

**BYLAWS OF THE SUBDIVISION OF CHROMATOGRAPHY
AND SEPARATIONS CHEMISTRY**
Division of Analytical Chemistry
American Chemical Society

Current version
Effective 12 March 2005

BYLAW I. NAME AND OBJECTS

Section 1. The name of this organization shall be the Subdivision of Chromatography and Separations Chemistry (hereinafter the Subdivision), Division of Analytical Chemistry (hereinafter the Division), AMERICAN CHEMICAL SOCIETY (hereinafter the SOCIETY).

Section 2. The objects of the Subdivision shall be the promotion of chromatography and separations chemistry in all their aspects; the presentation of programs or papers on the above 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 separations chemists; the development of activities to promote the growth of separations science; and the establishment of means for increasing the professional status and the contacts between scientists interested in chromatography and separations chemistry.

BYLAW II. MEMBERS AND AFFILIATES

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

Section 2. Members of the Subdivision shall have the privilege of voting for and holding elective positions in the Subdivision.

Section 3. Members may resign their membership in the Subdivision by submitting a letter of resignation to the Secretary of the Subdivision during the year for which the member's dues are paid.

BYLAW III. OFFICERS AND EXECUTIVE COMMITTEE

Section 1. (a) The officers of the Subdivision shall be members and shall consist of a Chair, a Chair-Elect, and a Secretary.

(b) No person who is not a member in good standing of the Subdivision shall serve in any elective or appointive capacity, unless in a properly designated ex-officio or consulting status.

* Original 1985; Amended August 1987; Revised March 2000, Revised March 2005.

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 Program Chair for the Subdivision, and is responsible for preparation of the preliminary and final programs for approval by the Executive Committee of the Division.

(c) The Secretary shall carry out all of the duties outlined in the Constitution and Bylaws of the SOCIETY, and is responsible for the preparation of any annual report of the Subdivision. The Secretary is also responsible for preparation and distribution of a Newsletter periodically throughout the year.

(d) Various committees of the Subdivision, 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. The Chair and Secretary of the Subdivision or their designees 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 4. Election of Officers and Executive Committee Members

The immediate Past-Chair shall appoint a Nominating Committee consisting of at least three members of the Subdivision, by February 1. The immediate Past-Chair shall serve as the Chair of the Nomination Committee. The election shall be held according to the following formula:

A. Nominations shall be made as follows:

(a) 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. A return of one percent (1%) of the members suggesting an individual for a specific office shall be a prerequisite for nomination in this manner. Such suggestions of nominees to be valid must be signed by the member making the nomination and received by the Nominating Committee no later than April 1.

(b) Except as provided for in paragraph (c) below, there shall be on the election ballot at least one (1) and not more than three (3) candidates each for the offices of Chair-Elect and Secretary.

(c) The Nominating Committee shall determine which candidates meet the requirements for mail nomination according to paragraph (a) above. If the number of such candidates is less than the maximum specified in paragraph (b) above, the Committee may nominate one or more additional candidates, as it chooses, provided only if the total proposed for any office in the mail nomination equals or exceeds the maximum specified in paragraph (b), the Nominating Committee shall add no more than one additional candidate for this office. If the total number of candidates now exceeds twice the maximum number specified in paragraph (b), the Nominating Committee shall, by selecting those with the highest number of votes or by voting on tied candidates, reduce the number of candidates proposed in the ballot until the total number of candidates (including the Committee nominee) is not more than twice the specified maximum number. The names of these candidates shall then appear on the election ballot.

(d) The Nominating Committee, after ascertaining that each candidate is a member of the Subdivision, and after obtaining the consent of each candidate, shall by May 1 furnish the Secretary the names of candidates for each office to appear on the election ballot.

B. Elections shall be by secret ballot as follows:

- (a) The Secretary shall submit to each member of the Subdivision by May 15 an election ballot on which the nominees for each office are listed in alphabetical order.
- (b) Voters shall indicate their choice for each office in an appropriate manner. The ballot is then to be returned to the designated office committee so that it will be received no later than July 10.
- (c) A plurality of the votes cast shall constitute election.
- (d) In case of a tie vote in the election, it shall be the prerogative of the Executive Committee to break the tie by a secret ballot election. The candidate receiving a plurality of the votes cast by the Executive Committee shall be declared elected.

