

Zeta Gamma Chapter of Gamma Sigma Epsilon Constitution and Bylaws

April 2005

I. Name

This organization shall be known as the Zeta Gamma chapter of Gamma Sigma Epsilon, National Chemistry Honor Society, Northern Kentucky University, Highland Heights, Kentucky (NKU GSE).

II. Objectives

The purpose of this organization shall be to recognize outstanding students demonstrating exceptional ability and interest in the field of chemistry. It aims to promote professionalism and scholarship in chemistry and the general welfare of its members. This organization shall work in close concert with the NKU chapter of the Student Affiliates of the American Chemical Society (NKU SAACS), supporting its continuing mission for service and professional development.

III. Membership

III.1. Criteria for membership

III.1.1. Active membership of the chapter shall be composed of students who have completed a minimum of 16 credit hours in chemistry (CHE 120/120L, CHE 121/121L, CHE 310/310L, and CHE 311/311L or departmental approved equivalents) with a minimum grade point average of 3.0 in all chemistry courses and at least a 3.0 overall grade point average.

III.1.2. Transfer students shall be eligible for membership after one semester at Northern Kentucky University provided they have taken one chemistry course and also meet the requirements for membership in III.1.1.

III.1.3. Sophomores who are outstanding in chemistry and who will complete the requirements for membership stated in III.1.1. by the end of that academic year may be nominated for membership.

III.1.4. A graduating senior whose academic record in chemistry is satisfactory for the preceding year, but whose overall scholastic average is slightly below that required for membership, may be elected to membership by special recommendation of the chemistry department faculty.

III.1.5. Outstanding alumni and faculty may be elected to membership as "Honorary Members."

III.1.6. Candidates for membership must be recommended for membership by a chemistry department faculty member.

III.1.7. Chapter members are also encouraged to be active national affiliate members of NKU SAACS. Guidelines for membership are described in that organization's bylaws.

III.1.8. This chapter does not subscribe to discrimination as to race, sex, or creed, sexual orientation, age, veteran status, or national origin.

III.2. Election of Members

- III.2.1. Prior to the election of new members, the Faculty Advisor shall present a list of all candidates who have been nominated and who meet the requirements outlined in III.1. to the chemistry department faculty for approval.
- III.2.2. Following faculty approval, the new members will be approved by a majority of current NKU GSE members at a regularly scheduled business meeting.
- III.2.3. Candidates nominated for membership shall be selected once a year during the spring term.
- III.2.4. Candidates for membership shall receive a written invitation to become a member of the local chapter and must declare their intentions to accept or decline in writing using the society's membership form.

III.3. Continuation of Membership

- III.3.1. Members should subscribe to the NKU SAACS and NKU GSE listservs to receive all announcements regarding organization activities and upcoming meetings.
- III.3.2. Continued membership is contingent upon favorable academic performance. To retain active status, a member must maintain a 3.0 GPA both overall and in their chemistry courses. The Faculty Advisor will make regular checks to ensure if the minimum GPA is maintained by all members.
- III.3.3. Students who fall below the minimum GPA requirement will be placed on inactive status until the requirements in III.3.2. are satisfied. Inactive members who fail to meet the GPA before leaving NKU will subsequently not have their membership listed on official chapter and NKU documentation.
- III.3.4. To retain active status, a member must attend a least four meetings each semester, as well as pay the annual membership dues. An inactive member will regain active status upon attending two consecutive meetings.
- III.3.5. Members of the local chapter who are found guilty of conduct unworthy of the high standards of the society by majority action of the local chapter members may be recommended to the National Executive Council for expulsion.

IV. Article IV: Officers

- IV.1. The officers listed below (along with the Faculty Advisor) constitute the Executive Committee of the organization. This committee shall meet regularly to discuss organization business and plan upcoming activities.
- IV.2. The officers of the society and their duties shall be the following:
 - IV.2.1. President
 - IV.2.1.1 Preside at all meetings (or designate an officer, normally the Vice President, to preside in his/her absence)
 - IV.2.1.2 Speak at Orientation meetings (or designate an organization representative to speak)
 - IV.2.2. Vice President.

