

NOTE: all REQUIRED and recommended changes have been added with Track Changes to this document; comments have also been added in green font. Please see the accompanying C&B Preliminary Report that describes the required and recommended changes, the latter which is up to the Executive Committee as to whether or not they agree with these particular changes. The Executive Committee also must make decisions on any choices that might be given either below in orange font and/or on the Preliminary Report.

After the Executive Committee makes the changes as described above and deletes all comments in green font (if you wish), then this document (except please delete this paragraph and the one above), is ready for vote by the Section members in accordance with the terms under the Amendments bylaw of the Section's CURRENT bylaws. –Barbara Polansky on behalf of C&B. 5/27/14

***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 All former bylaws or resolutions governing the Section at variance with these bylaws are hereby repealed.~~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
Name

This organization shall be known as the Cincinnati Section (hereinafter referred to as the "Section") of the AMERICAN CHEMICAL SOCIETY (hereinafter referred to as the "SOCIETY").

~~Bylaw **BYLAW II**~~
Objects

Section 1. The objects of the ~~Cincinnati Section of the AMERICAN CHEMICAL SOCIETY~~ shall be those of the SOCIETY as stated in the Charter and Constitution of the SOCIETY. In addition, the objects shall be to encourage ~~in the broadest and most liberal manner~~ the advancement of chemistry in all its branches; ~~the~~to ~~promote~~ion ~~of~~ research in chemical science and industry; ~~the~~to improvement ~~of~~ the education, qualifications, and usefulness of chemists; and to educate the general public about the usefulness of chemistry in everyday life ~~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.~~

*Effective TBD. Approved, as amended, by the Committee on Constitution and Bylaws, acting for the Council of the AMERICAN CHEMICAL SOCIETY. (C&B: bylaws@acs.org; www.acs.org/bulletin5)

~~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.~~

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

Section 3. The Section is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

BYLAW III **-Territory Affiliations**

~~The territory of the Section shall be that assigned to it by the SOCIETY. 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 IV **-Membership and Affiliates**

Section 1. The rolls of the Section shall include those ~~MEMBERS~~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. ~~The Section may have Any person desiring to become a Local Section Affiliates as authorized in the Constitution and Bylaws of the SOCIETY. 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 A Local Section Affiliate. Such affiliation shall be retained status only soas long as payment is made of Local Section Affiliate dues is made of not less than two dollars (\$2.00) per annum.~~

Section 3. ~~Members and EMBERS, ASSOCIATE MEMBERS, Society Affiliates, and Local Section Aaffiliates 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. STUDENT MEMBERS may not serve as Councilors, Alternate Councilors, or Temporary Substitute Councilors.

Section 5. A Society Affiliate or a Local Section Affiliate may not vote for or hold an elective position or vote on Articles of Incorporation or bylaws of the Section. A Society Affiliate may not serve as a voting member of the Executive Committee; a Local Section Affiliate may not serve as a member of the Executive Committee. [OPTIONAL: Society Affiliates may be appointed as Committee Chairs.]

~~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 and Councilors

Section 1. The officers of the Cincinnati Section shall be: members [CHOICE or MEMBERS] of the SOCIETY and the Section and shall consist of the Chair, First Vice Chair, Elect, Second Vice Chair, Secretary, and Treasurer, and three Trustees. The Secretary and Treasurer positions may be held by the same person.

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 ~~All of these~~ officers of the Section, [OPTIONAL: the Immediate Past Chair], together with the Councilors and Alternate Councilors, three Trustees, and as nonvoting members, the chairs of the standing committees. ~~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 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 and committee chairs shall constitute a Board of Directors, with committee chairs as nonvoting members. The Executive Committee Board of Directors~~ shall meet at least once a year. The Board of Trustees, as mentioned elsewhere in these bylaws, shall consist of three Trustees.

Section 4. 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.

FYI: the duties of the officers were moved from BYLAW VII and and edited.

- a. The duties of the Chair shall be to preside at all 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 committee chairs and committee members, and to carry out all those duties required by the Constitution and Bylaws of the SOCIETY. In the absence of the Chair, the duties of the office shall devolve upon the Chair-Elect. 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.

