

**\*BYLAWS OF THE  
DIVISION OF CARBOHYDRATE CHEMISTRY  
OF THE  
AMERICAN CHEMICAL SOCIETY**

**BYLAW I  
NAME AND OBJECTS**

Section 1. The name of this organization shall be the Division of Carbohydrate Chemistry of the AMERICAN CHEMICAL SOCIETY.

Sec. 2. The objects of the Division shall be the stimulation of interest, the encouragement of research and the diffusion of information in all that pertains to the chemistry and technology of sugars and other carbohydrates.

**BYLAW II  
MEMBERS AND AFFILIATES**

Section 1. (a) Membership in this Division is open to all members of the AMERICAN CHEMICAL SOCIETY who indicate in writing their wish to join the Division and who pay the annual dues. Affiliates and National Affiliates of the SOCIETY shall not be eligible for membership in the Division. Application for membership shall be sent to the Secretary of the Division.

(b) A member of this Division who has accumulated at least thirty-five years of paid membership, and who either is retired from active business, teaching, or other professional activity, or is over seventy years of age, is eligible for emeritus status and upon request shall be given such status upon certification by the Executive Secretary. Such a member shall pay no membership dues but shall be accorded the same privileges as other members.

Sec. 2. Members shall have the privilege of (1) participating in the scientific activities of the Division in furthering its objects, (2) attending business meetings, voting and holding office, (3) attending all social functions of the Division, (4) receiving without charge abstracts of papers to be presented before the Division at national meetings of the SOCIETY or at symposia sponsored by the Division, (5) purchasing bound sets of SOCIETY abstracts at reduced prices, and (6)

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receiving all notices, bulletins, committee reports and special publications from the Secretary of the Division.

Sec. 3. Any member may resign his membership in the Division by submitting his resignation in writing to the Secretary of the Division during the year for which his dues are paid.

Sec. 4. (a) The name of any member of the Division who is in arrears in payment of dues by as much as two years shall be stricken from the rolls.

(b) Members of the Division whose dues are remitted by the provisions of these bylaws shall be members in good standing as long as they are members of the AMERICAN CHEMICAL SOCIETY.

### **BYLAW III OFFICERS**

Section 1. The Officers of the Division shall be MEMBERS and shall consist of a Chair, a Chair-Elect, an Executive Secretary, a Secretary and a Treasurer.

#### Sec. 2. Duties of Officers.

(a) The duties of the Chair shall be to preside at meetings of the Division and of its Executive Committee; to execute the decisions and recommendations of the Committee; to appoint, with the advice and approval of the Executive Committee, such committees as may be required to act upon special matters of business; to recommend to the President-Elect of the SOCIETY, with the advice of the Executive Committee, persons to serve on the Canvassing and Award Committees for The Claude S. Hudson Award in Carbohydrate Chemistry administered by the SOCIETY; and to perform such other functions as are prescribed in these bylaws and as are generally required of a Chair.

(b) The duties of the Chair-Elect shall be to perform the duties of the Chair in the absence of the latter, to aid the Chair in presiding at the scientific meetings of the Division, to review and keep current the Division's guide (Handbook) to responsibilities and procedures for officers and committees, to chair the Program Committee, and to perform such other duties as may be delegated by the Executive Committee of the Carbohydrate Division. As Chair of the Program Committee, the Chair-Elect shall suggest to the Chair members to serve on the Program Committee, arrange symposia for meetings of the Division, present potential future symposia to the Executive Committee of the Division for approval, arrange the annual Claude S. Hudson Award Symposium, attend Program Coordination Conferences, work with other divisions for co- or joint-sponsorship of symposia, and keep the Executive Secretary of the Division informed of symposia organization.

(c) The duties of the Executive Secretary shall be to prepare the agenda for the Executive Committee meetings, the Division business meetings and the scientific programs of the Division, to be an ex-officio member of the Program Committee, to serve as Chair of the Program Liaison

Committee, to submit the annual report of the Division to the Council Policy Committee and to carry out all other duties outlined in these bylaws.

(d) The duties of the Secretary shall be to keep a record of the proceedings of the Division and of the Executive Committee, to maintain a list of members, to send to members such notices as the business of the Division may require, to send to members abstracts of papers to be presented before the Division at least two weeks before a regular meeting of the SOCIETY, to be an ex-officio member of the Membership Committee, to carry on necessary Division correspondence, and to reconcile the membership list with the list supplied by the central billing of the AMERICAN CHEMICAL SOCIETY.

(e) The duties of the Treasurer shall be to have charge of the funds of the Division, to receive from the Treasurer of the AMERICAN CHEMICAL SOCIETY the dues collected by central billing and to collect and disburse other funds subject to the approval of the Executive Committee, to make an annual solicitation of members for contributions to the Hudson Award Fund and to make a report to the Division at its annual meeting.

### Sec. 3. Executive Committee.

(a) The Executive Committee shall consist of the officers of the Division, the two Division Councilors, the two Division Alternate Councilors, four elected MEMBERS, and the immediate past Chair. It shall be the legal representative of the Division.

