



***BYLAWS OF THE
DIVISION OF COMPUTERS IN CHEMISTRY
OF THE
AMERICAN CHEMICAL SOCIETY**

**BYLAW I
Name**

The name of this organization shall be the Division of Computers in Chemistry (hereinafter referred to as the “Division”) of the AMERICAN CHEMICAL SOCIETY (hereinafter referred to as the “SOCIETY”).

**BYLAW II
Objects**

Section 1. The objects of the Division shall be those of the SOCIETY as stated in the Constitution of the SOCIETY.

Section 2. In addition, the Division shall promote all aspects of computers in chemistry through:

- a. providing a forum for those engaged in academia, business, government, and industry to discuss and extend the impact of computer technology on all of chemistry and chemical biology;
- b. constituting an interface between chemistry and computer science, mathematics, statistics, and engineering;
- c. examining computer and computer-related systems in all areas of chemistry;
- d. promoting research at the frontiers of computer usage in chemistry; and
- e. fostering interdisciplinary research by nurturing interaction with other disciplines, other divisions of the SOCIETY, and other societies.

*Effective September 6, 2011. 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)

Section 3. The Division shall publish a newsletter, which shall be the official organ of the Division.

Section 4. Nothing in these bylaws shall be inconsistent with the Charter, Constitution and Bylaws of the SOCIETY.

BYLAW III Members and Affiliates

Section 1. Membership in the Division is open to all members of the SOCIETY. Any member of the SOCIETY may join the Division by enrolling with the Division and paying the annual dues established by the Division.

Section 2. Society Affiliates may apply to the Secretary to become Society Affiliates of the Division. Provided that Divisional dues established for Society Affiliates are paid, Society Affiliates shall have all the privileges of membership in the Division except voting for or holding elective positions of the Division, voting on Articles of Incorporation and bylaws, or serving as voting members of its Executive Committee.

Section 3. Persons who are not members or Society Affiliates of the SOCIETY but who wish to participate in the activities of this Division may enroll as Division Affiliates provided that:

- a. they are not qualified to be members of the SOCIETY but have a demonstrated interest in the Division activities, or are members of a group with which the Division is affiliated;
- b. their applications for membership are sent to the Secretary and approved by the Executive Committee; and
- c. they pay the annual dues established for Division Affiliates. Division Affiliates shall have all the privileges of membership in the Division provided in the Division bylaws, except voting for or holding elective positions of the Division, voting on Articles of Incorporation and bylaws, or serving as members of its Executive Committee.

Section 4. Members of this Division shall have the privilege of:

- a. voting and, if MEMBERS of the SOCIETY, holding elective positions in the Division;
- b. paying reduced registration fees at Division-sponsored meetings or symposia held apart from national meetings of the SOCIETY;
- c. receiving the Division newsletter;
- d. receiving notices and informative publications that are of interest to the membership of the Division; and
- e. suggesting subjects for future symposia of the Division.

Section 5. A member may resign from membership in the Division by submitting a resignation to the Secretary of the Division during the year in which dues are paid.

Section 6.

- a. A member of the Division who is in arrears in payment of dues for one year shall be stricken from the rolls. A member whose name was stricken shall, by request, be restored to the rolls after payment of dues for two years has been made.
- b. Society Affiliates of the Division and Division Affiliates shall retain affiliate status only so long as payment is made of Divisional dues. Their names shall be stricken from the rolls as soon as they are in arrears in payment of dues, and may not be restored until approved by the Executive Committee and dues for two years have been paid.

BYLAW IV Officers and Executive Committee

Section 1. The officers of the Division shall be MEMBERS of the SOCIETY and shall consist of a Chair, a Chair-Elect, a Secretary, and a Treasurer.

