

Bylaws of the Adams State University Chapter of Student Affiliates of the American Chemical Society.

Article I Name

The name of this organization shall be Adams Atoms Student Affiliates of the American Chemical Society.

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 facing the modern chemist.

Article III Membership

The membership of this organization shall be composed of Student Affiliates of the American Chemical Society, Associate Members of the American Chemical Society, and Students who are enrolled in or have completed General Chemistry.

Section 1

Students who are not ACS Student Affiliates may be chapter members, but may not hold offices. Voting privileges shall be granted to those members who are current on their chapter dues.

Section 2

Members who are not Student Affiliates may become Affiliates at any point throughout the year by notifying any member of the Executive Committee. By deciding to become an affiliate, the selected national dues shall be paid from the difference of the local dues that non-affiliated members must pay. The remainder will be placed into the chapter funds.

Section 3

This Chapter shall not discriminate against race, creed, or sex. The Chapter opens membership to all individuals who meet the pre-requisites.

Article IV Elections

Elections shall be held within the following conditions: Nominations for officers will be presented at the first meeting in April. During the meeting, nominations will be made for officer positions by another club member. During the second meeting of April, nominees will give a short platform explaining their goals for the upcoming year and their qualifications for the given office. Elections will be held during the two consecutive days following the platform meeting. Ballot distribution will be overseen by an administrative

- Assist the president in planning the chapter calendar
- Act on behalf of the president when the president is unavailable
- Head the Homecoming Parade Committee
- Assist the president with monitoring the progress of activities
- Attend all meetings where bills are presented to Senate

The Duties of the Secretary shall be:

- Advertise all meetings and Chapter events via Portal and e-mail
- Record the minutes of all meetings and distribute via e-mail
- List committee assignments
- Compile calendars of activities
- Handle Chapter correspondence
- Submit an organized set of Chapter records to the Faculty Advisor(s) at the end of the year
- Assist the Club Representative with AS&F documents
- Attend all meetings where bills are presented to Senate

The Duties of the Treasurer shall be:

- Prepare a tentative budget at the beginning of each year.
- Collect Dues from chapter members
- Head the homecoming budget committee.
- Compile a membership roster and distribute it to the Executive committee and the Faculty Advisor(s) after November 1st
- Provide all correspondence with the purchasing office
- Head the Conference planning committee
- Coordinate with the Events Coordinator on the activities committee
- Attend all meetings where bills are presented to Senate

The Duties of the Historian/ Events Coordinator shall be:

- Correspondence for Chapter events
- Keep an annual loose-leaf notebook including:
 1. A membership roster
 2. A copy of all the Chapter newsletters/Chapter reports.
 3. Appropriate newspaper clippings related to the Chapter
 4. Any available snapshots or photographs of members or events
 5. Agendas of governing body meetings
 6. A list of the previous years officers name and contact information
- Arrange for Chapter members to clip articles from community newspapers that he or she does not see.
- Update the bulletin board
- Make sure the banner is displayed at all events
- Attend all meetings where bills are presented to Senate

The Duties of the Club Representative shall be:

- Attend all AS&F meetings
 - Prepare and turn-in all AS&F documents
 - Vote on behalf of the whole chapter
 - Correspondence between our chapter and AS&F

The Duties of the Executive Committee shall be:

- Function as a whole in determining the best route the chapter shall take
- Communicate between Chapter Members and the Faculty Advisor about upcoming events, upcoming activities, and problems within the chapter
- Discuss matters that must be brought up at the next Chapter Meeting at the previous officers meeting

Article VII Faculty Advisor

The Faculty Advisor(s) shall be selected voluntary from members of the Chemistry Faculty who are members of the American Chemical Society. In the event that more than one Faculty member wishes to take the position, the Chapter and either: Hold a majority Vote to decide which member shall hold the position, or vote on both individuals filling the position.

The Faculty Advisor shall oversee the Chapter as a whole and advise in both its local activities and in its relations with the Society. The Advisor shall be kept informed of all the Chapters activities and shall advise the Chapter on any policy matter.

In the event the Faculty Advisor should wish to take a leave of office, the advisor must inform the Executive Committee two months prior to the Elections in April.

Article VIII Professional Advisor

The Chapter at its annual Election may select a Professional Advisor who is not a member of the Chemistry Faculty and is a Member of the American Chemical Society. This advisor shall assist the Chapter in its relations with the Local Section of the Society and with the industrial community.

Article IX Meetings

Regular meetings shall be held at least biweekly during the Fall and Spring semesters, these times will be voted upon during the last meeting of the previous semester. A time for each meeting shall be voted upon before the close of each prior meeting or a minimum of one weeks notice. Special meetings and events may be arranged through the executive committee with a minimum of one weeks notice. The time of mandatory meetings shall, also, be voted upon with a minimum of two weeks notice. The last meeting in May will be designated for the passing of positions to the new elected officers.

Article X Dues

The Annual National dues of the student affiliates shall be paid to the Treasurer before November 1st to be eligible for conference consideration. The Treasurer will collect local dues of \$5.00 annually from members and affiliates. Membership is limited to those who have paid their dues. Members may select which of the National dues they wish to pay. Members who are non-Student Affiliates will have a local due of \$5.00 a semester totaling \$10.00 yearly paid to the treasurer or 20 hours of fundraising with the club a semester, totaling 40 hours yearly.

Article XI Annual Reports

The Chapter shall send to the Department of Higher Education/Student Affiliates Program an annual report of its activities. This report shall be submitted on the Students Affiliates Chapter annual 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 XII Amendments

These bylaws may be amended by a two-thirds vote of the members, provided that the amendments have been proposed at least one meeting previous to the time of voting. Such amendments shall conform to the American Chemical Society regulations established for Student Affiliates Chapters.

Article XIII Impeachment

If any member of the executive committee should fail to uphold the given duties per Article IV (V), Any member may move for an impeachment hearing. The proceedings will be held one meeting after the motion where the members may argue pro and con as well as the officer argue for his or her case.