Constitution

***Article I - Name, Purpose, and Non-discrimination Policy of the Organization***

**Section 1 - Name:** The American Chemical Society Buckeye Chapter

**Section 2 - Purpose:** The purpose of the American Chemical Society Buckeye Chapter is to help students foster their interest in science by providing exposure to career opportunities within the chemistry field through guest speakers, laboratory tours and community outreach. Additionally, the American Chemical Society Buckeye Chapter will provide students with networking opportunities in the chemistry/biochemistry field and teach members how to use the resources provided by the American Chemical Society*.*

**Section 3 - Non-Discrimination Policy**: This organization and its members shall not discriminate for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, or any other bases under the law, in its activities, programs, admission and employment.

*Title IX*

As a student organization at The Ohio State University, The American Chemical Society Buckeye Chapter expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: https://hr.osu.edu/public/documents/policy/policy115.pdf. If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at http://titleIX.osu.edu or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

***Article II - Membership: Qualifications and categories of membership***

The American Chemical Society Buckeye Chapter is open to all students, faculty, and staff of The Ohio State University. Voting privileges can only be given to Club members who are currently enrolled as undergraduates at The Ohio State University, and who have attended at least three general meetings per semester. Members of the Club who are faculty or staff are encouraged to participate in events and contribute in meeting discussions, but they are not permitted to vote.

**Section 1: General Membership Qualifications:** Membership to this organization is open to any individual that has an interest in Chemistry. Faculty, alumni, and professionals are encouraged to join. The Ohio State University requires a minimum G.P.A. of 2.0 for any student to participate in a student organization.

**Section 2: Active Chapter Member and Active ACS Member:** An undergraduate student at The Ohio State University who is also a member of the American Chemical Society and has attended, within the period of one semester, at least three organizational meetings. This status allows the member to run for president of the organization and vote in organizational decisions.

**Section 3: Active Chapter Member and Non-Active ACS Member:** An undergraduate student at The Ohio State University who has attended at least three organizational meetings. This status allows the member to run for secretary, vice president, or treasurer, and to vote in organizational decisions.

**Section 4: Inactive Member:** An undergraduate student at The Ohio State University who has registered in the club and has not attended, within the period of one semester, at least three organization meetings. They cannot vote until they become an active chapter member.

***Article III - Organization Leadership***

**Section 1 - The duties of the President shall be:**

1. To preside over and lead all meetings of the organization.
2. To serve as a liaison between The American Chemical Society Buckeye Chapter and the American Chemical Society.
3. To oversee the duties of the Treasurer, Vice President, the Secretary, and the Marketing Coordinator.
4. To call any special meetings of the organization.
5. To serve as the primary contact for the organization.
6. To communicate important information about the chapter with the advisor, other officers, and all members of the chapter.
7. To ensure that newly the elected President/Co-presidents have a comprehensive understanding of the purpose and the constitution of the American Chemical Society Buckeye Chapter.
8. To attend every executive board meeting each semester.

**Section 2 – The duties of the Vice President shall be:**

* + - 1. To preside over events and meetings in the absence of the president.
      2. To work with the Treasurer to prepare an annual budget and coordinate fundraising efforts.
      3. To assist the President with oversight of the organization and with planning events.
      4. To schedule and announce locations for meetings and events.
      5. To maintain an up-to-date roster of members.
      6. To recruit new members into the organization.
      7. To attend every executive board meeting each semester.

**Section 3 - The duties of the Treasurer shall be:**

1. To keep an accurate record of all money received and disbursed.
2. To prepare an annual budget.
3. To be familiar with all University accounting procedures and policies.
4. To apply for University funding for events and marketing.
5. To prepare purchase orders, reimbursements, or supply requests.
6. To serve as the chairperson of all fundraising events.
7. To be responsible for the opening of and record keeping for the chapter bank account.
8. To be responsible for all other financial obligations of the chapter.
9. To attend every executive board meeting each semester.

**Section 4 - The duties of the Secretary shall be:**

1. To keep a record of attendance at meetings.
2. To update the member list as new members, join and current members leave.
3. To keep minutes at executive meetings.
4. To keep record of all chapter correspondence.
5. Responsible for writing and submitting a chapter report to the American Chemical Society at least every three years.
6. To attend every executive board meeting each semester.

**Section 5 – The duties of the Social Chair shall be:**

1. To maintain the club’s social media accounts.
2. To assist the President in planning club social events.
3. To recruit new members into the organization.
4. To attend every executive board meeting each semester.

**Section 6 – The duties of the Outreach Chair/ Department Liaison shall be:**

1. To contact faculty about undergraduate research opportunities.
2. To work with members to find research opportunities.
3. To contact faculty for possibilities of future meetings.
4. To find possible job openings in the department that members would be interested in.
5. To attend every executive board meeting each semester.

***Article IV - Executive Committee (if needed): Size and composition of the Committee.***

1. The American Chemical Society Buckeye Chapter Executive Committee shall consist of the President, Vice President, Treasurer, Secretary, Social Chair, and Outreach Chair/ Department Liaison.
2. The Executive Committee shall determine the goals of the organization for each semester by evaluating the organization’s success, listening to problems, complaints, and suggestions and initiate an appropriate course of action.
3. The Executive Committee shall determine which events will take place during the semester and determine the meeting day, time, and location. The Executive Committee shall take in account the suggestions of members and work with members schedules when planning events and meetings.