Section 2. Duties of the Officers

- a. It shall be the duty of the Chair to call and preside at meetings of the Executive Committee, to carry out the decisions and recommendations of that Committee, to preside at business meetings of the Division, to appoint committees, and to advise them concerning policies and procedures. The Chair shall also work with the Executive Committee in making arrangements for symposia.
- b. In the absence of the Chair, these duties shall devolve upon the Chair-Elect.
- c. It shall be the duty of the Secretary to keep a record of the proceedings of the Division and of its Executive Committee, to maintain a list of members and affiliates, to send to members such notices as the business of the Division may require, to administer all elections, and to carry out all duties in accordance with the Constitution and Bylaws of the SOCIETY. The Secretary shall submit the annual report of the Division to the Council Committee on Divisional Activities through the Executive Director of the SOCIETY and shall also distribute the report to each member of the Executive Committee. The Secretary shall submit a report to the Division at its annual business meeting.
- d. The Treasurer shall have charge of the funds of the Division. The Treasurer shall collect dues and other revenues and shall make all disbursements, subject to the approval of the Executive Committee. The Treasurer shall carry out all the duties specified in the Constitution and Bylaws of the SOCIETY. The Treasurer shall submit a report to the Division at its annual meeting.

Section 3. The Executive Committee

- a. The Executive Committee shall consist of the officers of the Division, the Immediate Past Chair, the Editor of the Division newsletter, Councilors, Alternate Councilors, the Program Chair, and the chairs of any existing Subdivisions.
- b. Among the duties of the Executive Committee shall be to plan special meetings; to appoint the Editor of the Division newsletter; to formulate suitable long-range plans for all activities of the Division; to organize, plan, direct, implement and in general oversee all aspects of the Division's symposia program at meetings, or to appoint a Program Chair (and Assistant Program Chair, if desired) to organize, plan, direct, implement and in general oversee all aspects of the Division's symposia program at meetings; and, in general, to further the purposes of the Division and protect its welfare. It shall select, or direct the Program Chair to provide for the selection of, an organizer for each symposium.
- c. The Executive Committee shall meet at the times of the national meetings of the SOCIETY. The Committee may transact its business either at these meetings, or by mail, or other means of communication. A quorum shall consist of a majority of the members of the Committee.

Section 4. Elections

- a. The Chair shall appoint a Nominating Committee, consisting of two Division members, not later than January 15. This Committee shall present, at the meeting of the Executive Committee held during the spring meeting of the SOCIETY, a list of at least two candidates for each office to be filled, and a list of candidates equal to at least one more than the total number of Councilors and Alternate Councilors to be selected in that year, after having ascertained that the nominees are willing to serve. The Nominating Committee shall be discharged following the submission of its report.
- b. Nominations may also be made by members of the Division, provided that each nomination is supported by the signatures of at least five percent of the Division members. These nominations must be received by the Secretary prior to April 15, and shall be included on the ballot with the names submitted by the Nominating Committee.
- c. The Chair-Elect, Secretary, and Treasurer, shall be elected by a plurality of the ballots cast by members of the Division, as determined by ballots distributed to the membership by the Secretary no later than the June 1 most closely preceding the commencement of their respective terms of office. To be counted, ballots must be completed and returned to the Secretary (in the fashion designated when the ballots are distributed to the membership) on or before July 15.
- d. All candidates for Councilors and Alternate Councilors shall appear on the ballot. On each ballot, one vote may be cast for as many candidates as there are Councilor positions to fill. The Councilor positions, if any, will be filled in order by the candidates receiving the most votes until all Councilor positions have been filled. After all Councilor positions being decided have been filled, the Alternate Councilor positions, if any, will be filled in

order by the remaining candidates receiving the most votes, until all Alternate Councilor positions have been filled.

- e. In the event of a tie vote for an officer, Councilor, or Alternate Councilor, the winner shall be determined by a plurality of the ballots cast by members of the Executive Committee of the Division, as determined by ballots distributed by the Secretary no later than the August 1 immediately following the tie vote. To be counted, marked ballots must be received by the Secretary on or before September 15. In the event of a tie vote by the Executive Committee of the Division, the Chair of the Division will decide the winner by a coin flip witnessed by the Secretary of the Division or by a person designated by the Secretary of the Division, on or before October 1 following the tie vote by the Executive Committee.

