

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

Bylaw I. Name and Objects

Section 1. The name of this organization shall be the Division of Fluorine 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:

(a) to provide an organization which will improve the exchange of information among chemists and other professionals interested in fluorine chemistry;

(b) to arrange programs dealing with fluorine chemistry for the national meetings of the SOCIETY;

(c) to organize and conduct symposia on special topics in fluorine chemistry at times and places designated by the Executive Committee of the Division;

(d) to cooperate with other scientific organizations in the sponsorship of international symposia on fluorine chemistry.

Bylaw II. Division Members

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 the annual dues. Application for membership shall be sent to the Vice-Chair/Membership of the Division.

A Society Affiliate may apply to the Vice-Chair/Membership to become a Society Affiliate of the Division. Provided that dues established for Society Affiliates are paid, a Society Affiliate shall have all the privileges of membership in the Division except those of voting for or holding an elective position of the Division, voting on articles of incorporation and Division bylaws, or serving as a voting member of its Executive Committee.

***Effective August 12, 2004.** Approved, as amended, by the Committee on Constitution and Bylaws, acting for the Council of the American Chemical Society.

Section 2. A person who is not a member of the SOCIETY, but who wishes to participate in the activities of the Division, may become a Division Affiliate provided that the individual indicates in writing to the Vice-Chair/Membership the wish to become a Division Affiliate and pays the annual dues. A Division Affiliate shall have all privileges of membership except those of holding office or serving as a member of the Executive Committee and voting for Councilor(s) and Alternate Councilor(s) or any amendments to the Division bylaws. Voting for all other elective offices in the Division is a privilege extended to Division Affiliates.

Section 3. Members shall have the following privileges:

- (a) the receipt of abstracts of papers to be presented at national meetings and at special symposia;
- (b) the right of holding office in the Division and of voting for the election of officers;
- (c) the right to recommend to the Executive Committee subjects and speakers for symposia;
- (d) reduced registration fees at symposia held apart from national meetings of the SOCIETY (the Executive Committee shall decide which symposia carry this privilege); and
- (e) reduced abstract fees at national meetings.

Section 4. Any member or affiliate may resign from the Division by submitting a resignation in writing to the Vice-Chair/Membership of the Division during the year for which the dues are paid.

Section 5. 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. Such a member may be reinstated upon reapplication and payment of current dues.

Bylaw III. Officers

Section 1. The officers of the Division must be MEMBERS of the SOCIETY. They shall be a Chair, three Vice-Chairs, a Secretary and a Treasurer. The Secretary shall serve as one of the three Vice-Chairs and hereinafter be known as the Vice-Chair/Secretary. The other two Vice-Chairs shall be known as the Vice-Chair/Membership and the Vice-Chair/Programs. The Vice-Chairs shall rotate annually to succeed to the office of Chair of the Division as described elsewhere in these bylaws. The next Vice-Chair in line for succession to the office of Chair shall also serve the Chair-Elect of the Division.

Section 2. The Executive Committee of the Division shall consist of the above named officers, the immediate Past Chair, the Councilor(s), Alternate Councilor(s), and at least six but no more than twelve additional members of the Division.

Section 3. (a) The Chair shall be the Chief Executive Officer of the Division and shall preside at all business meetings of the Division and all meetings of the Executive Committee. The Chair is responsible for putting into effect the decisions and recommendations of the Executive Committee, for appointing other committees, and for calling special meetings of the Executive Committee.

(b) The Chair-Elect shall assume the added duties of the Chair in case of death, disability or absence of the Chair.

(c) It shall be the duty of the Vice-Chair/Secretary to keep a record of the proceedings of the Division and of the Executive Committee; to send to members such notices as the business of the Division may require; to transmit to the Executive Director of the SOCIETY the names of all Councilors, Alternate Councilors, and the standing committees of the Division within ten days after their appointment; and, in like manner, to provide the Executive Director of the SOCIETY with a complete list of the Members and Society Affiliates of the Division, and notify them of any changes of officers or standing committees during the year. The Vice-Chair/Secretary shall be the custodian of the files of the Division, and shall render reports to the Executive Committee and to the Division at its annual meeting. The Vice-Chair/Secretary is responsible for the preparation and timely filing of the Secretary portion of the Division's annual report, as required by the SOCIETY.

(d) The Treasurer of the Division shall deposit all dues from the members and affiliates into the Division's treasury and have charge of the funds of the Division from which disbursements may be made as authorized by the Executive Committee. The Treasurer shall submit an annual report to the Executive Committee and to the Executive Director of the SOCIETY. The accounts of the Treasurer shall be audited annually by members of the Executive Committee other than the Chair and the Treasurer.

