

Jan 8, 1998

**CONSTITUTION AND BYLAWS
OF THE
NORTHEASTERN SECTION
OF THE
AMERICAN CHEMICAL SOCIETY**

CONSTITUTION

Article I - Name

Section 1. The Section of the AMERICAN CHEMICAL SOCIETY, located in the neighborhood of Boston, shall be known as the Northeastern Section of the AMERICAN CHEMICAL SOCIETY, Incorporated. In this constitution and the bylaws, it will hereafter be referred to as the "Northeastern Section."

Sec. 2. In this constitution and in the bylaws, the AMERICAN CHEMICAL SOCIETY will be referred to as the SOCIETY.

Article II - Objects

Section 1. The objects of the Northeastern Section shall be the advancement of chemistry and chemical engineering, the promotion of research in chemical science and industry, the improvement of the qualifications of chemists and chemical engineers, through high standards of education and professional ethics, the increase and diffusion of chemical knowledge, and the promotion of scientific interests and inquiry.

Article III - Territory

Section 1. The territory of the Northeastern Section shall comprise that portion of the United States that may from time to time be set apart by the Council of the SOCIETY as the territory of the Northeastern Section.

Article IV - Members and Affiliates

Section 1. The Northeastern Section shall consist of MEMBERS, ASSOCIATE MEMBERS, National Affiliates and Local Section Affiliates, in accordance with SOCIETY Bylaws.

Sec. 2. The rolls of the Northeastern Section shall include the members and National Affiliates residing within the territory of the Northeastern Section, provided that exceptions to this rule be made in conformity with the Constitution and Bylaws of the SOCIETY.

Sec. 3. Local Section Affiliates shall be those persons who are elected according to the SOCIETY Bylaws.

Sec. 4. ASSOCIATE MEMBERS shall have the right to vote but not to hold an elective position.

Sec. 5. National Affiliates and Local Section Affiliates shall have neither the right to vote nor to hold office.

Sec. 6. All members and assigned National Affiliates of the Section may be assessed such voluntary annual Section dues as may be set by the Board of Directors.

Article V - Officers and Duties

Section 1. The officers shall be MEMBERS of the Northeastern Section and shall comprise a Chair, Chair-Elect, Secretary, Treasurer, and Auditor. The Chair and Chair-Elect shall serve for one year; the Secretary, Treasurer and Auditor for a term of two years.

Sec. 2. The duties of the officers shall be such as usually pertain to the offices they hold, and also any other duties that may be prescribed in any part of the constitution and bylaws of the Northeastern Section or by the Constitution and Bylaws of the SOCIETY.

Sec. 3. The Chair-Elect shall perform the usual duties of Vice-Chair and shall succeed to the position of Chair at the expiration of the Chair's term of office. In the case of a vacancy in the office of Chair, the Chair-Elect shall assume the added duties of the Chair for the unexpired term.

Sec. 4. The officers of the Northeastern Section shall be allowed such sums of money to carry out the duties of their offices as may be recommended by the Chair of the Committee on the Budget, and which shall have been approved and appropriated by the Board of Directors.

Article VI - Board of Directors

Section 1. The Board of Directors shall consist of the officers of the Northeastern Section, the immediate past Chair, the members of the Board of Trustees, the chairs of the Standing Committees, the Editor of the Official Publication of the Northeastern Section *ex officio*, the Archivist, the Councilors and Alternate Councilors who have been elected by the Northeastern Section to represent the Section in the Council of the SOCIETY *ex officiis*, any other Councilors of the SOCIETY residing in the territory of the Northeastern Section *ex officiis*, and six Directors-at-Large elected from among the members of the Section.

Sec. 2. The Chair of the Northeastern Section shall preside at the meetings of the Board of Directors. In the absence of the Chair and the Chair-Elect, the Board of Directors shall elect a presiding officer *pro tempore*.

Sec. 3. The Board of Directors shall be the legal representative of the Northeastern Section. It shall conduct the business of the Northeastern Section and may appropriate money as needed.

Sec. 4. The meetings of the Board of Directors shall ordinarily be held monthly except during June, July and August and may be held at the call of its Presiding Officer or of three Directors. Notices of meetings shall be sent by the Secretary to each member of the Board at least one week previous to the date of said meeting, and the principal items of business to be presented shall be stated in the notice. Fifteen members shall constitute a quorum.

Sec. 5. The annual meeting of the Board of Directors shall be held during the 31 days immediately following the close of the fiscal year of the Northeastern Section, the exact date to be set at the November meeting of the Board of Directors, and shall be announced at the December meeting of the Northeastern Section. This meeting of the Board of Directors shall be open to all members of the Northeastern Section, who shall be notified by a call for the meeting which may be published in the appropriate issue of the Official Publication of the Northeastern Section now known as THE NUCLEUS.

Article VII - Councilors and Alternate Councilors

Section 1. There shall be elected to represent the Northeastern Section in the Council of the SOCIETY that number of Councilors and Alternate Councilors which may from time to time be authorized by the Constitution and Bylaws of the SOCIETY.

This shall be done in such a manner as to provide as nearly as possible an equal number of Councilors and Alternate Councilors elected each year. In the event that the number of Councilors and Alternate Councilors changes, the Board of Directors may authorize the election of Councilors and Alternate Councilors with differing terms.

Sec. 2. In the event that a Councilor is unable to attend a specified meeting of the Council of the SOCIETY, the Chair of the Northeastern Section shall appoint one of the Alternate Councilors to attend and to serve as Councilor at the specified meeting. Such appointment of an Alternate Councilor shall be for one meeting only.

