

# **BYLAWS OF THE WASHBURN UNIVERSITY CHEMISTRY CLUB & STUDENT CHAPTER OF THE AMERICAN CHEMICAL SOCIETY**

(Approved October 2013)

## **Article I. Name**

The name of this organization shall be the Chemistry Club of Washburn University and Student Chapter of the American Chemical Society, herein referred to as the Chapter.

## **Article II. Objects**

The objects of this Chapter shall be to afford an opportunity for students of a chemical science to become better acquainted, to secure the intellectual stimulation that arises from professional association, to obtain experience in preparing and presenting technical material before chemical audiences, to foster a professional spirit among the members, to instill a professional pride in the chemical sciences, and to foster an awareness of the responsibilities and challenges of the modern chemist.

## **Article III. Membership**

### **Section 1**

The membership of this organization shall be composed of Washburn University Students, Student Members of the American Chemical Society (ACS), and Washburn University Faculty. Students who are not ACS Members may be Chapter Members with full voting power but may not hold office. Washburn University Faculty may be Chapter Members but may neither hold office nor have voting power.

### **Section 2**

A Chapter Member in good standing shall be defined as one who has (1) paid his/her dues and (2) been an active participant in chapter meetings and activities. To have voting power and be eligible for office, a Chapter Member must be in good standing.

## **Article IV. Officers**

### **Section 1**

This Chapter shall have a President, Vice President, Secretary, Treasurer, Educational Outreach Director, Fundraising Director, Social Director, and Communications Director. These eight officers shall comprise the voting members of the Executive Board. The Webmaster is an ex-officio non-voting member of the Executive Board.

### **Section 2**

All officers must be Student Members of the American Chemical Society and Chapter members in good standing.

### **Section 3**

Officers shall serve for a term of one year, which shall be effective immediately following Spring Commencement.

## **Article V. Duties of the Officers**

### **Section 1—President**

1. The President shall be the Chief Executive Officer.
2. The President, with approval of the Executive Board, directs the budget.
3. The President shall see the Chapter maintains good relations with Washburn University.
4. The President shall establish committees and appoint chairpersons.
5. Vacancies in offices shall be filled by appointment of the President with approval of the general membership.
6. The outgoing President shall prepare and submit the annual report to the American Chemical Society Office of General Educational Activities.
7. The President shall promote Club participation and organization of events for ACS National Chemistry Week.
8. The President shall maintain a record of the year's activities as President to turnover to the following President-elect.
9. The President-elect shall register the Chapter with the Washburn University Office of Student Activities and Greek Life for the next academic year.

### **Section 2—Vice President**

1. The Vice President shall assume the duties of the President should the office become vacant or in the absence of the President.
2. The Vice President shall be responsible for scheduling programs and speakers and communicating this information to the Communication Director within a reasonable time frame.
3. The Vice President shall be responsible for Chapter announcements via the Chemistry Club ListServe and Chemistry Major ListServe at least one week prior to a meeting, with a reminder announcement via the Chemistry Club ListServe and Chemistry Major ListServe the day before the meeting.
4. The Vice President shall be in charge of reserving rooms with Washburn University Facility Services for meetings and Chemistry Club events.
5. The Vice President shall be in charge of coordinating trips to professional meetings. This will include requesting WSGA funding when appropriate.
6. The Vice President shall keep and have available a current copy of the Constitution and Bylaws.
7. The Vice President shall maintain a record of the year's activities as Vice President to turnover to the following Vice President-elect.

### **Section 3—Secretary**

1. The Secretary shall be responsible for keeping the minutes of all meetings, including those of the Executive Board.
2. The Secretary shall provide a copy of the minutes to all members by means of the Chemistry Club ListServe and Chemistry Major ListServe by the next business meeting.
3. The Secretary shall maintain a complete and accurate account of attendance and membership status.
4. The Secretary shall be responsible for official communications, including but not limited to invitation letters and thank you letters.

