

***BYLAWS OF THE
DIVISION OF THE HISTORY OF CHEMISTRY
OF THE
AMERICAN CHEMICAL SOCIETY**

BYLAW I. Name and Objects.

Section 1. The name of this organization shall be the Division of the History of Chemistry of the AMERICAN CHEMICAL SOCIETY.

Section 2. The objects of the Division shall be to stimulate study and research in the history of chemistry, to offer an opportunity for presentation of the results of such specialized study and research, and to encourage a wide general interest among all chemists in the historical phases of their science.

BYLAW II. Members and Affiliates.

Section 1. Membership in the Division is open to all members of the SOCIETY who indicate in writing their wish to join the Division and who pay such annual dues as may be required. Application for membership shall be sent to the Secretary of the Division.

Section 2. A National Affiliate may apply to the Secretary to become a National Affiliate of the Division. Provided that dues established for National Affiliates are paid, a National Affiliate shall have all the privileges of membership in the Division except that of voting for or holding an elective position of the Division, of serving as a voting member of its Executive Committee, or of voting on amendments to the bylaws or on Articles of Incorporation of the Division.

Section 3. A person who is not a member or a National Affiliate of the SOCIETY but who wishes to participate in the activities of this Division may affiliate as a Division Affiliate. Interested persons may apply to the Secretary to become a Division Affiliate. Provided that dues established for Division Affiliates are paid, a Division Affiliate shall have all the privileges of membership in the Division except that of voting for or holding an elective position of the Division, of serving as a voting member of its Executive Committee, or of voting on amendments to the bylaws Articles of Incorporation of the Division.

***Effective October 5, 1995.** Approved, as amended, by the Committee on Constitution and Bylaws, acting for the Council of the American Chemical Society.

Section 4. Members or affiliates may resign their memberships or affiliations in the Division by submitting their resignations, in writing, to the Secretary of the Division during the year for which their dues, if any, are paid.

Section 5. (a) The name of any member of the Division who is in arrears in payment of dues by as much as one year shall be stricken from the rolls. It shall be reinstated upon payment of dues for the current year.

(b) National Affiliates or Division Affiliates shall retain affiliate status only so long as payment of Division dues is made. Their names shall be stricken from the rolls as soon as they are in arrears in the payment of dues.

BYLAW III. Officers.

Section 1. The officers of the Division shall be MEMBERS of the SOCIETY and shall consist of a Chair, a Chair-Elect, a Secretary, a Treasurer, the Councilor(s) and Alternate Councilor(s). The offices of Secretary and Treasurer may be held by the same individual.

Section 2. (a) The duties of the Chair shall be to preside at all meetings of the Division, to represent the Division at all meetings of the Divisional officers of the SOCIETY, and to appoint the various committees of the Division.

(b) The duties of the Chair-Elect shall be to fulfill all the duties of the Chair which the latter is unable to carry out.

(c) The duties of the Secretary shall be to keep a record of the proceedings of the Division and of the Executive Committee, to maintain a list of members and affiliates, to send them such notices as the business of the Division requires, and to discharge the responsibilities laid down in the Constitution and Bylaws of the SOCIETY, including submission of a complete list of the members to the Executive Director of the SOCIETY between April 1 and July 1 of each year, transmittal to the Executive Director of the names of all officers and standing committees of the Division within three weeks of their appointment, and in like manner notification to the Executive Director of any change of officers and standing committees during the year, and submittal through the Executive Director of the annual report of the Division not later than March 15 of each year. The Secretary shall be the custodian of the files of the Division.

(d) The duties of the Treasurer shall be to have charge of the funds of the Division. The Treasurer shall collect dues and assessments and shall make all disbursements, subject to the approval of the Executive Committee. The Treasurer shall submit a report to the Division at its annual meeting.

(e) The Division shall elect as many Councilors and Alternate Councilors as are determined by the SOCIETY. The Alternate Councilor(s) shall serve at meetings of the Council which the Councilor(s) is unable to attend.

Section 3. Executive Committee. The Executive Committee shall consist of the officers of the Division, the Immediate Past Chair, two members of the Division appointed by the Chair,

and one member elected by the membership of the Subdivision of Archaeological Chemistry. If a permanent Program Chair is currently serving the Division, he or she shall be one of the two members appointed by the Chair. The Secretary shall serve as Program Chair if the latter position is vacant.

Section 4. Election of officers. At the first general mailing after January 1 in a year in which an election is required, the Secretary shall send to each member a ballot soliciting nominations for the officers who are to be elected for the following year.

By April 15, the Chair shall appoint from active members of the Division a Nominating Committee of two or three members whose duty it shall be to solicit candidates for the offices becoming vacant the following year.

Nomination ballots to be valid must be signed by the member and mailed so as to be received by the Secretary not later than May 1, and shall be transmitted immediately to the Chair of the Nominating Committee.