***Article V - Method of Selecting and/or Removing Officers and Members***

* + - 1. A member may be removed if their behavior does not align with the University Code of Student Conduct, university policy, or federal, state, or local law.
      2. An officer may be removed if they have been absent from more than 3 meetings in a semester, or if they have been absent from more than 1 executive board meeting in a semester.

***Article VI - Advisor(s) or Advisory Board: Qualification Criteria***

1. The Advisor(s) must be a member of the University faculty or Administrative and Professional staff as well as a member of the American Chemical Society.
2. The Advisor(s) shall assist the group in the execution of roles and responsibilities.
3. The Advisor(s) shall serve as a resource and provide feedback and advice to the organization.

***Article VI – Meetings of the Organization: Required meetings and their frequency.***

1. The American Chemical Society Buckeye Chapter shall meet a minimum of three times per semester during the Fall and Spring semesters.
2. Meeting days, times, and locations will be determined by the Executive Committee.
3. Members will be given at least a one-week notice for each scheduled meeting.

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

1. Proposed amendments should be submitted in writing and read to members at the meeting in which they were proposed.
2. The proposed amendment should then be voted upon in the following meeting and pass with ⅔ majority of members present.

***Article VII - Method of Dissolution of Organization.***

1. If the student members deem the group to no longer be necessary, 100% approval of all members will be necessary to disband the American Chemical Society Buckeye Chapter. Should any organization assets and debt exist; dues will be collected to pay off debts.

Bylaws of the The American Chemical Society Buckeye Chapter

Article I. Name

The name of this organization shall be the The American Chemical Society Buckeye 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

The membership of this organization shall be composed of student members of the American Chemical Society. Students who are not ACS student member may be chapter members but may not hold office.

Article IV. Officers

The officers of this Chapter shall be a two Co-Presidents, a Secretary, and a Treasurer, who shall constitute the Executive Committee. The officers shall be elected at the first meeting in March from self-nominated candidates. The President/Co-Presidents can hold office for an indefinite number of terms as long as they are re-elected by the majority. They shall take office in April and shall hold office for one year or until their successors are duly elected.

Article V. Duties of Officers

The duties of the President/Co-Presidents shall be:

1. To preside over and lead all meetings of the organization.
2. To serve as a liaison between The American Chemical Society Buckeye Chapter and the American Chemical Society.
3. To oversee the duties of the Treasurer, the Secretary, and the Marketing Coordinator.
4. To call any special meetings of the organization.
5. To serve as the primary contact(s) for the organization.
6. To communicate important information about the chapter with the advisor, other officers, and all members of the chapter.
7. To ensure that newly the elected President/Co-presidents have a comprehensive understanding of the purpose and the constitution of the American Chemical Society Buckeye Chapter.
8. In the absence of one co-president, the other co-president is responsible for all aforementioned duties.

The duties of the Treasurer shall be:

1. To collect member dues and keep an updated record of members who have paid.
2. To keep an accurate record of all money received and disbursed.
3. To serve as the chairperson of all fundraising events.
4. To be responsible for the opening of and record keeping for the chapter bank account.
5. To be responsible for all other financial obligations of the chapter.

The duties of the Secretary shall be:

1. To keep a record of attendance at meetings.
2. To update the member list as new members join and current members leave.
3. To keep minutes at executive meetings.
4. To keep record of all chapter correspondence.
5. Responsible for writing and submitting a chapter report to the American Chemical Society at least every three years.

Article VI. Faculty Advisor

The Chapter at its annual election shall elect as its Faculty Advisor a faculty member who is a member of the American Chemical Society, whose duties shall be to advise the Chapter both in its local activities and in its relations with the Society. The Advisor shall be kept informed of all Chapter activities and shall advise the Chapter on any policy matters.

Article VII. Professional Advisor

The Chapter at its annual election may select as its Professional Advisor a non-faculty member of the American Chemical Society. This person shall assist the Chapter in its relations with the Local Section of the Society and with the industrial community.

Article VIII. Meetings

Regular meetings shall be held once biweekly. The co-presidents will notify members of meetings at least one week in advance. At least two members of the executive board will be present at every meeting. Special events may be arranged through the Executive Committee. There shall be at least three activities per year.

Article IX. Dues

The annual national dues of the student member shall be sent individually to the Society or may be transmitted by the Treasurer of the Chapter. Local dues shall be collected annually by the Treasurer of the Chapter. Membership in the Chapter is limited to those who have paid local dues.

Article X. Chapter Reports

The Chapter shall send to the Department of Higher Education/Undergraduate Programs a chapter report of its activities. This report shall be submitted on the student chapter report form sent to the chapter in the spring. The Society shall be informed promptly of the results of all elections of officers and Faculty Advisors.

Article XI. Amendments

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 of voting members present at the last meeting of this organization each academic year. Such amendments shall confirm to the ACS regulations established for ACS student chapters.