(e) The Vice-Chair/Membership shall have the responsibility of maintaining the rolls of the Division. In addition, the Vice-Chair/Membership shall receive membership applications and coordinate with the Vice-Chair/Secretary and Treasurer regarding the dues that are paid. The Vice-Chair/Membership shall also interface with the SOCIETY's membership office to provide information to the Division's members relevant to the Division members' welfare.

(f) The Vice-Chair/Programs shall plan and execute, with counsel from the Executive Committee, the various symposia and conferences sponsored by the Division of the Fluorine Chemistry.

(g) The Executive Committee shall conduct the business of the Division and direct its activities. A quorum for transaction of business shall consist of 60% of the voting members of the Executive Committee.

(h) The latest edition of *Robert's Rules of Order, Newly Revised* shall be used as the authority for resolution of procedural matters during business meetings.

Section 4. Election of Officers

The Chair shall appoint a Nominating Committee of three members prior to the spring meeting of the SOCIETY. The Nominating Committee shall report at the spring business meeting of the Division and shall present at least one nominee for each office and for each membership on the Executive Committee to be filled. The Nominating Committee shall secure the agreement of nominees to serve if elected prior to presenting their names for balloting. The Chair, after receiving the above report, shall call for additional nominations from the members present at the business meeting. The Vice-Chair/Secretary is responsible for organizing and conducting the annual election in accordance with these bylaws. The election shall be held by mail ballot immediately after the fall meeting of the SOCIETY and a plurality of the votes cast shall constitute election. In the event of a tie for any office or Executive Committee Membership position, it is left to the discretion of the current Chair of the Division on how to resolve the tie. Vacancies in any office other than Chair shall be filled for the remainder of the unexpired term at the next ballot election. The vacancies shall be filled until the time of that election by interim appointment from among MEMBERS of the Division by the Executive Committee.

Section 5. Term of Office

(a) The Chair shall serve for one year.

(b) The Vice-Chairs shall be elected to three-year terms, with one Vice-Chair being elected every year. In the event that a Vice-Chair cannot fulfill the entire term of office, a partial term of one or two years shall be used whenever necessary to establish or to restore rotation of three-year terms for the Vice-Chairs. The order of rotation shall be Vice-Chair/Secretary, Vice-Chair/Membership, Vice-Chair/Programs. In any case, at the end of the Chair's term, the regularly rotated Vice-Chair shall become Chair of the Division.

(c) The Treasurer shall serve a three-year term. In the case of a vacancy in the position of Treasurer, the Chair shall appoint, with the approval of the Executive Committee, an interim Treasurer until the position can be filled at the next regularly scheduled election for the Executive Committee.

(d) The members of the Executive Committee, other than the Chair and the, immediate Past Chair shall serve for three years and shall be elected in such manner that their terms produce rotation.

(e) The terms of all incoming officers shall begin on the first of January of the year following their elections.

Bylaw IV. Councilors

The Division shall have the number of Councilors and Alternate Councilors, determined by SOCIETY Bylaws each of whom shall serve three years and shall be elected in a manner to produce rotation. Councilors and Alternate Councilors, chosen from among the MEMBERS of the Division who are not already MEMBERS of the Council, shall be elected by mail ballot of

the members of the Division. The election of Councilors and Alternate Councilors is conducted as provided for elsewhere in these bylaws.

Bylaw V. Recall of Elected Officials

Section 1. The elected officials of the Division (Chair, Vice-Chairs, and members at large of the Executive Committee) are subject to recall for neglect of duties or conduct injurious to the SOCIETY. This recall procedure is not applicable to Councilors and Alternate Councilors elected by the Division.

Section 2. The recall of an official shall be initiated when a signed petition, indicating in writing the specific charges and reasonable substantiating evidence, is submitted to the Chair from at least five (5) voting members of the Division. In the event the Chair is the official in question, the next regularly rotated Vice-Chair shall receive the petition and shall assume the duties of the office of Chair with respect to this issue until the issue is resolved.

Section 3. The Chair shall without delay determine that the petitioners are aware of the gravity of their actions and the procedures to be followed. The Chair shall seek an alternate resolution to the problem and a withdrawal of the petition at this time. In the absence of a resolution to the problem, the Chair shall notify the members of the Executive Committee and call a special meeting with thirty (30) days.

(a) The Executive Committee shall promptly continue the removal process or dismiss the petition as ill founded or find an alternative solution to the problem. The Chair shall promptly inform the petitioners and the official of the decision of the Executive Committee.

(b) If the proceedings continue, the Chair shall temporarily assume the duties of the official or assign to one or more members of the Executive Committee of the Division the duties of the official until the issue is resolved.

(c) If the proceedings continue, the official shall be offered an opportunity to answer the allegations in the petition before the Executive Committee.

