

**Bylaws of the
Virginia Blue Ridge Section
of the
American Chemical Society**

Approved by the Members at the Section meeting on 3 October 2005, to become effective upon the approval by the Committee on Constitution and Bylaws, acting on behalf of the Council of the American Chemical Society, 29 March 2006.

Bylaw I. Name, Object

The name of this organization shall be “the Virginia Blue Ridge Section of the American Chemical Society”. Its object shall be the advancement of chemistry and the promotion of chemical research.

Bylaw II. Members, Affiliates, Patrons

Section 1. Membership - The membership of the Section shall include those Members, Associate Members and National Affiliates of the Society residing within the territory of the Section; exceptions to this rule may be made in conformity with Society bylaws.

Section 2. Local Section Affiliates - Persons who are not Members or National Affiliates of the American Chemical Society may become Local Section Affiliates of the Section upon recommendation of the Membership Committee, election by the Section, and the continued payment of annual dues. Local Section Affiliates shall be entitled to attend all meetings of the Virginia Blue Ridge Section and to receive all its publications and notices. They shall not be entitled to vote, to hold elective positions within the Section, or to serve as members of the Executive Committee. The annual dues for Local Section Affiliates shall be set by the Executive Committee at not less than four dollars.

Section 3. Patrons - The Section recognizes as patrons of the Virginia Blue Ridge Section those colleges, universities and industries which contribute to the support of Section activities.

Bylaw III. Officers

Section 1. Elected Officers - The elected officers of the Section shall include: a Chair, a Chair-Elect, a Secretary, a Treasurer, an Editor, a Recorder, a Councilor and an Alternate Councilor. The number of Councilors shall depend upon the apportionment by the Society.

Section 2. Executive Committee - The officers designated in Section 1 above, the three most recent Past Chairs, and the chairs of all standing committees shall constitute the Executive Committee of the Section. Only members of the Society may serve on the Executive Committee.

Section 3. Nominations/Elections - Nominations for all elective positions shall be made at the September meeting. Ballots with the names of all nominees shall be sent out with the notice of the November meeting, at which the election is to take place. Candidates for Councilor and Alternate Councilor positions must be Members; candidates for other elective positions may be either Members or Associate Members. Ballots may be cast in person by those attending the meeting, or for those who are unable to attend by mail to an appointed local teller. All ballots shall be counted by the appointed tellers at the November meeting. Officers shall be elected by the ballots of those present at the meeting, augmented by the mail ballots received from those absent. All ballots in the possession of the tellers at the recess of the November meeting shall be validated and counted by the tellers and reported to the meeting before adjournment.

Section 4. Terms of Office - The Chair, Chair-Elect, Secretary, Treasurer, Recorded, Editor and the three members of the Nominating Committee shall take office on January 1, and shall hold office for one year or until their successors are chosen and installed. The Chair-Elect shall become Chair either at the expiration of the Chair's term of office or to fill a vacancy in the office of Chair that may occur during the Chair-Elect's term of office. The Councilor and Alternate Councilor shall take office on January 1 and shall hold office for three years or until their successors are chosen and qualified. Vacancies in the position of Councilor or Alternate Councilor, whether through the expiration of term or through resignation, shall be filled so as to provide overlap of the terms so that all terms do not end in the same year. The three-year-term rule shall be waived, when necessary, to insure term overlap.

Section 5. Vacancies - All vacancies shall be filled by the Executive Committee by interim appointment until the next annual election, at which time they shall be filled by the normal balloting procedure of the members of the Section.

Section 6. Responsibilities - The responsibilities of the officers listed in Section 1 and of the other members of the Executive Committee shall be such as usually pertain to the respective offices, together with any other specific responsibilities prescribed by the Constitution and Bylaws of the Society. These responsibilities shall include but are not limited to:

- a. Chair:
 - i. to provide supervision, coordination and overall direction of Service activities,
 - ii. to preside over all Section meetings and sessions of the Executive Committee,
 - iii. to assure the timely submission of the Section's report(s), including the preparation of the Section's annual report to the Executive Director of the Section,
 - iv. to make appointments to the standing committees of the Section,
 - v. to guide, supervise and assist standing committee appointees,
 - vi. to establish and appoint other committees and other non-elected leadership positions.

- b. Chair-Elect:
 - i. to serve as Program Chair; i.e., to plan and arrange the Section's meetings for the that he or she will be Chair,
 - ii. to assist the Chair in the role of advisor and to perform duties assigned by the Executive Committee,
 - iii. to serve as Chair in the absence of the elected Chair.