- b. The duties of the Secretary shall be to keep the minutes and records of all regular and special meetings of the Section and of the Board of Directors, a record of the proceedings of the Section and of the Executive Committee, to maintain a list of members and affiliates, to send to members and affiliates such notices as the business of the Section may require, to submit a report to the Section at its annual meeting, and to carry out the duties required by the Constitution and Bylaws of the SOCIETY and elsewhere in these bylaws. The term of office shall be for one year; reelection is permissible.
- c. The Treasurer shall have charge of the funds be responsible for all financial transactions of the Section other than those pertaining to the Trust Fund, keep an accurate record of all the receipts and disbursements, except those to the Trust Fund, receive dues, and make those disbursements approved by the Executive Committee, 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 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 term of office shall be for one year; reelection is permissible. 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.

Section 5. Vacancies

- a. In the event of a vacancy in the office of Chair, the Chair-Elect shall assume the duties of Chair for the remainder of the term. In such case, the person moving into the position of Chair shall also hold that position during the normal year as Chair as part of the leadership transition.
- b. All other vacancies shall be filled by majority vote of the Executive Committee through interim appointments for the period up to the next annual election. At that time, the procedures for election as outlined in the bylaws of the Section shall be followed.
- c. An interim appointee to the vacated office of Chair-Elect shall not automatically succeed to the office of Chair. At the next election, both a Chair and a Chair-Elect shall be elected.

Section 6. Councilor(s) and Alternate Councilors(s)

- a. The Section's Councilor(s) and Alternate Councilor(s) shall carry out those duties assigned to them by the Constitution and Bylaws of the SOCIETY.

- b. Councilors and Alternate Councilors shall be elected from the MEMBERS for three-year terms beginning January 1. Councilors shall be elected in separate years, whenever possible, to provide for a rotation of terms in accordance with the Constitution of the SOCIETY.
- c. In the event that a Councilor is unable to attend a specified meeting of the Council of the SOCIETY, the Chair of the Section shall appoint one of the Alternate Councilors to serve as Councilor at the specified meeting. Such appointment of an Alternate Councilor shall be for only one meeting.
- d. The Executive Committee shall designate any Councilors to be disqualified under SOCIETY Bylaw provisions for reallocation of Councilors among the Local Sections.

[CHOOSE one of the following three]:

- e. Any vacancy in the position of Councilor or Alternate Councilor shall be filled for the remainder of the unexpired term at the time of the next annual election. The vacancy may be filled until the next annual election by appointment by the Executive Committee.
- e. Any vacancy in the position of Councilor or Alternate Councilor shall be filled for the remainder of the unexpired term in a predetermined order of succession from among Alternate Councilors and/or unsuccessful candidates for these positions in the following manner: [INSERT HERE DETAILS OF ORDER OF SUCCESSION]
- e. Any vacancy in the position of Councilor or Alternate Councilor shall be filled for the remainder of the unexpired term by means of a special election held in a manner similar to that used for regular elections as specified elsewhere in these bylaws.

BYLAW VI-

Manner of ~~Nomination and Election~~ Process for Officers and Terms of Office

Section 1. ~~Elected~~All officers ~~of the Section, other than the Trustees,~~ shall ~~be elected annually and~~ serve for a ~~period~~term of one year ~~beginning on January 1,~~ or until their successors are elected. ~~except the Chair and the Trustees. At the end of the Chair-Elect's term of office, the Chair-Elect shall succeed to the office of Chair. Officers, Councilors, Alternate Councilors, and Trustees shall be elected by a ballot of those eligible to vote. The candidate receiving the largest number of votes for each office shall be declared elected. In case of a tie vote, the Executive Committee, by ballot, shall elect from among the candidates who share the tie vote; the candidate receiving the largest number of votes shall be declared elected.~~

Section 1.2. ~~Prior to the regular Section meeting in January~~May, the Chair shall appoint ~~t~~The ~~Immediate Past Chair shall serve for the preceding year as~~ Chair of the Nominating and Election Committee ~~and~~ Chair. ~~The Chair of the Nominating and Election Committee~~ shall appoint at least four other members to this ~~C~~committee. At the regular meeting in ~~January~~May, the **[CHOICE: Section Chair or Chair of the Nominating and Election Committee]** shall announce the members of the ~~C~~committee. This ~~C~~committee shall nominate at least one Section MEMBER **[CHOICE: or member]** for each of the positions to be filled. ~~If a second candidate can not be found to run for a particular office, t~~The election process must allow for a write-in candidate. Write-in candidates must be MEMBERS **[CHOICE: or members]** of the Section in order to assume office.

