



**\*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 (hereinafter referred to as the "Division") of the AMERICAN CHEMICAL SOCIETY (hereinafter referred to as the "SOCIETY").

Section 2. The objects of the Division shall be 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.

Section 3. Nothing in these bylaws shall be inconsistent with the Charter, Constitution, and Bylaws of the SOCIETY.

**BYLAW II  
Members and Affiliates**

Section 1.

- a. Membership in this Division is open to all members of the SOCIETY who indicate their wish to join the Division and who pay the annual dues. Application for membership shall be indicated on their SOCIETY membership application or sent to the Secretary of the Division.
- b. A member of this Division who is over seventy years of age is eligible for emeritus status. Such a member shall pay no membership dues but shall be accorded the same privileges as other members.

Section 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)

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attending all social functions of the Division; (4) receiving abstracts of papers to be presented before the Division at national meetings of the SOCIETY or at symposia sponsored by the Division; (5) receiving all notices, bulletins, committee reports and special publications from the Secretary of the Division; and (6) nominating individuals for Divisional Awards with concurrence of a second member of the Division.

Section 3. 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 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 SOCIETY.

Section 5. A Society Affiliate may become a Society Affiliate of the Division provided that Divisional dues established for Society Affiliates are paid. A Society Affiliate shall have all the privileges of membership in the Division except voting for or holding an elective position of the Division, voting on Articles of Incorporation and bylaws, or serving as a member of the Division Executive Committee or equivalent policy-making body.

Section 6. A person who is not a member of the SOCIETY, but who wishes to participate in the activities of this Division, may become a Division Affiliate provided that dues established for Division Affiliates are paid. A Division Affiliate shall have all the privileges of membership in the Division, as provided in the Division bylaws, except that of holding an elective position in the Division, voting on Articles of Incorporation and bylaws, or serving as a member of the Division Executive Committee or equivalent policy-making body, or voting for Councilor(s) or Alternate Councilor(s) of the Division.

### **BYLAW III Officers**

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

Section 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; 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) for 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 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, attend program coordination conferences, work with other divisions for joint or cosponsorship of symposia, and keep the Immediate Past Secretary of the Division informed of symposia organization.

- c. The duties of the Immediate Past Chair shall be to serve at Chair of the Divisional Awards Committee, and with the assistance of the Immediate Past Secretary give oversight for organizing the Awards symposia and dinner program, and ensure for the preparation, printing, and delivery of the appropriate awardee scrolls.
- d. The duties of the Immediate Past 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 Committee on Divisional Activities through the Executive Director of the SOCIETY; to be a liaison with the Immediate Past Chair for the Awards symposia and program; and to carry out all other duties outlined in these bylaws.
- e. 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 distribute Division-related notices and information to members and affiliates; to be an ex officio member of the Membership Committee; to carry on necessary Division correspondence; and to carry out the usual duties of Secretary of the Division.
- f. The Treasurer shall be in charge of the funds of the Division, shall collect dues and other revenues, shall make all disbursements subject to the approval of the Executive Committee, shall submit a financial report to the Division at its annual meeting, and shall carry out all those duties required by the Constitution and Bylaws of the SOCIETY.

### Section 3. Executive Committee

- a. The Executive Committee shall consist of the officers of the Division, the Councilors, the Alternate Councilors, and four elected Members-at-Large.
- 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 that 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.

#### Section 4. Election of Officials

- a. Prior to July 1, the Nominating Committee, with the help of the Secretary, shall solicit nominations for officers, Members-at-Large, and in years where positions are open, Councilor and Alternate Councilor 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 names of 10 Division members supporting the 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 September 15. 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 ballot sent to members of the Division and conducted by the Nominating Committee with the help of the Secretary. Ballots shall be distributed by October 1, with a deadline for voting by November 1. 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 Division that is held during the SOCIETY's fall national meeting, and/or by notice to all members and associates if the Division's fall meeting is not held.
- c. In accordance with the SOCIETY's Bylaws, balloting procedures should ensure fair balloting that is open to all eligible members, protection against fraudulent balloting, and the timely reporting and archiving of balloting results.

#### Section 5. Terms of Office

- a. The Chair and Chair-Elect of the Division shall serve for one year or until their duly elected successors take office.
- b. The terms of office of the Immediate Past 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 Immediate Past Secretary.
- c. The term of office of the Treasurer shall be four years or until a successor is elected.
- d. The terms of office of those members of the Executive Committee whose terms of office are not otherwise specified in these 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 or her term of office as Chair-Elect. The succession of the Chair to the office of Immediate Past Chair and the assumption of its duties takes place as the new Chair begins his or her term.

