



American Chemical Society

Greater Houston Section

Organization and Procedures Manual for Officers and Committees

Houston, TX

2019

## PREFACE

This manual was written to provide a structure and guidance for the operations of the Greater Houston Section (GHS) of the American Chemical Society (ACS). The roles and responsibilities of the officers and Executive Board are aligned with the goals and objectives of ACS and GHS.

The ACS GHS serves to:

- Provide its inclusive community of members with networks, opportunities, resources, and skills to thrive in the global economy.
- Be the most authoritative, comprehensive, and indispensable provider of chemistry related information.
- Foster the development of the most innovative, relevant, and effective chemistry education in the world.
- Communicate chemistry's vital role in addressing the world's challenges to the public and policymakers
- Develop and maintain a highly talented and professional work force for the chemical enterprise.
- Recognize individuals for their contributions to chemistry
- Work and collaborate with other like organizations

Since the formation of the Section in 1917, technological advances have brought about many changes, however, the basic objectives remain the same. These changes are reflected in this manual.

This manual is the work and efforts of the many volunteers who have given freely of their time to maintain and strengthen GHS. Thank you!

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## Organization and Procedures Manual for Officers and Committees

The purpose of this Organization and Procedure Manual is to provide guidance for elected officers and appointed Chairs of committees to perform their duties and responsibilities in accordance with the By-laws and established policies of the Greater Houston Section of the American Chemical Society.

Suggestions and recommendations are listed for chairs of standing committees as well as the subcommittees within the standing committees.

GHS members may suggest and request changes to the manual. Changes will be made subject to approval of the Executive Committee. The operation of GHS is a dynamic process and will require adjustments to the roles, responsibilities and procedures as outlined in this document.

The manual will be reviewed and approved by the Executive Committee periodically. If changes are required, the revised manual will be published and posted on the GHS website and the GHS Dropbox.

## Officers

The officers of the Section shall be members of the American Chemical Society (also known as the SOCIETY) and the Section and shall consist of the Chair, Chair-Elect, Secretary, and Treasurer.

## Executive Committee

The Executive Committee (EC) is the governing body of GHS and shall have full power to conduct, manage, and direct the business and affairs of GHS in accordance with the Constitution of the SOCIETY and the *Bylaws of the Greater Houston Section* (see Supplement A). The Executive Committee consists of the officers of the Section (Chair, Chair-Elect, Secretary and Treasurer), the Immediate Past Chair, the Councilor(s), the Alternate Councilor(s), the four Directors, and the chairs of the standing committees. The EC advises and assists the Chair in the determination of appropriate section activities.

Elected members of the Section are Chair, Chair-Elect, Secretary, Treasurer, the immediate Past-Chair, Councilors, Alternate Councilors, and four Directors. **No one member may hold two elected positions.**

The EC will hold monthly meetings at least eight (8) times yearly. Additional EC meetings can be called by the Chair as described in Bylaw IX. A quorum for an EC meeting shall consist of a majority of the voting members of the Committee.

The Chair will preside over EC meetings. Should the Chair be unable fulfill this duty; the Chair-Elect will assume the role. If the Chair-Elect is not present, then the Secretary will preside over the EC meeting. The Chair and/or Secretary will set the agenda for each monthly meeting. Other EC members can be solicited for input to the agenda.

## Chair

The Chair accedes to the office on January 1 from the office of Chair-Elect and holds the office for the calendar year. At the conclusion of his or her term, the Chair will immediately become Past-Chair and remain a member of the EC.

The Chair is responsible for calling EC meetings, setting the agenda, and presiding over the meetings. Additionally, special EC meetings can be called to conduct governance business by the Chair as described in Bylaw IX Section 3.

The Chair is the chief executive officer of GHS. The Chair appoints all standing committee chairs and appoints a Nominating Committee to conduct yearly elections. The Chair shall advise the results of the election to all candidates and GHS membership as well as to ACS National.

The Chair is responsible for proper and complete submission of the Annual Report by the required deadline. The Chair represents and speaks for GHS and the SOCIETY at appropriate civic and social functions.

### Chair-Elect

The Chair-Elect is elected for a one-year term and automatically assumes the role of Chair the following calendar year. The Chair-Elect will become Chair if the Chair position is vacated and fulfill the duties of both the Chair and Chair-Elect for the duration of the calendar year. The Chair-Elect will preside over the EC meeting in the absence of the Chair.

The Chair-Elect serves as chair of the Programming Committee and oversees its various subcommittees. The Chair-Elect is responsible to schedule meetings with speakers for the following calendar year. The Chair-Elect shall solicit input from the EC and membership regarding topics and speakers of interest and relevance to the current activities of the chemistry enterprise. The Chair-Elect also appoints a GHS representative to the Engineering, Science, and Technology Council of Houston (ECH).

The Chair-Elect serves as an ex-officio member of the Awards Committee of the GHS and will participate in activities as directed by the chair of the Awards committee. When GHS hosts the Southwest Regional Meeting (SWRM), the Chair-Elect may be asked to serve as the chair of the Awards Committee by the General Chair of the SWRM.

The Chair-Elect is also an ex-officio member of the Membership and Strategic Planning Committees of GHS and participates in activities as directed by the chair of each of these committees.

In preparation for the role, the Chair-Elect shall attend the ACS Leadership Conference which helps to develop a working relationship with the ACS Chair of the Local Section Activities Committee as well as other ACS representatives.

