

Chinese American Chemical Society East Chapter By-Laws

Approved on 12/19/2022

I. Nature of the Organization

- Effective on January 1st, 2023, the Tri-state Chapter of Chinese American Chemical Society is changed into the East Chapter of Chinese American Chemical Society (E-CACS). Tri-state will remain in use during the transition.
- East CACS is a non-profit, professional organization and does not have any political affiliation either regionally or nationally.
- By-Laws should be accessible to all members and be familiarized by all officers and committee members.

II. Members

- Membership is open to professionals and students in chemistry, chemical engineering, and related fields.

The membership year shall begin on January 1st.

- Only active members are eligible to vote and to hold offices.
- Members shall pay annual membership dues to East CACS.

III. Executive Committee

- The Executive Committee (EC) shall consist of up to 15 members.
- The President shall be the chairman of the EC.
- The EC shall meet on virtual or face-to-face regularly, either monthly or quarterly, or as determined by EC.
- For the EC meeting to proceed on important decisions, there must be a majority of EC to be present.
- A passing (majority) vote requires 2/3 of total votes. Telephone or Email vote shall be accepted but names need to be posted for verification purposes.
- EC members are expected to actively participate EC meetings and attend at least 50% of the EC meetings. An EC member shall relinquish his/her position on EC with > 50% of no-shows for EC meetings.
- New members are inducted by EC approval.
- An EC shall notify the President if interested in stepping down due to changes in other commitment or potential conflict of interest.

IV. Officers

President
Vice President (President-Elect)
Webmaster
Secretary
Treasurer
Past President

- The President is responsible for representing the society and coordinating with other professional organizations or societies.
- Any EC member planning to represent this chapter in any public event should contact the President and obtain authorization.

Responsibilities of the Officers:

- President
 - Oversee and coordinate activities
 - Represent this chapter to outside organizations and national CACS.
 - Serve as chairman of the EC, schedule and preside EC meetings.
- Vice President (President-Elect)
 - Assist President in all above activities.
 - Step-in as acting President in times of emergency.
 - Responsible for planning the annual symposium
 - Will assume position and duties of the President in the following year
- Webmaster
 - Develop and maintain East CACS web site and other communications by East CACS
 - Update news and events on website
- Secretary
 - Maintain East CACS membership database and email lists.
 - Keep meeting minutes
 - Distribute board and member mailings.
 - Maintain documents on East CACS activities
- Treasurer
 - Record financial transactions of the Chapter.
 - Present a financial report once a year.
- Past President
 - Nominates EC members and officers

V. Subcommittees

- EC members are encouraged to form subcommittees to promote the East CACS community and its activities
- Chairs of subcommittees are appointed by the President
- Award subcommittee
- Sponsorship subcommittees.

VI. Advisory Board

- The Advisory Board acts as a consultant for East CACS operations.
- Past President, past officers and EC members will become members of the Advisory Board.
- Persons who have made long time contributions to the CACS or have made outstanding accomplishments may become a member of the Advisory Board upon nomination by the past president and the approval of the EC.

- The current Past President serves as the Chairman of the Advisory Board and contact person.
- Members of the Advisory Board shall support and participate in East CACS sponsored activities.

VII. Financials

- The President has the right to authorize up to \$1000 per event without EC approval.
- All committee members must obtain approval from President for all expenses.
- All expenses must be audited at the end of each year. The treasurer shall provide an annual report of all expenses. The report shall contain a detailed breakdown of expenses.

VIII. Elections

- Each EC term is for three years. There are two term limits.
- The seats of the exiting EC shall be up for election via majority vote by EC. Existing EC are eligible for re-election.
- The term of President, Vice President and Past President is for one year. There are no term limits for Treasurer, Webmaster, and the Secretary. Resignation of these positions shall be made to the President, and new officers shall be approved by EC by a majority vote.
- The effective date of the term begins on Jan 1st of each year.
- Nominated candidates for EC shall be approved by the EC by a majority vote.

IX. Change of Bylaws

- Changes can be recommended by the EC.
- Any member can submit proposed changes to the EC.
- Changes can only be approved by a majority vote of EC.
- The effective date of these changes shall be the same day as of the final approval.