- f. The terms of all officers shall begin on January 1 of the year following their election and expire on December 31 of the year for the term specified.
- 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 the Councilors and Alternate Councilors shall be three years, as described elsewhere in these bylaws, and the terms so arranged that only one Councilor and one Alternate Councilor are normally elected at one time.

#### **BYLAW IV Recall of Elected Officials**

Section 1. The elected officials of the Division (officers or elected Executive Committee members) are subject to recall for neglect of duties or conduct injurious to the SOCIETY. Recall procedures are not applicable to Councilors and Alternate Councilors elected by Divisions.

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

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

- a. The Executive Committee shall promptly continue the recall process or dismiss the petition as ill-founded or find an alternative solution to the problem. The Chair shall promptly inform the petitioners and the official of the decision of the Executive Committee.
- b. If the proceedings continue, the Chair shall assign the duties of the official to another MEMBER of the Division until the issue is resolved.
- c. If the proceedings continue, the official shall be offered an opportunity to answer the allegations in the petition before the Executive Committee.

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

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

- d. If the proceedings continue, the official shall choose one of the following options:
- (1) The official may resign.
  - (2) The official may request a recall vote in the same manner as the original election, which must be consistent with the Division's bylaws. The voting membership shall be informed, through brief written statements prepared by the Executive Committee and the official, of the issues involved with the recall vote. Both statements shall be distributed to the voting membership before the vote is taken.
  - (3) The official may request a hearing and a recall vote by the remaining members of the Executive Committee. A two-thirds (2/3) vote of the remaining members of the Executive Committee shall be required to recall the official.
  - (4) The official may choose not to respond and thus forfeit the position.

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

#### **BYLAW V Councilors**

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

Section 2. The Councilors and Alternate Councilors shall be nominated from among the MEMBERS of the Division and elected by the membership as provided elsewhere in these bylaws.

Section 3. The duties of the Councilors and, in their absence, the Alternate Councilors, shall be to represent the Division in the deliberations of the Council of the SOCIETY, to receive instructions from and report to the Executive Committee.

#### **BYLAW VI Committees**

Section 1. The Chair shall appoint standing committees as necessary from among the following: (a) Awards, (b) Divisional Awards, (c) Nominating, (d) Program Liaison, (e) Nomenclature, (f) Auditing, (g) Membership, and (h) Publicity. In addition, he or she may appoint other temporary committees needed to manage properly the business of the Division and to further its objects.

## Section 2. 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 are serving the third year of his or 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 scientists are nominated for various SOCIETY national, regional and Local Section awards as well as other awards such as the Haworth Medal, the Roy L. Whistler 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) Prepare a report of Division activities and distribute and present it to the Executive Committee of the Division at each national meeting of the SOCIETY.

## Section 3. Divisional Awards (Hudson, Wolfrom, Isbell, and Gin New Investigator Awards) Committee

- a. The Divisional Awards Committee shall consist of the Immediate Past Chair of the Division, who will chair the committee, 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) Solicit the membership of the Division and others for nominations for (a) the Claude S. Hudson Award, which shall be given for outstanding contributions to carbohydrate science by an individual without regard to nationality; (b) the Melville L. Wolfrom award, which shall be given for excellence of contributions to carbohydrate science as a profession and/or for outstanding service to the division; (c) the Horace S. Isbell Award, which shall be given for excellence of contributions to carbohydrate research by persons under forty-five years of age with promise of continuing to make quality contributions; and (d) the David Y. Gin New Investigator Award, which shall be given to an individual in the first seven years of his or her independent career (after completion of graduate degree or final postdoctoral appointment, whichever is more recent), who already

demonstrates high potential for contributions to carbohydrate science. The Hudson Award is given biannually; the others annually.

- (2) Consider all nominees for each award and such other persons determined by it to be worthy of consideration.
- (3) Distribute and report to the Executive Committee of the Division the results of their deliberations. Such report shall include the basis for the selection of the presented candidate for each award or reasons for non-selection of a candidate for a given award. Confirmation by the Executive Committee of a presented candidate by vote shall constitute selection for each award.
- (4) Make arrangements for a Divisional Award celebration at the spring meeting of the SOCIETY. The celebration shall consist of a social hour, dinner, and awardee recognition program. The Immediate Past Chair shall arrange for this celebration, as well as for the preparation of the printed program and the scrolls for the awardees.

