

**2000 BYLAWS OF THE
DIVISION OF FUEL CHEMISTRY
AMERICAN CHEMICAL SOCIETY**

BYLAW I - NAME AND OBJECT

Section 1. This Division shall be known as the Division of Fuel Chemistry (hereinafter referred to as "the Division") of the AMERICAN CHEMICAL SOCIETY (hereinafter referred to as "the SOCIETY").

Section 2. The object of this Division shall be the stimulation of interest, the encouragement of research, the facilitation of discussion and the fostering of publication of articles on subjects pertaining to the chemistry of fuels, both theoretical and applied. It shall be the spirit of the Division to assist and cooperate whenever possible and desirable with other scientific organizations working in the same field.

BYLAW II - MEMBERSHIP AND AFFILIATION

Section 1. Membership in the Division shall be open to all members of the SOCIETY, and any member of the SOCIETY shall, upon request to the Secretary of the Division, be registered as a member of the Division and shall remain a member as long as the obligations imposed by the Division upon its members are fulfilled.

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

Section 3. A person who is neither a member nor a National Affiliate of the SOCIETY, but who wishes to participate in the activities of this Division, may become a Division Affiliate by applying to the Secretary and paying the dues as established by the Executive Committee. A Division Affiliate shall have all the privileges of membership in the Division except those of voting for or holding an elective position of the Division or of serving as a member of its Executive Committee.

Section 4. A member who meets the requirements for emeritus status of the SOCIETY is eligible for emeritus status in the Division after 20 years of Division membership. Emeritus status in the Division is granted upon request to the Division Secretary. Members with emeritus status pay no dues but have all the privileges of full membership. Members with emeritus status will continue to receive the preprints free of charge upon request.

BYLAW III - OFFICIALS AND MANNER OF THEIR ELECTION OR APPOINTMENT

Section 1. The elected officers of the Division shall be a Chair, a Chair-Elect, a Secretary, a Treasurer, and three Directors-at-Large. The appointed officers shall be a Director of Publications, a Director of Advertising, Program Chairs, and a Program Secretary. Elected officers shall be MEMBERS of the SOCIETY and of the Division.

Section 2. The Division shall elect Councilors and Alternate Councilors according to provisions of the SOCIETY documents.

Section 3. The Executive Committee shall consist of the elected and appointed officers of the Division as designated in Section 1, Councilors, Alternate Councilors, and the most recent Past Chair, and each shall have an equal vote.

Section 4. The Chair of the Division shall be Chair of the Executive Committee. The Chair of the Division shall preside at the meetings of the Division and of the Executive Committee and shall execute the decisions and recommendations of the Executive Committee and other committees.

Section 5. In the absence of the Chair, the duties of the office shall devolve upon the Chair-Elect, or in the absence of the Chair-Elect, upon the Secretary, until an Acting Chair shall be elected. The Chair-Elect shall succeed to the Chair position at the expiration of the Chair's term of office or whenever a vacancy may occur in the office for any cause.

Section 6. The Secretary shall record and preserve the minutes and proceedings of the Division and of the Executive Committee, keep a list of members and affiliates, send to members and affiliates such notices as may be required, transmit to the Executive Director of the SOCIETY the names of all officials and committee chairs of the Division within three weeks of their election or appointment, and carry out any other responsibilities required by the Constitution and Bylaws of the SOCIETY.

Section 7. The Treasurer shall have charge of the funds of the Division except the Trust Fund and shall make such disbursements therefrom as may be authorized by the Executive Committee, prepare an annual statement of expenses and income, file income tax reports, assess excess page charges for the preprints, and handle preprint sales at national meetings.

Section 8. The Councilors shall represent the Division as outlined in the Constitution and Bylaws of the SOCIETY. A Councilor who is unable to attend a Council meeting shall notify the Secretary of the Division, who shall, with the advice and counsel of the Chair, choose and certify one of the Alternate Councilors to provide full representation in the Council.

Section 9. Directors-at-Large shall be Past Chairs. Their major function is to provide guidance and continuity to the operation of the Division. The three Directors-at-Large shall be elected by the membership for staggered three-year terms.

Section 10. The Director of Publications shall, with the advice and consent of the Executive Committee, have primary responsibility for the handling of all matters pertaining to the publications of the Division other than a news bulletin.

