

PROPOSED

**\*BYLAWS OF THE  
CINCINNATI SECTION  
OF THE  
AMERICAN CHEMICAL SOCIETY**

In accordance with the charter granted by the AMERICAN CHEMICAL SOCIETY, March 29, 1892, and pursuant to the rights and privileges delegated to the Local Sections by the Constitution and Bylaws of the SOCIETY, the following bylaws are herewith adopted for the government of the Cincinnati Section of the AMERICAN CHEMICAL SOCIETY when approved by a majority vote of the members present at any regular meeting of the Section and shall become effective when approved by the Council of the SOCIETY unless a later date is specified. All former bylaws or resolutions governing the Section at variance with these bylaws are hereby repealed.

**Bylaw I. Objects**

Section 1. The objects of the Cincinnati Section 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 industries, and adding to the material prosperity and happiness of our people.

Section 2. To foster the improvement of the qualifications and usefulness of chemists, the Local Section shall be concerned with both the profession of chemistry and its practitioners.

Section 3. To foster the objects specified in this bylaw, the Local Section shall cooperate with all technically trained personnel and shall be concerned with the worldwide application of chemistry to the needs of humanity.

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~~\*Effective January 19, 2006. Approved, as amended, by the Committee on Constitution and Bylaws, acting for the Council of the AMERICAN CHEMICAL SOCIETY.~~

## Bylaw II. Affiliations

Section 1. The Cincinnati Section may affiliate with the other similar associations, provided that the Section is not committed by any action by these associations which are in conflict with the bylaws of the Section and the Charter, Constitution, Bylaws, and Regulations of the SOCIETY.

## Bylaw III. Membership

Section 1. The rolls of the Section shall include those MEMBERS 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. ~~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.~~

~~Section 2. Any person desiring to become a Local Section Affiliate shall make written application to the Secretary, such application to be endorsed by two members of the Section. Upon approval of the application by the Executive Committee and payment of the Local Section Affiliate dues for one year, the applicant shall become a Local Section Affiliate. Such affiliation shall be retained only as long as payment of dues is made.~~

~~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 elective positions or serve as Temporary Substitute Councilors. Society Affiliates and Local Section Affiliates may not vote for or hold an elective position, vote on articles of incorporation and bylaws, or serve as a member of the Executive Committee.~~

~~Section 4. In conformity with the Constitution and Bylaws of the AMERICAN CHEMICAL SOCIETY, Local Section Affiliates shall pay Local Section dues of not less than two dollars (\$2.00) per annum directly to the Section Treasurer. Regularly matriculated students specializing in a chemical science as provided in the SOCIETY's bylaws may be enrolled as Local Section Affiliates on payment of Local Section dues of not less than one dollar (\$1.00) per annum directly to the Section Treasurer. The Section may waive Local Section dues in granting affiliate status to Student Affiliates of the SOCIETY. Local Section dues will be set periodically by a majority vote of the Executive Committee of the Section. Local Section dues are voluntary for members of the SOCIETY and Society Affiliates.~~

## Bylaw IV. Section Officers, Executive Committee, and Board of Directors

Section 1. The officers of the Cincinnati Section shall be: Chair, First Vice-Chair, Second Vice-Chair, Secretary, Treasurer, and three Trustees. All of these officers, together with the Councilors and Alternate Councilors to which the Section is entitled by the Constitution and Bylaws of the SOCIETY shall constitute the Executive Committee of the Section. The First Vice-Chair shall also be the Chair-Elect. The Executive Committee and committee chairs shall constitute a Board of Directors, with committee chairs as nonvoting members. The Board of Directors shall meet at least once a year.

### **Bylaw V. Election of Officers and Terms of Office**

Section 1. All officers shall be elected annually and serve for a period of one year, or until their successors are elected, except the Chair and the Trustees.

Section 2. At the conclusion of a one-year term of office, the First Vice-Chair (Chair-Elect) shall automatically become Chair if previously duly elected by the members. If the First Vice-Chair has been appointed by the Executive Committee to fill an unexpired term, the First Vice Chair does not succeed to the office of Chair; in such a case, the Chair for the succeeding year shall be chosen by election.