Sec. 3. In the event that no Councilor or Alternate Councilor is able to attend a specified meeting of the Council of the SOCIETY, the Chair of the Northeastern Section shall appoint a MEMBER of the Section as a fully accredited Temporary Substitute Councilor, as provided for in the SOCIETY Bylaws. Such appointment shall be for one meeting only.

Article VIII - Elections

Section 1.

(a) The Chair-Elect shall be elected annually for a term of one year. As provided in Article V, Section 3, the Chair-Elect shall take office as Chair at the expiration of the preceding Chair's term of office.

(b) During the year preceding the expiration of the term of office of the Secretary, Treasurer or Auditor, the successor to the respective office shall be elected to a term of two years.

(c) The Board of Trustees shall have one member elected every year for a term of three years.

(d) The Nominating Committee shall have two members elected every year for a term of one year as provided for in the bylaws.

(e) There shall be elected every year for terms of three years that number of Councilors and Alternate Councilors to replace those whose terms are expiring, except where the Board of Directors has authorized the election of Councilors and Alternate Councilors with lesser terms, in accordance with Article VII, Section 1.

(f) The Committee on the Awarding of the Theodore William Richards Medal shall have two members elected every two years for terms of four years as provided for in the bylaws.

(g) The Norris Award Committee shall have two members elected every two years for terms of four years as provided for in the bylaws.

(h) The Esselen Award Committee shall have two members elected every two years for terms of four years as provided in the bylaws.

(i) Two Directors-at-Large shall be elected every year for a term of three years.

(j) Except as stated below, all those elected shall take office on January 1 following the date of their election, and shall continue in office until their successors have been duly elected and qualified. Those elected to fill vacancies in the list of Councilors or Alternate Councilors shall take office on notification of their election and serve for the remainder of the term or until their successors have been duly elected and qualified.

Newly elected members of an elected award committee shall take office immediately upon notification of their election, provided that the award has already been presented or will not be given in that year. Otherwise, newly elected award committee members shall take office on the first day of the month following the presentation of that year's award. In either case, newly elected members shall take office no later than January 1 and shall serve until their successors have been duly elected and qualified.

Sec. 2. At the February meeting of the Board of Directors and also at the February meeting of the Northeastern Section, the Nominating Committee shall present to the MEMBERS and ASSOCIATE MEMBERS the names of nominees for the various offices enumerated in Section 1 hereof, and said nominations shall be published in the March issue of the Official Publication.

Sec. 3. Any group comprising 2 percent or more of the membership of the Northeastern Section may nominate candidates for any elective office provided that such nomination (accompanied by the signatures of the nominating group) shall be presented in writing to the Chair of the Nominating Committee not more than ten days following the March meeting of the Northeastern Section.

Sec. 4. Provisions shall be made for dissemination of biographical data supplied by the nominees, and, in the case of nominees for officers, Directors-at-Large, Trustees, Councilors and Alternate Councilors, also for position statements provided by the nominees. Such material shall accompany the ballots or be published in the Official Publication of the Section at the time ballots are sent to members. The Nominating Committee, with the approval of the Board of Directors, shall establish equitable rules concerning the format of material submitted by nominees and the deadline for submissions. Elections shall be conducted in accordance with the provisions for Fair Election Procedures of the SOCIETY. The Nominating Committee shall prepare a ballot containing the names of nominees who shall have been nominated in accordance with Sections 2 and 3; the order of candidates within each position shall be determined by lot. The Nominating Committee shall mail the same with a special ballot envelope to each MEMBER and ASSOCIATE MEMBER not later than the first day of May. The ballot shall state the deadline for the return of the ballot, which shall be not less than three weeks after the mailing of the ballots and not later than the first of June. No ballots shall be sent to others than members of the Northeastern Section.

Sec. 5. In all balloting conducted by mail, the ballot voted shall be sealed separately in the special ballot envelope which shall be enclosed in a covering envelope addressed to the Secretary of the Northeastern Section. The signature of the MEMBER or ASSOCIATE MEMBER voting shall appear on the covering envelope or may appear upon a separate slip of paper enclosed in the covering envelope, but no signature or other identification shall appear upon the ballot or upon the ballot envelope. Three members not candidates for an office and appointed by the Chair of the Northeastern Section shall be the Tellers. The Secretary shall deliver, unopened, to the Tellers all ballot envelopes received by the deadline. The Tellers shall count the ballots thus received using the list of members provided by the Secretary to verify eligibility of all those voting. Any ballot envelope not so validated shall be rejected. The Tellers shall certify the results of the election to the Secretary of the Northeastern Section not later than the fifteenth day of June. In case of a tie vote for any of the elective positions the Board of Directors shall make the final selection by lot from among those tied. The Secretary shall prepare a list of names of all persons elected to the several offices and shall send a copy of such list to each member of the Board of Directors, to the Executive Director of the SOCIETY, and to each candidate for office. The list shall be published in the next issue of the Official Publication.

Sec. 6. In the event of a vacancy occurring in any elective position, the Board of Directors shall promptly elect a successor from candidates chosen by the Nominating Committee, except that vacancies occurring in the list of Councilors shall be filled from the list of Alternate Councilors. All candidates shall be MEMBERS of the Northeastern Section. Such election shall be only for a term which extends until a successor can be elected as provided in this Article.