Section ~~23~~. The Executive Committee shall advise the Nominating and Election Committee particularly on the nominees for Councilor and Alternate Councilor.

~~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.~~

Section ~~24~~. In September of each year, the Nominating and Election Committee shall report to the membership its nominations for each office to be filled. Prior to October 15, any member of the Section may, in writing or from the floor at a meeting, nominate additional candidates for office, if the nomination is seconded by another member. Nominations so made shall be equally valid as those from the Nominating and Election Committee. All candidates nominated shall have indicated willingness to serve if elected.

~~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.~~

~~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 ~~35~~. Members of the Board of Trustees shall serve for a term of three years, one each year, whenever possible, to provide for rotation of terms, succeed the retiring Trustee. The incoming Trustee shall be the Chair of the Board of Trustees~~Section, for the preceding year.~~

Section 6. The candidates for each office shall be listed in an order to be selected by lot on a ballot to be distributed to each member of the Section by November 1. A paper ballot will be mailed to any member who requests it.

Section 7. The tabulation of ballots will be completed not later than November 15. The results of the election of officers, Councilor, and Alternate Councilor shall be tabulated by the Nominating and Election Committee. The results shall be announced by the Section Chair as soon as possible after the election, and also published in the Section's newsletter and/or on the Section's website soon thereafter. The results shall be certified to the Executive Director of the SOCIETY not later than December 1 in accordance with the Bylaws of the SOCIETY.

~~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 8. In accordance with the SOCIETY's Bylaws, balloting procedures should ensure fair balloting that is open to all eligible members, protection against fraudulent balloting, and the timely reporting and archiving of balloting results.

~~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.~~

FYI: the Auditing Committee was moved to a new bylaw on Committees.

~~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.~~

FYI: see the new bylaw on vacancies.

~~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 VII. Duties of Officers

[FYI: the duties of officers were moved to BYLAW V.]

~~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.~~

[FYI: the duties of the Trustees were moved to BYLAW V, and the disposition of the Trust Fund was moved to the bylaw on Finances.]

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 3/5th 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 VII Recall of Elected Officials

Section 1. The elected officials of the Section (officers and 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.

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 notify the members of the Executive Committee and call a special meeting within thirty days.

a. The Executive Committee shall promptly continue the recall process or dismiss the petition as ill-founded or find an alternate resolution to the problem. The Chair shall promptly inform the petitioners and the official 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 (2/3) vote of the remaining members.

b. If the proceedings continue:

(1) The Chair shall assign the duties of the official to another MEMBER of the Section until the issue is resolved.

(2) The official shall be offered an opportunity to answer the allegations in the petition before the Executive Committee. A certified letter shall be sent to the last known address on the official SOCIETY membership roll. Upon notification, the official shall have thirty days to make a written response to the allegations.

(3) The Executive Committee shall decide whether or not 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 the Executive Committee decides that the proceedings shall continue, the official shall choose one of the following options:

(a) The official may resign.

(b) The official may request a recall vote. Section members 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 members before the vote is conducted by ballot. A paper ballot will be mailed to any member who requests it. At least two-thirds (2/3) of votes cast shall be required for the official to be removed from office. The members shall be informed of the results of the recall vote.

(c) The official may request a hearing and a recall vote by the remaining members of the Executive Committee. A two-thirds (2/3) vote of the remaining members of the Executive Committee shall be required to recall the official.

(d) 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 Executive Director of the SOCIETY shall be informed of the results of the recall process and the filling of the vacancy.

BYLAW VIII Committees

Section 1. The Executive Committee shall establish committees as necessary for the proper operation of the Section.