Section 11. The Director of Advertising shall have primary responsibility for obtaining advertising for the preprints. The advertising rates shall be approved by the Executive Committee.

Section 12. The Program Chairs shall, with the advice and approval of the Executive Committee, have primary responsibility for the planning, organizing, and handling of all matters pertinent to the technical programs of the Division held at the regular national meetings of the SOCIETY or at any special meetings that may be scheduled by the Division.

Section 13. The Program Secretary shall assist the Program Chairs by handling the correspondence dealing with the technical program as requested by the Program Chairs; this work will include submitting the symposia programs to the SOCIETY and supplying potential authors with instruction on the preparation of preprints for publication.

Section 14. The Executive Committee shall conduct the business of the Division and direct its activities. This Committee shall fill, by appointment until the next mail ballot election, any vacancy or vacancies occurring among the officers for any reason, except where otherwise specified.

Section 15. At the spring meeting of the SOCIETY, the Past Chair shall transmit a list to the Executive Committee of one or more nominees chosen among MEMBERS of the Division for the offices of Chair-Elect and, whenever vacancies are to occur, for the offices of Secretary, Treasurer, Director-at-Large, Councilor, and Alternate Councilor. The Past Chair shall have appointed a Nominating Committee of three MEMBERS of the Division to devise this list. The Executive

Committee shall vote on their approval of these nominees at the spring meeting of the SOCIETY. The approved list of nominations shall then be presented to the business meeting at the same spring meeting of the SOCIETY, and the members present shall be given the chance to make other nominations if they desire and then be asked to approve the list. All nominees shall be required to indicate their willingness to serve if elected. Nominations for any elective office may also be made by written petitions to be submitted to the Secretary at least six weeks before the annual (fall) meeting of the SOCIETY.

Section 16. The Secretary shall prepare and mail to the members of the Division, at least four weeks before the annual (fall) meeting of the SOCIETY, a ballot listing, in order chosen by lot, all candidates for each elective office accompanied by a special ballot envelope. Voting members shall mark their own ballots and seal them in the special ballot envelopes provided. The sealed ballot envelope shall be placed in a larger outer envelope and forwarded or handed to the Secretary before noon on Monday of the week of the annual meeting of the Division. The voter's signature shall not appear upon the ballot nor upon the special envelope, but must appear upon the outer envelope; otherwise the ballot will be void. The Chair shall appoint at least three Tellers who, subsequent to the deadline for receipt of ballots, shall open and count them, 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 results shall be reported at the business meeting and at the annual (fall) meeting of the Division. Ties shall be decided by ballot of the members present at this business meeting. All elected officials shall take office on the first day of the next calendar year. The terms of all elected officials shall be for one year, except those for Secretary, Treasurer, Directors-at-Large, Councilors, and Alternate Councilors. The terms of Secretary and Treasurer shall be for three years. The terms of Councilors and Alternate Councilors and the manner of their election to rotating terms shall be as provided in the Constitution and Bylaws of the SOCIETY. Directors-at-Large shall be elected as stated elsewhere in these bylaws. In the event no annual meeting is held, the elected officers shall retain their offices until an annual meeting is held and successors are elected.

Section 17. The Division Trust Fund shall be managed for four-year terms by three Trustees who are appointed by the Chair and approved by the Executive Committee, as specified in the Trust Fund document.

BYLAW IV - RECALL OF ELECTED OFFICIALS

Section 1. Any elected Division officer may be recalled for neglect of duties or conduct injurious to the SOCIETY. This recall procedure is not applicable to Councilors and Alternate Councilors elected by Divisions.

Section 2. The recall of an officer 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 officer in question, the Chair-Elect shall receive the petition and shall assume the duties of the 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 within 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 officer of this decision.

(b) If the proceedings continue, the Chair shall assign the duties of the officer to another MEMBER of the Division until the issue is resolved, and the officer 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 officer throughout this procedure. That effort shall include a certified letter to the last known address on the official SOCIETY membership rolls. Upon notification, the officer shall have thirty (30) days to make a written response to the allegations. The Executive Committee shall decide whether to proceed after studying the officer's response. The Chair shall inform the officer and the petitioners of the decision of the Executive Committee.

