Article I. Preamble

Section A. Purpose

1. The objectives of this chapter shall be to afford students with an interest in chemistry an awareness of the responsibilities and challenges of the modern chemist by fostering a professional spirit among the members and instilling a professional pride in the chemical sciences.

Section B. Intent of Organization

1. It is the intent of this organization to abide by pertinent State laws, University regulations, and ASI policies.

Article II. Purpose

Section A. Goals

1. To instill a sense of professionalism in our members and prepare them for the chemical field.

2. To extend our presence and aura to the surrounding community by giving back through volunteer work and outreach.

3. Senior members are encouraged to mentor newer members and guide them through their undergraduate careers. They are expected to uphold and further the tradition of the purposes listed above.

Article III. Identification

Section A. Affiliations

1. The Student Affiliate Chapter of the American Chemical Society at the California Polytechnic State University in San Luis Obispo is affiliated with the Chemistry & Biochemistry Department in the College of Science & Mathematics at the aforementioned university.

2. This Chapter is also affiliated with national organization of the American Chemical Society.

Article IV. Membership

Section A. Membership Restrictions
1. Only active members may participate in meetings, be elected to office, vote, debate, or represent the organization.

2. This organization or any of its members cannot conspire to commit any act which causes or is likely to cause bodily danger or physical or emotional harm to any member of the campus community.

3. Membership is limited to persons affiliated with the California Polytechnic State University in San Luis Obispo.

4. Membership may not be restricted to solely Chemistry or Biochemistry majors. This organization is open to all students with an interest in chemistry.

Section B. Membership Requirements

1. This organization shall maintain a minimum of eight active members in order to establish and maintain University recognition.

2. All active members have equal rights and privileges within the organization.

Section C. Membership Classifications

1. Active Membership
   a. Requirements
      i. Payment of quarterly dues to the Treasurer by the 3rd week of the quarter.
   b. Includes the following
      i. Registered Students
      ii. Graduate Students
      iii. Faculty Advisor
      iv. Faculty Members
   c. Responsibilities
      i. Each member may miss no more than five (5) active meetings per quarter.
         1. Members who wish to be active, and have paid dues, but cannot attend active meetings because of a time conflict due to class or work may request Exemption Status from the President by the 2nd week of the quarter.
         2. Should a member miss more than five (5) active meetings per quarter, s/he will become inactive.
      ii. Attendance of at least one (1) chapter event per quarter.
2. Inactive Membership
   
a. Criteria
      
     i. Any individuals seeking to be an inactive member of the Chapter may do so at their own discretion.

   b. Includes the following
      
     i. Individuals with unpaid dues.

     ii. Individuals without Exemption Status who have paid dues, but have missed more than five (5) meetings for that quarter.

Article V. Nondiscrimination & Hazing

Section A. Discrimination

1. There must be no membership discrimination on the basis of race, gender, religion, national origin, or sexual orientation, age, ethnicity, color, disability, marital status, citizenship, veteran status, or gender identity.

Section B. Hazing

1. In regards to all conduct, including adherence to the prohibitions of hazing and nondiscrimination, student organizations must operate within the laws of the State of California and the policies and procedures of the California Polytechnic State University and Associated Students, Inc. as stated in the Campus Administrative Policies (CAP).

Article VI. Officers

Section A. Officer Requirements

1. There must be a minimum of three officers on the charter at all times.

2. Officers must have at least a 2.0 Cal Poly cumulative GPA at the time of nomination and election, and must maintain at least a 2.0 GPA while in office.

3. Officers must be a member of the national organization of the American Chemical society at the time they take office.

Section B. Officer Positions

1. President

   a. Qualifications

      i. Attendance at a majority of the officer meetings.
ii. Must have at least sophomore standing at the time of elections.

iii. Intends to be enrolled as a full-time student for the entirety of the academic year s/he is in office.

iv. Is currently active at the time of elections [Spring Quarter] and has maintained active membership during the past two (2) quarters.

b. Duties

i. Preside over all chapter meetings.

   1. Includes preparing an agenda and presenting it in a clear and concise manner [i.e. PowerPoint slide show]

ii. Act as a liaison between the Chapter and the Department of Chemistry & Biochemistry (including faculty).

iii. Arrange for and preside over weekly officer meetings

iv. Monitor club activities in preparation for the chapter report

   1. Prepare and present the chapter report to the national organization of the American Chemical Society.

v. Appoint positions as necessary including, but not limited to a COSAM Council Representative, Committee Chairs and Members, and/or Open House Representatives.

vi. Maintain and enforce bylaws.

vii. in the event of a tie as stated in Section C.1.5.b, the president must consult with the chapter advisor and both parties will act jointly as a tie-breaker.