### Secretary

The Secretary is elected by the membership biannually for a term of two years and has a range of responsibilities to both GHS and the ACS National office. These responsibilities include maintaining and distributing a record of the proceedings of the GHS and EC meetings, maintaining a current GHS membership list, preparing reports to the secretary of ACS National, serving on the

Nominating Committee (NC), preparing election ballots, and ultimately executing the yearly elections.

Each year, the Secretary is responsible for the following reports:

- Certification of new elected GHS officers including Councilors, Alternate Councilors and Standing Committee Chairpersons to ACS National by December 1.
- Submit a request of Local Section Apportionment of Dues (joint activity with Treasurer) between November 30 and January 1 the following year.
- Submission of the GHS Annual Report to ACS National (joint activity with Chair, Treasurer, and other standing committee chairpersons) by February 1st of the following calendar year.
- Submit names of nominated candidates for national society office or awards (joint with Awards Committee Chair) by February 15.
- File Informational Tax Return (joint activity with Treasurer) by May 15.
- Certify alternate and temporary substitutes for Councilors and notify ACS National Secretary, preferably 15 days prior to each National meeting.
- Work with GHS Chair and NC Chair to facilitate the election process.

### Treasurer

The Treasurer is elected by the membership biannually for a term of two years. The Treasurer receives and disperses the GHS operating funds, prepares financial reports, files the GHS annual income statement, and advises EC in matters of the budget. The Treasurer serves as an ex-officio member of the Financial Advisory Committee of the GHS.

The Treasurer receives and accounts for all monies of the section including local membership dues, annual membership allotments, funds from local events, donations, education and scholarship funds. The monies are deposited and distributed in a bank or banks designated by the EC. Disbursements made by the Treasurer must be approved by either the Chair or Chair-Elect. The Treasurer will make a financial statement at all regularly scheduled EC meetings.

The Treasurer is responsible for the following:

- Financial statement at each EC meeting.
- Disbursement of funds for event upon the receipt of written report of event.
- Proposed Annual Budget (December 15 or last meeting for the year).
- Annual Fiscal Accounting Report to the EC (January EC Meeting).
- Request of Local Section Apportionment of Dues (joint activity with Secretary) between January 1 and November 30.
- GHS Annual Report to ACS National (joint activity with Chair, Secretary, and standing committee chairpersons) due February 15.
- File Tax Return by May 15.

### Councilors

Councilors are elected by the membership and serve for a term of three years. Councilors represent the GHS at Council meetings at the ACS national meetings, currently held twice a year, and report to GHS on actions and business conducted at the meetings. The Councilors serve as a liaison between GHS and ACS and are required to attend and vote at all council meetings at the national ACS meetings. Additionally, each Councilor is required to serve on at least one standing or special committee of the ACS and GHS.

Should a Councilor be unable to attend an ACS Council meeting, he/she will advise the Chair and Secretary within 30 days in advance of the meeting. The Chair will then appoint an Alternate Councilor to attend in the Councilor's place. Should a Councilor be unable to attend multiple Council meetings, the EC will review his/her appointment to determine if the Councilor is neglecting his/her position and subject to recall.

### Alternate Councilors

Alternate Councilors are elected by the membership and serve for a term of three years. In the event that a Councilor is unable to attend an ACS Council meeting, the Chair shall appoint one of the Alternate Councilor(s) to serve in place of the Councilor at the specified meeting. The appointment of an Alternate Councilor shall be for only one meeting.

Alternate Councilors are strongly encouraged to participate in at least one GHS committee.

### Directors

Directors are elected by the membership annually for a term of one year and are considered entry-level positions of the EC. Directors are expected to attend all EC meetings and serve on at least one standing committee of the GHS.

## Elections

The Manner of Election and Terms of Office for Executive Committee Members is outlined in Bylaw VI of the *Bylaws of the Greater Houston Section*. This section is aimed at outlining election timeline and procedures in more detail.

### Elections – Timeline

The timeline and member responsible for each activity is listed below.

- May 31 – Chair – Deadline for appointment of a Nominating Committee (NC) consisting of a chairperson and two or more members.
- July-September – NC – Canvas membership for prospective candidates. Solicit nominees and submit progress reports to the EC on status of the slate via email and/or monthly EC meetings.
- September 15 – NC Chair/Secretary – Deadline for announcement of slate to EC and GHS membership.
- October 1 – Deadline for additional nominations to ballot. Finalize ballot for distribution to membership.
- October 15 – Secretary – Deadline for distribution of electronic ballots to GHS membership with hard copy ballot sent to members upon request.
- November 15 – Secretary – Deadline for receiving and tabulating ballots – paper and electronic. Candidate for each position receiving the majority of votes shall be declared elected.
- November 30 – Chair – Deadline for resolution of positions with tie votes by EC.
- December 1 – Secretary – Submission of certified election results to ACS National. The election records should be maintained for one year after election.
- December 15 – Chair – Notification of election results in writing to candidates and GHS Membership.

### Elections – Ballots

The Secretary is responsible for the dissemination and collection of ballots. Elections will be conducted electronically. The vendor will be designated by the EC to manage and conduct the GHS annual election. Upon request by members, paper ballots are prepared by the Secretary or designated officer and will consist of a ballot, a short bio of each candidate, and a GHS-addressed return envelope. Legitimate paper ballots are those submitted to the Secretary with the hand-inscribed signature of the voting member on the outside of the return envelope. The ballot should not be identified with the returning envelope. In the case of a tie vote, the Chair will convene the EC to select a winner. The Secretary will keep the record of the election for at least 1 year.