Section 3. Members of the Board of Trustees shall serve for a term of three years, one each year to succeed the retiring Trustee. The incoming Trustee shall be the Chair of the Section for the preceding year.

Section 4. The Councilors and Alternate Councilors to which the Section is entitled by the Constitution and Bylaws of the SOCIETY shall be nominated and elected in the manner and at the time provided for the nomination and election of officers of the Section. They shall serve for three years beginning January first following their election. Terms shall be so arranged as to produce rotation in office in conformity with the Constitution and Bylaws of the SOCIETY.

Section 5. An Auditing Committee of three MEMBERS, each having a term of three years, shall be maintained by electing one MEMBER at each annual election to succeed the retiring MEMBER. The senior MEMBER shall be Chair of this Committee.

Section 6. Any vacancy occurring for any reason among officers elected for a one-year term, or among the Auditors, shall be filled by appointment by the Executive Committee, such appointees to serve the remainder of the unexpired term.

Section 7. Any vacancy occurring for any reason among the Trustees, Councilors, or Alternate Councilors, shall be filled by appointment by the Executive Committee, such appointees to serve only until the next election, at which time the remainder, if any, of the unexpired term shall be filled by election.

### **Bylaw VI. Nomination and Election Process for Officers**

Section 1. Prior to the regular Section meeting in ~~January~~May, the Chair shall appoint the Chair for the preceding year as Nominating and Election Committee Chair. The Chair of the Nominating and Election Committee shall appoint at least four other members to this Committee. At the regular meeting in ~~January~~May, the Chair shall announce the members of the Committee. This Committee shall nominate at least one Section MEMBER for each of the positions to be filled. If a second candidate can not be found to run for a particular office, the election process must allow for a write-in candidate. Write-in candidates must be MEMBERS of the Section in order to assume office.

Section 2. The Executive Committee shall advise the Nominating and Election Committee particularly on the nominees for Councilor and Alternate Councilor.

Section 3. The report of the Nominating and Election Committee shall be presented at the ~~March~~September meeting, at which time additional nominations may be made from the floor. If paper ballots are used, they shall be mailed to the membership at least twenty days prior to the ~~May~~October meeting.

Section 4. Votes shall be verified by a Committee of three Tellers appointed by the Chair of the Nominating and Election Committee. If paper ballots are used, they must be signed on the outer envelope and received by the Chair of the Nominating and Election Committee prior to the deadline indicated in the accompanying literature in order to be counted. The Tellers shall not be candidates. Tie votes shall be resolved by a vote of the Executive Committee. The Chair of the Section, or a member of the Tellers Committee, shall report the results of the election at the ~~May~~ meeting by electronic communication to the membership of the Section no later than November 15.

Section 5. Those newly elected to office, except the Councilors and Alternate Councilors, shall assume their duties ~~July~~January the first. The fiscal year shall also begin on ~~July~~January the first.

Section 6. If the number of Councilors and Alternate Councilors allotted to the Section is decreased, the ones with the least seniority shall be removed from office.

## **Bylaw VII. Duties of Officers**

Section 1. The Chair shall preside at all meetings of the Section when present, but, if absent, the duty shall be performed by the First Vice-Chair, or, in the absence of both, by the Second Vice-Chair. If none of these officers is present, the Secretary or, if absent, any member of the Executive Committee may appoint a Chair pro tempore, with the consent of a majority of the members present.

Section 2. The Secretary shall keep the minutes and records of all regular and special meetings of the Section and of the Board of Directors.

Section 3. The Treasurer shall be responsible for all financial transactions of the Section other than those pertaining to the Trust Fund. The Treasurer shall make an accounting of the receipts, expenditures, and balance of general funds as provided for by the SOCIETY's Constitution and Bylaws. All receipts, except those to the Trust Fund, shall become part of the general funds of the Section, unless provided otherwise by a majority vote of the members present at a regular meeting of the Section. The Immediate Past Treasurer shall make a financial report of the receipts, expenditures, and balance of general funds during the preceding fiscal year to the Section at the regular meeting in ~~October~~March.

### **Bylaw VIII. Duties of the Trustees and Disposition of the Trust Fund**

Section 1. The Board of Trustees shall organize at their first meeting after ~~July~~January the first. The eldest in point of service as Trustee shall become Chair, whose duty it is to keep the records and accounts of the funds in custody of the Trustees.