2. Vice President

a. Qualifications

   i. Attendance at a majority of the officer meetings.

   ii. Intends to be enrolled as a full-time student for the entirety of the academic year s/he is in office.

   iii. Is currently active at the time of elections [Spring Quarter] and has maintained active membership during the past two (2) quarters.

b. Duties

   i. Preside over chapter affairs in the absence of the President.
ii. Succeed to the position of President in the event of a vacancy in that office.

iii. Head of the Community Service & Outreach Committee.

iv. Act as a liaison between the Chapter and the Los Padres section of the American Chemical Society.

v. Conduct recruitment and publicity functions in the absence of a Recruitment Chairperson.

3. Treasurer

a. Qualifications

i. Express interest in the position to the current Treasurer and assist him/her with his/her duties during the quarter leading up to elections [Spring Quarter].

ii. Intends to be enrolled as a full-time student for the entirety of the academic year s/he is in office.

iii. Is currently active at the time of elections [Spring Quarter] and has maintained active membership during at least one (1) of the past two (2) quarters.

b. Duties

i. Act a liaison between the Chapter and ASI, Inc.

ii. Define the amount of quarterly dues.

iii. Outline and present a quarterly budget for the Chapter.

iv. Head of the Fundraising Committee.

v. Responsible for collection and disbursement of chapter monies and keep record of chapter finances.

vi. Purchase ACS Study Guides.

4. Secretary

a. Qualifications

i. Is currently active at the time of elections [Spring Quarter] and has maintained active membership during at least one (1) of the past two (2) quarters.

b. Duties

i. Record all meeting minutes at both active and officer meetings
ii. Maintain a list of all committee assignments.

iii. Head of the Event Planning / Social Committee [Social Chair].

1. Includes planning quarterly luncheons and National Chemistry Week events.

iv. Post weekly meeting minutes on the website.

5. Historian

   a. Qualifications

      i. Is currently active at the time of elections [Spring Quarter] and has maintained active membership during at least one (1) of the past two quarters.

   b. Duties

      i. Document all Chapter events.

         1. The historian need not be the sole photographer at events, but must compile all photographs taken.

      ii. Gather and preserve the Chapter’s history.

      iii. Maintain an updated Bulletin Board [currently located in the D-Wing of Building 52].

6. Webmaster

   a. A webmaster is to be elected only if there is a candidate that meets the qualifications listed below.

      i. In the event that a webmaster is not elected, the remaining officers will jointly maintain the website and e-mail lists.

   b. Qualifications

      i. Express interest in the position to the current Webmaster and assist him/her with his/her duties during the quarter leading up to elections (Spring Quarter) OR have knowledge of Dreamweaver or similar platform.

      ii. Is currently active at the time of elections [Spring Quarter] and has maintained active membership during at least one (1) of the past two quarters.

   c. Duties

      i. Maintain the following pages on the website:

         1. Club Photos
2. Club T-Shirt

3. Current list of members

4. Contact Information
   ii. Maintain a current e-mail list of club members.

7. COSAM Council Representative
   a. A COSAM Council Representative is to be selected during the first week of the Fall Quarter of the academic year.
      i. A student may nominate himself/herself or a fellow member for the position.
      ii. This position is intended to be filled as a year-long commitment.
         1. Should the Representative not be able to attend meetings during one or more of the subsequent quarters, a new representative may be nominated or appointed.
      iii. If the position is not filled by a nominee or volunteer by the second meeting of the Fall quarter, a Representative will be appointed by the President.
   b. Qualifications
      i. This position is open to any active member.
      ii. Must maintain active membership during the entire academic year.
         1. Should the Representative elect to be inactive for a particular quarter, a new representative will be nominated or appointed.
   c. Duties
      i. Attend COSAM Council meetings.
      ii. Relay information presented during these meetings to the officers.
         1. Attendance at officer meetings to be decided at the discretion of the President.
      iii. Present any relevant information to the active body.

Section C  Elections

1. Time of Elections
   a. Elections will take place during the 2nd active meeting in May.
2. Voting
   a. Only active members may vote in elections.
   b. Votes will be cast by secret ballot.
   c. Votes will be tallied/counted by the Chapter Advisor.
   d. The candidate with the most votes wins the election.
   c. Voting will take place during a regularly scheduled active meeting.
      i. Active members who are unable to attend active meetings but have received Exemption Status from the President may vote by Absentee Ballot.
      ii. Active members who are unable to attend the election meeting must discuss their situation with the President. Absentee Ballot to be issued at the discretion of the President.
   f. Voting order is as follows: President, Vice-President, Treasurer, Secretary, Historian, and Webmaster [optional].

3. Term of office shall be one full academic year.

4. Transition of Officers
   a. Winners will be announced immediately following the tallying of votes as well as via e-mail once all positions are filled.
   b. Transition of officers will take place during the last two (2) active meetings of the quarter.
      i. The active meeting during week 9 of the Spring Quarter will be run jointly by both the previous and newly elected officer cores.
      ii. The active meeting during week 10 of the Spring Quarter will be run solely by the newly elected officers.

