



***BYLAWS OF THE
DIVISION OF ANALYTICAL CHEMISTRY
OF THE
AMERICAN CHEMICAL SOCIETY**

**BYLAW I
Name and Objects**

Section 1. The name of this organization shall be the Division of Analytical Chemistry (hereinafter referred to as the "Division") of the AMERICAN CHEMICAL SOCIETY (hereinafter referred to as the "SOCIETY").

Section 2. The objects of the Division shall be those of the SOCIETY. In addition, the objects of the Division shall be the promotion of analytical chemistry in all of its aspects, the presentation of programs of papers on analytical chemistry and related fields at national meetings of the SOCIETY and cooperation with local sections and regional groups, the organization and sponsorship of symposia on topics of interest to analytical chemists, the development of activities that will promote the growth of analytical chemistry, and the establishment of means for increasing the professional status of and the contacts between analytical chemists.

Section 3. Nothing in these bylaws shall be inconsistent with the Charter, Constitution or Bylaws of the SOCIETY.

**BYLAW II
Members and Affiliates**

Section 1. Membership in the Division is open to all members of the SOCIETY who indicate their wish to join the Division and who pay the annual dues. Application for membership shall be sent to the Secretary of the Division.

Section 2. A Society Affiliate may apply to become a Society Affiliate of the Division of the SOCIETY. Provided that Division dues for Society Affiliates are paid, a Society Affiliate shall have all the privileges of membership in the Division except that of voting, holding an elective

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position of the Division, and serving as a voting member of its Executive Committee. Society Affiliates may serve as committee chairs.

Section 3. A person who is neither a member nor a Society Affiliate of the SOCIETY but who wishes to participate in the activities of the Division may enroll as a Division Affiliate provided that the person pay such dues as established for Division Affiliates. Division Affiliates have all of the privileges of membership except holding an elective position or serving as a member of the Executive Committee. Division Affiliates are permitted to vote for an elective position (other than Councilor or Alternate Councilor) of the Division.

Section 4. Members of the Division shall have the privilege of voting for and holding elective position in the Division, except that STUDENT MEMBERS of the SOCIETY may not serve in the positions of Councilor, Alternate Councilor, or Temporary Substitute Councilor. Both members and affiliates shall have the privileges of receiving advance access to abstracts of papers presented before the regular Division sessions at national meetings, receiving reprints of certain symposia, etc., as may be distributed from time to time, and that of participating in the activities of the Division.

Section 5. Any member may resign membership in the Division by submitting a notification of resignation to the Secretary of the Division during the year for which the member's dues are paid.

Section 6. Any member or affiliate of the Division who is in arrears in payment of dues by more than three months shall be considered to have resigned and shall be stricken from the rolls. Such a person may be reinstated upon payment of current dues.

Section 7.

- a. Members of the SOCIETY having emeritus status, who have been members of the Division for at least ten years, shall be continued as members of the Division, if they so desire, without payment of dues.
- b. Retired members of the SOCIETY and retired affiliates of the Division, who are at least 65 years of age and have paid Division dues for a minimum of twenty-five years, shall be continued as members or affiliates of the Division, if they so desire, without payment of dues.

BYLAW III

Officers and Executive Committee

Section 1.

- a. The officers of the Division shall be members and shall consist of a Chair, a Program Chair, a Chair-Elect, a Secretary, and a Treasurer.
- b. No person who is not a member in good standing of the Division shall serve in any elective or appointive capacity, unless in a properly designated ex officio or consulting status.

Section 2.