## Committees

The GHS has four Standing Committees: Programming Committee (PC), Awards Committee (AC), Education Committee (EduC), Community Affairs Committee (CAC) and Nominating Committee (NC). Additionally, there are four Special Committees: Membership Committee (MC), Financial Advisory Committee (FAC), Strategic Planning Committee (SPC), and Communications and Technology and (C&T). Other Special Committees may be formed as needed to serve special purposes. The purpose, duties, and organization of these committees are outlined herein. Every committee is expected to give progress reports at each regularly scheduled EC meeting. Only GHS Members may serve as chairs of committees. Volunteers for GHS events need not be GHS or ACS Members.

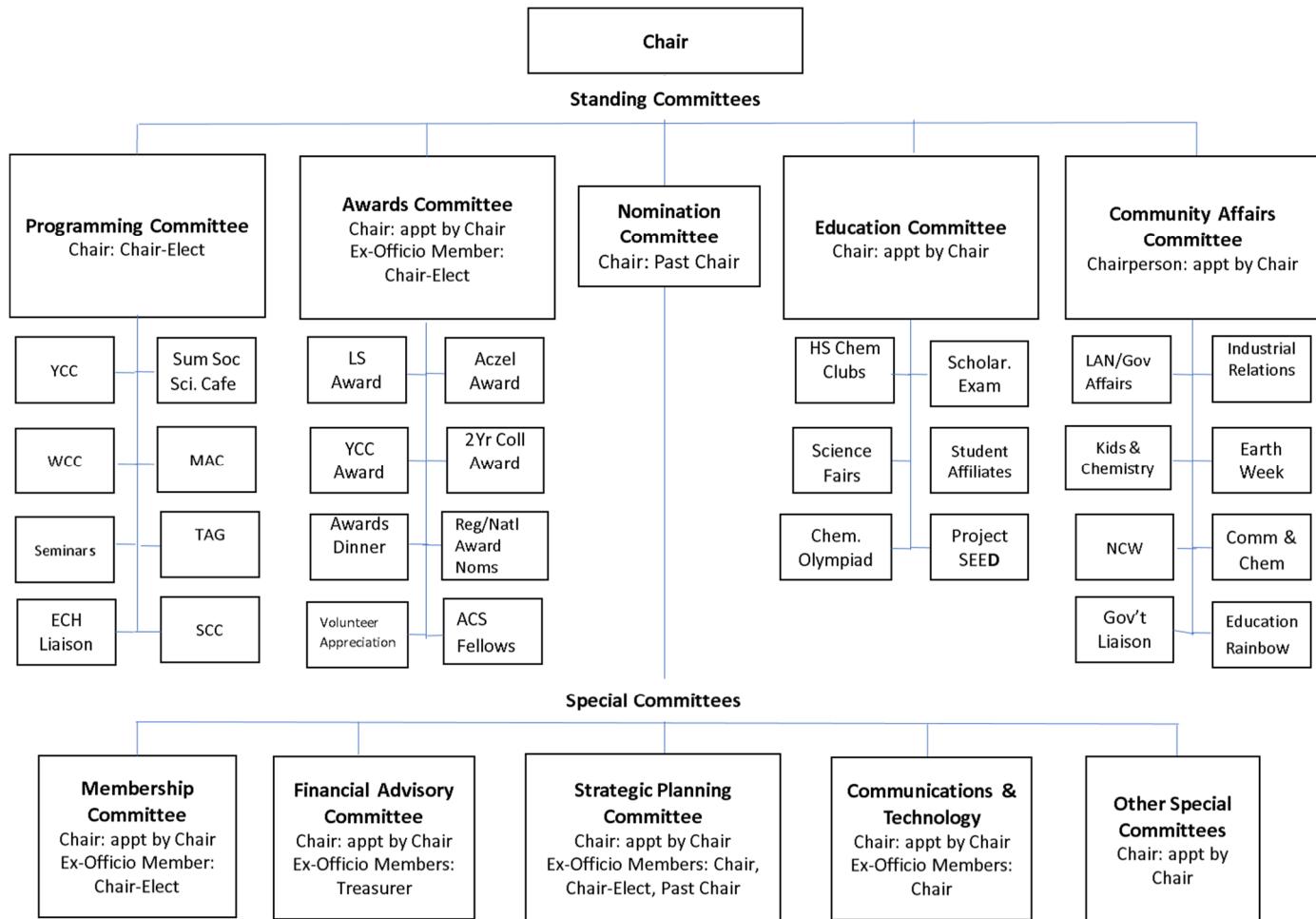
The chair of each Standing Committee will submit a year-end report to the GHS Chair by December 15. The report will help the Chair, Chair-Elect, Secretary, and Treasurer complete the Annual Report for ACS National and applications for ChemLuminary Awards. The report to the GHS Chair should include reports from subcommittee chairs within the Standing Committee with a list of activities, description of the planning and execution of activities, summary of event success with recommendation for future events, event attendance statistics, methods of publicity including copies of flyers, newspaper clippings, and photos taken at the event. The more detailed information contained in the report allows for a better chance for GHS to be nominated for ACS ChemLuminary Awards.

With the approval of the Chair, the chair of each Standing Committee has the authority to create new subcommittee(s) as needed to prepare and execute the programming consistent with the goals of the committee. The EC can also form subcommittee(s) as needed to prepare and execute the programming consistent with the annual goals of the GHS.