Section 5. Terms of Office:

- a. The Chair shall serve for the term of one year beginning on January 1 following the election until a successor qualifies.
- b. The terms of Chair-Elect, Secretary, Treasurer, Councilors, and Alternate Councilors shall begin on January 1 following their election.
- c. The term of the Chair-Elect shall continue until the Chair-Elect succeeds to the office of Chair.
- d. The Secretary, Treasurer, Councilors, and Alternate Councilors shall serve for three-year terms, or until their successors take office. A partial term of one or two years shall be used when necessary to establish or restore rotation of three-year terms of Councilors and Alternate Councilors.
- e. Upon expiration of the term of the Chair, or upon the occurrence of a vacancy in the office of Chair, the Chair-Elect shall succeed to the office of Chair. If the office of Chair-Elect is vacant, the new Chair shall be appointed by the Executive Committee. If an individual becomes Chair when less than nine months remain in the current term of office, the term of the new Chair shall be the unexpired portion of the current term, plus one year.
- f. A vacancy in the office of Secretary or Treasurer shall be filled by appointment of the Executive Committee. Appointees so selected shall serve for the balance of the unexpired term; however, if such remainder of a term be a year or less, the appointee shall serve for such remainder, plus one year. A vacancy in the office of Councilor shall be filled by the Alternate Councilor elected in the same year as the Councilor whose office is vacant; such Alternate Councilor shall serve for the balance of the unexpired term. A vacancy in the office of Alternate Councilor shall be filled through appointment by the Executive Committee; such appointee shall serve until the next annual election.
- g. The office of Chair-Elect may not be held by a person who has held the office of Immediate Past Chair within the preceding two years.

- h. The Editor of the Division newsletter shall be appointed by the Executive Committee. The Editor's term shall begin on January 1, and extend for three years, or until a successor takes office. The Editor may be reappointed by the Executive Committee.

BYLAW V

Councilors and Alternate Councilors

Section 1. There shall be the number of Councilors and Alternate Councilors prescribed by the Bylaws of the SOCIETY as determined by Divisional size.

Section 2. The Councilors and the Alternate Councilors shall be elected by the Division as provided elsewhere in these bylaws.

Section 3. The duties of the Councilors and Alternate Councilors shall be to represent the Division at Council meetings of the SOCIETY, to bring before the Council such matters as the Division officers or Executive Committee may request, to report to the Executive Committee of the Division matters that have been presented before the Council and are of importance to the Division, and to safeguard the interests of the Division. It shall be an obligation for Councilors and Alternate Councilors to notify the Secretary of inability to attend Council meetings, in order that the Division may be fully represented at all times.

BYLAW VI

Committees

Section 1. Committees requested to complete specific assignments or investigate various Divisional problems may be appointed by the Chair. The Chair or successors may discharge any such special committee no longer needed, or may alter its membership. When a special committee renders its definitive report, it shall cease to exist.

Section 2. Standing Committees may be authorized by the Executive Committee and appointed by the Chair with the consent of the Executive Committee, to study recurrent and long-range problems or issues. The membership of a Standing Committee may be altered by the Division Chair after consultation with the Chair of that committee, and with the consent of the Executive Committee. When a Standing Committee is no longer needed it may be discharged by the Division Chair as directed by the Executive Committee. Appointments to Standing Committees shall generally be for three-year terms, beginning January 1. A member of a Standing Committee may be reappointed for a second term.

Section 3. Society Affiliates may be appointed as Committee Chairs but otherwise may not vote for or hold an elective position of the Division, vote on Articles of Incorporation and bylaws of the Division, or serve as a voting member of its Executive Committee or equivalent policy-making body.

BYLAW VII

Dues

Section 1. Members of the Division shall pay annual dues in advance in an amount determined by the Executive Committee.

Section 2. Society Affiliates of the Division shall pay annual dues in an amount determined by the Executive Committee. Failure to pay dues in advance shall terminate Division affiliation.

Section 3. Division Affiliates shall pay annual dues in an amount determined by the Executive Committee in accordance with the Constitution and Bylaws of the SOCIETY. Failure to pay such dues in advance shall terminate the affiliation.

BYLAW VIII

Meetings

Section 1. The Division shall hold at least one technical session annually; however, this requirement may be modified by the Executive Committee in accordance with the Bylaws of the SOCIETY.

Section 2. The annual business meeting of the Division shall be held at the time of a national meeting of the SOCIETY unless the Executive Committee votes otherwise. Division business requiring a vote of the membership shall be conducted only at this meeting or by an appropriate ballot procedure similar to how officers' elections are conducted, except as provided elsewhere in these bylaws.