Every reasonable effort shall be made to contact the official throughout this procedure. That effort shall include a certified letter to the last known address on the official SOCIETY membership rolls. Upon notification, the official shall have thirty (30) days to make a written response to the allegations. The Executive Committee shall decide whether to proceed after studying the official's response. The Chair shall inform the official and the petitioners of the decision of the Executive Committee.

If no contact with the official can be made after a reasonable effort, the Executive Committee may remove the official in question with a two-thirds (2/3) vote of the remaining members of the Executive Committee.

(d) If the proceedings continue, the official in question shall choose one of the following options:

(1) The official may resign.

(2) The official may request a recall vote in the same manner as the original election, as described in these bylaws. The voting membership shall be informed, through brief written statements prepared by the Executive Committee and the official, of the issues involved with the recall vote. Both statements shall be given to the voting membership before the vote is taken.

(3) The official may request a hearing and a recall vote by the remaining members of the Executive Committee. A two-thirds (2/3) vote of the remaining members of the Executive Committee shall be required to recall the official.

(4) The official may choose not to respond and thus forfeit the position.

Section 4. The vacancy provisions of these bylaws shall be used to fill a vacancy caused by a recall process. The membership of the Division and the Executive Director of the SOCIETY shall be informed of the results of the recall process and the replacement of the official.

Bylaw VI. Committees

Section 1. The Chair, with the advice and majority consent of the Executive Committee, shall appoint the following standing committees:

(a) Auditing Committee;

(b) Nominating Committee;

(c) Moissan Summer Undergraduate Research Fellowship Proposal Evaluation Committee;

(d) Distinguished Service Award in Fluorine Chemistry Selection Committee;

(e) Bylaws Committee;

and any special committees that are deemed necessary.

Section 2. The Vice-Chair/Secretary, with the advice and consent of the Executive Committee, shall appoint a Newsletter Editor and other necessary personnel to assist with the collection of news items and information for the members, and assist with the publication and distribution of the Newsletters.

Section 3. The Vice-Chair/Membership, with the advice and consent of the Executive Committee shall appoint the Membership Committee.

Section 4. The Vice-Chair/Programs, with the advice and consent of the Executive Committee, shall appoint the Program Committee, and shall nominate the Organizers of the Winter Fluorine Conference for approval by the Executive Committee.

Bylaw VII. Dues

Section 1. Members and affiliates of the Division shall pay annual dues not exceeding 10% of the full dues for membership in the SOCIETY for that year. The exact amount shall be decided during the preceding year by the Executive Committee. Dues are payable annually in advance.

Section 2. The annual dues of Society Affiliates and Division Affiliates shall be set by the Executive Committee in accordance with the Constitution and Bylaws of the SOCIETY. Failure to pay such dues in advance shall automatically terminate the affiliation.

Bylaw VIII. Meetings

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

Section 2. The Executive Committee shall meet at least once a year.

Section 3. The annual business meeting of the Division shall be held at the spring national meeting of the SOCIETY, or at a special meeting as provided for elsewhere in these bylaws.

Section 4. Special meetings of the Division may be called by the Chair provided notice is given to the membership in writing or by publication in CHEMICAL AND ENGINEERING NEWS at least two months in advance.

Section 5. The members who are present at any properly called meeting of the Division shall constitute a quorum for the conduct of business.

Section 6. The fee for registration at any special meeting shall be decided by the Executive Committee, in accordance with the Bylaws of the SOCIETY.

Bylaw IX. Papers

Section 1. The Program Committee shall have the authority to approve or reject papers offered for presentation at national or other meetings sponsored by the Division, subject to policies stated by the Executive Committee in regard to subject matter and qualifications.

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

Bylaw X. Amendments

Section 1. A proposed amendment to these bylaws must first be submitted in writing to the Executive Committee. If the amendment is approved by the Executive Committee, the Vice-Chair/Secretary shall furnish all members of the Division with copies of the proposed amendment at least eight weeks before the next business meeting of the Division, called as specified in Bylaw VIII.

At the meeting of the Division after notice of the proposed amendment has been given, the amendment will be adopted if it receives an affirmative vote by two-thirds (2/3) of the members present. Alternatively, the ballot may be taken by a mailing to all Division members. Two-thirds (2/3) of the valid ballots received must be affirmative for adoption.

Any proposed amendment not approved by the Executive Committee within 60 days from the time it is submitted thereto may be brought to a vote of the membership in the aforementioned manner by a petition signed by not less than fifteen percent (15%) of the members of the Division.

Section 2. An amendment to these bylaws, after adoption by the Division, 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 in the amendment.

Bylaw XI. 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 the perpetuation of 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.