

# Chinese American Chemical Society-Tristate Chapter By-Laws

Approved on 03/06/2004

## I. Nature of the Organization

- o Tristate CACS is a non-profit, professional organization and does not have any political affiliation either regionally or nationally.

## II. Members

- o Membership is open to professionals and students in chemistry, chemical engineering and related fields.
- o The membership year shall begin on January 1st.
- o Only active members are eligible to vote and to hold offices.
- o Members shall pay membership dues to Tristate Chapter

## III. Board of Directors

- o The Board of Directors shall consist of 15 members.
- o The President shall be the chairman of the board.
- o The Board recommends/nominates candidates to the Board for general election by all members.
- o The Board of Directors shall meet regularly (suggested 4 times a year with a minimum of 2 times a year) and/or as needed.
- o Board members shall attend at least 50% of the board meetings.
- o For the Board of directors' meeting to proceed, there must be a majority of Directors present.
- o A passing vote requires  $2/3$  of total votes. Telephone or Email vote shall be accepted but names need to be posted for verification purposes.
- o Upon resignation of a director, the nominating committee will immediately provide the name of a new candidate, with approval by the Board.
- o To resign, a Board member should submit a written resignation to the President.
- o Board directors have the obligation to join sub committees and support tristate CACS activities.

## IV. Officers

President  
Vice President (President-Elect)  
Web Manager  
Secretary  
Treasurer  
Past President

- o The President is responsible for coordination with other professional organizations.

- Each officer will be responsible for reporting/coordinating activities with his/her National counterparts.
- Any Board member planning to represent this chapter in any public events should contact the President and obtain authorization.

**Responsibilities of the Officers:**

- President
  - Oversees and coordinates activities.
  - Represents this chapter to outside organizations and national CACS.
  - Serves as chairman of the board.
- Vice President (President-Elect)
  - Assists president in all above activities.
  - Responsible for planing technical programs
  - Will assume position and duties of president in the following year.
- Web Manager
  - Develops and maintains Tristate CACS web site and other web sites sponsored by Tristate CACS
  - Posts news and CACS events on web
- Secretary
  - Maintains Tristate CACS membership database, distribution list and email lists.
  - Distributes board and member mailings.
  - Maintain documents on Tristate CACS activities
  - Sends activities information to external organizations (including National CACS) if needed.
- Treasurer
  - Records financial transactions of the Chapter.
  - Presents financial report at each board meeting.
- Past President
  - Nominates board directors and officers

**V. Sub Committees**

- President can seek volunteers to organize different Sub Committees to promote tristate CACS community and its activities.

**VI. The Advisory Board**

- The Advisory Board acts as a consultant for Tristate CACS operations.
- Past President automatically becomes a member 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 advisory board.
- The current Past President serves as the Chairman of the Advisory Board and contact person for the board.
- Members of the Advisory Board shall support and participate in CACS sponsored activities.

- To resign, an advisor should submit a written resignation to the current Past President.

#### **VII. Financials**

- The president has the right to authorize and to spend up to \$500 per event and/or 50% of the reserve per calendar year without Board approval.
- All committees must obtain approval from president for all expenses.
- Auditing: The treasurer will provide a quarterly report of all expenses for auditing. The report shall contain a detailed breakdown of expenses.

#### **VIII. Elections**

- Each Board of Directors term is for three years. There are two term limits for board directors.
- The seats of the exiting Board Directors shall be up for election. Existing Directors 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, Web Manager and Secretary. Resignation of these positions shall be made to the President and approved by the Board by a majority vote.
- Voting by the general membership will take place at the annual Chinese New Year meeting.
- The effective date of the term begins on the day of Chinese New Years' Meeting.
- Candidates for the Board of Directors shall be nominated by the Nominating Committee and approved by the Board of Directors by a majority vote before submitting to the General Member Meeting for final vote.

#### **VIV. Change of Bylaws**

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