

By-laws of the
NEW ENGLAND CATALYSIS SOCIETY

As amended and adopted December 8, 2017.

By-law I: Name

The name of the organization shall be: The “New England Catalysis Society”, NECS, a local club associated with the North American Catalysis Society.

The annual year of the club shall be the academic year starting and ending on 1 September of each year.

By-law II: Objectives

The principal objectives of the Club (NECS) shall be:

1. To foster discussion of worthy advances in the fields of catalysis and reaction mechanisms in chemistry, materials science and chemical engineering.
2. To provide opportunities for members to present, for discussion, their work in the above fields.
3. To advance knowledge in the fields of industrial catalysis and reaction engineering.
4. To engender a feeling of fellowship and unity among the chemists, materials scientists and engineers of New England interested in catalysis and related subjects.

By-law III: Membership

Membership in this Club shall be open to all persons genuinely interested in achieving the objectives in By-Law II and who indicate their desire to join and pay the annual dues.

By-law IV: Officers

1. The elected officers of the club shall normally be a Vice Chair, a Secretary, and a Treasurer. The Vice Chair is expected to rotate into the Chair position after two years. The elected term is two years. Any elected position can be reelected for a subsequent term. In the event of a resignation, a special election may be held.
2. The duties of the Chair shall be to call and preside at meetings of the Club, and to undertake or to delegate – such as to committees, individuals, or other officers – those actions which are

deemed necessary to achieve the objectives of the Club or to carry out the policies of the Executive Committee.

3. The Vice Chair is expected to automatically succeed to the Chair position for a two-year term. If the Vice Chair is unwilling or unable to succeed, he/she should inform the Executive Committee in advance of the Spring meeting when a special election might be required. Even if the Vice Chair is willing to serve, if the Executive Committee judges that the Vice Chair will be unable to fulfill the Chair duties as Chair, the Executive Committee may act (by simple majority vote) to hold a special election to choose the new Chair.

4. The immediate past Chair will serve as Representative to the North American Catalysis Society. If unusual circumstances exist that prevent this, he/she should inform the committee in advance of the Spring meeting so a special election may be held. In the event that a new Representative is elected, that person will serve on the Executive Committee in place of the past Chair. The Chair will play the role of Representative during any vacancies in this position.

5. Club decisions can be made in person, by telephone, or by electronic transmission among the Executive Committee, with the Secretary keeping a physical copy of the voting results in the Club archives.

6. The duties of the Secretary shall include keeping a list of members, sending to members such notices as the business of the Club may require, notifying members of the time and place of meetings, keeping minutes of the business meetings, and taking care of such correspondence as the business of the NECS requires. This will include any formal correspondence with the parent club (NACS) such as requests for funding.

7. The duties of the Treasurer shall include collection of the dues of the NECS and handling of all financial matters pertaining to the business of the NECS subject to approval by the Executive Committee. He/she shall communicate with the Secretary as to the roster of current dues-paying members and shall send the required annual dues to the parent club, the NACS. He/she is responsible for investing a portion of the NACS balance in an interest-bearing account as directed and/or in consultation with the Executive Committee. He/she shall provide a summary annual accounting of the NACS finances to the Executive Committee and available to the membership.

8. The Executive Committee shall consist of the: Chair, Vice Chair, Secretary, Treasurer, and Representative to the National Club. They shall adopt and recommend to the Chair for executing those policies and plans which will best further the achievement of the objectives of the Club.

By-Law V: Elections

1. Elections shall be held at the Spring annual meeting, or the last meeting held for any given Annual year. The Executive Committees shall prepare and present a slate of proposed officers, which will be distributed with a call for the meeting. The elections shall be conducted by the outgoing Chair or other Officer appointed by the Chair. Nominations from the floor are to be allowed.
2. Ballots can be by acclamation if there is no opposition for specific positions or will be by written ballot when more candidates are nominated than positions available. Winners are chosen by plurality. Ties will require a revote. No proxy votes are allowed for elections.
3. All officers and members of the Executive Committee shall serve terms as designated above.

By-Law VI: Dues

The Members of the NECS shall pay annual dues not to exceed twice the level of the North American Catalysis Society, NACS, full-member dues. Students and retirees will pay a discounted dues rate not to exceed half the normal annual dues. Postdoctoral researchers may be granted the student rate at the Executive Committee's discretion.

By-Law VII: Meetings

The frequency and nature of the meetings of the Club shall be at the discretion of the Executive Committee with a minimum of two meetings per year, which shall include a one-day symposium. There will be a brief business meeting to discuss and propose club business at two of these meetings. The last NACS meeting of the Annual year is designated the "Spring Meeting" and will be held in April or May of each year. Elections for the next year will be held during this meeting.

The Executive Committee shall meet at least one time each year, in person or electronically, for the purpose of planning the club's activities including meetings and yearly budget or NECS offered awards.

By-law VIII: Parliamentary Authority

The rules contained in Roberts' Rules (revised) shall govern all meetings of the Executive Committee and business meetings of the Club.

By-law IX: Amendments

These By-Laws may be amended by a two-thirds vote of the members present and in good standing at a regular meeting of the Club, provided the proposed changes have been read at the preceding meeting or circulated to all members by mail or email at least one month before the meeting wherein a vote is to be taken.