Article IX - The Fiscal Year

Section 1. The fiscal year of the Northeastern Section shall close on December thirty-first.

Article X - Board of Trustees

Section 1. The Board of Trustees shall consist of three MEMBERS.

Sec. 2. The Board of Trustees shall be responsible to the Board of Directors.

Sec. 3. The Board of Trustees shall make rules for its business procedure and the election of its officers including a Treasurer. All financial matters of the Board, such as the buying and the selling of securities and banking shall have the approval of at least two members. All checks shall be signed by two members of the Board and double supervision of the safety deposit boxes shall be maintained.

Sec. 4. Vacancies on the Board of Trustees shall be filled as provided in Article VIII.

Sec. 5. In the event of the inability of the Northeastern Section to elect a Board of Trustees, as herein provided, the appointment shall be made by a Massachusetts Court having jurisdiction. Such appointment shall not otherwise affect the operation of this constitution.

Sec. 6. The Board of Trustees shall have custody of and administer the Permanent Trust Fund, the Richards Fund, the Norris Award Fund, the Publications Trust Fund, and any other special funds which may be established by the Northeastern Section according to the provisions of this constitution.

Sec. 7. The Board of Trustees shall make a financial report of each Fund at the annual business meeting of the Board of Directors and at any other meeting when so requested in advance by the Presiding Officer of the Board of Directors.

Sec. 8. The Board of Trustees shall be allowed such sums of money to carry on its activities as may be recommended by the Budget Committee and approved and appropriated by the Board of Directors.

Article XI - Board of Publications

Section 1. The Board of Publications shall be a Standing Committee and shall consist of three members, one member to be appointed each year for a term of three years, the appointment to be made as provided in the bylaws.

Officers of publications and members of any committee charged with publicity or publications of the Northeastern Section shall not be eligible for membership on the Board of Publications.

Sec. 2. The Board of Publications shall be allowed such sums of money to carry on its activities as may be recommended by the Budget Committee and approved and appropriated by the Board of Directors.

Sec. 3. The Board of Publications shall have charge of all publications issued by the Northeastern Section.

Article XII - Permanent Trust Fund

Section 1. The Northeastern Section shall maintain a Permanent Trust Fund to which additions may be made by contribution, bequest or otherwise. The principal of this Fund, with all additions, may be merged with securities of other trust Funds, and invested as a single Fund, in which event divisions into, between or among the several Funds may be made by appropriate entries on books of account, and at any time divisions into segregated Funds may be made by appropriating and setting aside specific securities or

other property at a fair valuation determined by the Board of Directors, which shall be final and conclusive.

Sec. 2. The income only of said Permanent Trust Fund may be expended for such purposes as the Board of Directors may authorize.

Article XIII - Theodore William Richards Fund

Section 1. The Northeastern Section shall from time to time award a medal to be known as the Theodore William Richards Medal.

Sec. 2. The Northeastern Section shall maintain a trust fund called the Richards Fund to which additions may be made by contribution, bequest or otherwise. The principal of the Fund, with all additions, may be merged with securities of other trust Funds, and invested as a single Fund, in which event divisions into, between or among the several Funds may be made by appropriate entries on books of account and at any time divisions into segregated Funds may be made by appropriating and setting aside specific securities or property at a fair valuation determined by the Board of Directors, which shall be final and conclusive.

Sec. 3. The income only of the Richards Fund may be expended for the cost of the medal and the expenses of the award as authorized by the Board of Directors, and only for such purposes as will appropriately help to perpetuate the memory of Theodore William Richards.

Article XIV - The James Flack Norris Fund

Section 1. The Northeastern Section shall from time to time make an award to be known as the James Flack Norris Award.

Sec. 2. The Northeastern Section shall maintain a trust fund called the Norris Award Fund to which additions may be made by contributions, bequest or otherwise. The principal of this Fund, with all additions, may be merged with securities of other trust Funds and invested in a single Fund, in which event divisions into, between or among the several Funds may be made by appropriate entries on books of account and at any time divisions into segregated Funds may be made by appropriating and setting aside specific securities or property at a fair valuation determined by the Board of Directors, which shall be final and conclusive.

Sec. 3. The income only of the Norris Award Fund may be expended as authorized by the Board of Directors and only for such purposes as will appropriately help to perpetuate the memory of James Flack Norris.

Article XV - The Henry A. Hill Fund

Section 1. The Northeastern Section shall maintain a trust fund called The Henry A. Hill Fund, to which additions may be made by contributions, bequest, or otherwise. The principal of this Fund, with all additions, may be merged with securities of other trust Funds and invested in a single Fund, in which event divisions into, between, or among the several Funds may be made by appropriate entries on books of account, and at any time, divisions into segregated Funds may be made by appropriating and setting aside specific securities or property at a fair valuation determined by the Board of Directors, which shall be final and conclusive.

Sec. 2. The income only of the Henry A. Hill Fund may be expended as authorized by the Board of Directors and only for such purposes as will appropriately help to perpetuate the memory of Henry A. Hill.

Article XVI - The Gustavus John Esselen Fund

Section 1. The Northeastern Section shall from time to time make an award to be known as the Gustavus John Esselen Award.

Sec. 2. The Northeastern Section shall maintain a trust fund called the Esselen Award Fund to which additions may be made by contributions, bequest, or otherwise.

Sec. 3. The income only of the Esselen Award Fund may be expended as authorized by the Board of Directors and only for such purposes as will appropriately help to perpetuate the memory of Gustavus John Esselen.

