

Chapter Name
of the
Controlled Release Society
Constitution/Bylaws

Preamble

The **Chapter Name** of the Controlled Release Society (CRS) is an organization that provides a forum for people interested in delivery science and technology to communicate ideas and learn from others in the field. This goal will be accomplished through virtual and in person events including lectures, discussion groups and plant trips sponsored by the Local Chapter.

Article I
Name

The name of this organization shall be the **Chapter Name** of the Controlled Release Society. If a logo is created, it will integrate the official CRS logo and will be approved by CRS Headquarters.

Article II
Purpose

The **Chapter Name** of CRS shall focus on educating and disseminating information to people interested in delivery science and technology.

Members of the Local chapter will be drawn primarily from academia, industry and regulatory agencies, although chapters will be inclusive of those from other areas with an interest in delivery science and technology across any field.

Article III
Membership

Section 1: Membership and participation shall be free of discrimination based on D&I best practices and in accordance with the CRS D&I statement.

Section 2: Local membership shall be primarily open to all people in **Country/Territory Name**, with primary emphasis in pharmaceutical sciences, chemical engineering, biological sciences, agricultural sciences, chemistry, biochemistry, biomedical engineering, food science, cosmetics and veterinary medicine.

Section 3: All Officers of the Chapter must hold current memberships in the CRS as stated in the bylaws.

Section 4: Members of the local chapter **may** pay dues as stated in the bylaws of the **Chapter Name** of CRS. The local chapter must retain a record of their membership.

Section 5: Members may terminate membership at any time through a written statement to the Chapter Secretary.

Article IV

Officers and Advisors

Section 1: The offices of Chair, Vice-Chair, Secretary and Treasurer shall constitute the Chapter Governance.

Section 2: Term of office is one year from the date of appointment, with the exception of persons elected to replace an officer who cannot complete his/her term. Elections will normally be held once per year at the time of the general meeting of the Chapter but can be electronic.

Section 3: Officers shall be elected by majority vote of members in attendance through an election held each year.

Section 4: All Officers shall be members of the **Chapter Name of CRS** in good standing.

Section 5: Resignation of an Officer shall be done by written notification to the Secretary.

Article V

Offices and Duties

Section 1: The Chair's duties include:

- Formulating agendas for organizational activities and events.
- Ensuring that all activities fall within the organizational goals as stated in the Constitution.
- Ensuring that the Chapter complies with legal requirements where required with respect to corporation law and taxation.
- Presiding over all meetings of the Local Chapter.
- Creating new offices and/or committees as the need arises.
- Working with the Vice-Chair to organize general meetings and activities.

Section 2: The Vice-Chair's duties include:

- Publicizing activities of the Local Chapter.
- Working with the Chair to organize general meetings and activities.
- Supporting the Chair in reinforcing the objectives of the Chapter.
- Filling in for the Chair in his/her absence.
- In many cases the Vice Chair will be the nominal representative of the Chapter on the CRS International Committee and participate in the calls and disseminate information back to the Chair and Chapter.

Section 3: The Secretary's duties include:

- Keeping a record of all Local business, at governance and general meetings.
- Keeping a record of Local membership.
- Corresponding with members, industry, academia, and the CRS.
- Assisting the Vice-Chair with publicity.
- Coordinate maintenance of the Chapter website where established
- Preparing an annual report to the CRS, as required.

Section 4: The Treasurer's duties include:

- Presenting an annual financial report.
- Making an annual budget.
- Keeping accounts, depositing the organizations funds, and making expenditures in a manner approved by the elected offices of the Local Chapter.
- Overseeing fund-raising activities.

Section 5: Any officer may recruit assistants who are members of the Local Chapter to help in that officer's duties. Assistants may fill in for officers other than the Chair upon the officer's absence for information but will not retain voting rights.

Section 6: Regular attendance at general and governance meetings is expected of all officers.

Article VI Amendments

Section 1: All amendments to the Constitution are to be submitted in writing to an officer, then read before the Chapter members for approval.

Section 2: Amendments shall be approved by a two-thirds vote of members.

Section 3: All amendments to the Constitution or bylaws are subject to prior communication to prior communication to the Board of Directors of the Controlled Release Society.

Bylaws

Section 1: Elections shall be conducted by secret ballot managed by the Secretary at general meetings. In the absence of the possibility of a face to face general meeting, the ballot may be conducted in secure electronic form using a commercial survey software such as Survey Monkey. Absentee ballots shall not be allowed. Persons receiving a majority vote shall be declared elected.

Section 2: A vacancy of the office of the Chair shall be filled by the Vice-Chair, and a new Vice-Chair shall be elected by majority vote of members. Vacancies in other positions shall be filled by election at the first general meeting following the vacancy.

Section 3: General meetings of the Local Chapter shall be scheduled on a monthly or bimonthly basis. Governance and special meetings shall be called as necessary by the Chair.

Section 4: Upon dissolution of the Chapter, all chapter liabilities shall be resolved by the Local Chapter.

Date of Adoption:

Date of Recognition:

Chapter Chair:

Signature of Chapter Chair