(b) The Executive Committee shall be the governing body of the Division and shall convene at least once at each meeting of the Division.

(c) The duties of the Executive Committee shall be to pass on all policy matters of the Division, to receive and act upon reports of committees, to prescribe the annual dues of members, to fill any vacancies in office which may occur between elections, to authorize the receipt and expenditure of grants or donations in furthering the objects of the Division, to authorize the disbursements of funds by the Treasurer, and, in general, to act in any exigency not specifically provided for in these bylaws.

(d) The Chair of the Division may invite to any meeting of the Executive Committee, committee chairs and other interested members of the Division as the occasion may arise.

### Sec. 4. Election of Officers.

(a) Prior to March 15, the Nominating Committee, with the help of the Secretary, shall solicit nominations for officers and elected committee members from the members of the Division. The solicitation shall be done by a form giving the specific office to be filled by election and space for 10 signatures of Division members which are required for nomination. Instructions shall be given on the form concerning the proper way to make a nomination and that preference should be given to qualified members of the Division who have not yet held the office to be filled, that preference for the office of Chair-Elect should be given to a qualified member of the Division with previous experience on the Executive Committee, and that the incumbency of

one office does not disqualify a member from holding another. The deadline for the return of the nomination forms shall be May 1. At its discretion, the Nominating Committee may also submit one or more nominees for each office to be filled. It shall gain the consent of each nominee to stand for election.

(b) Election of officers shall take place by written mail ballot sent to members of the Division and conducted by the Nominating Committee with the help of the Secretary. Ballots shall be mailed by June 30. The deadline for the return of the ballots shall be August 15. A plurality of the votes of the members voting shall be required for election. Results of the voting shall be announced at the business meeting of the Division at the fall meeting of the SOCIETY, or by mail notification if the fall business meeting is not held.

Sec. 5. Terms of Office.

(a) The Chair and Chair-Elect shall serve for one year or until their successors are elected.

(b) The terms of office of the Executive Secretary and Secretary shall be two years each or until their successors qualify. Every two years a Secretary shall be elected and the previous Secretary shall become the Executive Secretary.

(c) The term of office of the Treasurer shall be four years or until his successor is elected.

(d) The terms of office of those members of the Executive Committee whose terms of office are not otherwise specified in the Bylaws shall be two years, and the terms so arranged that normally two members are elected each year.

(e) The Chair-Elect shall succeed to the office of Chair at the expiration of the Chair's term of office or to fill a vacancy in the office of Chair occurring during his term of office as Chair-Elect.

(f) The terms of all officers shall begin at the close of the meeting at which their election is announced.

(g) Vacancies in any office shall be filled by the Executive Committee. The incumbent so selected shall serve until the next regular election. The Chair may make interim appointments between Executive Committee meetings when necessary.

(h) The terms of office of Division Councilors and Division Alternate Councilors shall be three years and the terms so arranged that only one Councilor and one Alternate Councilor are normally elected at one time.

**BYLAW IV  
COUNCILORS**

Section 1. (a) The Division shall have two Division Councilors and two Division Alternate Councilors, each serving a term of office of three years, as provided for in the Constitution and Bylaws of the SOCIETY.

(b) The Division Councilors and the Division Alternate Councilors shall be elected by the membership at the annual election. They shall be nominated and elected according to the provisions in Bylaw III, Sec. 4.

(c) The duties of the Division Councilors and, in their absence, the Division Alternate Councilors shall be to represent the Division in the deliberations of the Council of the AMERICAN CHEMICAL SOCIETY, to receive instructions from and report to the Executive Committee.

## **BYLAW V COMMITTEES**

Section 1. The Chair shall appoint the following committees:

(a) Auditing, (b) Membership, (c) Nomenclature, (d) Nominating, (e) Program, (f) Program Liaison, (g) Publicity. In addition, he may appoint temporary or standing committees needed to manage properly the business of the Division and to further its objects.

### Sec. 2. The Awards Committee

(a) The Awards Committee shall consist of six MEMBERS of the Division appointed by the Chair of the Division.

(b) Two MEMBERS shall be appointed by the Division Chair each year for a three-year term. One of the two MEMBERS who is serving the third year of his/her three-year term shall be appointed by the Division Chair to chair the Committee.

(c) The duties of this Committee shall be as follows:

- (1) Ensure that appropriate, qualified carbohydrate chemists and biochemists are nominated for various ACS national, regional and Local Section awards (such as the Claude S. Hudson Award in Carbohydrate Chemistry, the Roger Adams Award in Organic Chemistry, the Alfred Burger Award in Medicinal Chemistry, the ACS Award for Creative Work in Synthetic Organic Chemistry, the ACS Award in Pure Chemistry, the Midwest Award, the Kenneth A. Spencer Award, etc.) and other awards (such as the Perkin Medal, the International Carbohydrate Award, etc.). The Committee may prepare nominations and/or secure nominators from outside the Committee.
- (2) Keep files of information on the nature, requirements, eligibility, history, and recipients of each appropriate award.