Each subcommittee will have a chair appointed by the Standing Committee chair and two or more members. The subcommittee chair is responsible for planning and executing programs relating to their subcommittee's goals. The subcommittee chair will provide the EC updates at the regularly scheduled meetings.

Each Standing Committee and subcommittee will be allotted a budget at the beginning of the year. The amount of the budget will be suggested to the Treasurer by the committee and/or subcommittee chair by December 1 of the previous year. The budget request is subject to approval by the EC. Once a budget is approved, the committee and/or subcommittee chair is responsible for utilizing their budget appropriately throughout the year and, in the case of subcommittees, for keeping the committee chair updated on budget status. There is no need to inform the EC of expenditures that fall within the allotted budget except at regularly scheduled EC meetings. Should a committee need more funds than allotted in the budget, the matter will be brought before the EC at regularly scheduled meetings for approval. Should the funds be needed before a regularly

scheduled EC meeting, the committee or subcommittee chair must make a detailed written request for funds to the Chair, Chair-Elect, and Treasurer. It will be the determination of the Chair and Treasurer if the funds can be approved without EC approval (typically small fund amounts) or if a special EC meeting needs to occur.



### Programming Committee

The Chair-Elect serves as the chair of the Programming Committee (PC). The PC aims to enhance the ACS membership of professional members through programs, speakers, arrangements for speakers, and other means tending to promote fellowship in GHS.

The PC handles events, programs, and subcommittees including but not limited to the following:

- Seminars (~5 meetings per year) - PC Chair shall solicit input from the membership regarding topics and speakers of interest and relevance to the current activities of the chemistry enterprise.
- Appoint representative(s) to ECH and other sister organizations to identify synergistic activities.
- Senior Chemists Committee (SCC) to communicate with senior members and include them in planning activities.
- Younger Chemists Committee (YCC) to communicate with and plan activities for younger members.
- Women Chemists Committee (WCC) to communicate with and plan activities for female members.
- Minority Affairs Committee (MAC) to communicate with and plan activities for minority members.
- Technician Affairs Group (TAG) to communicate with and plan activities for members that are technicians.
- Science Café – Plan an event to provide a relaxed, open venue for nonscientists and scientists to discuss current topics.
- Summer Social - Plan a mid-summer event for membership.

### Awards Committee

The Awards Committee (AC) is responsible for canvassing of and reviewing all requests made to GHS for nominations for local, regional, and national awards. The Chair-Elect will serve as an ex-officio member of the AC.

The AC is responsible for the following local section awards:

- Excellence in High School Chemistry Teaching
  - Nominees may be full time teachers actively teaching chemistry course(s) in public or private high schools in the GHS area.
  - Criteria include evidence of teaching excellence, innovative teaching methods, participation in local, state and/or regional chemistry teacher organizations.
  - The award consists of a plaque and an Honorarium.

- Solicitation for award nominee submissions should be posted on GHS web site, social media, and newsletter.
- 2-year College Teaching Excellence Award
  - Nominees must be full time faculty in the Greater Houston area 2-year colleges teaching chemistry and/or biochemistry courses.
  - Criteria include evidence of teaching excellence, innovative teaching methods, participation in local, state and/or regional chemistry teacher organizations.
  - Nominees should be members of the American Chemical Society
  - The award consists of a plaque and an Honorarium.
  - Review and update, if necessary, the criteria and nomination form on web site.
  - Keep nominations of teachers who were not selected from previous two years. Ask nominators if they wish to resubmit nomination. If yes, submit updates.
- Younger Chemist Award
  - Nominees are GHS members and are 35 years of age or less by December 31 of the year of nomination.
  - Award is based on contributions to the welfare and distinction of the Section, as demonstrated by contributions to education, research, Sectional service or community service.
  - The award consists of a plaque.
  - Call for nomination three months before AC deadline.
  - Review and update, if necessary, the criteria and nomination form on web site.
  - Keep nominations of individuals who were not selected from previous two years. Ask nominators if they wish to resubmit nominations. If yes submit updated information.
  - Keep nominations dossiers of those who were not selected from previous two years. Ask nominators if they wish to resubmit nomination. If yes, submit updates.
- Joseph W. Hightower Award (formerly known as the Local Section Award)
  - Nominees are GHS members.
  - Award based on sustained contributions that have made an impact on the discipline of chemistry.
  - The award consists of a plaque and an honorarium.
  - Call for nomination three months before the AC deadline.
  - Review and update, if necessary, the criteria and nomination form on web site.
  - Keep nominations of individuals who were not selected from previous two years. Ask nominators if they wish to resubmit nominations. If yes, submit updated information.

All award selections should be made, and the results communicated 5-6 weeks prior to the Awards Banquet. All nominations of nominations were not selected can be carried over to the next award

cycle. Nominators will be asked if they wish to resubmit nominations. If so, updated nominations can be submitted prior to the deadline.

The AC has the responsibility to review and update, if necessary, the local section award criteria and nomination information on web site.

The AC also has the responsibility to nominate GHS members for appropriate regional and/or and national awards.