5. The Secretary shall collect documentation for Chapter activities via pictures, abstracts, etc. for use by the President in the annual report.
6. The Secretary shall provide a complete list of returning members to the President elect in order for the President elect to register the Chapter with the Washburn University Office of Student Activities and Greek Life for the next academic year.
7. The Secretary shall maintain a record of the year's activities as Secretary to turnover to the following Secretary-elect.

#### **Section 4—Treasurer**

1. The Treasurer shall keep a current record of all financial transactions.
2. The Treasurer shall develop reports for July 1, October 1, January 1, March 1, and May 1 containing a list of all receipts and distributions and distribute them among the Executive Board and Faculty Advisor.
3. The Treasurer shall report the current balance including a brief description of all transactions to the Executive Board during each officer meeting. The general membership will be informed at business meetings.
4. The Treasurer shall be responsible for checking the accuracy of all bills and invoices and paying them correctly. Furthermore, the Treasurer shall pay all bills and invoices on time.
5. The Treasurer shall maintain a record of the year's previous activities as Treasurer to turnover to the following Treasurer-elect.

#### **Section 5-Educational Outreach Director**

1. The Educational Outreach Director shall be responsible for organizing Chemistry Club educational outreach activities, both on and off campus.
2. The Educational Outreach Director shall maintain a list of contacts from area schools and community organizations.
3. The Educational Outreach Director shall facilitate an inventory of demonstrations and required supplies.
4. The Educational Outreach Director shall maintain a list of Chemistry Club members certified to perform each demonstration.
5. The Educational Outreach Director shall ensure that proper safety measures are followed at each educational outreach event.
6. The Educational Outreach Director shall maintain a record of the year's previous activities as Activities Director to turnover to the following Activities Director-elect.

#### **Section 6-Social Director**

1. The Social Director shall be responsible for organizing Chemistry Club social activities, both on and off campus.
2. The Social Director shall be responsible for notifying and signing up Chemistry Club for campus events, i.e. Homecoming Parade, Washburn's Big Event.
3. The Social Director shall be in charge of organizing the annual lake party.
4. The Social Director shall be responsible for food arrangements for Chemistry Club meetings and activities.
5. The Social Director shall maintain a record of the year's previous activities as Activities Director to turnover to the following Activities Director-elect.

## **Section 7-Fundraising Director**

1. The Fundraising Director shall be in charge of fundraising activities and events.
2. The Fundraising Director shall be in charge of ordering goggles and ACS study guides, communicating, and organizing the sale of the aforementioned items. Goggle sales shall be available the first 2 weeks of the semester. ACS study guides must be available no later than 3 weeks prior to the week of final exams.
3. The Fundraising Director shall be in charge of Chemistry Club t-shirts: soliciting t-shirt designs, approval of final design, ordering, communication, and sales. T-shirt shall be available for purchase by the ACS National Chemistry Week.
4. The Fundraising Director shall be in charge of any other fundraising activity, e.g. bowling.
5. The Fundraising Director shall maintain a record of the year's previous activities as Fundraising Director to turnover to the following Fundraising Director-elect.

## **Section 8-Communications Director**

1. The Communications Director shall post a monthly calendar of Chapter events in the Chemistry Club section of the "What's Going On in Stoffer?" board.
2. The Communications Director shall oversee updates and changes to the Chemistry Club display case and the Chemistry Club section of the "What's Going On in Stoffer?" board on the first floor of Stoffer Science Hall.
3. The Communications Director shall inform the Washburn Review of Chapter meeting times, Chapter events, accomplishments of Chapter Members, etc.
4. The Communications Director shall be responsible for Chapter announcements via posters at least one week prior to the event.
5. The Communications Director shall submit Chapter meeting times and Chapter events to Washburn University for posting on the school calendar.
6. The Communications Director shall maintain a record of the year's previous activities as Communications Director to turnover to the following Communications Director-elect.