C. The Chair-Elect shall automatically succeed to the office of Chair. If for some reason the Chair-Elect cannot succeed to Chair, the office of Chair shall be filled as provided in Bylaw III, Section 5 (c).

Section 5. Terms of Office

- (a) The Chair, the Chair-Elect, and the Secretary shall serve for at least two years, or until their successors are qualified.
- (b) The terms of the Chair and Chair-Elect shall begin on October 1 of the year of their election and that of the Secretary shall begin on January 1 of the following year.
- (c) The Executive Committee may fill a vacancy in any office. The member so elected shall serve until the next regular election.

Section 6. Executive Committee

- (a) The Executive Committee shall consist of the officers of the Subdivision, the immediate two Past-Chairs and two or more additional members sufficient to make a total committee membership of eight. The additional members shall normally be elected to 2-year terms that shall begin on October 1 of the year of their election. A majority of the members shall constitute a quorum of the Executive Committee for approval and the transaction of business. The Executive Committee shall meet at least once 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.
- (b) The Executive Committee shall conduct the business of the Subdivision and direct its activities. It shall authorize all expenditures.

BYLAW IV. COMMITTEES

Section 1. 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 Subdivision shall pay dues annually to the Division Treasurer as determined by the Executive Committee of the Division.

BYLAW VI. MEETINGS

Section 1. The Subdivision shall meet at each national meeting of the SOCIETY, unless the Executive Committee votes otherwise.

Section 2. Any meeting of the Subdivision may be held in conjunction with the annual meeting of the Division or with any other national meeting related to analytical- or separations- chemistry.

Section 3. The Executive Committee may call special meetings of the Subdivision, if notice is given to the membership in writing or by the publication in the official organ of the SOCIETY at least six weeks in advance.

Section 4. Those members of the Subdivision present at any annual or special meeting shall constitute a quorum. The most recent edition of Roberts Rules of Order shall be the authority in matters not covered by the SOCIETY Bylaws.

Section 5. The fee for registration at any special meeting shall be decided by the Executive Committee, in accordance with the Bylaws of the Division and the SOCIETY.

BYLAW VII. PAPERS AND PUBLICATIONS

Section 1. All titles, abstracts, and manuscripts of papers must be in the hands of the Program Chair of the Subdivision, or his or her designee, on or before the date stated in the preliminary program announcements appearing in various publications of the Division or the SOCIETY. Authors must submit titles, abstracts, and information on authors according to the official mechanism established by the SOCIETY for doing so. They may be required to submit the complete paper or a 1000-word abstract if so noted in the publications listing deadlines for submission of such titles, abstracts and manuscripts.

Section 2. The Program Chair of the Subdivision, 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. A symposium organized by and presented before the Subdivision or the Division is the property of the Subdivision. 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. AMENDMENTS AND POSSIBLE CONFLICTS WITH DIVISIONAL BYLAWS

Section 1. The Bylaws may be amended at any annual meeting of the Subdivision by a three-fifths affirmative vote of the members present, provided that two weeks notice of the proposed amendment with the text thereof has been sent to members of the Subdivision. The Bylaws may be amended by ballot by a three-fifths affirmative vote of those voting, provided that the deadline for receipt of ballots is at least 30 days after the texts of the proposed amendment and the ballot have been sent.

Section 2. In the event that any of these Bylaws are found to conflict with those of the Division, the Division Bylaws shall supersede.

Approved by the Executive Committee of the Subdivision, 13 March 2000, 28 February 2005.

Approved by the Executive Committee, ACS Division of Analytical Chemistry, 28 August 1984, 25 March 2000, and 12 March 2005. Bylaw III, Section 4, A(d) amended by ballot August 1987.

John G. Nikelly, Secretary, 30 August 1998. Ronald E. Majors, Secretary, 25 March 2000. Robert L. Stevenson, Secretary, 12 March 2005.