- Southwest Regional Awards – Due dates vary but are between August and September
  - Stanley C. Israel Regional Award for Advancing Diversity in the Chemical Sciences
    - The nomination is submitted directly to Department of Diversity Programs, ACS in Washington, DC.
    - This award recognizes individuals and/or institutions who have advanced diversity in the chemical sciences and significantly stimulated or fostered activities that promote inclusiveness within the region.
  - E. Ann Nalley Southwest Regional Award for Volunteer Service to the ACS
    - The nomination is made to the Southwest Regional Awards Chair.
    - This award recognizes the volunteer efforts of individuals who have served the American Chemical Society, contributing significantly to the goals and objectives of the Society through their regional activities.
  - ACS Division of Chemical Education Southwest Region Award for Excellence in High School Teaching.
    - The nomination is made to the Southwest Regional Awards Chair.
    - This award is given to recognize, encourage, and stimulate outstanding teachers of high school chemistry in the Southwest Region.
  - Southwest Regional ACS Award.
    - The nomination is made to the Southwest Regional Awards Chair.
    - The award recognizes a person who, resides in the Southwest Region of the ACS, has made meritorious contributions to the advancement of chemistry, chemical engineering, chemical education, either pure or applied, to the profession in general.
  - Partners for Progress and Prosperity (P3) Award
    - The nomination is made to the Southwest Regional Awards Chair.
    - The award encourages and recognize successful and exemplary partnerships.
    - These partnerships can be between industry, academia, government, small business and/or other organizations, including ACS local sections, ACS divisions, ACS international chapters, other societies or various entities domestic or overseas resulting in impactful outcomes in one or more of the following categories:
      - Improving the public perception and appreciation for chemistry

- Promoting career advancement opportunities and/or supporting entrepreneurship in the chemistry enterprise
  - Advancing advocacy efforts with government and other thought leaders
  - Supporting STEM (Science, Technology, Engineering & Mathematics) education and/or research
- SWRM Student Presenter Travel Scholarship
  - GHS allowed to submit 2 nominations for student traveling to present at SWRM
  - Each travel grant is for \$500
  - Application consists of abstract and letter of support from advisor
  - Nominations must be sent to SWRM Awards Chair
- National Awards
  - ACS Fellows - Nominations are due April 1
    - Recognizes members of ACS for outstanding achievements in and contributions to science, the profession, and the Society.
  - Helen M. Free Award for Public Outreach - Nominations are due February 6
    - Recognizes outstanding achievements in the field of public outreach by a member of the ACS who improves public recognition and appreciation for the contributions of chemistry.
    - Nominee must be an ACS member in good standing whose efforts have increased the public's awareness and understanding of the importance of chemistry or chemical engineering.
    - The nominee must have made a major effort to reach the public with positive messages about the contributions of the chemical sciences to a better quality of life.
    - Nominees have usually performed public outreach for more than 5 years, and winners often have exhibited a lifetime commitment to public outreach.
  - James T. Grady-James H. Stack Award for Interpreting Chemistry for the Public
    - Recognizes, encourages, and stimulates outstanding reporting directly to the public, which materially increases the public's knowledge and understanding of chemistry, chemical engineering, and related fields.
    - A nominee must have made noteworthy presentations through a medium of public communication to increase the American public's understanding of chemistry and chemical progress.

The AC also nominates GHS members and volunteers for volunteer appreciation and/or recognition awards such as Local Section Volunteer of the Year, Salutes to Excellence and P3.

The AC is responsible for planning and conducting the Annual Award Banquet to honor all local section and scholarship award winners. Time sensitive activities include:

- Determine best date to hold the Awards banquet before the end of the school year and provide “Save the Date” information to the EC, Scholarship winners and their parents.
- Begin planning the Awards Banquet at least 3 months prior to the event by recruiting committee members and others to help with the planning of the event and serve on various subcommittees including finance, fundraising, program, logistics and marketing.
- Secure a venue at least 2 months prior to the event.
- Begin marketing and fundraising efforts 5-6 weeks prior to the event.
- Order plaques from ACS National 4 weeks prior to the event.
- Order Salutes to Excellence from ACS National 4 weeks prior to the event.
- Hire photographer 4 weeks prior to the event.
- Send plaques for engraving 2 weeks prior to the event.
- Create certificates for scholarship winners & teachers, volunteers.
- Send out Thank you letters to volunteers and sponsors by 1 week after the event.

### Education Committee

The Education Committee (EduC) aims to enhance scientific education of students in K-12 and higher education through programs and speakers. Additionally, the EduC will liaise with the local Student Affiliates Chapters.

The EduC handles events, programs, and subcommittees including but not limited to the following:

- Project SEED
  - Project SEED chair will submit yearly budget requirements to GHS treasurer, recruit mentors, receive all student applications, assign students to mentors, and schedule beginning and ending dates of program.
  - Organize end of program poster session.
- High School Scholarship Exam
  - Chair to schedule date of exam, publicize through newsletter, social media and web site, and inform all high school science departments.
  - Conduct, grade and announce results of exam to teachers and EC.
- Chemistry Olympiad
  - Chair to announce date and place of preliminary exam in newsletter and web site.
  - Publicize and liaise with all high school science departments.
- High School Chemistry Clubs
  - Representative from GHS to act as a liaison to the local high school teachers and Chemistry Clubs.

- Science Fairs
  - GHS representative to ECH attends monthly meetings and reports the progress and details of the Greater Houston Science and Engineering Fair to EC.
- Student Affiliates
  - Representative from GHS to act as a coordinator for all Student Chapters.
  - Work with YCC and WCC to provide activities and events to attract and engage students to continue their interests in the chemical sciences.

### Community Affairs Committee

The Community Affairs Committee (CAC) aims to enhance scientific knowledge of the local, national, and international community through programs and speakers.