Article XVII - Contributions, Bequests and Donations

Section 1. The Northeastern Section by vote of its Board of Directors may from time to time accept contributions, bequests and other donations.

Sec. 2. Unless otherwise provided by the donor, the principal sum of any contribution, bequest or other donation made for a special or designated purpose, together with any additions to it, may be merged with securities of other trust Funds and invested as a single Fund, in which event divisions into, between or among the several Funds may be made by appropriate entries on books of account and at any time divisions into segregated Funds may be made by appropriating and setting aside specific securities or property at a fair valuation determined by the Board of Directors, which shall be final and conclusive. Said principal sum and the income from it shall be used only for the special or designated purpose.

Article XVIII - The Publications Trust Fund

Section 1. The Northeastern Section shall maintain a trust fund called the Publications Trust Fund. The purpose of this Fund shall be the promotion of publicational activities of the Northeastern Section.

Sec. 2. The general method of accumulation of the Publications Trust Fund shall be as follows: At the close of each fiscal year of the Northeastern Section any surplus or profit resulting from activities under the jurisdiction of the Board of Publications, which in the judgment of the Board will not be required for immediate operating expenses, shall be transferred to the Publications Trust Fund. Additions to this Fund also may be made by contributions, bequest or otherwise. The principal of this Fund, with all additions, may be merged with securities of other trust Funds and invested as a single Fund, in which event divisions into, between or among the several Funds may be made by appropriate entries on books of account and at any time divisions into segregated Funds may be made by appropriating and setting aside securities or property at a fair valuation determined by the Board of Directors, which shall be final and conclusive.

Sec. 3. The income of the Publications Trust Fund may be expended upon recommendation of the Board of Publications with the approval of the Board of Directors in accordance with Article XI, Section 2, of this constitution.

Sec. 4. No withdrawals from the principal of the Publications Trust Fund shall be made except upon recommendations of the Board of Publications and with the approval of the Board of Directors.

Article XIX - Meetings

Section 1. The regular meetings of the Northeastern Section shall be held monthly except during June, July, August and September, at such time and place as may be decided by the Program Committee with the approval of the Board of Directors. The Board of Directors shall have the power to call additional meetings of the Northeastern Section.

Sec. 2. The meeting of the Northeastern Section held in the month of December shall be the Annual Meeting.

Sec. 3. Fifty members shall constitute a quorum at any meeting. Each member shall be entitled to cast one vote in person or by proxy.

Sec. 4. Nothing in this Article shall prohibit members of the Northeastern Section from meeting in groups or subsections according to the field of interest or locus of the group or subsection, provided, however, that the said group or subsection be organized in such manner as to be subject to the constitution and bylaws of the Northeastern Section. Group or subsectional meetings shall not be considered regular meetings of the Northeastern Section nor shall any business of the Northeastern Section be conducted at such meetings.

Article XX - Amendments

Section 1. This constitution except Articles XII, XIII, XIV, XV, XVI, XVII, XVIII, XX, and XXI may be amended at a regular meeting of the Northeastern Section by a two-thirds vote of the MEMBERS and ASSOCIATE MEMBERS present and voting, provided that a printed notice of the proposed amendment previously approved by the Board of Directors, with complete text of the old and new Articles or Sections, or both, shall have been sent to MEMBERS and ASSOCIATE MEMBERS of the Northeastern Section at least four weeks in advance of the meeting at which the vote is to be taken.

Sec. 2. Articles XII, XIII, XIV, XV, XVI, XVII, XVIII, XX, and XXI may be amended only at the Annual Meeting of the Northeastern Section by two-thirds vote of the MEMBERS and ASSOCIATE MEMBERS present and voting, provided that a printed notice of the proposed amendments with complete text of the old and new Articles or Sections, or both, previously approved by the Board of Directors, shall have been sent to MEMBERS and ASSOCIATE MEMBERS of the Northeastern Section at least four weeks before the Annual Meeting of the Northeastern Section preceding that Annual Meeting at which the vote is to be taken.

Sec. 3. If a proposed amendment under Section 1 or 2 above is not approved by a majority of the Board of Directors, it may, nevertheless, be brought to the members for a vote if a petition supporting such amendment has been signed by at least 3% of the members of the Northeastern Section and has been presented to the Board of Directors. The procedure for subsequent publication and voting shall be identical to that in Sections 1 or 2 above, as appropriate.

Sec. 4. Following adoption by the Northeastern Section, amendments shall become effective upon approval by the Committee on Constitution and Bylaws, acting for the Council, unless a later date is specified.

Article XXI - Dissolution of Corporation

Section 1. In the case of the dissolution of the Northeastern Section, all funds established for the purpose of periodically bestowing a medal or an award and everything pertaining thereto shall be transferred to the jurisdiction of the American Academy of Arts & Sciences or its successor, to be administered in a manner similar to that provided in Articles XIII, XIV, XV and XVI of this constitution and the pertinent bylaws.

Sec. 2. All other Funds of the Northeastern Section remaining after the payment of just debts shall be transferred to the trusteeship of the American Academy of Arts and Sciences or its successor for the establishment of a Fund for Scientific Research to be conducted within the territory of the Northeastern Section as of the date of dissolution.

Sec. 3. Whichever organization is selected by the governing body of the Section 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 provisions of the Code as may be in effect at the time of the Section's dissolution.