Section 2. All monies that shall be paid to the Board of Trustees, and any income derived therefrom, shall be considered as the Trust Fund of the Section, of which the Board of Trustees shall be the custodian. The Board of Trustees shall manage this money using standard investment and financial practices.

Section 3. The Trust Fund is hereby designated as the official repository for gifts and unsolicited contributions to the Section. The Board of Trustees shall honor any special designation of funds made by a donor.

Section 4. Each year the Board of Trustees will determine the amount of money that will be used from the Trust Fund for annual Section activities upon request from the Chair-Elect of the Section so that a budget proposal for the upcoming year can be prepared, activities planned, and committees given appropriate yearly budget amounts. Additional money from the Trust Fund during the budget year may be granted only by a majority vote of the Board of Trustees.

Section 5. Trust Fund money above that approved by the Board of Trustees can be provided by a 3/5<sup>th</sup> vote of the members present at any regular meeting of the Section, provided a resolution to the effect is offered at a preceding regular meeting and copies of said resolution are sent to all members of the Section prior to the meeting at which the vote is to be taken.

Section 6. At the written request of the Chair and Treasurer of the Section, the Chair of the Board of Trustees shall deliver to the Treasurer from the Trust Fund any amount of money authorized by a vote of the members at a regular meeting of the Section.

Section 7. The Chair of the Board of Trustees shall receive all monies paid to the Board of Trustees and shall immediately deposit the same in a manor approved by a majority vote of the Executive Committee. The Chair shall maintain proper accounting for all Trust Fund assets, and submit the books annually for audit by the audit committee.

Section 8. In the withdrawal or transfer of trust funds, the signatures of two members of the Board of Trustees shall be required to make the same valid.

Section 9. At the ~~October-February~~ or ~~November-March~~ meeting, the Chair of the Board of Trustees for the preceding fiscal year shall render an account of all transactions involving the Trust Fund for that period.

Section 10. The Board of Trustees shall be permitted to expend the Trust Fund monies for necessary incidental expenses.

### **Bylaw IX. Fiscal Powers**

Section 1. The Executive Committee shall be empowered to authorize expenditures from general funds of the Section. Any single non-budgeted expenditure of more than 1 percent of the original approved yearly budget must be presented to the Executive Committee for discussion, and may only be made after approval by a majority vote of the members of the Executive Committee present at a regular meeting of that Committee.

Section 2. The accounts of the Treasurer and of the Board of Trustees shall be audited at the end of the fiscal year by the Auditing Committee.

### **Bylaw X. Meetings**

Section 1. ~~Except during the months of June, July, and August, regular meetings of the Section shall be held on the second Wednesday of each month, but, for cause, the date of any regular Section meeting may be changed by the Chair.~~The Section will normally hold 8 monthly meetings each year, at times determined by the Chair in consultation with the Executive committee. Any regular meeting of the Section may be omitted if deemed advisable by the Executive Committee. Special meetings of the Section and Executive Committee may be called by the Chair or any three members of the Executive Committee. Meetings of the Executive Committee shall be called by the Chair. Twenty-five members of the Section shall constitute a quorum for a Section meeting. Six members of the Executive Committee shall constitute a quorum for a meeting of the Executive Committee. Two members of the Board of Trustees shall constitute a quorum for a meeting of the Board of Trustees.

Section 2. *Robert's Rules of Order, Newly Revised*, shall govern all meetings of the Section, the Executive Committee, and the Board of Trustees.

### **Bylaw XI. Meeting Order of Business**

Section 1. At the regular meetings of the Section, the order of business shall be as set by the Chair. Any member present shall be afforded the opportunity to address the membership.