- a. The duties of the officers shall be such as usually pertain to the offices they hold, and also any other duties as may be delegated or herein prescribed.
- b. The Chair-Elect shall serve as chair of the Awards Canvassing Committee, is responsible for assisting the Program Chair with the preparation of the preliminary and final programs for meetings of the Division, and is responsible for advance planning for technical meetings that will fall within the Program Chair's term.
- c. The Program Chair's duties shall be to serve as chair of the Division's technical programming scheduled to be held within the duration of the chair's term, and shall be responsible for preparation of the preliminary and final programs for meetings of the Division.
- d. The Secretary shall carry out all of the duties outlined in the Constitution and Bylaws of the SOCIETY. The Secretary is responsible for the preparation of the annual report of the Division to the Council Committee on Divisional Activities and its submission, via the Executive Director of the SOCIETY, with copies to the officers of the Division.
- e. The Treasurer shall provide information to the Secretary for incorporation in the annual report of the Division to the Council Committee on Divisional Activities. The Treasurer shall also serve as chair of the Division's Financial Planning Committee and will be responsible for recommending to the Division Chair names for membership on that committee.
- f. The duties of the Councilors and Alternate Councilors shall be to represent the Division at the Council meetings of the SOCIETY; to bring before the Council such matters as the Division officers may request; to report to the Executive Committee of the Division matters that have been presented before the Council and are of importance to the Division; and to safeguard the interests of the Division. It shall be an obligation for Councilors and Alternate Councilors to notify the Secretary of their inability to attend Council meetings so that the Division Chair can appoint an Alternate Councilor or Temporary Substitute Councilor, in order that the Division may be fully represented at all times.
- g. The various committees of the Division, other than the Executive Committee and Nominating Committee whose duties have been defined elsewhere, shall have authority and perform such duties as may be determined from time to time by the Chair or Executive Committee.

Section 3. Election of Officers and Councilors

The Immediate Past Chair shall appoint a Nominating Committee, consisting of at least three members of the Division, by February 1. The Immediate Past Chair shall serve as chair of the Nominating Committee. The election shall be held according to the following:

- a. Nominations shall be made as follows:

- (1) On or before March 1, the Secretary shall inform the members of the offices to be filled at the next election, and shall invite suggestions for nominees. This call for nominations normally shall be made as part of the Division's spring newsletter. A return of one percent of the members suggesting a given individual for a specific office shall be a prerequisite for nomination in this manner. Such suggestions of nominees to be valid must be submitted by the member making the nomination and received by the Nominating Committee not later than April 1.
- (2) Except as provided for below, there shall be on the election ballot at least two and not more than three candidates for each of the offices of Chair-Elect, Secretary, and/or Treasurer. In years in which Councilors and Alternate Councilors are to be elected, there shall be at least one and not more than two more candidates than the total number of Councilor and Alternate Councilor positions to be filled.
- (3) The Nominating Committee shall determine which candidates meet the requirements for nomination according to the paragraph above. If the number of such candidates is less than the maximum specified above, the Committee may nominate one or more additional candidates, as it chooses, provided only that the total number of candidates is consistent as stated above. If the total number of candidates for any office exceeds twice the maximum number specified in the paragraph above, the Nominating Committee shall, by selecting those with the highest number of nominating votes, reduce the number of candidates proposed in the nomination until the total number of candidates is not more than twice the specified maximum number.
- (4) The Nominating Committee, after obtaining the consent of each candidate, shall by May 1 furnish the Secretary with the names of candidates for each office to appear on the election ballot.

b. Elections shall be by secret ballot as follows:

- (1) The Secretary shall distribute to each member of the Division by June 1, an election ballot on which the candidates for each office are listed in alphabetical order.
- (2) Each voter shall indicate a choice for Chair-Elect, Secretary, and Treasurer in the appropriate manner. For the positions of Councilor and Alternate Councilor, the voter shall vote for not more than twice the number of Councilor positions to be filled. The ballot or ballot results is/are then to be returned to the Secretary so that it will be received not later than July 10. The Secretary shall count or verify the ballots or ballot results and report the results to the Division's members and affiliates.
- (3) A plurality of the votes cast for Chair-Elect, Secretary, and Treasurer shall constitute election. The position(s) of Councilor shall be filled in the order of votes cast, the next equal number of candidate(s) being elected as Alternate Councilor(s).
- (4) In case of a tie vote in the election, the Executive Committee, by secret ballot, shall break the tie. The candidate receiving a plurality of the votes cast by the Executive Committee shall be declared elected.

