be given to the various geographical areas included in the Section.

Section 3. The Chair and Chair-Elect shall serve as *ex-officio* members of the Program **and** Publicity Committee with the Chair-Elect serving as chair of the Committee. This Committee shall arrange the program and publicity for the regular meetings of the Section.

Section 4. The Membership=~~Dues~~ **Activation, Retention and Services** Committee shall consist of the Treasurer and ~~past-Treasurer~~ **Secretary** as *ex-officio* members and one member from each ~~institution~~ *constituency* not represented by the two *ex-officio* members. The Membership=~~Dues~~ **Activation, Retention and Services** Committee shall be responsible for soliciting new members, **acquainting new members with the Section**, and **establishing means to provide services to the membership** collecting dues for **of** the Section.

Section 5. The Chemical Education **and** Awards Committee shall be responsible for arranging the educational activities of the Section and for making nominations for awards to be given by the Section.

~~Section 6. The duties of the Nominating Committee shall be those defined in ByLaw VI, Section 4.~~

## bylaw IX — MEETINGS

## bylaws of the RED RIVER VALLEY SECTION of the AMERICAN CHEMICAL SOCIETY

- Section 1. The Section shall hold regular meetings each year, ~~preferably monthly~~, between the months of **September** ~~October~~ and May, inclusive, at times and places to be specified by the Executive Committee.
- Section 2. The Section may hold special meetings at the call of the Executive Committee or at the request of at least twenty percent of the 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 sent to each member and ~~National Affiliate~~ of the Section. A quorum for all business meetings of the Section shall consist of ~~twenty-five~~ **ten** percent of the members of the Section.
- Section 4. At the regular meetings of the Section, the order of business shall be as follows:
- Reading of Minutes
  - Reports of officers and committees
  - Old business
  - New business
- The foregoing order of business may be suspended by a majority vote of the members present at a regular meeting. The rules of order in the conduct of the Section's meetings, not specifically provided in these bylaws, shall be *Robert's Rules of Order **Newly Revised***.
- 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 ~~at least~~ five members of the Committee.

### bylaw ~~XI~~ — DUES

- Section 1. All assigned ~~National~~ **Society** Affiliates and MEMBERS of the Section, except MEMBERS in emeritus status of the SOCIETY, may be assessed such **voluntary** annual Local Section dues as may be established by recommendation of the Executive Committee, with the approval of the membership.
- 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 in advance shall automatically terminate the affiliation.~~
- Section 3. Members who receive a student discount for SOCIETY dues shall be exempt from paying local Section dues.

### bylaw ~~XII~~ — AMENDMENTS

- Section 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 furnish all members of the Section with copies of the proposed amendment at the time when notice of the next meeting of the section is given.
- Section 2. At the second meeting of the Section after notice of the proposed amendment is given, the amendment may be adopted by two-thirds of the votes of the members present. The Section may call for a ballot by mail. A ballot by mail shall be conducted upon petition signed by ten members.
- Section 3. ~~Amendments shall become effective upon approval by the Council unless a later date is specified.~~ **Immediately after an amendment is adopted by the Section, it must be transmitted to the Executive Director of the SOCIETY for action by Council ([bylaws@acs.org](mailto:bylaws@acs.org)). No amendment is effective prior to approval by the Committee on Constitution and Bylaws, acting for the Council.**

### bylaw XIII — **DISSOLUTION of the SECTION**

~~Upon the dissolution of the Section and the discharge of its debts and the settlement of its affairs, any assets funds and property of the Section remaining thereafter shall be conveyed to such organization then existent, within or without the territory of the Local used for the advancement of chemistry in the area covered by the 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. In the event this procedure is not practical, or there still remain unexpended funds, such funds shall be conveyed to the SOCIETY for the general purposes of the SOCIETY.~~