

**BYLAWS OF THE  
SOUTHWEST REGIONAL MEETING OF THE AMERICAN CHEMICAL SOCIETY**  
Revised, November 2019

Several Local Sections of the American Chemical Society (the “Society”) which lie within or partially within the states of Texas, Oklahoma, New Mexico, Arkansas and Louisiana have organized a District of Columbia non-profit Corporation known as SWRMACS (herein as “the Corporation”) which will collectively sponsor technical meetings, present awards and other forms of recognition, and carry out various activities of interest and benefit to those members of the Society’s Local Sections who reside in these states.

**Article 1            Name and Organization**

1. The Local Sections within the mentioned states which choose to participate in the common affairs of the Corporation are called collectively the Southwest Region Sections, or briefly, the Southwest Region. The affiliated Local Sections within the Southwest Region of ACS are:

Brazosport	Panhandle Plains
Baton Rouge	Permian Basin
Central Arkansas	Rio Grande Valley
Central Texas	Sabine–Neches
Dallas–Fort Worth	San Antonio
East Texas	South Plains
Greater Houston	South Texas
Heart O' Texas	Southwest Louisiana
Louisiana	Texas A & M
Northern Oklahoma	Tulsa
Northwest Louisiana	University of Arkansas
Oklahoma	Wichita Falls–Duncan
Ouachita Valley	

2. A participating Local Section may withdraw from the Region.
- To withdraw from the Corporation, a Local Section must submit resolution to do so to the Regional Secretary-Treasurer, who shall within thirty (30) days send copies of the withdrawal request to the affiliated Local Sections and to the Steering Committee.
  - Participating Local Sections shall have thirty (30) days to send comments to the Regional Secretary-Treasurer after which the Executive Board shall meet with officers of the Local Section in an effort to reconcile differences.
  - If this fails the Steering Committee may accept the withdrawal of the participating Local Section by a majority vote.
3. All participating Local Sections are entitled to equal status in all activities and operations of the Region.
- Participating Local Sections that do not host a regional meeting, pay dues, or otherwise engage in regional activities can be designated by the Executive Board as “Inactive”.
  - An inactive Section would not be eligible for any regional perquisites (including participation in any awards given by or to the Region).
  - An inactive Section could petition the Steering Committee for reinstate to “Active” status explaining what measures have been taken to make it eligible for active membership, including the payment of outstanding dues.
4. The Executive Committee of the Corporation shall be composed of the Regional Chair, and the Regional Vice Chair and the Regional Secretary-Treasurer.

5. The Board of Directors of the Corporation shall be known as the Steering Committee and shall be made up of the Executive Committee of the Region and one representative from each of the participating Local Sections.

## **Article 2 Executive Committee**

1. The **Chair** of the Executive Committee for the Corporation is elected by the Steering Committee for a five-year term, with the first term being 3 years (beginning 2016). The person who serves as Chair also serves on the Steering Committee and on the Executive Committee.
2. The **Vice Chair** of the Executive Committee for the Corporation is elected by the Steering Committee for a five-year term, with the first term being 3 years (beginning 2017). As Vice Chair, he/she serves on the Steering Committee and on the Executive Committee, and acts in the Chair's place as required.
3. The **Secretary-Treasurer** of the Corporation is elected by the Steering Committee for a five-year term. The person who serves as Secretary-Treasurer also serves on the Steering Committee and on the Executive Committee. The Secretary-Treasurer will set the agenda for the annual business meeting and run the meeting in the absence of the Chair.
4. Each member of the Executive Committee of the Corporation shall be also a member of one of the participating Local Sections of the Region during the term of office.
5. Should the office of Chair become vacant, through resignation or any other reason, the Vice Chair shall become Chair. Should the office of Secretary-Treasurer become vacant, an Acting Secretary-Treasurer shall be appointed by the Chair to serve until the new Secretary-Treasurer is elected by the Steering Committee. The Chair and the Vice Chair carry out such duties as their offices require, and as suggested in these Articles.
6. The Secretary-Treasurer carries out such duties, as the office requires; the office is charged specifically:
  - (a) to maintain a list of Local Section representatives on the Steering Committee of the Corporation;
  - (b) to notify these representatives at least four weeks in advance of the time and place of meetings of the Steering Committee;
  - (c) to record the business carried out at such meetings and maintain such records;
  - (d) to maintain the financial records of the Corporation, to manage the Steering Committee Fund and to arrange for an annual audit;
  - (e) to receive and disburse monies on behalf of the Steering Committee; and
  - (f) to present a financial report to the Steering Committee annually.

## **Article 3 Local Section Participation**

1. Participation in the affairs of the Southwest Region is restricted to those Local Sections listed in Article 1.1. The status of participation is granted to a Local Section through the Steering Committee, upon request by the presiding officer of the Local Section.
2. The responsibilities of participation by a Local Section in the affairs of the Corporation include:
  - (a) furnishing a representative to sit on the Steering Committee, and to take part in its deliberations;
  - (b) assuming a financial obligation for the support of the activities of the Corporation; and
  - (c) providing leadership from time to time as the Host Section for the Corporation's Regional Meeting.

