



***BYLAWS
of the
WICHITA FALLS-DUNCAN SECTION
of the
AMERICAN CHEMICAL SOCIETY**

ARTICLE I. Name

The name of this organization shall be the Wichita Falls-Duncan Section of the AMERICAN CHEMICAL SOCIETY, hereinafter referred to as the "Section" and "SOCIETY", respectively.

ARTICLE II. Object

The object of this Section shall be to increase interest in chemistry, chemical engineering, and allied subjects by providing opportunities for its members to meet together to discuss subjects of chemical interest, by encouraging the dissemination of general chemical knowledge within its boundaries, and by promoting the interests of the AMERICAN CHEMICAL SOCIETY.

ARTICLE III. Territory and Headquarters

Section 1. The territory of the Section shall be that assigned to it by the SOCIETY.

Sec. 2. The headquarters of the Section shall be Wichita Falls, Texas.

ARTICLE IV. Members and Affiliates

Section 1. The Section shall consist of members and affiliates.

Sec. 2. The rolls of this Section shall include those MEMBERS, ASSOCIATE MEMBERS, and National Affiliates of the AMERICAN CHEMICAL SOCIETY as set forth in the Constitution and Bylaws of the SOCIETY, residing in the territory of this Section provided

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that exceptions to this rule shall be made in conformity with the Constitution and Bylaws of the AMERICAN CHEMICAL SOCIETY.

Sec. 3. Any person not a member or National Affiliate of the AMERICAN CHEMICAL SOCIETY who is interested in the object of this Section may make written application to the Executive Committee of this Section for election as a Local Section Affiliate.

Sec. 4. Any person who shall have made written application to the Executive Committee for election as a Local Section Affiliate, who shall have paid his first year's dues in advance and who shall have been accepted by the Executive Committee shall be declared a Local Section Affiliate of this Section and shall be entitled to all the privileges of membership in the Section, save that of voting and holding office. Such Local Section Affiliates shall retain such Local Section Affiliate standing only so long as payment is made of local dues. Regularly matriculated students specializing in chemistry or chemical engineering may be accepted as such Local Section Affiliates under like terms.

ARTICLE V. Organization

Section 1. The officers of the Section shall be a Chair, Chair-Elect, and Secretary-Treasurer.

Sec. 2. The Section shall have Councilors and Alternate Councilors as provided in the Constitution and Bylaws of the SOCIETY.

Sec. 3. The Executive Committee shall consist of the officers of the Section, the Immediate Past Chair, the Councilors, the Alternate Councilors, and not more than two appointed Members-at-Large. The Members-at-Large shall be appointed by the Chair under whom they will serve.

Sec. 4. Councilors and Alternate Councilors shall be chosen from the MEMBERS. All officers and other persons elected by the members shall be chosen from the MEMBERS and/or ASSOCIATE MEMBERS.

ARTICLE VI. Manner of Election and Terms of Office

Section 1. Elected officers of the Section shall serve for a term of one year, beginning January 1, or until their successors are elected. The Chair-Elect shall succeed to the office of Chair upon completion of his term of office.

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

Sec. 3. The Executive Committee of the Section shall fill any vacancy in its body and any vacant office occurring between the annual election, by the appointment of any member of the

Section qualified to hold office, and such member so appointed shall serve until the next annual election, except when the vacancy is that of Chair of the Section. In this event, the Chair-Elect shall be named Chair, and a new Chair-Elect shall be appointed by the Executive Committee. 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.

Sec. 4. (a) At the Section meeting held in the month of September, the Chair shall announce the membership of a Nominating Committee, including the Chair thereof. This Committee shall be comprised of four members, not retiring officers of the Section, and shall provide nominees for such of the following positions as will be vacated: (1) Chair-Elect, (2) Secretary-Treasurer, (3) Councilors, (4) Alternate Councilors. Nominations for Chair will be required only if the current Chair-Elect is unable to assume the office of Chair.

(b) This Nominating Committee shall gain the consent of each nominee to serve in the capacity for which he is nominated and present its slate to the membership present at the October meeting. After presentation of the report, nominations may be made by the membership present, providing such nominations receive two seconds. No name shall be placed in nomination without the consent of the nominee, and no nominee shall remain a candidate for more than one elective position, except that of Councilor.

(c) Each voting member of the Section shall vote for all positions except those of Councilor and Alternate Councilor by secret ballot at the beginning of the November meeting of the Section. The votes shall be counted by the Tellers, who shall be appointed by the Chair at the November meeting, and who shall record the votes received by each candidate, and report the results of the balloting in writing to the Chair before the close of the November meeting.

(d) Councilors and Alternate Councilors shall be elected by a mail ballot of the members of the Section.

(e) In case of a tie vote for any elective position, the Chair shall forthwith proceed to decide by lot between the candidates.

(f) The Chair shall then declare the successful candidates elected to these positions to serve the term as provided in Article VI, Sections 1 and 2, of these bylaws.