NORTHEASTERN SECTION

BYLAWS

Bylaw I - Order of Business

Section 1. At the regular meetings of the Northeastern Section the order of business shall be as follows:

- (a) Reports of officers, directors, or councilors,
- (b) Miscellaneous business,
- (c) Reading of papers,
- (d) Adjournment.

Sec. 2. At all regular meetings of the Board of Directors the order of business shall be as follows:

- (a) Reading of the minutes of the previous meeting,
- (b) Reports of officers and other members of the Board of Directors,
- (c) Reports of standing committees,
- (d) Reports of special committees,
- (e) Unfinished business,
- (f) New business,
- (g) Adjournment.

Sec. 3. The rules contained in the latest edition of Robert's "Rules of Order" shall govern the parliamentary procedure of the meetings of the Northeastern Section and of the Board of Directors in all cases to which they are applicable.

Bylaw II - Duties of Secretary, Treasurer, Auditor, and Archivist

Section 1. (a) The Secretary shall keep a record of the proceedings of the Northeastern Section and of the Board of Directors, shall, in cooperation with the Chair and Chair-Elect, make such reports to the Secretary of the SOCIETY as are required by its Constitution and Bylaws, shall provide for issuing notices of the meetings of the Northeastern Section, shall make an annual report at the annual business meeting of the Board of Directors, and shall perform all other duties usual to the office of Secretary.

(b) The Secretary shall keep a record of all Standing Votes taken by the Board of Directors and shall publish each vote as passed in the next issue of the Official Publication.

(c) The Secretary shall report amendments to this constitution and these bylaws made in accordance with Article XX of the constitution or bylaw X to the appropriate officer of the SOCIETY for approval by the Council in accordance with the Bylaws of the SOCIETY.

Sec. 2. (a) With the exception of Trust Funds and the operating funds of the Official Publication (now called THE NUCLEUS) the Treasurer shall have charge of all monies belonging to the Northeastern Section and shall make all disbursements from them. The Treasurer shall make an annual report at the annual meeting of the Board of Directors and shall present interim reports at each meeting of the Board.

(b) All expenditures of money to be paid by the Northeastern Section shall be in accord with appropriations made by the Board of Directors which shall have been included in the annual budget or an

amended budget previously approved by the Board of Directors. Bills submitted to the Treasurer for payment shall bear the written approval of that officer of the Northeastern Section or that chair of the Committee responsible for the expenditure. No bill exceeding the amount allotted in the aforesaid budget shall be paid by the Treasurer.

(c) The Treasurer shall be bonded for an amount as voted by the Board of Directors. The Treasurer shall make expenditures only in accord with the provisions of the Constitution and Bylaws of the SOCIETY and of the Northeastern Section. Expenditures shall be subject to the approval of the Board of Directors of the Northeastern Section.

Sec. 3. The Auditor shall audit or have audited, with the approval of the Board of Directors, the books and accounts of the Treasurer, the Board of Trustees, the Board of Publications, and the books and accounts of any other officer, business manager, or committee of the Northeastern Section. The Auditor shall review all reports submitted by the Treasurer or the Trustees to local, state, or federal governmental organizations to ensure accuracy and timeliness of filing. The Auditor shall make an annual report at the Annual Meeting of the Board of Directors and shall make a report at any meeting of the Board of Directors when so requested in advance by the Board.

Sec. 4. An Archivist for the Northeastern Section shall be appointed by the Chair with the approval of the Board of Directors from among the MEMBERS and ASSOCIATE MEMBERS of the Northeastern Section. The duties of the Archivist shall be to see that the records, documents, copies of publications of every sort, and any other historical memorabilia pertaining to and of interest to the Northeastern Section shall be preserved and protected, and kept in a systematic manner in a centrally located place available by appointment with the Archivist to members of the Northeastern Section.

Bylaw III - Boards and Committees

Section 1. The Standing Committees of the Northeastern Section shall be: the Board of Publications, the Program Committee, the Budget Committee, the Membership Committee, the Nominating Committee, the Public Relations Committee, the Committee on Chemistry Education, the Professional Relations Committee, the Awards Committee, the Hospitality Committee, and the Committee on Amendments to the Constitution and Bylaws. The chairs and members of these committees, except as hereinafter provided, shall be appointed by the Chair of the Northeastern Section during the month of January; these appointments shall be subject to approval by the Board of Directors. The Standing Committees, with the exception of the Nominating Committee, shall be responsible to the Board of Directors. The Chair of the Northeastern Section shall be a voting member, ex officio, of all Standing Committees, except for the Nominating Committee.

Sec. 2. (a) The Board of Publications shall have charge of the Official Publication of the Northeastern Section now called THE NUCLEUS and may issue, or sponsor, subject to the approval of the Board of Directors, such publications as in its judgment will best carry out the aims and objectives of the Northeastern Section, as defined in Article II of the constitution.

(b) It shall be the duty of the Board of Publications to appoint annually, subject to the approval of the Board of Directors and not later than the May meeting of the Board of Directors, the Editor and the Business Manager of the Official Publication of the Northeastern Section and any committee required for publication services. Appointees shall take office on July first in each year.

Sec. 3. The Membership Committee shall endeavor to increase the membership of the SOCIETY. The Chair of the Northeastern Section may appoint subcommittees on Affiliates and Student Affiliates, which shall be responsible to the Membership Committee.

