Constitution

Article I - Name, Purpose, and Non-Discrimination Policy of the Organization.

Section 1 - Name: The Chemistry and Biochemistry Club

Section 2 - Purpose: We have created The Chemistry and Biochemistry Club to help provide students interested in chemistry, biochemistry, and the sciences with educational enrichment opportunities, including exposure to careers in these fields. The Chemistry and Biochemistry Club believes that a broad range of experiences contributes to the diversity and quality of science. The Chemistry and Biochemistry Club encourages students to be more aware of all the opportunities within chemistry and the scientific world. This organization will provide support for undergraduates in the sciences by holding social events, inviting speakers, and doing outreach to encourage future generations to take interest in the sciences.

Section 3 - Non-Discrimination Policy: This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

Article II - Membership: Qualifications and Categories of Membership.

Membership is limited to currently enrolled Ohio State students. Others such as faculty, alumni, professionals, etc. are encouraged to participate.

Article III - Organization Leadership: Titles, Terms of Office, Type of Selection, and Duties of the Leaders.

This organization will consist of an executive board held through the leadership of an officer team. This will allow the group as a whole to be aware of different issues, which may be more or less prevalent in different branches of science. The board members will be elected by a general election by club members. Board members may be elected more than once. A member can only serve as an officer in the official capacity of President, Vice President, and Treasurer a total of three terms. A member cannot be elected as an officer if they have less than two semesters remaining in their undergraduate career. These leaders will share the responsibilities of organizing events, raising awareness of scientific issues, and serving as the contact personnel for the club.

Section 1 - The President: The President of The Chemistry and Biochemistry Club will be in charge of planning events, organizing meetings, and be the main contact within the organization. The President will also delegate responsibilities to other members should the need arise and oversee this organization’s operations to ensure it remains in active/established status.

Section 2 - The Vice President: The Vice President of The Chemistry and Biochemistry Club will perform all of the presidential duties listed in Article III Section 1 if the President is absent. The Vice President will help to organize general meetings. The Vice President will also register for the involvement fair and plan club activities at the involvement fair.

Section 3 - The Treasurer: The Treasurer of The Chemistry and Biochemistry Club will be in charge of all money related issues including, and not limited to: preparing a budget, opening and maintaining a checking account, keeping track of all transactions with receipts, submitting timely audits, coordinating funding with the department, and collecting dues should the club fall into a deficit. The Treasurer will also place food orders for general meetings.
Section 4 - The Secretary: The Secretary of The Chemistry and Biochemistry Club will be in charge of recording the minutes at every executive meeting and uploading the minutes to BuckeyeBox within 24 hours of the conclusion of every executive meeting. The Secretary will oversee updating the member list as new members join and current members leave. The Secretary will also be in charge of posting notifications of meetings and events to Carmen and emailing the membership.

Section 5 - The Social Chair: The Social Chair will be in charge of gathering materials from the Ohio Union Resource Room as needed, including promotional items, posters, flyers, and balloons. The Social Chair will also update and distribute flyers to advertise club meetings. Finally, the social chair will lead the planning of events deemed ‘socials’.

Section 6 – The Fundraising Chair: The Fundraising Chair of the Chemistry and Biochemistry Club will be in charge of handling business such as coke requests for meetings and fundraisers to support ongoing club activities. In addition, the Fundraising Chair will provide additional support to the president in organizing meetings.

Section 7 – The Volunteer Outreach Chair: The Volunteer Outreach Chair of the Chemistry and Biochemistry club will organize volunteer activities for club members in order to help improve the surrounding community and promote science learning. In addition, the Volunteer Outreach Chair will provide additional support to the president in organizing meetings.

Article VI - Method of Selecting and/or Removing Officers and Members.
Any student demonstrating an interest in this organization and has attended one or more meetings qualifies for membership. Potential officers must email the current secretary with the following information: name, rank, a short biography, first and second choice positions, and qualifications for those positions. Application submissions will be due at the beginning of the last week of February of each year. Officer elections will be held at a general club meeting with all present members eligible to vote. In the event of a tie, current officers will hold a second round of voting to break the tie. All voting will be conducted in a ‘blind’ fashion with the advisor reporting results. President and Treasurer trainings will be due by the end of April. Members are not only expected to conduct themselves in accordance with the University’s Code of Student Conduct, but also must conduct themselves in a manner that reflects well on this organization. Should a member violate these policies, the officers and advisors of this organization will review their conduct. The aforementioned leaders shall discuss whether the matter is serious enough to merit a removal, followed by a vote on this matter. In the event that this conduct will be found unbecoming of a member, the member will be removed from the organization. No member will be removed from this organization on the basis of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

Article V - Advisor(s) or Advisory Board: Qualification Criteria.
Advisors of student organizations must be full-time members of the University faculty or Administrative & Professional staff. The advisors will serve as sounding boards for the members and will bring to the attention of the group issues or ideas of which the group members might be unaware.

Proposed amendments should be submitted in writing. The said amendment(s) will be voted on during the next meeting. The amendment(s) will pass with two-thirds majority of the members present at the meeting.

Article VII - Method of Dissolution of Organization.
Requirements and procedures for dissolution of the student organization are as follows: when the student members deem the group to no longer be necessary, 100% approval of all active members will disband it. Should any organization assets and debt exist; dues collected will be used to assuage the debt.
By-Laws

Article I - Parliamentary Authority
Though the minority shall be heard and absentees protected, the majority will decide. The rules contained in the Constitution shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.

Article II - Membership
Membership and termination of membership are voluntary. In order to stay an active member in the club, a minimum of at least one meeting per academic semester must be attended.

Article III - Election / Appointment of Government Leadership
Officers shall be elected in March of each year and the results announced at a regular club meeting in the spring semester. In case of a resignation, an election for the vacant position will be held at the following regular meeting. In the case of the need of an impeachment, the highest-ranking officer available will coordinate with the advisor to determine the proper steps necessary to proceed with impeachment of the officer in question.

Article V - Standing Committees
Standing committees will be determined as deemed by necessity.

Article VI - Adviser/Advisory Board Responsibilities
At least one advisor will be present at all meetings. The advisor(s) will offer guidance when necessary and ensure proper procedures are followed for the organization to remain in active status.

Article VII - Meeting Requirements
At least two members of the executive board will be present at all meetings. At least seven active members must be present in order to conduct membership voting.

Article VIII - Method of Approving and Amending By-Laws
The By-laws will be voted upon at one of the last two meetings of this organization each academic year. Proposed amendments should be in writing. An announcement of amending the By-Laws should be made before the meeting when voting on the amendment(s) to the By-Laws takes place. Amending the By-Laws requires a two-third majority by voting members present at the last meeting of this organization each academic year.