## Bylaw XII. Amendments to Bylaws

Section 1. Adoption of amendments to these bylaws shall require an affirmative vote of two-thirds of the members present at any regular meeting of the Section. No vote upon any proposed amendment shall be taken until such proposed amendment has been placed in writing, presented at the next preceding meeting of the Section, and a copy sent to each member of the Section at least seven days prior to the date on which such vote is to be taken. Amendments 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 XIII. Awards

**Section 1.** An Awards Committee of at least 3 Section MEMBERS whose chair shall be appointed by the incoming Chair of the Section shall administer the following awards.

a. The Cincinnati Chemist of the Year Award established by the Section in 1950 shall be given annually. It is the duty of the administrators to solicit for nominees each year in the ~~in the~~ September and/or October issue of Section's monthly newsletter and/or appropriate electronic media. Each nomination shall consist of a resume and nominating letter. Seconding letters of nomination are also required from coworkers and from qualified individuals outside the Section Membership. The recipient of the award is selected by the Awards Committee in conjunction with the Chair of the Section and must be a MEMBER of the Cincinnati Section. The award is presented to the recipient at a regular meeting of the Section.

b. The Cincinnati Research Assistant/Chemical Technician of the Year Award established by the Section in 1989 shall be given annually unless no suitable nominations are obtained. It is the duty of the administrators to solicit nominees each year in the September and/or October issue of the Section's monthly newsletter and/or appropriate electronic media. Each nomination shall consist of a resume and nominating letter. Seconding letters of nomination are also required from coworkers. The recipient of the award is selected by the Awards Committee in conjunction with the Chair of the Section and must be employed within the territory of the Cincinnati Section. The award is presented to the recipient at a regular meeting of the Section.

c. The Award for Service to the Cincinnati Section established by the Section in 1997 shall be given annually unless no suitable nominations are obtained. It is the duty of the administrators to solicit nominees each year in an issue of the Section's monthly newsletter. Each nomination shall consist of a letter of nomination and a seconding letter of nomination. The recipient of the award is selected by the Awards Committee in conjunction with the Chair of the Section. The award is presented to the recipient at a regular meeting of the Section.

d. Excellence in Teaching Awards. The High School Chemistry Teacher of the Year shall be awarded to honor excellence in teaching chemistry at this level. The Middle School/Junior High School Teacher of the Year shall be awarded to honor excellence in teaching science at this level.

The Elementary School Teacher of the Year shall be awarded to honor excellence in teaching science at this level. While the intent is to honor teachers annually, it is not strictly required. It is the duty of the administrators to solicit nominees each year in the ~~September and/or October issue of the~~ Section's monthly newsletter and/or appropriate electronic media. All three awards shall recognize teaching ability, enthusiasm, mentoring skills, and other leadership activities. Nominees need not be members of the SOCIETY. Anyone teaching in these capacities within the territory of the Section is eligible. Each nomination shall consist of a resume and nominating letter. Seconding letters of nomination from supervisors and students are desired but not required. The awards are presented to the recipients at a regular meeting of the Section.

**Section 2.** The Joint Cincinnati Section/University of Cincinnati Oesper Award was established in 1981 to honor a chemist of International renown. The recipient is selected by the University of Cincinnati Department of Chemistry. The award, which consists of a framed certificate and a cash donation to the recipient's university of choice, is presented to the recipient at a regular meeting of the Section. The amount of the cash donation is specified in the Section's annual operating budget, which requires approval by the voting members of the Board of Directors.

**Section 3.** The Ralph E. Oesper Student Chemistry Awards presented to worthy high school chemistry students, honor and recognize Professor Oesper's long and distinguished career as a teacher, scientist, scholar, historian, and member of the Cincinnati Section. The awards shall be administered by a committee whose chair shall be appointed by the incoming Chair of the Section. The budget for the program, including award amounts, will be proposed by the committee chair at the first Board or Executive Committee meeting of the year and subject to approval by the voting members of the Board of Directors. It is the duty of the administrators to advise all high schools in the territory of the Section on the rules, availability of the awards, and the method of competing for them. Award recipients will be selected after February each year awards are offered. Recipients must be residents of the territory of the Section. The winning students and their teachers will be honored at a regular meeting of the Section. Teachers of the winning students shall be given a one year subscription to an AMERICAN CHEMICAL SOCIETY journal that is acceptable to the teachers and the award administrators.

#### **Bylaw XIV. Discharge of Section Affairs Upon Dissolution**

Section 1. Upon the dissolution of the Section and the discharge of its debts and the settlement of its affairs, 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 objectives similar to those of the AMERICAN CHEMICAL SOCIETY, or to the AMERICAN CHEMICAL SOCIETY, so long as whichever organization selected by the governing body of the 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.