(g) The Secretary shall certify to the Executive Director of the SOCIETY not later than December 1 of each year the names, addresses, and terms of the elected Councilors and Alternate Councilors for the ensuing year.

ARTICLE 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 Executive Committee.

Sec. 2. The Chair of the Section shall serve as Chair of the Executive Committee and shall appoint all committees authorized in these bylaws or by the Executive Committee.

Sec. 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.

ARTICLE VIII. Committees

Section 1. The Section Chair shall appoint the Membership, Program, and Publicity Committees at the January meeting. Each Committee shall have no fewer than three members of which at least one shall be from Texas and at least one shall be from Oklahoma.

Sec. 2. The Membership Committee shall have charge of the solicitation of new members for the AMERICAN CHEMICAL SOCIETY, and of Local Section Affiliates. It shall also endeavor to persuade members and National Affiliates who have fallen in arrears to renew their connection with the parent SOCIETY and with the Wichita Falls-Duncan Section. Annually, the Membership Committee shall distribute to all members a membership roster.

Sec. 3. (a) The Program Committee shall be charged with the selection and securing of speakers for the Section meetings for one year following its appointment with the provision of such other features of meeting programs as it shall consider desirable and practical, within budget limits as set forth by the Executive Committee. Also, plans shall be made for programs to be presented during the first half of the following year.

(b) The Program Committee Chair shall secure as early as possible the acceptance of speakers for dates assigned. He shall provide the Publicity Committee with data concerning the program for each meeting in ample time for the Publicity Committee to notify the membership by mail. He shall learn the time of arrival of the speaker and shall arrange to have the speaker met and entertained during the day preceding the meeting. He shall secure a statement of the speaker's expenses and turn it over to the Section Secretary-Treasurer for payment in an approved manner.

(c) The Program Committee Chair shall be charged with the duties of providing a suitable meeting place for the Section for each meeting, of arranging for dinners preceding meetings when such are desired, and of securing a lantern slide or motion picture projector or other equipment as may be required for the program of the meeting.

Sec. 4. The Publicity Committee Chair shall be responsible for the supplying of news of the activities to local newspapers, to the Section paper, and to *Chemical and Engineering News*.

In particular, he should supply announcements of coming meetings of the Section and accounts of meetings held to the local newspapers.

Sec. 5. There shall be a Nominating Committee provided for in Article VI, Section 4.

Sec. 6. An Auditing Committee shall be appointed by the Section Chair to audit, at least once each year, preferably between December and January meetings, the books of the Secretary-Treasurer, and any other officers, committees, or Trustees to whom are entrusted any funds of the Section, submitting their report in writing to the Executive Committee through the Secretary-Treasurer, who shall incorporate it in the minutes of the next regular meeting of the Section.

ARTICLE IX. Meetings

Section 1. The Section shall hold not less than seven regular meetings each year. The dates and time of each meeting shall be determined by the Program Committee.

Sec. 2. The Section shall have special meetings upon the written request of a majority of the Executive Committee or upon the written request of ten (10) members 10 days in advance of the meeting and shall recite the exact nature of the business intended to be transacted, and no other business shall transpire at such meeting.

Sec. 3. A quorum for regular and special meetings shall be defined as one-sixth of the members. In the absence of a quorum no Section business shall transpire at such meetings.

Sec. 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 the members of the Committee. The order of business shall be such as the Committee provides from time to time.

Sec. 5. A quorum for an Executive Committee meeting shall consist of a majority of the members of the Committee. In the absence of a quorum, the meeting shall adjourn to a specified date.

Sec. 6. The parliamentary procedure for all Section meetings, except as specifically provided for in these bylaws, shall be subject to "Robert's Rules of Order."

ARTICLE X. Dues

Section 1. All assigned National Affiliates and members of the Section, except MEMBERS of the SOCIETY in emeritus status, may be assessed such annual Local Section dues not to exceed \$2.00 as may be set by the Executive Committee and approved by a majority vote of the members present at a regular or special meeting. The fiscal year of the Section shall be from January 1 to December 31 and dues will be payable each December to the Section Secretary-Treasurer.

Sec. 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.

ARTICLE XI. Amendments

Section 1. Any 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.

Sec. 2. At the first regular meeting of the Section after notice of the proposed amendment is given, the amendment may be put to vote.

Sec. 3. The Chair shall declare the amendment adopted if it receives a three-fourths majority vote of the members present.

Sec. 4. Any amendment not approved by the Executive Committee within sixty days from the time it is submitted thereto may be brought to a vote of the membership in the aforementioned manner by a petition signed by not less than one-fifth of the members of the Section whose current dues have been paid to the SOCIETY.

Sec. 5. An amendment shall become effective on approval by the Council of the SOCIETY unless a later date is specified in the amendment.

ARTICLE XII. Dissolution of Section

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 used for the advancement of chemistry in the area covered by the Section.

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.