Section 2. The Section shall have the following standing committee[s]: Auditing, Awards, Education, Finance, Newsletter/Publications, Nominating and Election, and Program. [Except for Auditing, Awards, and Nominating and Election, the other committees listed here are just suggestions; if any committees are specifically mentioned elsewhere in your bylaws, they must be listed here.]

Section 5. ~~An~~The Auditing Committee shall consist of three MEMBERS, with a term of office each having a term of three years, except that a partial term of one or two years shall be used whenever necessary to establish or to restore rotation of three-year terms. ~~shall be maintained by electing one MEMBER at each annual election to succeed the outgoing MEMBER.~~ The committee member with the most seniority ~~MEMBER~~ shall be Chair of this ~~C~~committee.

BYLAW IX 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 shall hold regular will normally hold 8 monthly meetings each year, at places and times determined by the Chair in consultation with the Executive ~~e~~Committee. ~~Any regular meeting of the Section may be omitted if deemed advisable by the Executive Committee.~~

Section 2. The Section may have ~~S~~special business meetings of the Section and upon the written request of a majority of the Executive Committee ~~may be called by the Chair or any three members of the Executive Committee~~ upon the written request of [SET A SUITABLE NUMBER, such as 25] members of the Section. Such request shall be in the hands of the Secretary at least ten days before the date requested for the meeting and shall state the exact nature of the business intended to be transacted. No other business shall transpire at such meetings. Special meetings of the Section may be held by means of electronic communications technology that permits those in attendance to read or hear the proceedings substantially concurrently with their occurrence, to vote on matters submitted, to pose questions, and to make comments.

Section 3. Due notice of all meetings shall be sent to each member and affiliate of the Section. ~~Twenty five members of the Section shall constitute a quorum for a Section meeting.~~ A quorum for the transaction of business at a Section meeting shall consist of [SET A SUITABLE NUMBER, such as 15] members of the Section. No business shall be conducted in the absence of a quorum.

[FYI: your bylaws currently have 25 members as the quorum; is this too high? We suggest 15 if you have a difficult time in meeting the current quorum.]

Section 4. ~~The Chair~~ ~~At~~ shall set the order of business for ~~the~~ regular meetings of the Section, ~~the order of business shall be as set by the Chair. The order of business may be suspended by a majority vote of the members present at any regular meeting. Any member present shall be afforded the opportunity to address the membership.~~

Section 5. Meetings of the Executive Committee shall be called by the Chair. 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 ~~26.~~ The most recent edition of Robert's Rules of Order, Newly Revised, shall ~~govern all meetings~~ be the parliamentary authority for all matters not covered in these bylaws or in the SOCIETY's documents. ~~of the Section, the Executive Committee, and the Board of Trustees.~~

Bylaw XI. Meeting Order of Business

FYI: this was moved to the bylaw on Meetings, above.

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 ~~IX.~~ Finances ~~iscal Powers~~

Section 1. The annual dues of Local Section Affiliates shall be determined by the Executive Committee in accordance with the Constitution and Bylaws of the SOCIETY, and as mentioned elsewhere in these bylaws.

Section 2. The Section may raise or collect funds to be expended for local purposes, and may have the entire management and control of such funds insofar as such management and control shall not conflict with any provision of these bylaws or with the Constitution or Bylaws of the SOCIETY.

Section 3. The Section may receive donations or bequests made to it, as described elsewhere in these bylaws.

Section 4. Members of the Section may be assessed voluntary Local Section dues in an amount set by the Executive Committee. The Executive Committee shall have the option to waive or discount dues for STUDENT MEMBERS. Society Affiliates may be assessed annual Local Section dues in an amount set by the Executive Committee.

Section ~~45.~~ The Executive Committee shall be empowered to authorize expenditures from general funds of the Section. Any single non-budgeted expenditure of more than ~~one~~ 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 ~~62.~~ The fiscal year shall ~~also~~ begin on July-January 1 ~~the first.~~

Section ~~72~~. An annual audit of ~~T~~the accounts of the Treasurer and of the Board of Trustees shall be conducted by ~~audited at the end of the fiscal year by~~ the Auditing Committee at the end of the fiscal year. The audit report shall be submitted to the Executive Committee by January 31.

