

# NKU SAACS Constitution and Bylaws

May 2005

## I. Name

The name of this organization shall be the Northern Kentucky University Student Affiliates of the American Chemical Society (NKU SAACS).

## II. Objectives

The objectives of this chapter shall be to afford an opportunity for chemistry students 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 members, to instill a professional pride in chemistry, and to foster an awareness of the responsibilities and challenges facing the modern chemist.

## III. Membership

### III.1. Criteria for membership

III.1.1. Membership in NKU SAACS shall be in two levels: 1) Local member; and 2) National student affiliate.

III.1.2. A student shall be an active local member of NKU SAACS by attending regularly scheduled meetings and seminars as outlined below. Active local members shall have voting rights for organizational matters, including officer elections.

III.1.3. A student shall be an active national student affiliate of NKU SAACS by fulfilling the local member obligations in addition to applying for student affiliate membership through the ACS website. National student affiliate members have all rights of local members and may also hold office in the organization.

III.1.4. Members of NKU SAACS may be eligible for membership in the NKU chapter of Gamma Sigma Epsilon Chemistry Honor Society (NKU GSE). Guidelines for membership are described in that organization's bylaws.

III.1.5. This organization does not subscribe to discrimination as to race, sex, or creed, sexual orientation, age, veteran status, or national origin.

### III.2. Continuation of Membership

III.2.1. Members should subscribe to the NKU SAACS listserv to receive all announcements regarding organization activities and upcoming meetings.

III.2.2. To verify national student affiliate status, students must provide a copy of their national membership card to the faculty advisor.

III.2.3. To retain active status, a member must attend a least **two** meetings/seminars each semester. An inactive member will regain active status upon attending two consecutive meetings.

## 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 to preside in his/her absence)
    - IV.2.1.2 Appoint all committees and committee chairs
    - IV.2.1.3 Represent the organization at student orientation meetings (or designate an organization representative)
  - IV.2.2. Vice President
    - IV.2.2.1 Chair program committee and 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, list of eligible perspective 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 Chair the fundraising committee
    - IV.2.4.3 Work with President to organize volunteers for goggle sales and model kits
    - IV.2.4.4 Organize locker sales
    - IV.2.4.5 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 equivalent officer position in NKU GSE (and will be encouraged whenever possible). However, this is not a

requirement, especially if NKU SAACS officers do not meet the NKU GSE membership requirements.

- 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. Committees**

- V.1. The Executive Committee shall request the formation of standing and temporary committees from the membership of the organization. The committees shall be chaired by an officer or a designate of the Executive Committee.

- V.2. The committee chairs shall make regular reports (at least twice a term) to the Executive Committee.

### **V.3. Standing Committees**

- V.3.1. Fundraising: Assist Treasurer with organization of goggle sales / locker rental / model kits, and come up with fundraising ideas.

- V.3.2. Program: Assist Vice President in organizing programs and selecting speakers for meetings

- V.3.3. Demonstrations/NCW: Organize demonstrations for schools; Plan programs for National Chemistry Week.

- V.3.4. Graduate Schools: Keep graduate school information up to date.

- V.3.5. Community Service: Organize community service events that are chemistry related.

- V.3.6. University Relations: Keep organization up to date on campus events that NKU SAACS can participate.

## **VI. Faculty Advisor**

- VI.1. The faculty advisor should be a faculty member of the chemistry department who is a member of the American Chemical Society.

- VI.2. The duties of the faculty advisor may be split between multiple faculty members as needed.

- VI.3. Duties of the faculty advisor

- VI.3.1. Advise the chapter both in its local activities and in its relations with the Society.

- VI.3.2. Oversee the financial aspects of the organization, maintaining control of the organization bank account(s)

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

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

## **VII. Meetings**

- VII.1. Regular meetings shall be held on the First and Third Wednesday of every month at 12:00 PM.
- VII.2. Special meetings shall be arranged through the Executive Committee.
- VII.3. A quorum consisting of 50% of the active membership shall be required to conduct business.
- VII.4. There shall be at least one group outing each semester arranged by the activities coordinator.

### **VIII. Financing**

- VIII.1. There are no dues for local members of this organization.
- VIII.2. The annual dues for national student affiliates shall be sent individually to the Society.
- VIII.3. This organization shall be financed by fundraisers carried out by the members and by donations from the department, college and other outside organizations.
- VIII.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.
- VIII.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.
- VIII.6. In the event that this organization is dissolved, the remaining funds shall be transferred to the account of the Chemistry Department of NKU.

### **IX. Annual Reports**

- IX.1. The Chapter shall send to the ACS Department of Higher Education / Student Affiliates Program an annual report of its activities.
- IX.2. The report shall be submitted on the Student Affiliates Chapter annual report form sent to the Chapter in the spring.
- IX.3. The Society shall be informed promptly of the results of all elections of officers and when new faculty advisors are chosen.

### **X. Discipline**

- X.1. This Chapter shall provide for “due process” in any disciplinary or expulsionary procedures regarding its members, in accordance with NKU policy.

### **XI. Amendments**

- XI.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.
- XI.2. These bylaws may be amended by a two-thirds vote of the active members.

XI.3. Amendments shall conform to the ACS regulations established for Student Affiliates Chapters.