- c. Secretary:
 - i. to certify to the Executive Director of the Society the names and terms of office of the Section Councilor and Alternate Councilor on or before the deadline for each year, as specified in the Society Bylaws,
 - ii. to submit biographies and certification forms for re-elected and newly-elected Councilors to the Executive Committee of the Society,
 - iii. to certify the credentials of the Alternate Councilor and/or a temporary substitute councilor chosen to represent the Section at Society council meetings in the absence of the elected Councilor,
 - iv. to notify the Society's Executive Director of newly elected Local Section officers and committee chair appointments as soon as possible after Section elections.

- d. Treasurer:
 - i. to receive and disburse the Section's operating funds and account for all Section monies,
 - ii. to maintain accurate financial records for the Section and prepare periodic annual reports on the Section's fiscal condition for review by the Executive Committee,
 - iii. to submit Internal Revenue Service Form 990 and any other necessary IRS forms,
 - iv. to prepare and submit an annual allotment form for the Section to the Executive Director of the Society, as directed by Society Bylaws.
 - v. to prepare and submit the Section's financial annual financial report to the Executive Director of the Society, as directed by Society Bylaws,
 - vi. to become cognizant of and act on other responsibilities of the Local Section Treasurer as specified in the "Handbook for ACS Local Section Treasurers".

- e. Recorder:
 - i. to maintain permanent files of the historical record of the Section, excepting those kept by the American Chemical Society. This record shall include, but is not restricted to, the charter list of original members, minutes of all general membership and Executive Committee meetings, annual and fiscal reports, and other records of the Section,
 - ii. to maintain the set of Vocal Section bylaws bearing the signed stamp of the Society's Secretary in a readily retrievable file.

- f. Editor:
 - i. to prepare and distribute the Section's newsletter and meeting notices,
 - ii. to maintain a Section membership list.

- g. Councilor and Alternate Councilor:
 - to represent the Section as provided for in Article VII of the Constitution of the American Chemical Society.

- h. Executive Committee:
 - to conduct the current business of the Section. Six members of the Executive Committee shall constitute a quorum for the conduct of business.

Bylaw IV. Meetings

Section 1. Meeting Frequency - At least four regular meetings of the Section shall be held each year, at such time and place as the Executive Committee may decide. The Virginia Blue Ridge Section normally has meetings in the months of January, February, March, April, May, September, October and November.

Section 2. Special Meetings - Special meetings may be called at any time by a majority of the Executive Committee.

Section 3. Quorum Requirements - Twelve members of the Section shall constitute a quorum for the conduct of business at these meetings.

Bylaw V. Committees

With the exception of the Nominating Committee (see Bylaw V.3 below) the chairs and membership of each standing committee shall be appointed annually by the Section Chair, with the assistance of the Executive Committee. The number and members on each committee shall not be defined. The standing committees, with their responsibilities, shall be:

1. Awards Committee - to arrange for the presentation of Section awards, including the Gene Wise award and the annual James Lewis Howe awards.

2. Membership Committee - to promote membership and to act on all matters pertaining to membership in the Section.

3. Nominating Committee - to present at the September meeting at least one name in nomination for each office preceding each election, after ascertaining the willingness of the nominees to serve as officers and elected members of the Executive Committee. The Nominating Committee shall consist of the three immediate past chairs of the Section. The Chair of the Nominating Committee shall be the most recent past chair.

4. Secondary Education Committee - to deal with those phases of the Section's activities pertaining to chemistry in secondary education.

5. Other. Other committees may be formed from time to time by the Executive Committee to deal with particular issues of the time. Examples might be to coordinate efforts for a Southeast Regional Meeting of ACS, to prepare a history for an anniversary Section meeting, or to provide some other short-term service. Such committees shall normally have a specific task and an assigned date for going out of existence.

Bylaw VI. Agenda for Meetings

At all meetings of the Section the following agenda is recommended:

1. Approval of the minutes of the previous meeting.
2. Reports of officers and councilors.
3. Reports of committees.
4. Old business.
5. New business.
6. Recess of the business meeting.
7. Presentation of the speaker(s) or program(s).
8. Discussion.
9. Reminder of the next meeting, and adjournment.

Bylaw VII. Provision for Dissolution

Upon the dissolution of the Virginia Blue Ridge Section and assets of the Section remaining thereafter shall be conveyed to an organization then existent, within or without the territory of the Section, as is dedicated to the perpetuation of objects similar to those of the Society, or to the Society, so long as whichever organization is selected by the governing body of the Section at the time of the 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.

Bylaw VIII. Amendments

These bylaws may be amended by a two-thirds majority affirmative vote by the members present at a regular meeting, provided written notice shall have been given one month previous to the meeting. The amendments shall become effective upon approval by the Committee on Constitution and Bylaws, acting for the Council, unless a later date is specified.