#### Section 4. Nominating Committee

- a. The Nominating Committee shall consist of the Immediate Past Chair of the Division and three members, appointed by the Chair of the Division.
- b. The Chair of this committee shall be the Immediate Past Chair.
- c. The terms of office of the Immediate Past Chair shall be one year and of the appointed members, one year.
- d. The duties of the committee shall be to ensure that qualified candidates for elected office are on the ballot and willing to serve if elected.

#### Section 5. Program Liaison Committee

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

#### Section 6. Nomenclature Committee

The Nomenclature Committee shall consist of MEMBERS of the Division, appointed by the Chair, having expertise in carbohydrate nomenclature, who can serve in an advisory capacity to the carbohydrate community on questions of recommended nomenclature, and interact with the SOCIETY, IUPAC, and IUBMB in the establishment of approved nomenclature, terminology, and symbols in the carbohydrate field. The committee shall provide a report to the Executive Committee of the Division at the Divisional meetings.

#### Section 7. Auditing Committee

The Chair may appoint a committee to review the Treasurer's report and attest to its accuracy.

## Section 8. Membership Committee

This committee is charged with the task of soliciting new members to join the Division.

## Section 9. Publicity Committee

This committee maintains the Division's website, provides information to the membership of the Division on the current and future activities of the Division, and provides links to general aspects of carbohydrate science.

## **BYLAW VII**

### **Dues**

Section 1. Members and affiliates of the Division shall pay annual dues, the amount to be decided by the Executive Committee. Failure to pay such dues in advance shall terminate the affiliation with the Division.

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

## **BYLAW VIII**

### **Meetings**

Section 1. The Division shall meet at the spring 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.

Section 2. The annual meeting of the Division shall meet at the spring national 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 ballot.

Section 3. Special meetings of the Division may be called by the Executive Committee if notice is distributed to the membership at least thirty days prior to the meeting.

Section 4. Ten percent of the members of the Division or 15 members, whichever is smaller, shall constitute a quorum for the conduct of business at the annual business meeting.

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

Section 6. The most recent edition of *Robert's Rules of Order Newly Revised* shall be the parliamentary authority for all matters not covered in these bylaws or in the SOCIETY's documents.

**BYLAW IX**  
**Papers Submitted for Presentation**

Section 1. The Immediate Past Secretary shall be empowered to approve or reject any paper submitted for presentation at a meeting of the Division. He or she 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 or she shall be responsible for the reviewing of abstracts prior to submission to the SOCIETY, and advice with regard to conformity with established nomenclature practices.

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.

**BYLAW X**  
**Amendments**

Section 1. These bylaws shall be amended as follows:

- a. The proposed amendment(s) shall have been first submitted to the Executive Committee by at least five members, or shall have been raised by the Executive Committee, and shall have been evaluated and approved by a majority of the members of the Executive Committee.
- b. If a dispute arises regarding approval of said amendment(s), the Executive Committee may resolve the issue by majority vote of the committee after hearing discussion of the issue at a regular meeting of the Division, or the committee may decide to hold a special election of the Division to resolve it.
- c. The Division Secretary shall send the proposed bylaw amendment(s) to the SOCIETY's Committee on Constitution and Bylaws for a preliminary review. After receipt of the review, the Executive Committee will then make appropriate changes, as necessary. The Secretary shall then distribute to all Division members a suitable explanation of the bylaw amendment(s).
- d. At the meeting of the Division after notice of the proposed amendment(s) is given, the amendments(s) will be adopted upon receiving an affirmative vote of two-thirds (2/3) of the members present, provided there is a quorum. Alternatively, or failing the presence of a quorum, the vote may be taken by distributing ballots to Division members. Two-thirds (2/3) of the valid ballots received must be in the affirmative for adoption.

Section 2. The Secretary shall distribute the outcome of the ballot regarding the amendment(s) to the Division members and within sixty days, shall meet all requirements for submitting the results to the Committee on Constitution and Bylaws.

Section 3. Amendments 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.

**BYLAW XI**  
**Dissolution**

Upon the dissolution of the Division, any assets of the Division remaining thereafter shall be conveyed to such organization then existent as is dedicated to 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.