The CAC handles events, programs, and subcommittees including but not limited to the following:

- Community & Chemistry
- Kids & Chemistry
  - Conduct hands on science interactions with kids.
- Government Affairs Committee (GAC)/Legislative Action Network (LAN)
  - Contact local and state representatives to discuss events, activities, legislation and other matters that affect the chemistry enterprise.
- Earth Week
  - Coordinate event(s) to celebrate Earth Week.
  - Start planning 3 months prior to Earth Week.
  - Request a budget as needed.
  - Recruit volunteer and conduct event(s).
- National Chemistry Week (NCW)
  - Coordinate event(s) to celebrate NCW.
  - Start planning no later than July 1.
  - Submit budget request if needed
  - Contact National ACS for free resources.
  - Recruit volunteers and conduct event(s).
- Education Rainbow Challenge (ERC)
  - Determine the date and venue for the event(s) as soon as possible.
  - Submit a budget request, if needed.
  - Recruit volunteers and conduct event(s).
- Industrial Relations
  - Invite friends and colleagues who are active in the chemical industry to GHS events and activities.
  - Request sponsorship/support for Project SEED, NCW, Earth Day and other GHS outreach programs.

### Membership Committee

The Membership (MC) aims to enhance GHS by increasing volunteers and membership in ACS National and GHS. The MC should evaluate GHS programs and provide suggestions for improvement. The Chair-Elect serves as an ex-officio member of the MC.

### Financial Advisory Committee

The Financial Advisory Committee (FAC) aims to enhance the current and long-term situation of the GHS finances by auditing the books annually and advising the EC concerning investment of capital funds. The Treasurer serves as an ex-officio member of the FAC.

### Strategic Planning Committee

The Strategic Planning Committee (SPC) aims to enhance the long-term situation of the GHS by helping GHS to determine and execute long-term goals for the GHS. The SPC also ensures that the by-laws and procedures manual are periodically reviewed and updated, as necessary. The SPC also helps to ensure the leadership pipeline by identifying and attracting qualified GHS members to serve on EC. The Chair, Chair-Elect, and Past-Chair serve as ex-officio members of the SPC.

### Communications and Technology Committee

The Communications & Technology (C&T) aims to publicize the activities, accomplishments, and awards of the GHS and GHS Members. The C&T is also responsible for the GHS newsletter, social media and website. The Chair will serve as an ex-officio member of the C&T.

### Other Committees

Other committees may be formed yearly by the EC as deemed necessary. At the time of formation, the EC will name the committee and provide a description of the committee's goals and duties. The Chair will appoint the chair of the EC approved committee.

### Other Organization Affiliations

The GHS may affiliate with other local organizations. Currently the GHS is affiliated with the Engineering, Science, and Technology Council of Houston (ECH).

### Topical Groups

Topical Groups may be authorized by the EC, with temporary status for one year, upon receipt of a petition of fifty members of the GHS. Topical Groups are aimed to enhance the membership of GHS Members interested in specialized fields of chemistry. The Topical Group must form bylaws to be approved by the EC. Topical Groups will fall under the supervision of the PC. After one year of successful operation, the Topical Group may be granted permanent status by the EC. Permanent Topical Groups will be required to provide year-end reports exactly like other committees to be submitted to the Chair by December 15 of each year.

## **Appendix A**

### **\*BYLAWS OF THE GREATER HOUSTON SECTION OF THE AMERICAN CHEMICAL SOCIETY**

#### **BYLAW I Name**

This organization shall be known as the Greater Houston Section (hereinafter referred to as the “Section”) of the AMERICAN CHEMICAL SOCIETY (hereinafter referred to as the “SOCIETY”). The Section is incorporated under the laws of the State of Texas.

#### **BYLAW II Objects**

Section 1. The objects of the Section shall be those of the SOCIETY as stated in the Charter and Constitution of the SOCIETY.

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**

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

#### **BYLAW IV Members and Affiliates**

Section 1. The rolls of the Section shall include those MEMBERS and STUDENT MEMBERS (hereinafter collectively referred to as “members”) and Society Affiliates of the SOCIETY residing within the territory of the Section provided that any exceptions to this rule shall be made in conformity with the Constitution and Bylaws of the SOCIETY.

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**\*Effective January 22, 2019 by C&B.** 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. STUDENT MEMBERS shall be entitled to all privileges of membership except that of holding an elective position of the SOCIETY. A STUDENT MEMBER may not serve as a Councilor, Alternate Councilor, or the Temporary Substitute Councilor, but they may hold an elective position of the Section as noted elsewhere in these bylaws and they may be appointed as a committee chair.

Section 3. The Section may have Local Section Affiliates as authorized in the Constitution and Bylaws of the SOCIETY. A Local Section Affiliate shall retain affiliate status only so long as payment is made of Local Section Affiliate dues of not less than two dollars (\$2.00) per annum. A Local Section Affiliate may not (1) hold an elective position, (2) vote on Articles of Incorporation and bylaws, (3) vote for Councilor(s) or Alternate Councilor(s), or (4) serve as a voting member of the Executive Committee. Except as mentioned above, a Local Section Affiliate may not vote for an elective position of the Section and may be appointed as a committee chair.

Section 4. Society Affiliates may be assessed dues in the amount specified by the Executive Committee. A Society Affiliate may not (1) hold any elective position(s), (2) vote on Articles of Incorporation and bylaws of the Section, (3) vote for the Councilor(s) or Alternate Councilor(s), or (4) serve as a voting member of the Executive Committee. Except as mentioned above, a Society Affiliate may not vote for an elective position of the Section and may be appointed as a committee chair.