Section 3. Special meetings of the Division may be called by the Executive Committee, if notice is distributed to the membership or by publication in the official organ of the Division at least two months in advance. If business is to be conducted at such a meeting, the notice of the meeting shall state the exact nature of the business to be considered, and no other business shall be transacted at the meeting.

Section 4. Those members of the Division present at any annual or special meeting shall constitute a quorum.

Section 5. The fee for registration at any special meeting of the Division shall be decided by the Executive Committee in accordance with the Constitution and Bylaws of the SOCIETY. It may be reduced for members by an amount equal to the membership dues.

BYLAW IX

Presentation of Papers

Section 1. The Executive Committee shall be responsible for the selection of papers to be presented at meetings of the Division. It may delegate this authority to an officer or a committee created for this purpose. The Executive Committee or its designee shall reject any paper which is not appropriate for a program of this Division. The Executive Committee or its designee may

submit any paper of doubtful suitability to a reviewer, or to a committee appointed by the Chair of the Division at the request of the Executive Committee.

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.

Section 3. The Division requires that each title, whether for an invited paper or not, be accompanied by an abstract of about 200 words.

BYLAW X **Subdivisions**

Section 1. The Division may organize within itself one or more units, known as Subdivisions, which shall be established to cover a specified portion of the general field of the Division. Each such Subdivision shall operate in conformity with the bylaws of, and shall be responsible to, the Division. Membership or affiliation in the Division shall be a requirement for participation in a Subdivision. Members and affiliates of the Division may join the Subdivision by request to the Secretary of the Division.

Section 2. Formation or discontinuance of a Subdivision shall be at the discretion of the Executive Committee of the Division. Steps to initiate a Subdivision may be taken by action of the Executive Committee, or by a petition of at least 50 members of the Division to the Executive Committee.

- a. The scope of the activities of a Subdivision shall be defined by the Executive Committee of the Division.
- b. All activities of a Subdivision shall conform to the Constitution and Bylaws of the SOCIETY and the bylaws of this Division.

Section 3. Subdivision dues shall be decided annually by the Executive Committee of the Division.

Section 4. Upon establishment of a Subdivision, the Executive Committee of the Division shall appoint a Chair of the Subdivision and a Chair-Elect of the Subdivision, who are MEMBERS and will be members in the Subdivision, and who shall serve for the organizational year or until the next regular election of the Division. Thereafter, the Chair-Elect of the Subdivision shall succeed to the office of Chair of the Subdivision and the members of the Subdivision shall nominate and elect the Chair-Elect of the Subdivision, who must be willing to serve in this position. The Chair of the Subdivision shall be a member of the Executive Committee of the Division.

- a. The terms of office of the Chair of the Subdivision and Chair-Elect of the Subdivision shall be one year.
- b. A Chair-Elect shall be elected each year by members of the Subdivision in accordance with the election procedures of the Division.

- c. Upon expiration of the term of the Chair of the Subdivision, or upon the occurrence of a vacancy in the office of Chair of the Subdivision, the Chair-Elect of the Subdivision shall succeed to the office of Chair of the Subdivision.
- d. The Secretary and Treasurer of the Division shall be ex officio the Secretary of the Subdivision and Treasurer of the Subdivision.
- e. The Chair of the Subdivision may appoint such committees as may be necessary to conduct the activities of the Subdivision.

Section 5. The necessary expenses of the Subdivision shall be authorized by the Executive Committee of the Division from Divisional funds and be paid to the Subdivision upon proper authorization and verification of expenses by the Subdivision officers. Funds earned or collected by the Subdivision, and expenditure thereof, shall be under the control of the Subdivision.

BYLAW XI Amendments

Section 1. Amendments to these bylaws may be proposed by the Executive Committee, or by petition of the Division members, provided that five percent of the members sign the petition. The bylaws may be amended at the annual business meeting of the Division by a two-thirds (2/3) affirmative vote of the members present, provided one month's notice of the proposed amendment with the text thereof has been distributed to the members of the Division. Amendment by an appropriate ballot procedure similar to how officers' elections are conducted is permissible provided that the deadline for completion of ballots be fixed at not less than one month after the text of the proposed amendment and the ballot have been provided to the membership. A two-thirds (2/3) affirmative vote of those voting is necessary for amendment.

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 XII Dissolution

Upon dissolution of the Division and the discharge of its debts and the settlement of its affairs, 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.