- (3) Keep achievement and biographical files on prospective nominees.
- (4) Make arrangements for a Hudson Award celebration at the spring meeting of the SOCIETY. The celebration shall consist of a social hour, dinner, and awardee recognition program. The Committee shall arrange for preparation of the printed program.
- (5) Present a written report of activities to the Executive Committee of the Division at each spring and fall meeting of the SOCIETY.

### Sec. 3. Divisional Awards (Wolfrom and Isbell Awards) Committee

(a) The Divisional Awards Committee shall consist of the immediate past Chair of the Division and three other MEMBERS of the Division elected by the membership of the Division.

(b) The terms of office of the elected members shall be three years, and the terms shall be so arranged that normally one member is elected each year. Elected members may not serve more than one term.

(c) The Chair of this committee shall be the immediate past Chair.

(d) The duties of this committee shall be as follows:

- (1) Annually solicit the membership of the Division and others for nominations for (a) the Melville L. Wolfrom award which shall be given for excellence of contributions to carbohydrate chemistry as a science and a profession and/or for outstanding service to the division and (b) the Horace S. Isbell Award which shall be given for excellence of contributions to carbohydrate research by persons under forty-one years of age with promise of continuing to make quality contributions.
- (2) Consider all nominees for each award and such other persons determined by it to be worthy of consideration.
- (3) Report to the Executive Committee of the Division at each spring meeting. Such report shall include the basis for the selection of the presented candidate for each award or reasons for nonselection of a candidate for either award. Confirmation by the Executive Committee of a presented candidate shall constitute selection for each award.
- (4) Make arrangements for preparation and presentation of the awards.

### Sec. 4. The Nominating Committee.

(a) The Nominating Committee shall consist of the two immediate past Chairs of the Division and three members, appointed by the Chair of the Division.

(b) The Chair of this committee shall be the past Chair just preceding the immediate past Chair of the Division.

(c) The terms of office of the past Chair shall be two years and of the appointed members, one year.

Sec. 5. The Program Liaison Committee.

The Program Liaison Committee shall consist of the Executive Secretary, who shall serve as the Chair, the Chair of the Program Committee, and the Chair-Elect. The Committee shall assist the Executive Secretary in the selection for presentation of papers submitted and in the assigning of the order and time allowed for presentation.

**BYLAW VI  
DUES**

Section 1. Members of the Division shall pay annual dues, the amount to be decided by the Executive Committee.

Sec. 2. Members eligible for remission of dues as provided elsewhere in these bylaws shall have such dues permanently remitted.

**BYLAW VII  
MEETINGS**

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

Sec. 2. The annual meeting of the Division shall be held at the fall meeting of the SOCIETY. Division business requiring vote of the membership shall be conducted at this meeting or in such other manner as may be required, such as by special meeting or by mail ballot.

Sec. 3. Special meetings of the Division may be called by the Executive Committee, if notice is given to the membership in writing, at least 30 days prior to the meeting.

Sec. 4. The members present at the annual meeting shall constitute a quorum for the conduct of business.

Sec. 5. The fee for registration at any special meeting shall be decided by the Executive Committee, in accordance with the Bylaws of the SOCIETY.

**BYLAW VIII**  
**PAPERS SUBMITTED FOR PRESENTATION**

Section 1. The Executive Secretary shall be empowered to approve or reject any paper submitted for presentation at a meeting of the Division. He shall also have final authority to prepare the divisional program of papers, assign the order and time allowed, and shall schedule the presiding chairs for the sessions. He shall be responsible for the editing of abstracts prior to submission to the AMERICAN CHEMICAL SOCIETY, particularly to see that they conform to established nomenclature practices. He shall be assisted in these duties by the Program Liaison Committee and the Nomenclature Committee.

Sec. 2. The rules for papers presented before meetings of the AMERICAN CHEMICAL SOCIETY as outlined in the Bylaws and Regulations of the SOCIETY shall govern this Division.

**BYLAW IX**  
**AMENDMENTS**

Section 1. Any proposed amendment to these bylaws shall be submitted in writing over the signatures of not less than five members of the Division to the Secretary who shall then place it before the Executive Committee at the next meeting of this body. The Secretary shall then send the proposed amendment along with the recommendations of the Executive Committee to the membership for vote by mail ballot. The proposed amendments shall be approved by a two-thirds majority of the members voting.

Sec. 2. Amendments to these bylaws shall be effective upon approval by the Council of the SOCIETY unless a later date is specified.

**BYLAW X**  
**DISSOLUTION**

Upon the dissolution of the Division and the discharge of its debts and the settlement of its affairs, any funds and property of the Division remaining thereafter shall be used for the advancement of chemistry in the field covered by the Division. In the event that this procedure is not practicable or there still remain unexpended funds, such funds shall be conveyed to the AMERICAN CHEMICAL SOCIETY for the general purposes of the SOCIETY.