Sec. 4. The Program Committee shall have charge of all regular meetings of the Northeastern Section, shall secure speakers therefor, and shall arrange for a suitable meeting place. The Committee shall further

provide the Editor of the Official Publication, the Chair of the Public Relations Committee, and the Secretary of the Northeastern Section with such information as may be required for the announcement of the program of all regular meetings. The Chair-Elect of the Northeastern Section shall be Chair.

Sec. 5. The Budget Committee shall consist of five members. The Treasurer of the Northeastern Section shall be Chair. The remaining members shall be members of the Board of Directors of the Northeastern Section and shall be appointed by the Chair at the beginning of the fiscal year. The Committee shall obtain from each Officer, Board, Committee, or other person contemplating the expenditure of monies of the Northeastern Section an estimate of the sum required. The Committee shall then prepare a budget for the ensuing year which shall be submitted to and acted upon by the Board of Directors at its February meeting.

Sec. 6. The Nominating Committee shall consist of five MEMBERS of the Northeastern Section, who shall be selected by the following rules:

(a) One member shall be the immediate past Chair, who shall act as Chair of the Nominating Committee, unless such a person shall not be able to serve. In such an event, the Chair of the Nominating Committee shall be appointed by the Chair of the Board of Directors no later than the April meeting of the Section.

(b) Two members shall be elected by the Board of Directors at a regular meeting of the Board, no later than the April meeting, from a slate of four Board members drawn up by the current Nominating Committee. In the case of a tie vote, the presiding officer shall cast the deciding vote.

(c) Two members shall be elected by the MEMBERS and ASSOCIATE MEMBERS of the Northeastern Section from a slate of not less than four MEMBERS of the Section as provided in Article VIII, Section 1, of the constitution.

No member of the Nominating Committee may be nominated by that committee for an elective office of the Northeastern Section, excepting to candidacy for the Committee on the Awarding of the Theodore William Richards Medal, the Norris Award Committee, the Esselen Award Committee, or the Nominating Committee. This prohibition shall not apply to a Chair of the Nominating Committee who is the immediate past Chair of the Northeastern Section.

The Nominating Committee shall make nominations as provided in Article VIII of the constitution of the Northeastern Section.

Sec. 7. It shall be the responsibility of the Public Relations Committee to promote actively the public relations of the Northeastern Section and to see that proper publicity is given to the activities of the Northeastern Section and of the SOCIETY.

Sec. 8. It shall be the responsibility of the Committee on Chemistry Education to consider means whereby the teaching of chemistry may be improved; to consider how the interests of students in chemistry as a profession may be increased; and to sponsor efforts by which such improvement may be accomplished.

Sec. 9. It shall be the responsibility of the Professional Relations Committee to make recommendations to the Board of Directors concerning matters bearing on the professional relations and professional status of the membership of the Northeastern Section.

It shall also be the responsibility of the Professional Relations Committee to organize and administer programs for helping the membership of the Northeastern Section increase its level of professional attainment.

Sec. 10. It shall be the duty of the Awards Committee to nominate appropriate members of the Northeastern Section for any awards administered by the SOCIETY, by Divisions of the SOCIETY, or by

other organizations, and, when so requested by the Board of Directors, to select recipients of Henry A. Hill Awards, Lectureships or Fellowships.

Sec. 11. The Hospitality Committee shall, in cooperation with the Program Committee, arrange for the accommodation of speakers. It shall also arrange for the greeting of new members and for all social functions of the Northeastern Section. The Chair of the Northeastern Section may, with the approval of the Board of Directors, appoint subcommittees to be known as the Preprandial Committee, the Dinner Committee, and the like, which subcommittees shall be responsible to the Hospitality Committee.

Sec. 12. It shall be the duty of the Committee on Amendments to the Constitution and Bylaws to examine all proposals for amendments before they are approved by the Board of Directors to make certain that they are stated in unambiguous terms and do not conflict with articles or sections other than those for which they are to be substituted.

Sec. 13. (a) The chair of each standing committee shall prepare for presentation at the Annual Meeting of the Board of Directors a written report of the activities of that committee and of any subcommittees responsible to it, including a financial statement. A summary of this report shall be read at said meeting and, on approval by the Board of Directors, shall be published in the Official Publication of the Northeastern Section.

(b) The chair of each standing committee shall deliver to the Secretary of the Northeastern Section the recommendations of said committee to the succeeding committee. The Secretary shall deliver this report to the chair of the succeeding committee.

Bylaw IV - Local Section Affiliates

Section 1. Persons interested in Chemistry or Chemical Engineering may be elected as Local Section Affiliates by the Membership Committee.

Sec. 2. Local Section Affiliates shall pay as annual dues a sum to be established by the Board of Directors, in conformance with the SOCIETY Bylaws. These dues shall be payable on January 1 of each year on presentation of a statement from the Treasurer.

Bylaw V - Awarding the Theodore William Richards Medal and Award

Section 1. The award of the Theodore William Richards Medal shall be in charge of a special committee of seven members called the Committee on the Awarding of the Theodore William Richards Medal. Four members of said committee shall be MEMBERS of the Northeastern Section. Two members of the said Committee shall be MEMBERS of the SOCIETY but not members of the Northeastern Section. The Editor of the JOURNAL OF THE AMERICAN CHEMICAL SOCIETY shall be the seventh member.

Sec. 2. Each member of this Committee shall serve for four years and shall be eligible for reelection.

(a) Two members shall be elected every second year by the Northeastern Section by a secret ballot from a list of four candidates submitted by the Nominating Committee. The Committee on the Awarding of the Theodore William Richards Medal may recommend candidates to the Nominating Committee. Each member of the Northeastern Section shall be instructed to vote for two candidates, and the two candidates receiving the largest total vote shall be declared elected.

