

Bylaws of the East Central Illinois  
Local Section Younger Chemists Committee  
of the American Chemical Society

Bylaw I  
Name

This organization shall be known as the East Central Illinois Local Section Younger Chemists Committee (hereinafter referred to as the "ECI-LSYCC") of the American Chemical Society (hereinafter referred to as the "Society").

Bylaw II  
Objects

Section 1. The objects of the ECI-LSYCC shall be those of the Society as stated in the Charter and Constitution of the Society.

Section 2. Nothing in the bylaws shall be inconsistent with the Charter, Constitution, and Bylaws of the Society.

Bylaw III  
Territory and Headquarters

The territory of the ECI-LSYCC shall be that assigned to it by the Society.

Bylaw IV  
Members and Affiliates

Section 1. The rolls of the ECI-LSYCC shall include those Members and Affiliates residing within the territory of the ECI-LSYCC, exceptions to this rule shall be made in conformity with the Constitution and Bylaws of the Society.

Section 2. Members of the ECI-LSYCC shall be defined as 1) Society Members residing within the territory that 2) pay dues to the Society that are 3) under the age of 35 as defined by the National Younger Chemists Committee.

Section 3. The ECI-LSYCC may have Local Section Affiliates as authorized in the Constitution and Bylaws of the Society.

Section 4. Members shall have such rights and privileges as are accorded them by the Constitution and Bylaws of the Society including exclusive voting privileges to elect an executive board.

Section 5. Only Members shall be allowed to be elected to the Executive Board, vote on articles of incorporation, and propose bylaw changes.

Bylaw V  
Officers of the Executive Board

Section 1. The Officers of the ECI-LSYCC shall be Members and consist of Chair, Co-Chair, Public Relations Officer, Board Coordinator, Financial Officer, ACS Liaison, and Webmaster. No Officers shall hold more than one position at a time.

Section 2. The duties of the Officers shall be such as usually pertain to their offices, together with those required by the Constitution and Bylaws of the Society, and such other duties as may be assigned to them by the Executive Board.

- a. The duties of the Chair are to provide leadership and direction to the entire board, act as liaison to official YCC correspondents, and help assign board members to specific projects/events. Presides over all business meetings, presents new business items, represents the organization at all times, and supervises all officers.
- b. The duties of the Co-Chair are to provide assistance in leadership to the chair of the board, serve as highest officer should the chair be unavailable, help coordinate volunteers, working closely with public relations officer, and arranges the board training session for newly elected board members.
- c. The duties of the Public Relations Officer are to promote events and fundraising activities, print and post fliers, and help draft e-mails. Works closely with the Webmaster.
- d. The duties of the Board Coordinator are to help coordinate multiple committees for events, take minutes at meetings, and organize supplies and volunteers.
- e. The duties of the Financial Officer are to handle all finances, keep a running budget, look for further fundraising opportunities, complete annual or semi-annual budget reports, and are responsible for all reimbursements.
- f. The duties of the ACS Liaison are to develop a close working relationship between the board of the YCC and the East Central Illinois (ECI) local ACS section. This involves attending monthly meetings of the ECI local ACS section, promoting YCC events, sharing information, seeking funding, and coordinating co-hosted events.
- g. The duties of the Webmaster are to organize and control the YCC e-mail, website, Facebook page, twitter, etc., proofread all media sent out by the YCC, and help in the design of posters/fliers. Works closely with Public Relations Officer.

Section 3. The Executive Board shall consist of the elected Officers only. The ECI-LSYCC shall establish committees as necessary for the proper operation of the organization. The Executive Board shall be the governing body of the ECI-LSYCC and shall have full power to conduct, manage, and direct the business affairs of the ECI-LSYCC in accordance with the Constitution and Bylaws of the Society and these Bylaws.

## Bylaw VI Manner of Election and Terms of Office

Section 1. 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 timely reporting and archiving of ballot results. In the case of a tie vote the current Executive Board shall, by ballot, select from among the candidates who share the tie vote. The candidate receiving the largest amount of votes shall be declared elected.

Section 2. An eligible Member may run for only two of the seven possible Executive Board positions.

Section 3. If a candidate is elected for more than one position on the Executive Board the candidate may choose one of the two positions. The runner-up of the position not selected shall be declared elected to that position.

Section 4. Elected Officers shall serve for a term of one year, beginning February 1st in the year after their election.

Section 5. An Officer is eligible for re-election to the same position previously held only once. The terms are not required to be consecutive.

Section 6. In the event of a vacancy in the office of the Chair, the Co-Chair shall assume the added duties of the Chair for the unexpired term. All other vacancies shall be filled by the Executive Board by interim appointment for a period up to the next annual election, at which time the ECI-LSYCC shall hold a general election for the vacant position.

Section 7. An annual election shall be held in ample time to complete the process (including resolution of tie votes) by no later than December 31st.

Section 8. Candidates shall be self-nominated for all positions.

Section 9. The results shall be announced as soon as possible after all ties are taken care of and the winners notified. The results shall also be certified by a minimum of two Executive Board Members.