- IV.2.2.1 Assist in organizing meetings with the assistance of the Executive Committee and faculty advisor
- IV.2.2.2 Organize food for meetings
- IV.2.3. Secretary
 - IV.2.3.1 Make all announcements and post signs regarding upcoming meetings and events
 - IV.2.3.2 Help faculty advisor with website as needed
 - IV.2.3.3 Keep all records and papers pertinent to the chapter, including minutes of meetings, roll of members, all correspondences, and an annual historical account of the chapter's activities
- IV.2.4. Treasurer
 - IV.2.4.1 Responsible for the funds and finances of the chapter in conjunction with the faculty advisor
 - IV.2.4.2 Give monthly finance reports to the Executive Committee
- IV.2.5. Activities Coordinator
 - IV.2.5.1 Organize at least one group outing per semester plus an end of the year party
 - IV.2.5.2 Give Executive Committee monthly reports on upcoming activities
- IV.3. The election of officers shall be by secret ballot at a regularly scheduled meeting before spring break each year (typically in February). This time period will allow new officers to work with the outgoing officers and ensure a smooth transition. All officers will take office in May and have one year terms with no term limits.
- IV.4. It is anticipated that chapter officers will also hold an officer position in NKU SAACS (and will be encouraged whenever possible). However, this is not a requirement should non-chapter members wish to run for NKU SAACS officer positions.
- IV.5. If the office of President should become vacant, the duties of that office shall be assumed by the Vice-President. Special elections shall be held to fill all other unexpired terms of officers that become vacant for any reason. The Secretary shall advise all members of the intended special election at least one week in advance of the date set for the election.

V. Faculty Advisor

- V.1. The faculty advisor should be a faculty member of the chemistry department
- V.2. The duties of the faculty advisor may be split between multiple faculty members as needed.
- V.3. Duties of the faculty advisor
 - V.3.1. Advise the chapter both in its local activities and in its relations with the Society.
 - V.3.2. Oversee the financial aspects of the organization, maintaining control of the organization bank account(s)

V.3.3. Invite speakers selected by the Program committee and coordinate schedules for speaker visits

V.3.4. Ensure that rooms are available and reserved for organization meetings

VI. Meetings

VI.1. Regular meetings shall be held in conjunction with NKU SAACS on the First and Third Wednesday of every month at 12:00 PM. Other special meeting for NKU GSE members shall be called by the Executive Committee as needed.

VI.2. A quorum consisting of 50% of the active membership shall be required to conduct business.

VI.3. There shall be at least one group outing each semester arranged by the activities coordinator. At least two activities each year shall be exclusive to NKU GSE members and not the entire NKU SAACS organization.

VII. Financing

VII.1. Each new member, at the time of pledging, shall pay the initiation fee required by the National Office.

VII.2. Members shall pay local annual membership dues set by NKU GSE. Other special assessments may be made by a majority vote of the members.

VII.3. This organization shall be financed in addition to the annual dues by fundraisers carried out by the members and by donations from the department, college and other outside organizations.

VII.4. Proceeds from any fundraiser or donations will not be used for the purpose of furthering the private financial gain of an individual and/or select number of individuals.

VII.5. Requests for disbursement of organization funds shall be made through the Treasurer to the Faculty Advisor. The Faculty Advisor shall disburse money at his/her discretion for amounts below \$50 and maintains ultimate responsibility for the funds. Approval of an additional officer is needed for expenses above this limit.

VII.6. In the event that this organization is dissolved, the remaining funds shall be transferred to the account of the Chemistry Department of NKU.

VIII. Discipline

VIII.1. This chapter shall be under the direction of the Executive Council of the Gamma Sigma Epsilon national chemistry honorary society.

VIII.2. Chapter members shall uphold the high academic standards, rules, and regulations of Northern Kentucky University. It shall be the duty of each member to participate in the activities of the local chapter and to promote among non-members the high scholastic standards necessary for membership.

VIII.3. This Chapter shall provide for "due process" in any disciplinary or expulsionary procedures regarding its members, in accordance with NKU policy.

IX. Amendments

- IX.1. Amendments to this constitution and bylaws shall be proposed at least one meeting previous to the time of voting. The Secretary shall communicate such amendments to the organization membership.
- IX.2. These bylaws may be amended by a two-thirds vote of the active members.
- IX.3. No chapter may pass a local bylaw that conflicts with the National Constitution and Bylaws of the Society.