5. In the Event of a Tie
   a. If three or more people are running for a position
      i. There will be a run-off election between the two candidates that received the highest number of votes.
   b. If there are only two people running for a position
      i. The President and Chapter Advisor will discuss the situation in private, come to an agreement, and jointly act as a tie-breaker.
6. Nomination Procedures
   a. Two weeks prior to elections, the President will provide a list of the available positions as well as the necessary qualifications.
      i. Each current officer will have the opportunity to speak about their experience over the past year.
   b. Nominations will be beginning one week prior to elections.
      i. Members may either nominate themselves or fellow members that meet the qualifications for office.
      ii. Members may be nominated up until voting begins for each respective position.
   c. Nominations may be accepted or declined up until voting begins for each respective position.
   d. Each candidate will be expected to prepare and present a speech to the active body.
   e. In the case that a candidate is not elected to the position he/she initially ran for, the candidate may be nominated or may nominate himself/herself for any of the remaining positions.

Section D. Recall

1. Recall Criteria
   a. An officer can be recalled for the following reasons:
      i. Does not uphold his/her duties required by the position
      ii. Becomes a reproach to the Chapter
      iii. Does not maintain a cumulative 2.0 GPA while in office

2. Notification
   a. Officers will be notified of a vote to recall via e-mail from the Chapter Advisor
      i. Any member may request that an officer be recalled for any of the reasons outlined in Article VI. Section D. Part 1 of the bylaws via e-mail to the Chapter Advisor.
   b. Club members will be notified of a vote to recall via e-mail from the officers as well as via verbal statement at the next active meeting.

3. Voting
   a. Only active members may vote in recalls.
b. Votes will be cast by secret ballot.

c. Votes will be tallied/counted by the Chapter Advisor.

d. 51% of the active membership is required to recall an officer.

e. If passed, the recall will take effect immediately.

f. If there is a vacancy, nominations will be sent to the officers, with an election to take place at the following active meeting.

   i. During the interim, officers will jointly fulfill the duties required by that position.

4. Vacancies

   a. Vacancies will be filled by election

      i. During the interim, officers will jointly fulfill the duties required by that position.

   Article VII. Advisor

Section A. Duties of the Advisor

1. Oversees the organization.

2. Ensures that the University policy is followed.

3. Provides continuity from year to year and during transition periods.

4. Assists in developing and reaching the organization’s short and long term goals. And provides guidance to help reach those goals.

5. Encourages leadership and group development.

6. Oversees the expenditures of the organization, including the planning of the budget, and the monitoring of financial reports.

7. Reviews and approves paperwork, such as E-Plans, PRFs, Cash Securities Forms, etc., in a timely manner.

8. Provides oversight to protect the safety of students and the interests of the University.

Section B. Advisor Requirements

1. The Advisor must be a Cal Poly state faculty or staff member.

2. Must be a member of the national organization of the American Chemical Society.

3. The choice of Chapter Advisor is determined by a two-thirds (2/3) majority of the active members.
a. An election will take place one week following a vacancy in the position.

b. Votes will be cast by secret ballot and tallied by the President.

c. Results will be announced after votes are tallied as well as via e-mail to the Chapter.

Article VIII. Meetings

Section A. Regular Meetings

1. The President is responsible for scheduling regular meetings.

2. The President is responsible for conducting regular meetings.

3. Regular meetings should occur on a weekly basis.

Section B. Special Meetings

1. The Chapter Advisor and the President have the authority to call special meetings.

2. Club members and officers will be notified of special meetings via e-mail at least three (3) days in advance.

Section C. Meeting Policies

1. Quorum shall be two-thirds (2/3) of the active membership.

Article IX. Finances

Section A. Requirements

1. Funds must be administered through the UU Epicenter and within ASI policies and procedures.

2. No club funds can be used towards the purchase of alcohol.

3. The Advisor or Dean listed on the current club Charter must sign all requests for payment.

4. A Club officer with financial authorization on the current club charter must sign all requests for payment.

5. Club officers are not authorized to sign their own reimbursement request(s).

Section B. Dues

1. The amount of dues will be determined on a quarterly basis by the Treasurer.

2. Dues will be collected by the Treasurer by the 3rd week of the quarter during the active meetings.

3. Annual national dues for Student Members of the national organization of the American Chemical Society are to be paid individually to the Society and do not count towards quarterly
chapter dues.

**Article X. Bylaws & Amendments**

**Section A. Bylaws**

1. Chapter bylaws shall be approved by the officer core, Chapter Advisor, and active members before being submitted to ASI.

2. Further, the bylaws must be approved by the Codes and Bylaws Committee, the Student Senate, and the University.

**Section B. Amendments**

1. Amendments to the Chapter bylaws may be submitted to the officers by any active member.
   
   a. The member must be ready to provide the officers with clear reasoning for the proposed change.

2. The amendment is to be printed and circulated to the active body two (2) weeks in advance of a vote for adoption.

3. A meeting to discuss the proposed amendment(s) must be scheduled one (1) week prior to the vote.
   
   a. Votes will be cast by secret ballot.

   b. Two thirds (2/3) of the active body must vote in favor of the amendment for it to be approved.

4. The amendments must be approved by the Codes and Bylaws Committee, the Student Senate, and the University before becoming effective.