

BY-LAWS

1. Annual Dues. Annual dues shall be two dollars for each member. Annual dues may be paid in advance to cover a period of time of no longer than five years. Honorary and Emeritus members shall not pay dues.

2. Membership. The active members shall be those whose dues are paid up to date. A member who becomes more than three years in arrears for dues shall be removed from the membership list. Reinstatement with full membership privileges shall require payment of back and current dues, but the assessment for back dues shall not exceed five years' dues.

3. Honorary membership. In order to be considered for Honorary status, the candidate must be nominated by a colleague in a letter submitted to the Secretary-Treasurer at least one month prior to the Annual Meeting at which the letter is to be considered by the Executive Council. A second letter of support from another colleague should also be submitted at least two weeks before the Annual Meeting. These letters should attest to the criteria needed for Honorary membership status as delineated in Article II, Section 2 of the Constitution. The Secretary-Treasurer will notify the Executive Council of the names of nominees prior to the Annual Meeting.

4. Nominations for State Representatives. The Secretary, in this officer's Annual Meeting Report mailing, shall announce those states due to elect State Representatives at the following Annual Meeting. Such nominations shall not abridge the right of nominations from the floor. Election of State Representatives shall occur on a rotational basis every three years (Iowa, Minnesota, and Missouri; the next year Illinois and Wisconsin; then the third year Indiana and Michigan) at a caucus of state Association members called together during the Annual Meeting.

5. Duties of State Representatives. The State Representatives shall have the following responsibilities: 1. Nominate the slate of officers for the elections that are held at the Saturday morning business meeting. 2. Maintain a current list of the state's eligible membership (active and non-active) with contact information and send this list yearly to the secretary treasurer. 3. Send the MACTLAC brochure to potential new members and, as deemed necessary, to departmental chairs in his or her state for circulation among their faculty members. Postage costs to the institution or individual for the mailing can be reimbursed from MACTLAC upon receipt of a letter detailing postage expenses. 4. Maintain a list of placement officers of chemistry and appropriate chemistry-related graduate programs in graduate schools in his or her state and work with the host institution to facilitate the invitation of their graduate students to the annual MACTLAC meeting and forward that list to the MACTLAC placement officer when the meeting is hosted in your region. Also, maintain a list of contact persons from the PhD granting institutions in his or her state for contacts to be made with graduate students who might be prospective future faculty members and forward that list to the MACTLAC Placement

officer and the Secretary-Treasurer. 5. Send a special reminder or invitation to the members of his or her state to attend the MACTLAC meeting when scheduled in his or her region. 6. At the request of the Executive Council, solicit invitations from member schools in his or her state to host an annual MACTLAC meeting.

6. Quorum. Twenty percent of the active members shall constitute a quorum at any business meeting.

7. Guests. At the Annual Meeting of this Association, members may sponsor a limited number of guests. Invitations to such guests are to be issued only by or with the approval of either the President or a member from the host institution.

8. Registration Fee. A \$15.00 advance registration fee or \$20.00 late/on-site registration fee for the Annual Meeting shall be charged in addition to the \$2.00 annual dues for members. The registration fee for non-members shall be \$25.00. The host institution is authorized to spend up to \$2,000.00, excluding postage which will be paid by MACTLAC.

9. Placement Officer. The Placement Officer is appointed by the President normally at the Friday Executive Council Meeting for a renewable three-year term. This is a non-voting position and does not carry membership on the Executive Council. The Placement Officer will maintain two lists: 1) a list of faculty positions available within MACTLAC Colleges, and 2) a list of candidates seeking positions within MACTLAC Colleges. The Placement Officer will facilitate getting the candidates in contact with the colleges having positions available.

10. The Archivist. The Archivist is appointed by the President normally at the Friday Executive Council Meeting for a renewable three-year term. This is a non-voting position and does not carry membership on the Executive Council. It is the Archivist's responsibility to maintain a historical record of the Association and its documents, and to share such information with the membership.

11. The Webmaster. The webmaster is appointed by the President normally at the Friday Executive Council Meeting for a renewable three-year term. This is a non-voting position and does not carry membership on the Executive Council. The webmaster maintains the MACTLAC website and regularly updates the information regarding Executive Council members, job postings, and upcoming meeting information.

Revised October 20, 2007 at the Viterbo University meeting.