Section 5. Members and affiliates shall have such rights and privileges as accorded to them by the Constitution and Bylaws of the SOCIETY and these bylaws.

## **BYLAW V** **Officers, Executive Committee, and Councilor(s)**

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

Section 2. 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 shall consist of the officers of the Section, the Immediate Past Chair, the Councilor(s), the Alternate Councilor(s), the four Directors, and the chairs of the standing committees. The Directors shall be members of the SOCIETY and the Section.

Section 3. The Chair and Chair-Elect of the Section shall serve for a term of one year beginning on January 1 or until their successors are elected. At the end of the Chair-Elect's term of office, the Chair-Elect shall succeed to the office of Chair. The Secretary and Treasurer shall serve for a term of two years beginning on January 1 or until their successors are elected; they shall be elected in alternate years, whenever possible, to provide for a rotation of terms. The Directors shall serve for a term of one year beginning January 1. With the exception of the Chair and Chair-Elect, the incumbent of any position is eligible for reelection.

Section 4. The duties of the officers and the Directors shall be such as usually pertain to their offices, together with those required by these bylaws and 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.

- a. The duties of the Chair shall be to preside at meetings of the Executive Committee, to carry into effect the decisions and recommendations of that Committee, to preside at meetings of the Section to conduct governance business, to appoint all committee chairs and committee members except as stated elsewhere in these bylaws, and to carry out the duties required by the Constitution and Bylaws of the SOCIETY.
- b. The duties of the Chair-Elect shall be to assist the Chair with the direction and management of the Section. In the absence of the Chair, the duties of the office shall devolve upon the Chair-Elect. The Chair-Elect will also serve as the Chair of the Program Committee and as an ex-officio member of the Awards Committee.
- c. The duties of the Secretary shall be to keep a record of the minutes of the meetings 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 Secretary shall preside over meetings in the absence of both the Chair and Chair-Elect.
- d. The Treasurer shall have charge of the funds of the Section, keep an accurate record of all receipts and disbursements, receive dues, and make those disbursements approved by the Executive Committee. 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.
- e. The duties of the Directors shall include bringing before the Executive Committee such items of concern to members of the Section that have been brought to their attention, as well as any duties assigned by the Executive Committee. Directors shall serve on at least one committee in addition to the Executive Committee.

## 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 Chair-Elect moving into the position of Chair shall also hold that position during the normal term as Chair as part of the leadership transition.
- b. All other vacancies, except for Councilor(s) and Alternate Councilor(s), shall be filled by majority vote of the Executive Committee through interim appointment 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), Alternate Councilor(s), and Temporary Substitute Councilor

- a. The Section shall have Councilor(s) and Alternate Councilor(s) as provided in the Constitution and Bylaws of the SOCIETY. 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. In particular, the Councilor(s) (or Alternate Councilor(s) or Temporary Substitute Councilor if so

designated to serve in place of the Councilor for a particular meeting), shall attend meetings of the Council of the SOCIETY and represent the Section at such meetings.

- b. Councilor(s) and Alternate Councilor(s) shall be elected by ballot from among the MEMBERS for three-year terms beginning January 1. Reelection is permissible. Councilor(s) shall be elected in separate years, whenever possible, to provide for a rotation of terms in accordance with the Constitution of the SOCIETY. A partial term of one or two years shall be used whenever necessary to establish or to restore rotation of three-year terms provided that the Councilor and/or Alternate Councilor agree to the partial term before the election.
- 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 Councilor(s) to serve as Councilor at the specified meeting. Such appointment of an Alternate Councilor shall be for only one meeting.
- d. If every Councilor and Alternate Councilor of the Section will be absent from a Council meeting, thus leaving the Section without representation at such meeting, the Executive Committee may designate one MEMBER of the Section as a Temporary Substitute Councilor in accordance with the Bylaws of the SOCIETY.
- e. The Executive Committee shall designate one or more Councilor(s) to be disqualified under the SOCIETY's Bylaw provisions for reallocation of Councilor(s) among the Sections.
- f. 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.

## **BYLAW VI** **Manner of Election**

Section 1. The election of officers and the four Directors shall be conducted by a ballot distributed to the members of the Section in accordance with the Bylaws of the SOCIETY and these bylaws. Local Section Affiliates and Society Affiliates may not vote for any elective position(s) of the Section. Councilor(s) and Alternate Councilor(s) shall be elected by a ballot distributed to all members of the Section; affiliates may not vote for Councilor(s) and Alternate Councilor(s).

Section 2. In September of each year, the Nomination 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 to conduct governance business, nominate additional candidates for office, provided that the candidates are members of the Section, and MEMBERS for Councilor(s) and Alternate Councilor(s), as required elsewhere in these bylaws, if the nomination is seconded by another member. Nominations so made shall be equally valid as those from the Nomination Committee. All candidates nominated shall have indicated willingness to serve if elected.

Section 3. When a ballot is used, the candidates for each office and for Councilor(s)/Alternate Councilor(s) shall be listed in alphabetical order on a ballot to be distributed by November 1, only to eligible voters as noted above except that affiliates may not vote for Councilor(s)/Alternate

Councilor(s). The ballot shall provide for a write-in candidate for each position to be filled. A paper ballot shall be provided to any eligible voter who requests it.