### Recall of Elected Officials

Section 1. The elected officials of the ECI-LSYCC Executive Board are subject to recall for neglect of duties or conduct injurious to the Society.

Section 2. The recall of an elected 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 voting members of the ECI-LSYCC. In the event the Chair is the official in

question, the Co-Chair shall receive the petition and shall assume the duties of the Office of 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 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 present the issue to the Executive Board as a new business item at the next Executive Board meeting.

- a. The Executive Board 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 Board.
- b. If the proceedings continue the Chair shall assign the duties of the officer to another qualified member of the ECI-LSYCC until the issue is resolved
- c. If the proceedings continue the officer shall be offered an opportunity to answer the allegations in the petition before the Executive Board.

Every reasonable effort shall be made to contact the officer throughout this procedure. That effort shall include a certified letter to the last known address on the official Society membership rolls. Upon notification the officer shall have thirty days to make a written response to the allegations. The Executive Board shall decide whether to proceed after studying the officer's response. The Chair shall inform the officer and the petitioners of the decision of the Executive Board.

If no contact with the officer can be made after a reasonable effort the Executive Board may remove the officer in question with a two-thirds vote of the remaining members.

- d. If the proceedings continue the officer may choose one of the following options
  - (1) The official may resign
  - (2) The officer may request a recall vote in the same manner as the original election which must be consistent with ECI-LSYCC Bylaws. The voting membership shall be informed through brief written statements prepared by the Executive Board and the officer of the issues involved with the recall vote. Both statements shall be distributed to the voting membership before the vote is taken.
  - (3) The officer may request a hearing and a recall vote by the remaining members of the Executive Board. A two-thirds vote of the remaining members of the Executive Board shall be required to recall the officer.
  - (4) The officer may choose not to respond and therefore forfeit the position.

The vacancy provisions of these bylaws shall be used to fill the vacancy caused by the recall process. The membership of the ECI-LSYCC shall be informed of the results of the recall process and replacement of the officer.

## Bylaw VII Meetings

Section 1. Two types of meetings shall be held by the ECI-LSYCC consisting of Town Hall meetings and Executive Board meetings.

Section 2. Town Hall meetings are defined as meetings open to all members of the ECI-LSYCC and any affiliates. They must include, at minimum, two Executive Board Members. Any number of other members and affiliates may attend. Town Hall meetings are required to be held twice a year at least three months apart. These meetings are designed for ECI-LSYCC members and affiliates to interact with the Executive Board on matters of policy and individual or group interests. No official votes on policy changes can be enacted unless five of the seven Executive Board members are present. Official notice to all ECI-LSYCC members must be give at least two weeks in advance.

Section 3. Executive Board meetings are open only to Executive Board officers and those invited specifically. They must include, at minimum, five Executive Board officers to be considered an official meeting. Matters of policy, planning events, writing reports, and fundraising may be discussed at these meetings. Executive Board meetings are required to be held every six weeks, at minimum. Meetings may be held more often as needed. Official notice to all Executive Board members must be given at least 24 hours in advance.

Section 4. 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 the Society's documents.

## Bylaw VIII Finances

Section 1. No dues shall be required of members or affiliates above and beyond those required to qualify for membership (dues to the Society).

Section 2. Reimbursements for approved events may be submitted to the Financial Officer who will then submit them to the ECI local section as long as they qualify based on the funding proposals.

## Bylaw IX Amendments

Section 1. These Bylaws shall be amended as follows:

- a. The proposed amendment(s) shall have been first submitted to the Executive Board by at least five members, or shall have been raised by the Executive Board and shall have been evaluated and approved by a majority of the members of the Executive Board.

- b. If a dispute arises regarding approval of said amendment(s) the Executive Board may resolve the issue by the majority vote of the Board after hearing discussion of the issue at a Town Hall meeting of the ECI-LSYCC or the Board may decide to hold a special election of the ECI-LSYCC to resolve it.
- c. The Co-Chair shall send the proposed Bylaw amendment(s) to the local section ECI Executive Committee for a preliminary review. After receipt of the review the Executive Board will then make the appropriate changes as necessary. The Co-Chair shall then distribute to all ECI-LSYCC members a suitable explanation of the bylaw amendment(s).
- d. ECI-LSYCC members will be asked to vote on amendments using the standard voting procedures consistent with these Bylaws. At least two-thirds of votes cast shall be required to approve the amendment.

Section 2. The Co-Chair shall distribute the outcome of the ballot regarding the amendment(s) to the ECI-LSYCC members and within one month shall meet all requirements for submitting the results to the local section ECI.

Section 3. Amendments to these Bylaws shall become effective upon approval by the Executive Board unless a later date is specified in the amendment.

#### Bylaw X Dissolution of Organization

Upon the dissolution of the ECI-LSYCC any assets remaining thereafter shall be conveyed to such organization then existent, within or without the territory, 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 ECI-LSYCC at the time of dissolution shall be exempt under Section 503(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 ECI-LSYCC's dissolution.