## **Article VI. Appointed Positions**

### **Section 1-Webmaster**

1. The Webmaster shall be responsible for maintaining current and accurate content on the website and social media.
2. The Webmaster shall maintain a relationship with a hosting partner and ensure any service fees are paid for hosting of the website.
3. The Webmaster shall ensure the timely renewal of the club's domain name(s).
4. The Webmaster shall ensure any e-mail addresses that are to be setup on the club's domain(s) are accurately setup and functioning.

### **Section 2-Committee Chairpersons**

1. Committee Chairpersons shall be responsible for heading various established committees within Chemistry Club.
  - a. Committee reports are required every two weeks to ensure progress of the committees.

## **Article VII. Elections**

### **Section 1**

Election of officers for the following academic year shall be held the last business meeting of the academic year. Nominations shall be initiated from the floor and elections done by show of hands or by ballot. The person receiving majority vote will be elected.

### **Section 2**

Any officer may be removed from office for not fulfilling his/her duties, as set forth in Article V, by a two-thirds vote of the Executive Board or general membership. Any officer removed may appeal to the general membership. Said officer shall be considered reinstated with two-thirds approval of the members.

### **Section 3**

Any vacancy that may occur in an office shall be filled by appointment by the President upon consultation with the Executive Board pending ratification at the next group business meeting.

### **Section 4**

To be eligible for office, the nominee must be a full-time Washburn University Student and a Chapter Member in good standing for at least one year prior to nomination.

### **Section 5**

To be eligible for President, the nominee must be a full-time Washburn University Student and have held an office within the Chapter prior to nomination.

### **Section 6**

In the absence of a qualified nominee, as set forth above, and with a two-thirds approval by the general membership, the floor for nominations may be opened to Chapter Members in good standing.

## **Article VIII. Activities**

Chapter Activities shall be held at least once a month during the fall and spring semesters, with a regular meeting date and time to be decided upon by the Executive Board prior to the first day of the new academic year. Chapter events may be arranged through the Executive Board. There shall be at least ten activities per year, which may include business meetings, speakers, tours, service projects, or self-improvement projects.

## **Article IX. Faculty Advisor**

A Faculty Member of the Washburn University Chemistry Department who is a Member of the American Chemical Society shall advise the Chapter both in its local activities and in its relations with the American Chemical Society. The Faculty Advisor shall be kept informed of all Chapter activities and shall advise the Chapter on any policy matters. The Faculty Advisor shall be a non-voting member of both the Executive Board and the Chapter. The Faculty Advisor shall manage both the Chemistry Club ListServe and the Chapter web page in coordination with the Chapter Webmaster.

## **Article X. Professional Advisor**

The Chapter, at its annual election, may select a Non-Faculty Member who is a Member of the American Chemical Society to be its Professional Advisor. This additional Advisor shall assist the Chapter in its relations with the Local Section and the American Chemical Society and with the industrial community.

## **Article XI. Dues**

The annual national dues of the Student Members shall be sent individually to the American Chemical Society. Local dues, to be decided upon by the Executive Board prior to the start of the fall semester, shall be collected by the Treasurer of the Chapter. Chapter members are allowed to pay membership dues for the year or by semester. Membership of the Chapter is limited to those who have paid local dues.

## **Article XII. Finances**

The Treasurer will be responsible for the collection and distribution of funds within Chapter accounts. The President, Treasurer, and Faculty Advisor are authorized to make expenditures on behalf of the Chapter. All other officers of the Executive Board must attain authorization from the Faculty Advisor in the form of a signature to make expenditures on behalf of the Chapter.

## **Article XIII. Amendments to the Constitution and Bylaws**

These Bylaws may be amended by a two-thirds vote of the Chapter Members in good standing, provided that the amendments shall have been proposed at least one meeting prior to the time of voting. Such amendments shall conform to both the American Chemical Society regulations established for Student Chapters as well as those regulations set forth by Washburn University.

## **Article XIV. Inclusivity Statement**

Washburn University and the Chemistry Club of Washburn University are committed to a policy of equal opportunity without regard to race, color, religion, age, national origin, ancestry, disability, sex, marital or parental status, or sexual orientation.

## **Article XV. Ratification Date**

The Constitution shall go into effect on the first of October 2013.