(b) The two members outside the Northeastern Section shall be elected by the other five members.

Sec. 3. Any vacancy in the Committee shall be filled by the other members of the Committee with the approval of the Board of Directors but only to complete the unexpired term.

Sec. 4. The Committee shall make rules for its procedure.

Sec. 5. The Committee on the Awarding of the Medal shall have full power to choose the recipient and its choice shall be final.

Sec. 6. The award of the Theodore William Richards Medal shall be made for conspicuous achievement in chemistry.

Sec. 7. The Committee shall ordinarily report in writing to the Board of Directors at its February meeting, but in any case not less than six weeks before the medal is to be awarded, the name of the recipient and a brief statement of the recipient's conspicuous achievement in chemistry, together with an estimate of the amount of money needed to make the award.

Sec. 8. The Board of Directors shall consider the estimate of cost and shall authorize the payment of the amount of money it considers necessary for the awarding of the medal, but shall not be committed to the payment of a sum larger than the money then available in the income account of the Theodore William Richards Fund.

Sec. 9. The Chair of the Northeastern Section, with the approval of the Board of Directors shall, upon request of the Committee on the Awarding of the Medal, appoint a temporary committee to act in conjunction with the Committee on the Awarding of the Medal in arranging the details of the meeting at which the award is to be made.

Sec. 10. In addition to the gold medal and the silver duplicate medal, the recipient may be given a sum of money at least sufficient to cover the recipient's personal expenses in attending the meeting.

Sec. 11. The medal shall be awarded not oftener than once every two years, except under unusual conditions.

Sec. 12. The recipient shall appear in person to receive the medal and deliver an address or read a paper about the work for which the medal is awarded.

Sec. 13. On recommendation of the Committee on the Awarding of the Medal, and by vote of the Board of Directors, Section 12 of this bylaw may be waived.

Sec. 14. Any moneys in the income account of the Theodore William Richards Fund not required for awarding of the medal shall be available to the Board of Directors for perpetuating the memory of Theodore William Richards in accordance with the provisions of Article XIII of the constitution. Any other award made shall be at the discretion of the Awards Committee and subject to approval of the Board of Directors.

Bylaw VI - Awarding the James Flack Norris Award

Section 1. The James Flack Norris Award shall be made for outstanding achievement in the teaching of chemistry, as distinguished from research, when demonstrated at college or secondary school levels.

Sec. 2. Each such Award shall comprise both a sum of money and a scroll suitably engrossed with an appropriate citation. Ordinarily, it shall be awarded each year.

Sec. 3. The Award shall be in charge of a special committee of seven members known as the Norris Award Committee. Four members of said Committee shall be MEMBERS of the Northeastern Section. Two members of said Committee shall be MEMBERS of the SOCIETY, but not members of the

Northeastern Section. The editor of the JOURNAL OF CHEMICAL EDUCATION shall be the seventh member.

Sec. 4. The term of each member of the Committee except the seventh member shall be four years and a member may serve two terms.

Two members shall be elected every second year, alternating with the election of Richards Medal Committee members, by a secret ballot from a list of four candidates submitted by the Nominating Committee. The Norris Award Committee may recommend candidates to the Nominating Committee. The members of the Northeastern Section shall vote for two candidates and the two candidates receiving the largest vote shall be declared elected.

The two Committee members outside the Northeastern Section shall be elected by the other five members.

Sec. 5. Any vacancy in the Committee shall be filled by the other members of the Committee with the approval of the Board of Directors, but only to complete the unexpired term.

Sec. 6. The Committee shall make rules for its procedure.

Sec. 7. The Committee shall have full power to choose the recipient of the Award and its choice shall be final.

Sec. 8. The Committee shall ordinarily report in writing to the Board of Directors, not less than six weeks before the Award is to be made, the name of the Award recipient and a brief statement of the recipient's outstanding achievements in the teaching of chemistry together with an estimate of the amount of money needed to make the Award. The Board of Directors shall authorize the payment of the amount of money it considers appropriate for the Award and necessary for the arrangements for the Award but shall not commit for payment a sum larger than the money then available in the income account of the Norris Award Fund.

Sec. 9. The Chair of the Northeastern Section with the approval of the Board of Directors may appoint a temporary committee to act with the Norris Award Committee in arranging the details of the meeting at which the Award is to be made. Ordinarily the recipient shall appear in person to receive the award and deliver an address. The Norris Award Committee may, under unusual circumstances, waive this requirement.

Bylaw VII - Awarding the Henry A. Hill Award, Lectureship and Fellowship

Section 1. The Henry A. Hill Award for Outstanding Service to the Northeastern Section shall be awarded annually to a member, to a former member, or in memory of a deceased member or former member of the Section who has made outstanding contributions to the Section's programs and activities.

Sec. 2. Each such award shall comprise a plaque and a scroll suitably engraved with an appropriate citation. It shall be awarded annually at a regular meeting of the Northeastern Section unless otherwise specified by the Board of Directors.

Sec. 3. Henry A. Hill Lectureship and Fellowship shall from time to time be awarded by the Northeastern Section, in accordance with bylaw III, Sec. 10.

Sec. 4. The Awards, Lectureship and Fellowship, shall be administered by the Awards Committee of the Northeastern Section.

Sec. 5. The Awards Committee shall make appropriate rules for the conduct of these Awards, Lectureship and Fellowship, subject to the approval of the Board of Directors of the Northeastern Section.