- (5) The Secretary of the Division 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 officials of the Division for the ensuing year. This should also include all officers of the Division so that they can be included in the appropriate documents.

Section 4. Terms of Office

- a. The Chair-Elect shall automatically succeed to the office of Program Chair. The Program Chair shall succeed to the position of Chair. The Chair, Program Chair and Chair-Elect shall serve for one year or until their successors are qualified. The Secretary and Treasurer shall serve for two years or until their successors are qualified. The terms of the Councilors and Alternate Councilors shall be three years, except that shorter terms may be substituted if necessary to produce rotation, in accordance with the SOCIETY's Bylaws.
- b. The terms of the Chair, Program Chair, and Chair-Elect shall begin on October 1 of the year of their election and that of the Secretary, Treasurer, Councilors, and Alternate Councilors shall begin on January 1 of the following year.
- c. In the event of a vacancy in the office of Chair, the Program Chair shall succeed to the position. In the event of a vacancy in the position of Program Chair, the Chair-Elect shall succeed to the position. Vacancies in the offices of Chair-Elect, Secretary, Treasurer, or Alternate Councilor shall be filled by vote of the Executive Committee. The member so elected shall serve until the next annual election for that position. If a vacancy occurs in the position of Councilor, the Alternate Councilor who received the highest number of votes in the most recent election shall become Councilor and retain that position until the term, which had become vacant, expires.

Section 5. The Executive Committee

- a. The Executive Committee shall consist of the officers of the Division, the Immediate Past Chair, the Councilors and Alternate Councilors, the Chair of the Subdivision of Chromatography and Separations Chemistry, and the Editor of *Analytical Chemistry* or designee.
- b. A majority shall constitute a quorum of the Executive Committee for approval and the transaction of business. The Executive Committee shall meet at least twice each year. A meeting may be called at any time by the Chair or by the request of any three members of the Executive Committee. A meeting of the Executive Committee shall be held in any format that allows communication and interaction by a quorum of the Executive Committee. At least one week's notice shall be given for any Executive Committee meeting at which a vote will be taken.
- c. The Executive Committee shall conduct the business of the Division and direct its activities. It shall authorize all expenditures.

BYLAW IV Committees

The Chair shall appoint such committees as may be necessary. These committees shall be constituted with the advice and consent of the Executive Committee unless otherwise provided for in the bylaws. The term of office of members of committees shall be specified by the Chair.

BYLAW V Dues

Section 1. Members of the Division, Society Affiliates of the Division and Division Affiliates shall pay dues annually, the amount to be decided by the Executive Committee.

Section 2. Annual dues for STUDENT MEMBERS and members who are full-time graduate students majoring in a chemical science or related field shall be between 50 and 100 percent of the MEMBER dues, the amount to be decided annually by the Executive Committee. Society Affiliates of the Division and Division Affiliates shall pay annual dues at least equal to, but no more than double those of Division MEMBERS. Dues for Division Affiliates shall be in accordance with the Bylaws of the SOCIETY, for which minimum dues are set for Division Affiliates. Affiliation may be terminated by failure to pay dues in advance.

BYLAW VI Meetings

Section 1. The Division shall meet at each national meeting of the SOCIETY, unless the Executive Committee votes otherwise, provided that the requirements for a minimum number of meetings as specified in the SOCIETY Bylaws shall be met.

Section 2. The annual meeting of the Division shall be held at a national meeting of the SOCIETY.

Section 3. Special meetings of the Division may be called by the Executive Committee if notice is distributed to the membership at least six weeks in advance to the membership.

Section 4. Twenty members of the Division shall constitute a quorum for the conduct of business.

Section 5. The most recent edition of *Robert's Rules of Order Newly Revised* shall be the parliamentary authority in all matters not covered by these bylaws or in the SOCIETY's documents.

Section 6. The fee for registration at any special meeting shall be decided by the Executive Committee, in accordance with the Bylaws of the SOCIETY.