If no contact with the officer can be made after a reasonable effort, the Executive Committee may remove the officer in question with a two-thirds (2/3) vote of the remaining members. If the proceedings continue, the officer in question shall choose one of the following options:

- (1) The officer may resign.
- (2) The officer may request a recall vote in the same manner as the original election, which must be consistent with the Division bylaws. The voting membership shall be informed, through separate written statements prepared by both the Executive Committee and the officer, of the issues involved with the recall vote before the vote is taken.
- (3) The officer may request a hearing and 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 officer.
- (4) The officer may choose not to respond and thus forfeit the position.

Section 4. The vacancy provisions of the 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 replacement of the officer.

BYLAW V - MEETINGS

Section 1. Meetings shall be held for the presentation of papers, for discussions, and for the conduct of the business of the Division. At least one such meeting shall be held each year unless omitted in accordance with the Bylaws of the SOCIETY. The annual meeting of the Division shall be held at the time of the annual (fall) meeting of the SOCIETY. Additional meetings may be held at the discretion of the Executive Committee, the times of such other meetings to be in accordance with the Bylaws of the SOCIETY.

Section 2. At business meetings, the order of business shall be as follows:

1. Approval of minutes of previous meetings
2. Report of Secretary
3. Report of Treasurer
4. Reports of Committees
5. Announcement of officials (at annual (fall) meetings)
6. Unfinished business
7. New business

Section 3. The rules of order in the conduct of Division meetings not specifically provided in these bylaws or in the SOCIETY's documents shall be the most recent edition of *Robert's Rules of Order, Newly Revised*.

Section 4. The number of voting members necessary for a quorum at its business and Executive Committee meetings shall be ten.

BYLAW VI - COMMITTEES AND APPOINTMENTS

Section 1. The Chair, with the advice and approval of the Executive Committee, shall appoint such special committees as may be necessary to make studies and recommendations on special matters relating to the welfare and progress of the Division. Examples include Newsletter Editor and Directors of Preprint Subscriptions, Public Policy, Membership, and Long-Range Planning.

Section 2. The Chair, with the advice and approval of the Executive Committee, shall, in a manner to produce rotation, appoint a standing Program Committee of three members of the Division, each member to serve for a term of three years. The senior member of the Program Committee shall serve as the Program Chair for the current calendar year and as an *ex officio* member of the Program Committee the year following.

Section 3. The Chair, with the advice and approval of the Executive Committee, shall appoint a Director of Publications.

BYLAW VII - PUBLICATIONS

Section 1. The Executive Committee may, with the approval of the Board of Directors of the SOCIETY, provide for the issuance of other publications. Such approval is not required for publication of a news bulletin.

Sections 2. Papers presented at the regular meetings of the Division shall, at the discretion of the Executive Committee, be preprinted by the Division, and as prescribed by the Bylaws of the SOCIETY, shall be copyrighted in the name of the SOCIETY.

BYLAW VIII - ASSESSMENTS

Section 1. The Executive Committee may, at its discretion, impose dues upon each member of the Division, except upon members in emeritus status, said dues to be collected by the Treasurer, either directly or through the SOCIETY, and the receipt therefrom to be devoted to the purposes of the Division.

Section 2. Dues for Division Affiliates shall be established by the Executive Committee in accordance with the Constitution and Bylaws of the SOCIETY.

Section 3. National Affiliates of the Division shall pay dues in an amount to be decided annually by the Executive Committee. Failure to pay such dues in advance shall automatically terminate the Division affiliation.

BYLAW IX - AMENDMENTS

These bylaws may be amended at any annual meeting of the Division by a two-thirds (2/3) majority vote of the members present, provided one month's written notice of the proposed amendment, with text thereof, has been sent to the members of the Division. The amendment shall become effective upon approval by the Committee on Constitution and Bylaws, acting for the Council, unless a later date is specified.

BYLAW X - DISSOLUTION

Upon dissolution of the Division, any assets of the Division remaining thereafter shall be conveyed to such organization then existent as is dedicated to objects similar to those of the Division and the AMERICAN CHEMICAL SOCIETY, or to the AMERICAN CHEMICAL SOCIETY, so long as whichever organization is selected by the governing body of the Division at the time of dissolution shall be exempt under Section 501(c)(3) of the Internal Revenue Code of 1954 as amended or under such successor provision of the Code as may be in effect at the time of the Division's dissolution.