



***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 (hereinafter referred to as the "Division") of the AMERICAN CHEMICAL SOCIETY (hereinafter referred to as the "SOCIETY").

Section 2. The objects of the Division shall be those of the SOCIETY as stated in the Charter and Constitution of the SOCIETY. Nothing in these bylaws shall be inconsistent with the Charter, Constitution, and Bylaws of the SOCIETY.

In addition, the objects of the Division shall be to advance knowledge and appreciation of the history of the chemical sciences among chemists, students, historians of science, and the broader public by

- a. Encouraging research and scholarship in the history of the chemical sciences;
- b. Providing a welcoming environment for the discussion of the history of chemistry in a variety of venues, particularly in symposia at national meetings of the SOCIETY;
- c. Serving as a resource for chemical scientists in general, and members of the SOCIETY in particular, who seek to understand the roots of their discipline, sub-discipline, or interdisciplinary subject;
- d. Recognizing major achievements from the past in the chemical sciences and the individuals who made those achievements;
- e. Publishing a scholarly journal in the history of chemistry;
- f. Interacting with other organizations interested in the history of science; and
- g. Adding value to the SOCIETY by helping it to achieve its vision and missions.

***Effective December 13, 2010.** Approved, as amended, by the Committee on Constitution and Bylaws, acting for the Council of the AMERICAN CHEMICAL SOCIETY. (C&B: bylaws@acs.org; www.acs.org/bulletin5)

BYLAW II
Members and Affiliates

Section 1. Membership in the Division is open to all MEMBERS and STUDENT MEMBERS of the SOCIETY who enroll in the Division and who pay such annual dues as may be required. Applications for membership may be sent to the Secretary of the Division.

Section 2. A Society Affiliate may apply to the Secretary to become a Society Affiliate of the Division. Provided that dues established for these Society Affiliates are paid, a Society 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 the Articles of Incorporation of the Division.

Section 3. A person who is not a member or a Society 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 or the Articles of Incorporation of the Division.

Section 4. Members or affiliates may resign their memberships or affiliations in the Division by distributing such notice 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. Society 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, Executive Committee, and Councilors

Section 1. The officers of the Division shall be MEMBERS and/or STUDENT MEMBERS of the SOCIETY and of the Division, and shall consist of a Chair, a Chair-Elect, a Secretary, and a Treasurer. 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 Executive Committee and business meetings of the Division, to represent the Division at all meetings of

Division officers of the SOCIETY, and to appoint the various committees of the Division.

- b. The duties of the Chair-Elect shall be those tasks determined by consultation of the Chair and Chair-Elect and to fulfill all the duties of the Chair that 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 distribute to members and affiliates such notices as the business of the Division requires, and to discharge the responsibilities according to the Constitution and Bylaws of the SOCIETY, including submission of a complete list of the members to the Executive Director of the SOCIETY each year on a schedule established by the SOCIETY, distribution to the Executive Director of the names of all officers and standing committees of the Division in a timely manner, 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 by the deadline established by the SOCIETY. 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 Councilor(s) and Alternate Councilor(s), the Immediate Past Chair, the Editor of the Division's journal, the Program Chair, the Division's Archivist, the Division's Historian, and up to two additional members of the Division appointed by the Chair, and one member elected by the membership of the Subdivision of Archaeological Chemistry. The Editor of the Division's journal, the Program Chair, the Archivist, and the Historian shall be appointed by the Division Chair with the approval of the Executive Committee.

Section 4. Election of officers, Councilors, and Alternate Councilors. Each year in which an election is required, the Secretary shall solicit nominations for the officers, Councilors, and Alternate Councilors who are to be elected for the following year.

The Chair shall appoint from active members of the Division a Nominating Committee of two or three members whose duty shall be to solicit candidates for the offices becoming vacant the following year. All nominations received by the Secretary shall be distributed immediately to the Nominating Committee.

The Nominating Committee shall 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 position of Chair. The slate shall include two candidates for the position of Chair if the Chair-Elect is unable to accept the position of Chair. 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 or subsequent 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 distribute to each member an election ballot with the names of candidates arranged in an order arrived at by lot. On the ballot there shall also be provision 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 distributed to the members.

Section 5. Term of office.

- a. The terms of office for all officers shall be two years or until their successors are qualified.
- b. The terms of the Councilor(s) and Alternate Councilor(s) shall be as specified in the Constitution of the SOCIETY.
- c. The terms of all officers shall begin January 1 of the year following election.
- d. Vacancies in any office shall be filled by appointment by the Executive Committee. Any officer so selected shall begin service upon appointment and shall serve until the end of the term that was vacated. Any Councilor or Alternate Councilor so selected shall begin service upon appointment and shall serve until the next regular election. At that election, if time remains in the term previously vacated, a member shall be elected to serve until the end of that term.

BYLAW IV Committees

Section 1. The Division shall utilize committees to carry out its mission. Oversight and staffing of the Division's committees shall be the responsibility of the Division Chair in consultation with and assisted by the Executive Committee. Each committee shall have a committee Chair, who reports to the Executive Committee, and as many additional members as deemed appropriate (if any).

Section 2. The Division shall have a Program Committee, headed by the Program Chair.

Section 3. The Division shall have a committee to publish its journal, headed by the journal's Editor.

Section 4. Except for committees specified above, establishment and dissolution of other committees shall be the responsibility of the Executive Committee. Such committees may include committees to administer the Division's awards, to organize and maintain the Division's archives, and to document the Division's history. Such committees may be standing committees of indefinite duration or task forces assembled for limited times to accomplish specified tasks.

BYLAW V

Dues

Section 1. Members and Society 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. 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 (\$2.00) more than the dues assessed to members.

BYLAW VI

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's Bylaws shall be met.

Section 2. The annual meeting of the Division shall be held at a national 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. Fifteen members shall constitute a quorum for conducting business.

Section 3. Special meetings of the Division may be called by the Executive Committee if notice, including the business to be undertaken, is distributed to the membership or is published 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 VII

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 VIII Amendments

Section 1. Proposed amendments from either the Executive Committee or at least 10 members of the Division shall be submitted to the Secretary, who shall then distribute copies to all members of the Division at least two weeks before a vote is to be taken. Voting may be by mail. A two-thirds (2/3) vote of all those voting is required for adoption.

Section 2. All amendments to these bylaws must be approved by the 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 IX The Subdivision of Archaeological Chemistry

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

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

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 every two years by ballot of the Subdivision members to serve on the Executive Committee of the Division.

BYLAW X 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 whichever 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.