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 chemistry, biochemistry and other, interested science students with exposure to chemistry and biochemistry opportunities outside of the classroom. This organization will provide support for undergraduates in the sciences by holding social events, inviting speakers, and doing outreach to encourage students 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, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status or any other basis in accordance with the guidelines for Student Organizations at Ohio State.

*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. 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 or if they will not be present for one semester within their term. 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 will oversee planning events, organizing meetings, and be the main contact within the organization. The President will also delegate responsibilities to other members as needed and oversee this organization’s operations to ensure it remains in active/established status.

Section 2 - The Vice President: The Vice President will perform the presidential duties listed in Article 3 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 will be responsible for all monetary 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 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 will record the minutes at every executive meeting and upload 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 oversee sending notifications of meetings to 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 distribute flyers and update our social media accounts as needed to advertise club meetings. Finally, the social chair will help to plan events deemed ‘socials’.

Section 6 – The Fundraising Chair: The Fundraising Chair will handle business such as coke requests for meetings and fundraisers to support ongoing club activities. In addition, the Fundraising Chair will provide support to the president in organizing meetings.

Section 7 – The Volunteer Outreach Chair: The Volunteer Outreach Chair will organize volunteer activities for members 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 Officers.*

Any student demonstrating an interest in this organization and has attended one or more meetings qualifies for an officer position. 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. Officer elections will be held at a general club meeting during the club enrollment period with all members present 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. President and Treasurer trainings will be due by the end of the enrollment period.

*Article VII - Method of Removing Officers and Members*

Members are expected to conduct themselves in accordance with the University’s Code of Student Conduct and 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. They shall vote whether the matter is serious enough to merit a removal. In the event of a majority vote in favor of removal, the member will be removed from the organization. If an officer becomes inactive or violates any of the aforementioned policies, the officer will be expected to meet with an advisor to discuss their conduct. If the behavior continues or the officer is unwilling to meet with an advisor, the officer can be removed by a majority vote of all other officers and advisors. 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.

*Article VI - Method of Amending Constitution: Proposals, notice, and voting requirements.*

Proposed amendments should be submitted in writing. The said amendment(s) will be voted on by the executive board and then sent out to the general body members to allow for objection. The amendment(s) will pass with a unanimous executive board vote with no objections from the general board.

*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. No dues are required for membership; however, in order to stay an active member in the club, a minimum of at least one meeting per academic semester must be attended. Officers must regularly attend meetings and fulfill their duties as outlined in Article III of the Constitution to maintain good standing in their position.

*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 or impeachment, an election for the vacant position will be held at the following regular meeting.

*Article V - Standing Committees*

Standing committees will be determined as deemed by necessity.

*Article VI - Adviser/Advisory Board Responsibilities*

Advisor(s) will offer guidance to the officers when necessary and ensure proper procedures are followed for the organization to remain in active status. Advisors may attend meetings as they see fit.

*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 the last meeting 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.