



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

**BYLAW I
Name**

This organization shall be known as the Georgia Section of the AMERICAN CHEMICAL SOCIETY and hereinafter referred to as the "Section" and the "SOCIETY," respectively.

**BYLAW II
Objects**

The objects of the Section shall be the same as those in the Constitution of the SOCIETY and in particular, 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
Territory**

The Section shall have such territory as is assigned to it by the SOCIETY.

**BYLAW IV
Members and Affiliates**

Section 1. The rolls of the Section shall include those MEMBERS, ASSOCIATE 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 November 15, 2005.** 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 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. ASSOCIATE MEMBERS may not hold 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.

BYLAW V Organization

Section 1. The officers shall be a Chair, a Chair-Elect (who shall serve as Vice-Chair), a Secretary, and a 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, two Members-at-Large elected in the manner described elsewhere in these bylaws, the Councilors, the Alternate Councilors, and the Editor of *The Filter Press*.

BYLAW VI Manner of Election and Terms of Office

Section 1. Nominations

Prior to June 30 of each calendar year, the Executive Committee shall prepare a slate of nominees for each elective position for which a vacancy will occur. A list of these expected vacant positions will be published in *The Filter Press* in or prior to the April issue. Any MEMBER can volunteer to run for any position for which there will be a vacancy the following year. Any member of the Executive Committee can nominate any MEMBER of the Section for any position. There should be at least two nominees for each position to be filled, and each must have agreed to serve if elected.

Section 2. Elections

The Secretary shall conduct the election prior to December 1 according to the rules for elections as found in the SOCIETY's Constitution and Bylaws. A suggested schedule is Nominations by June 30; Publish names of candidates in the September issue of *The Filter Press*; Distribute ballots to members eligible to vote by September 30; Close election and count ballots by November 1; and Publish results in the next issue of *The Filter Press*. MEMBERS may substitute nominees of their own selection by writing in the names on the ballot. All voting

procedures and validation of ballots must be conducted according to the Constitution and Bylaws of the SOCIETY.

Balloting by Section members for elections or bylaw amendments shall use procedures, consistent with those approved by the Council of the SOCIETY for SOCIETY balloting, that meet the requirements of (1) fair balloting that is open to all eligible members of the Section, (2) anonymity, (3) protection against fraudulent balloting, (4) ballot archiving, and (5) the timely reporting and archiving of balloting results.

If voting is conducted by mail, a returned ballot will be accepted and counted provided a member places the properly marked ballot in a sealed, unmarked envelope, and then forwards this envelope to the Secretary in an envelope that has the member's signature hand-inscribed on the outside of this envelope or on a separate slip of paper placed therein. The voting member must be identifiable from legible information either on the outside or inside of this outer envelope.

All candidates for Councilor and Alternate Councilor shall be placed on a single list. Members of the Section will vote for candidates by providing a rank order of preference. One is the highest rank order. For example, when electing two Councilors and two Alternate Councilors in the same year, there must be at least four candidates. Members shall be required to use the numbers 1, 2, 3, and 4 to indicate their ranked choices for Councilor. Those candidates receiving the two highest total rankings (lowest numerical average score, averaged over the number of actual votes cast for each candidate individually) will fill the available Councilor positions. Those candidates receiving the next two lower total rankings will fill the available Alternate Councilor positions.

The Secretary will have full responsibility for accurately accepting and counting all ballots. A Tellers Committee, made up of members who are not on the ballot, shall be appointed by the Chair to help the Secretary in counting ballots. In case of a tie vote for an elective position, the Executive Committee shall determine the winner by secret ballot or use other procedures approved by the Council. The Secretary shall report the election results at the next meeting of the Section and in the next issue of *The Filter Press*.

Section 3. Terms

The Chair-Elect shall be elected annually for a term of one year, and upon completion of the term as Chair-Elect, shall serve as Chair for a term of one year, and upon completion of the term as Chair, shall serve as Immediate Past Chair for a term of one year. The Secretary shall be elected every even number year for a term of two years, and the Treasurer shall be elected every odd number year for a term of two years. The two Members-at-Large of the Executive Committee shall be elected, one each year, for a term of two years. Councilors and Alternate Councilors shall be elected for a term of three years as provided in the Constitution and Bylaws of the SOCIETY. The election of all Councilors and Alternate Councilors shall be in a manner to provide overlapping terms. An attempt shall be made to distribute evenly over time the number of these positions elected each year. All officers and members of the Executive Committee shall take office on January 1 following their election.

Section 4. Vacancies

If the Chair, Chair-Elect, Secretary, or Treasurer is unable to serve to the end of the term, the Executive Committee shall decide whether to appoint a successor, hold a special election, or simply wait until the next regular election.

If a Councilor or Alternate Councilor is unable to serve to the end of the term, a successor shall be selected from the record of votes cast for each candidate in the latest election to complete the original term of office. The Alternate Councilor receiving the highest rank of votes in that election shall fill the vacated Councilor position. The candidate receiving the next highest rank of votes shall fill a vacated Alternate Councilor position. If there are no unsuccessful candidates remaining or if none are willing to serve, a MEMBER of the Section, who is willing to serve, may be appointed by the Executive Committee to be a Councilor or Alternate Councilor until the next annual election. The Executive Committee may choose to wait until the next annual election for the position to be filled.

Section 5. Councilor Reduction

In the event that the number of Councilors for the Section is reduced by the SOCIETY, the Councilors, Councilors-Elect, Alternate Councilors, and Alternate Councilors-Elect will be asked for volunteers to resign the rest of their term. If there are still excess Councilors and Alternate Councilors, the most recently elected Alternate Councilors will be dismissed first. Then if there are still excess Councilors, the most recently elected Councilors will be appointed to serve as Alternate Councilors or dismissed as needed.