#### **Article 4 Southwest Regional Meeting**

1. The Southwest Region shall annually sponsor a technical meeting called the Southwest Regional Meeting (SWRM), designated by the appropriate sequence of annual meetings.
2. Generally, one participating Local Section will serve as the Host Section for the Meeting, which will be held within the geographical boundaries of the Section. However, joint sponsorship by two or more Local Sections within the Region is allowed, as is joint sponsorship between Regions.
3. The time and place of each Regional Meeting and its Host Section or Sections shall be decided and approved by the Steering Committee.
4. Bids for the Regional Meeting by a Local Section should be submitted to the Secretary-Treasurer of the Region at least five years before the meeting date. The bid should include in writing the following information:
  - (a) Meeting Rooms. Include approximate number available and approximate size.
  - (b) Exhibits Area. Location with respect to meeting rooms and approximate area. Provisions should be made for 35-45 booths approximately 8 'x 10'.
  - (c) Housing. List of hotels/motels and number of rooms available within reasonable walking distance of meeting rooms.
  - (d) Travel Facilities. Airlines serving major metropolitan areas of Southwest Region.
  - (e) Endorsement from Chamber of Commerce or Conventions Organization indicating local support for the meeting.
  - (f) Any other information which would be helpful for the committee in making the site selection.
5. The General Chair (or Co-Chair) of the Regional Meeting shall be selected from within the membership of the Host Section at least three years prior to the meeting. The Secretary-Treasurer of the Region shall be notified immediately upon the selection.
6. The arrangement and management of each Regional Meeting and all detailed matters shall be the concern of the Host Section.
7. Any monetary net surplus from the Regional Meeting shall accrue to the Host Section, except that 10% of such surplus shall be deposited in a Steering Committee Fund.
8. During the eighteen-month period which precedes the SWRM, the Host Section(s) may borrow up to a total of \$5,000 or 20% of the assets, whichever is smaller, from the Steering Committee Fund for its running expenses. Any monies so borrowed must be repaid to the Fund within twelve months following the Regional Meeting.
9. If a deficit is incurred in conducting a SWRM, the host section(s) will be responsible for the loss up to \$5.00 per member, based on total membership of the section(s). Any additional deficit will be underwritten by the Steering Committee Fund up to a maximum of \$4,000 or 20% of the assets of the Steering Committee Fund, whichever is smaller. Larger deficits will be the responsibility of the host section(s).

#### **Article 5 Steering Committee**

1. The Steering Committee of the Corporation shall hold an annual business meeting, and any other meetings as may be necessary to carry out its affairs.
2. The time and place of the annual business meeting, and of any other meetings, shall be fixed by the Chair, with written notice sent by the Secretary-Treasurer to the Steering Committee Member of each participating Local Section and Executive Committee at least four weeks in advance of the time of the meeting.

3. At any meeting of the Steering Committee, fixed by the Chair, and announced by the Secretary-Treasurer as stated above, those members present shall constitute a proper quorum for conducting business.
4. The members of the Steering Committee include:
  - (a) The Chair, the Vice Chair, and Secretary-Treasurer of the Region, which constitutes the Executive Committee, and
  - (b) A Steering Committee member from each of the participating Local Sections within the region who will serve as its member on the Steering Committee. The Local Section member should be either a member appointed for at least a three-year period, to insure continuity of operation, or the Chair-Elect.
5. Any member of the Steering Committee may ask that the Secretary-Treasurer vote in their stead, as proxy, in any or all matters which come before the meeting. Such a request must be made, in writing, prior to the opening of the meeting.
6. The responsibilities of the Steering Committee are:
  - (a) to name the Host Section, the time and the place for each Southwest Regional Meeting;
  - (b) to maintain a Steering Committee Fund for use by the Corporation;
  - (c) to provide counsel and guidance for Host Sections, and to review plans and proposed budget for the Regional Meeting; and
  - (d) to lend continuity to the management of the Southwest Regional Meeting and to all other matters which relate to the Corporation
7. The order of business at the annual meeting of the Steering Committee shall include:
  - (a) The reading of the minutes of the previous annual meeting, and the minutes of any following meeting of the Steering Committee and the Executive Committee;
  - (b) the reporting of the financial status of the organization;
  - (c) the reporting by various committees;
  - (d) the reporting by the general chair of the current Southwest Regional Meeting;
  - (e) the reporting by the general chair of the coming Southwest Regional Meeting, and the review of his/her plans and proposed budget;
  - (f) the approval of Host Sections; time and places for future Regional Meetings; and
  - (g) the consideration of any other matters pertinent to the business of the Region.
8. The Executive Committee shall serve with authority to carry out such business of the Corporation as may be required, except that specifically reserved for the action of the Steering Committee. All actions of the Executive Committee are to be reported at the next following meeting of the Steering Committee.