BYLAW VII Papers and Publications

Section 1. All titles, abstracts, and manuscripts of papers submitted for the Division's program for a national meeting of the SOCIETY must be received by the Program Chair of the Division for that national meeting, or the Chair's designee, on or before the date stated in the preliminary program announcements appearing in various publications of the SOCIETY. Authors must submit titles, abstracts, and information on authors according to the official mechanism established by the SOCIETY for doing so. All requirements of the SOCIETY and the Division for submission must be met.

Section 2. The Program Chair of the Division or any other individual so designated by the Executive Committee is empowered to approve or reject papers for presentation on the programs of the Division.

Section 3. The official organ of the Division shall be *Analytical Chemistry*.

Section 4. A symposium organized by and presented before the Division is the property of the Division. No such symposium or a significant number of papers therefrom, may be published without the approval of the Executive Committee, or the Program Chair as its designated representative.

BYLAW VIII

Subdivisions

Section 1. To fulfill the objects of the Division, the Division may establish Subdivisions devoted to specialized fields within the broad confines of analytical chemistry. Membership in a Subdivision is restricted to Division members, Society Affiliates of the Division and Division Affiliates who are in good standing in the Division.

Section 2. Formation or discontinuance of a Subdivision shall be at the discretion of the Executive Committee of the Division. Formation of a Subdivision may be requested by a petition from a minimum of one percent of the eligible Division members. Prior to formation or discontinuance of a Subdivision, the Secretary of the Division shall give notice of the pending action to those on the distribution list. The scope of activities of any Subdivision shall be defined by the Executive Committee.

Section 3. Upon establishment of a Subdivision, the Executive Committee shall appoint a Chair, Chair-Elect, and Secretary who will serve for approximately one year, or until the next regular Division election, whichever is longer. Thereafter, members of the Subdivision shall elect successors. Only Subdivision members who are members of the Division shall be eligible for office in the Subdivision.

Section 4. Except for the Subdivision of Chromatography and Separation Chemistry, the Chair and Secretary of each Subdivision shall be nonvoting delegates to the Executive Committee of the Division. In addition to the usual duties associated with their respective offices, the officers of the Subdivision shall also serve as a steering committee for the Subdivision.

Section 5. Provision for annual registration as a member of each Subdivision shall be provided by the Secretary of the Division, and the roster of those so registered shall be furnished to the Subdivision.

Section 6. Financial support for each Subdivision shall be authorized by the Executive Committee of the Division from Division funds, and shall be paid by the Treasurer of the Division upon proper verification.

BYLAW IX Amendments

Section 1. The bylaws may be amended at any annual meeting of the Division by a three-fifths (3/5) affirmative vote of members present, provided that two weeks' notice of the proposed amendment with the text thereof has been distributed to members of the Division. The bylaws may be amended by ballot by a three-fifths (3/5) affirmative vote of those voting, provided that the deadline for receipt of ballots is at least thirty days after the texts of the proposed amendment and the ballot have been sent.

Section 2. Proposed amendments to these bylaws may be initiated by the Executive Committee or submitted over the signatures or recommendation of at least 10 members to the Executive Committee, which shall consider the proposed amendment(s) at their next meeting. If the amendment(s) is/are not approved, the Committee shall so report to those submitting the amendment(s), this report to include a statement of the reasons for rejection. If the proposed amendment(s) is/are approved by a majority of the Executive Committee, the Executive Committee may decide to first submit the proposed bylaw changes to the Committee on Constitution and Bylaws for review. After required and/or suggested changes are made by the Executive Committee, the Secretary shall then furnish all members of the Section with the proposed amendment(s).

Section 3. All amendments to these bylaws must be approved by the Committee on Constitution and Bylaws, acting for the Council of the SOCIETY, and accepted by that body, so that changes are consistent with the Constitution and Bylaws of the SOCIETY. They 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 X Dissolution

Upon the dissolution of the Division and the discharge of its debts and the settlement of its affairs, any assets of the Division remaining thereafter shall be conveyed to such organization then existent as is dedicated to objects similar to those of the Division and the AMERICAN CHEMICAL SOCIETY, or to the AMERICAN CHEMICAL SOCIETY, so long as whichever organization is selected by the governing body of the Division 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 Division's dissolution.