Sec. 6. The Awards Committee shall have full power to choose the Award recipient, the Lecturer or the Fellow, and its choices shall be final.

Bylaw VIII - Awarding the Gustavus John Esselen Award

Section 1. The Gustavus John Esselen Award shall be made to recognize and reward a chemist whose scientific and technical work has contributed to the public well-being and has thereby communicated positive values of the chemical profession. The significance of this work shall have become apparent within the five years preceding nomination for this Award. The Awardee shall be a living resident of the United States or Canada at the time of nomination.

Sec. 2. Each such Award shall comprise both a sum of money and a scroll suitably engrossed with an appropriate citation.

Sec. 3. The Award shall be in charge of a special committee of seven members known as the Esselen Award Committee. Four members of said Committee shall be members of the Northeastern Section, one member shall be a MEMBER of the SOCIETY but not of the Northeastern Section and shall be selected by the President of the SOCIETY, one member shall be selected by the President of the National Academy of Sciences. The Editor of Chemical and Engineering News shall be the seventh member.

Sec. 4. The term of each elected member of the Committee shall be four years, and an elected member may serve no more than two four-year terms. The term of each of the two appointed members shall be one year with reappointment to be at the pleasure of the President of the SOCIETY and the National Academy of Sciences, respectively. The term of the seventh member, the Editor of Chemical and Engineering News, shall be *ex officio*.

Sec. 5. Two of the four members of the Northeastern Section shall be elected by the members of the Section every second year by a secret ballot from a list of four candidates submitted by the Nominating Committee. The Esselen Award Committee may recommend candidates to the Nominating Committee. The two candidates receiving the largest vote shall be declared elected.

Sec. 6. The Committee shall select its Chair and make rules for its procedure.

Sec. 7. The Committee shall have full power to choose the recipient of the Award, and its choice shall be final.

Sec. 8. The Committee shall ordinarily report in writing to the Board of Directors, not less than six weeks before the Award is to be made, the name of the Award recipient and a brief statement of the recipient's outstanding achievements, together with an estimate of the amount of money needed to make the Award. The Board of Directors shall authorize the payment of the amount of money it considers appropriate for the Award and necessary for the arrangements for the Award, but shall not commit for payment a sum larger than the money available in the income account of the Esselen Award Fund.

Sec. 9. Ordinarily the recipient shall appear in person to receive the award and deliver an address.

Bylaw IX - Local Groups or Subsections of the Northeastern Section

Section 1. At least thirty interested individuals, a majority of whom shall be MEMBERS and ASSOCIATE MEMBERS of the SOCIETY, may petition the Board of Directors which, if favorably disposed, may grant permission to form a Local Group or Subsection. Upon receipt of permission, the petitioners shall promptly prepare a set of bylaws for the Local Group or Subsection and submit the same

for approval by the Board of Directors. If the bylaws are approved within one year from the date of the approval of the petition, the Local Group or Subsection shall be declared established.

Sec. 2. Nothing in the bylaws of a Local Group or Subsection shall be in conflict with this constitution and bylaws or with the Constitution and Bylaws of the SOCIETY.

Sec. 3. Any changes in the bylaws of a Local Group or Subsection shall be subject to the approval of the Board of Directors of the Northeastern Section.

Sec. 4. The rolls of Local Groups or Subsections shall be limited to MEMBERS, ASSOCIATE MEMBERS, and National Affiliates of the SOCIETY, who shall constitute a majority, and to Local Section Affiliates of the Northeastern Section as defined in Article IV, Section 3, of the constitution. National and Local Section Affiliates shall have neither the right to vote on Local Group or Subsection affairs nor hold office in the Group or Subsection.

Sec. 5. The Local Groups or Subsections shall be financially self-sustaining except that suitable grants for specific purposes may be made by the Board of Directors of the Northeastern Section.

Sec. 6. Programs for the Local Group or Subsection meetings shall be arranged by the Local Group or Subsection subject to the general approval of the Program Committee of the Northeastern Section. Any Local Group or Subsection program shall be open to members and Affiliates of the Northeastern Section.

Sec. 7. Meetings of any Local Group or Subsection may be held at such time and place as may be designated by the Local Group or Subsection subject to the general approval of the Program Committee of the Northeastern Section.

Sec. 8. The Board of Directors of the Northeastern Section shall have authority to dissolve a Local Group or Subsection in the event that said Local Group or Subsection fails to conform to the constitution and bylaws of the Northeastern Section, or of the SOCIETY.

Bylaw X - Amendments

Section 1. These bylaws may be amended at any meeting of the Northeastern Section by a vote of two-thirds of the MEMBERS and ASSOCIATE MEMBERS present, provided that the proposed amendment with the complete text of the old and new bylaws or Sections, or both, previously approved by the Board of Directors, has been published in the Official Publication at least four weeks before that meeting of the Northeastern Section at which the vote is to be taken.

Sec. 2. If a proposed amendment under Section 1 is not approved by a majority of the Board of Directors, it may, nevertheless, be brought to the members for a vote if a petition supporting such amendment has been signed by at least 3% of the members of the Northeastern Section and has been presented to the Board of Directors. The procedure for subsequent publication and voting shall be identical to that in Section 1 above.

Sec. 3. Following adoption by the Northeastern Section, amendments shall become effective upon approval by the Committee on Constitution and Bylaws, acting for the Council, unless a later date is specified.