**Article 6            Steering Committee Fund**

1. The Secretary-Treasurer serves as manager of the Steering Committee Fund.
2. The primary of the Fund is to provide cash awards and aid in the implementation of Regional Meetings. However, these purposes should not prevent its use for other purposes pertinent to the affairs of the Corporation. Expenditures from the fund other than those directly related to Regional Meetings shall be approved by a majority of the members of the Steering Committee who vote.

3. From time to time, means of augmenting the Steering Committee Fund, other than those associated with surplus from Regional Meetings, may be suggested. Where such involve a request for contributions from participating Local Sections, approval of a majority of the members of the Steering Committee who vote is required.
4. Normal and customary travel expenses for the Chair of the Steering Committee, Vice Chair, Secretary-Treasurer and the General Chair of the following year's meeting (*i.e.*, for SWRM 2015, 2016 General Chair will be eligible) of up to \$500 with receipts will be allowed if funds are not available from the local section. Exceptions will be judged on a case-by-case basis.

#### **Article 7 Ad hoc Committees**

1. The Chair of the Executive Committee may appoint ad hoc committees to assist in carrying out the business of the Corporation and its Steering Committee.
2. Each such ad hoc committee shall report on its activities and accomplishments at the annual business meeting of the Steering Committee. The Committee is dissolved following its report, unless specifically continued by the Chair.

#### **Article 8 Awards Committee**

1. The Corporation will have an awards committee consisting of at least 2 appointed members. This committee will:
  - a. Assist the Regional Meeting awards committee in ensuring that the Southwest Regional Awards are awarded each year.
  - b. Maintain a historical record of the awardees of each award.
  - c. Administration of the Student Presenter Travel Scholarships as set forth in the guidelines, which serve as an addendum to these Bylaws.

#### **Article 9 Southwest Regional Awards**

1. The Corporation will offer the following annual awards: ACS Division of Chemical Education Southwest Region Award for Excellence in High School Teaching (High School Teaching Award), Southwest Regional ACS Award, Stanley C. Israel Southwest Regional Award (Israel Award), E. Ann Nalley Regional Award for Volunteer Service to the American Chemical Society Southwest Region (Nalley Award), ACS SWRM Student Travel Award (Student Travel Award), and Partners for Progress and Prosperity Award (P3 Award).
  - (a) The candidates for the High School Teaching Award shall be those persons nominated by participating Local Sections. Candidates must be a current or retired High School teacher in the Southwest Region of the ACS.
  - (b) The candidates for the Southwest Regional ACS Award, Israel Award, Nalley Award and P3 Award shall be those persons nominated by participating Local Sections. Candidates must reside in the Southwest Region of the ACS during the time of the work and/or service leading to their nomination for the Award.
  - (c) Awards shall be presented to the recipients during a Southwest Regional Meeting. They shall consist of appropriate certificates or plaques, equal monetary awards, and travel expenses to the SWRM that year.
  - (d) Normal and customary travel expenses for the High School Teacher, Southwest Regional ACS and Nalley award winners of up to \$500 with receipts will be allowed. Normal and customary travel expenses for the P3 Award winners of up to \$500 with receipts for each partner will be allowed. Exceptions will be judged on a case-by-case basis.
  - (e) The monetary amounts of the awards will be \$2,000 for the Southwest Regional ACS Award, \$1,000 for the High School Teacher Award, \$1,000 for the Nalley Award, and \$1000 for each partner of the P3 Award winners. Change in monetary amounts of the awards can be made by a majority vote of the Steering Committee.
  - (f) Guidelines for administration of the Awards serve as an addendum to these Bylaws.

- (g) SWRM will provide up to ten \$500 travel awards for students who are presenting papers. Guidelines for the awards will be determined by the awards committee.

**Article 10        Amendments of Bylaws**

- 1. These Bylaws may be amended following approval of the suggested amendment by at least two-thirds of the members of the Steering Committee. The suggested amendment shall be received in writing by the Secretary-Treasurer over the signatures of not fewer than six members of the Steering Committee, together with reasons for the change. It shall be distributed by the Secretary-Treasurer for approval or disapproval to each member of the Steering Committee. Should the suggested amendment not be approved within one year of the date of its distribution, it is considered disapproved, and void.

**Article 11        Dissolution**

- 1. The Corporation defined by these Articles may be dissolved if approved by two-thirds (2/3) of the members of the Steering Committee.
- 2. Any monies held by the Corporation if so dissolved are to be dispersed among the participating Local Sections on a pro rata basis based on the total membership of each section.

**Article 12        Enabling Clause**

- 1. All policies and practices previously established by the Steering Committee which are inconsistent with any part or parts of these Bylaws are declared void upon adoption of these Bylaws. The provisions given herein become operative immediately upon adoption. Adoption is effected by approval of at least two-thirds of the members of the Steering Committee.