Section 82. Trust Fund

FYI: some of the text on the disposition of the Trust Fund was moved from the original BYLAW VIII to this section.]

- a. ~~Section 1.~~ The Board of Trustees shall organize at their first meeting after ~~July~~ January 1 ~~the first~~. The longest standing ~~eldest in point of service as~~ Trustee shall ~~become~~ be Chair of the Board of Trustees, whose duty it is to and shall keep the records and accounts of the funds in custody of the Board of Trustees. The Chair of the Board of Trustees shall receive all monies for the Trust Fund and shall immediately deposit the same in a manner approved by a majority vote of the Board of Trustees.
- b. ~~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.~~
- e.b. The Trust Fund is hereby designated as the official repository for gifts and unsolicited contributions to the Section and any income derived therefrom. The Board of Trustees shall honor any special designation of funds made by a donor. The Board of Trustees shall be the custodian of the Trust Fund, and ~~The Board of Trustees~~ shall manage this money using standard investment and financial practices.
- d.c. ~~Each year t~~ The Board of Trustees ~~will~~ shall determine the amount of money that will be used from the Trust Fund for ~~annual~~ Section purposes ~~activities~~ upon request from the Executive Committee ~~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.~~
- e. ~~Trust Fund money above that approved by the Board of Trustees can be provided by a 3/5th 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.~~
- f. ~~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.~~
- g. ~~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.~~

~~h.d.~~ 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.

~~i.e.~~ The Board of Trustees shall be permitted to expend the Trust Fund monies for necessary incidental expenses with the approval of the Executive Committee.

~~f.~~ At the ~~October-February~~ or ~~November-March~~ meeting, the Immediate Past Chair of the Board of Trustees shall render an account of all transactions involving the Trust Fund for the preceding ~~fiscal year.~~ ~~shall render an account of all transactions involving the Trust Fund for that period.~~ The accounts of the Board of Trustees shall be audited at the end of the fiscal year by the Auditing Committee. The audit report shall be submitted to the Executive Committee by January 31.

BYLAW ~~law~~ XIII **~~-~~Awards**

Section 1. An Awards Committee of at least ~~three~~ Section MEMBERS ~~whose chair shall be appointed by the incoming Chair of the Section~~ shall be administrators of 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 other media as 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 other media as 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 media as 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's 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~~ within 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 ~~law~~ 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.~~

[For Sections 1-3 below, either use/approve the number in brackets OR give numbers that make sense for your unit. Be sure to delete the brackets.]

Section 1: A petition to amend the bylaws may be initiated by the Executive Committee, or by petition signed by at least [SET A SUITABLE NUMBER, such as 15] members of the Section. If

the proposed amendment is approved by the Executive Committee, it shall if practical, be submitted to the SOCIETY's Committee on Constitution and Bylaws for review. After any required changes are incorporated, and any recommended changes reviewed and accepted or rejected by the Executive Committee or a majority of the petitioners, the Secretary shall, as soon as practical, distribute the amendment(s) to each member of the Section with either notice of the next meeting or notice of a ballot on the amendment.

Section 2. If a proposed amendment is not approved by a majority of the Executive Committee, and if the petition is signed by at least [SET A SUITABLE NUMBER, such as 15] members of the Section, it shall if practical, be submitted to the SOCIETY's Committee on Constitution and Bylaws for review before being distributed to the members of the Section. After any required changes are incorporated, and any recommended changes reviewed and accepted or rejected by a majority of the petitioners, the Secretary shall, as soon as practical, distribute the amendment(s) to each member of the Section with either notice of the next meeting or notice of a ballot on the amendment.

Section 3. At least [SET A SUITABLE NUMBER, such as two-thirds (2/3)] of votes cast shall be required to approve the amendment.

Section 4. The Secretary shall distribute the outcome of the vote regarding the amendment(s) to the Section members and within one month, shall meet all requirements for submitting the results to the Committee on Constitution and Bylaws.

Section 5. 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.

BYLAW ~~law XIII~~ V. 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 objectsives 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.