Section 4. The ballots shall be tabulated and validated not later than November 15. Except as noted below, the candidate for each position receiving the largest number of votes shall be declared elected. Any open position(s) for Councilor(s) shall be filled by the candidate(s) who receive the highest number of votes. Any open position(s) for Alternate Councilor(s) shall be filled by the candidate(s) who receive the highest number of votes. For Directors, the four candidates who receive the majority of votes shall be declared elected. In case of a tie vote for any position, 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 5. The results shall be announced by the Section Chair or his or her designee 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.

Section 6. 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.

## **BYLAW VII** **Recall of Elected Officials**

Section 1. The elected officials of the Section (officers and elected Executive Committee members, except not Councilor(s) and Alternate Councilor(s)) are subject to recall for neglect of duties or conduct injurious to the SOCIETY. Recall procedures are not applicable to Councilor(s) and Alternate Councilor(s).

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 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 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 alternative solution 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 qualified member or MEMBER of the Section, as required elsewhere in these bylaws, 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 with the ballot. A paper ballot shall be provided to any member who requests it. At least two-thirds (2/3) of the votes cast shall be required for the official to be removed from office. The membership 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. At least 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 recall 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. All committee members shall be members and/or affiliates of the SOCIETY and the Section.

Section 2. The Section shall have the following standing committees: Nomination, Program, Awards, Education and Committee Affairs. The duties of the committees shall be such as usually pertain to the committees, together with those required by these bylaws, and such other duties as may be assigned to them from time to time by the Executive Committee.

- a. The Program Committee shall handle all matters pertaining to programming to promote fellowship in the Section.

- b. The Awards Committee shall review all requests made to the Section for nominations for local, regional and national awards.
- c. The Education Committee shall handle all programs, events and issues pertaining to K-12 and higher education in the Section.
- d. The Community Affairs Committee shall handle all programs, events and issues pertaining to community relations between the local, regional, national and international community.

## **BYLAW IX**

### **Meetings**

Section 1. The Executive Committee shall designate the times and places of the Section's meetings as it finds necessary or desirable for the proper functioning of the Section. The Section shall hold at least one meeting annually to conduct governance business; however, this requirement may be modified by the Executive Committee.

Section 2. The Chair shall set the order of business for meetings of the Section to conduct governance business. The order of business may be suspended by a majority vote of the members present.

Section 3. The Section may hold special meetings to conduct governance business upon the written request of a majority of the Executive Committee or upon the written request of 15 members of the Section. To be valid, such request shall be received by the Secretary at least ten days before the date requested for the meeting and shall state the exact nature of the business to be transacted. No other business shall transpire at such meetings.

Section 4. Meetings of the Executive Committee and meetings of the Section to conduct governance business, with the approval of the Chair, 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 5. The Executive Committee shall meet upon due notice either at the call of the Chair or upon request of a majority of its members. A quorum for an Executive Committee meeting shall consist of a majority of the voting members of the Committee. In the absence of a quorum, called meetings of the Executive Committee shall adjourn to a specific date.

Section 6. Due notice of the Section's meetings, not including committee meetings, shall be sent to each member and affiliate of the Section. A quorum for the transaction of governance business at such a Section meeting shall consist of 15 members of the Section. No governance business shall be conducted in the absence of a quorum.

Section 7. The fee for registration at any special meeting shall be decided by the Executive Committee in accordance with the Constitution of the SOCIETY.

Section 8. The most recent edition of *Robert's Rules of Order Newly Revised* shall be the parliamentary authority for all matters not covered in these bylaws or in the SOCIETY's documents.

## **BYLAW X**

### **Finances**

Section 1.

- a. 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 and for others as provided in the SOCIETY's Bylaws for waived or discounted dues.
- b. Society Affiliates may be assessed annual dues in an amount set by the Executive Committee.
- c. 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, and may expend or invest the same on behalf of the Section. Such expenditures or investments shall be made by the Treasurer of the Section upon authorization by the Executive Committee.

Section 4. An annual audit of the books of the Treasurer and of any other transactions regarding the Section's funds shall be conducted by two or more disinterested members or individuals, appointed by the Executive Committee. The audit report shall be submitted to the Executive Committee by January 31.

## **BYLAW XI**

### **Amendments**

Section 1. A petition to amend the bylaws may be initiated by the Executive Committee or by a petition signed by at least 15 members of the Section. If the proposed amendment is approved by the Executive Committee, if practical, it shall be submitted to the SOCIETY's Committee on Constitution and Bylaws for review.

Section 2. The Executive Committee will then incorporate all the required changes and either accept or reject any recommended changes that are suggested by the Committee on Constitution and Bylaws. The revised bylaws shall then be submitted to the Section members for adoption. This may be accomplished at a business meeting of the Section provided that a minimum of four weeks' prior notice is given to the Section members.

Section 3. If a proposed amendment is not approved by the Executive Committee and if the petition is signed by at least 15 members of the Section, if practical, it shall be submitted to the SOCIETY's Committee on Constitution and Bylaws for review before being distributed to the members of the Section.

Section 4. At least two-thirds (2/3) of the votes cast shall be required to approve the amendment. This may be done at a business meeting of the Section provided a quorum is present. Alternatively, or failing the presence of a quorum, the vote may be taken by a ballot distributed to all members of the Section. At least two-thirds (2/3) of the valid ballots returned must be affirmative for adoption.

Section 5. 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 6. 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 XII** **Dissolution of the Section**

Upon the dissolution of the Section, 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 objects 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.