BYLAW VII Duties of Officers

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

Section 2. The Chair shall preside over meetings of the Section and the Executive Committee. The Chair shall appoint a committee as described elsewhere in these bylaws, to audit the Treasurer's records annually.

Section 3. The Chair-Elect shall serve as Chair of the Program Committee, and shall assume the duties of the Chair when necessary.

Section 4. The Secretary shall keep records of the meetings of the Section and of the Executive Committee, maintain a list of members and affiliates, and shall report all actions of the Executive Committee to the members of the Section. The Secretary shall present an annual report on Section activities during the current year to the Chair by December 31. This document will be used to prepare the Section's annual report to the SOCIETY. The Secretary shall conduct all elections or other voting procedures requiring distribution of ballots to Section MEMBERS, keep a detailed record of the balloting results, and perform all other duties usual to the office.

Section 5. 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 may make expenditures for normal expenses from the operating account without the express approval of 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 SOCIETY. By February 15, the Treasurer shall prepare an annual financial report for the previous calendar year to be presented in the Section's annual report to the SOCIETY. The Treasurer shall furnish to the Section such bond as may be required by the Executive Committee, the expense of the bond to be borne by the Section.

Section 6. The Immediate Past Chair will assume the duties of the Chair if necessary, and if this cannot be done, by the Chair-Elect.

BYLAW VIII Committees and Their Duties

Section 1. The Executive Committee shall have charge of the affairs, funds, and property of the Section, and all other matters not otherwise provided for in these bylaws.

Section 2. The Executive Committee and Chair shall appoint other committees and their chairs as may be necessary for the proper conduct of the affairs of the Section.

Section 3. There shall be a three-member Auditing Committee, consisting of (a) two members of the Section appointed by the Chair, and (b) if possible, the Immediate Past Chair, who shall chair the committee. This committee shall examine the financial records of the Treasurer and those of any activity for which the Section is financially responsible. This committee shall report to the Executive Committee by February 15, provided it has been appointed and charged by December 31 of the previous year.

BYLAW IX Meetings

Section 1. The Section shall meet regularly upon due notice at such times and places as may suit its convenience.

Section 2. The Section shall have special meetings upon the request of a majority of the Executive Committee. The calls for special meetings shall recite the exact nature of the business intended to be transacted and no other business shall transpire at such meetings.

Section 3. A quorum for regular and special meetings of the Section shall consist of two percent of the members.

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

order of business shall be such as the Chair provides with the right of any member of the Committee to introduce items of new business during each scheduled meeting. Such items of new business may be acted upon at that time or held over to another meeting.

Section 5. A quorum for an Executive Committee meeting shall consist of one-third of the members of the Committee. In the absence of a quorum, the meeting shall adjourn to a date.

Section 6. The parliamentary procedure for all meetings of the Section or for meetings of the Executive Committee shall be subject to *Robert's Rules of Order Newly Revised*.

BYLAW X

Dues, Funds, Donations and Bequests

Section 1. All members and Society Affiliates may annually be assessed such local dues as the Section itself may determine.

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

Section 3. The raising and collecting of funds other than dues may be provided by suitable resolution adopted at a regular or special meeting of the Executive Committee, or at a regular or special meeting of the Section, respectively, by a majority vote of the Committee members or Section 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 by suitable resolution adopted at a regular or special meeting of the Section by a majority vote of the members present, subject to the provisions of the Constitution and Bylaws of the SOCIETY.

BYLAW XI

Dissolution

Upon the dissolution of the Section and the discharge of its debts and the settlement of its affairs, any funds and property of the Section remaining thereafter shall be duly conveyed to the SOCIETY for the general purposes of the SOCIETY.

BYLAW XII

Amendments to Bylaws

Section 1. These bylaws may be amended by the following procedure: The proposed amendment shall be first submitted in writing to the Executive Committee and must be approved by a majority of the members of the Executive Committee. A ballot including suitable explanation of the amendment shall be distributed by the Secretary to all members of the Section eligible to

vote and 25 days thereafter the Secretary shall close the voting and count all valid ballots received. A majority of all votes cast shall be required to approve the amendment. Balloting shall be conducted as described elsewhere in these bylaws.

Section 2. The Secretary shall keep a detailed record of the balloting procedure and voting results and make a suitable report at the next regular meeting of the Section, and in the next issue of *The Filter Press*. Within 15 days of validating results, a detailed report of balloting and results should be submitted to the Council Committee on Constitution and Bylaws.

BYLAW XIII

Effective Date of These Bylaws

Section 1. These bylaws shall become effective at the time of their adoption and approval by the Committee on Constitution and Bylaws, acting for the Council of the SOCIETY.

Section 2. Amendment to these bylaws shall become effective upon approval by the Committee on Constitution and Bylaws, acting for the Council, unless another date is specified.

BYLAW XIV

Section Publication

Section 1. The official publication of the Section shall be known as *The Filter Press* and shall be published monthly except for the months of August and September, or at the discretion of the Editor.

Section 2. *The Filter Press* shall serve as a medium by which members and affiliates of the Section may be acquainted with chemical activities in this area, with Section affairs, and with the activities of Section personnel.

Section 3. The Editor of *The Filter Press* shall be appointed annually by the Chair.

Section 4. The Editor of *The Filter Press* shall be empowered to appoint such staff members, including members of the business staff, as are considered necessary for the publication of *The Filter Press*.

Section 5. The accounts of *The Filter Press*, if separate from those of the Section, shall be reviewed by the Treasurer at his or her discretion and may be audited from time to time in conjunction with the audit of other accounts of the Section by the Audit Committee, as described elsewhere in these bylaws.