The Nominating Committee shall review the nominating ballots and develop a list of potential candidates who are members of the Division. After obtaining the permission of persons to be proposed as candidates, the Nominating Committee shall prepare an election slate consisting of at least two candidates for each position to be filled, except, under certain circumstances, those of Chair, Secretary, and Treasurer, and shall forward the slate to the Secretary. The Chair-Elect shall automatically advance to the Chairship. The slate shall include two candidates for the position of Chair if the Chair-Elect is unable to accept the Chairship. The Committee may renominate an incumbent Secretary or Treasurer for a subsequent term, without a second candidate being listed for that office. If the incumbent is renominated for a third term, a second candidate for that office shall be included also.

The Executive Committee shall review the proposed election slate and accept it or refer it back to the Nominating Committee for amendment. After the Executive Committee has accepted the election slate, the Chair of the Nominating Committee shall mail to each member an election ballot with the names of candidates arranged in an order arrived at by lot. On the ballot there also shall also be a blank line under each office for "write-in" votes. All votes received by the deadline specified in the ballot shall be counted. The Nominating Committee shall act as tellers unless other tellers are appointed by the Chair. Election shall be by plurality.

In the event of a tie vote for an office, a second ballot for that office shall be sent to the members.

Section 5. Term of office.

(a) Beginning in 1997, the terms of office of all officers, except the Councilor(s) and Alternate Councilor(s), shall be two years or until their successors are qualified.

(b) The terms of the Councilor(s) and Alternate Councilor(s) shall be for three years.

(c) The terms of all officers shall begin on January 1 of the year following election.

(d) Vacancies in any office shall be filled by the Executive Committee. The incumbent so selected shall serve until the next regular election.

BYLAW IV. Dues.

Section 1. Members and National Affiliates of the Division shall pay annual dues of an amount determined previously by the Executive Committee. Any change in the amount of these annual dues shall be decided by the Executive Committee and approved by majority vote of the membership at a Divisional Business Meeting. Dues are payable in advance.

Section 2. Division Affiliates shall pay annual dues to be set by the Executive Committee of at least two dollars more than members.

BYLAW V. Meetings.

Section 1. The Division shall meet at each national meeting of the SOCIETY, unless the Executive Committee votes otherwise, provided that the requirements for a minimum number of meetings as specified in the SOCIETY Bylaws shall be met.

Section 2. The annual meeting of the Division shall be held at the Annual Meeting of the SOCIETY. Except as provided elsewhere in these bylaws, Division business requiring a vote of the membership shall be conducted only at this meeting.

Section 3. Special meetings of the Division may be called by the Executive Committee if notice, including the business to be undertaken, is given to the membership in writing or by publication in the official organ of the SOCIETY at least two months in advance. Special meetings may not be held within one month before or after a national meeting.

Section 4. The fee for registration at any special meeting shall be decided by the Executive Committee, in accordance with the Bylaws of the SOCIETY.

BYLAW VI. Papers Submitted for Presentation.

Section 1. Papers for presentation must be submitted to and approved by the Program Chair. The Program Chair may refer papers to the Program Committee for final action if there is doubt concerning whether or not a paper should be accepted for presentation.

Section 2. The rules for papers presented before meetings of the SOCIETY as outlined in the Bylaws and Regulations of the SOCIETY shall govern this Division.

BYLAW VII. Amendments.

Section 1. If at least ten members of the Division submit to the Secretary a proposed amendment to the bylaws, the Secretary shall send copies to all members of the Division at least

two weeks before a vote is to be taken. Voting may be by mail. A 2/3 vote of all those voting is required for adoption.

Section 2. All amendments to these bylaws must be approved by Committee on Constitution and Bylaws, acting for the Council of the SOCIETY, and accepted by that body as not inconsistent with the Charter, Constitution and Bylaws of the SOCIETY. The amendments shall become effective upon approval by the Committee on Constitution and Bylaws, acting for the Council of the SOCIETY, unless a later date is specified.

BYLAW VIII. The Subdivision of Archaeological Chemistry.

Section 1. An Archaeological Chemistry Subdivision shall be established within the Division of the History of Chemistry.

Section 2. The Subdivision shall be governed by the bylaws of the Division of the History of Chemistry.

Section 3. The Secretary of the Division shall maintain a list of the members of the Subdivision. Each member of the Subdivision must also be a member of the Division.

Section 4. One member of the Subdivision shall be selected annually by ballot of the Subdivision members to serve on the Executive Committee of the Division.

BYLAW IX. Dissolution.

Upon the dissolution of the Division, any assets of the Division remaining thereafter shall be conveyed to such organization then existent as is dedicated to objects similar to those of the Division and the AMERICAN CHEMICAL SOCIETY, or to the AMERICAN CHEMICAL SOCIETY so long as whatever organization is selected by the governing body of the Division at the time of 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 Division's dissolution.