

BYLAW REVIEW AND AMENDMENT PROCESS

ACS's Committee on Constitution and Bylaws (C&B) prepared this brief process (from the respective guidelines documents for Divisions, Local Sections, or International Chemical Sciences Chapters, hereinafter referred to as "unit(s)") to assist units with bylaw amendments.

1. Obtain a Word document of the certified bylaws from the C&B Staff Liaison: bylaws@acs.org.
2. Review your unit's bylaws and identify desired change(s). Consider forming a bylaws committee. The changes are normally discussed at an Executive Committee meeting and/or a unit meeting. Ensure that the changes are compatible with the unit's Articles of Incorporation, if any.
3. Review the guidelines documents, OPTIONAL BYLAWS document, and perhaps recently certified bylaws and pertinent sections of the ACS Governing Documents (Bulletin 5) at (www.acs.org/bulletin5), and to ensure that the proposed changes are compatible with the SOCIETY's Constitution and Bylaws.
4. ~~Review your unit's bylaws again. A conflict with another section of the bylaws may be resolved either by rewriting the proposed amendment or by amending both portions of the bylaws.~~ Do not refer to specific sections within the bylaws; it's better to write, "... as specified elsewhere in these bylaws."
5. The unit's Executive Committee should give approval of the proposed changes, but this is not required since changes may be proposed by a petition from members.
6. Submit the proposed amendment(s) to C&B for preliminary review (bylaws@acs.org). This is not required, but is strongly recommended; this step might save on expenses if C&B does not approve of the changes. The original bylaws should be marked by using Track Changes (preferred), or by **underline** for additions and ~~strike through~~ for deletions.
7. C&B will review the amendment(s) to ensure compatibility with the ACS Governing Documents and consistency with the unit's bylaws, and to check for ~~consistency of format~~, correct use of terminology, clarity, and sufficiency for conducting your unit's business. C&B will report to the officers its required and/or suggested bylaw changes. C&B's review process typically takes about three ~~to four~~ months.
8. The unit's Executive Committee may wish to review and approve these changes as required and suggested by C&B before the final changes are voted on by ~~your~~the eligible voting members.
9. Announce the proposed amendment(s), as revised, to the members, who must vote on the amendments. This vote is done in accordance with the unit's current bylaws.
10. For final approval by C&B, your unit's Chair or Secretary must send the following required information to bylaws@acs.org.
 - The current bylaws marked to show what was voted on by your members: additions bold and underlined and deletions crossed out; use of Track Changes is preferred;
 - A copy of the information supplied to the members;
 - The dates of announcement and balloting;
 - The final vote results in accordance with your bylaws (e.g., "majority", "two-thirds," etc.); and
 - Statement (by e-mail) ~~from~~by your unit's Chair or Secretary that all bylaw requirements for voting on amendments have been followed. ~~(e-mail statement is acceptable).~~
11. C&B will then take the final steps to officially "certify" the bylaws.

NOTE: Amendments to your unit's bylaws do not take effect until they have been given final approval by the Committee on Constitution and Bylaws, acting for the Council.