



# Constitution Guide

CHEMISTRY CLUB AT GEORGE MASON

Drafted on: 4/14/2022

## Article One NAME OF ORGANIZATION

- The name of this organization Chemistry Club at George Mason.

## Article Two PURPOSE OF ORGANIZATION

- Our goal for the chemistry club is to focus on removing the stigma that is associated with chemistry and thus show the beauty that comes with the complexity of chemistry. This will be done bringing together STEM majors, as well as non-STEM majors, interested in learning about chemistry through activities, events, and guidance.

## Article Three MEMBERSHIP

- Membership in this organization will not be restricted on the basis of race, color, religion, national origin, sex, disability, veteran status, sexual orientation, gender identity, gender expression, age, marital status, pregnancy status or genetic information.
- Members must be ACS Active members in order to hold office and vote in meetings. ACS Active members lose their active member status if they miss more than three meetings per semester. ACS Active Members will be required to perform some form of volunteer work in addition to their normal officer duties. This can include volunteering for any science related event, such as staffing booths, working expos, or volunteering through the COS or related departments, as well as other humanitarian-based work such as food drives, clothing drives, Habitat for Humanity work, etc. This can also be fulfilled by participating in the Chemistry Club's Buddy Program.
- Active members will be all non-ACS student members who are currently enrolled and actively attending meetings/ functions and must have a minimum cumulative grade points average of at least 2.0 and a current student at George Mason University. They will need to sign a chemical safety hazard agreement.

- Associate members may include members of faculty/staff, community members or students from other schools.
- Honorary members may be alumni, community members, industry members, etc.

#### Article Four OFFICERS

- The President shall be in charge of confirming ACS events, confirming the budget, and leading the discussion during meetings and events. The President shall also be the primary liaison with any Faculty or Professional Advisors, and as such should be fully informed on matters concerning the Chapter. They will also be expected to work closely with any appropriate departments (such as the College of Science, the Chemistry Department, STEM Outreach program, etc) so as to maintain a good relationship.
- To maintain any officer position officers must be a sophomore standing or higher with a minimum GPA of 3.0 for their chemistry related degree, excluding any other degrees or minors they may be taking. Officers must be enrolled in Mason for the following year.
- The president and vice-president must have taken CHEM 211, 212, 313, 314, 321 passing with a C minimum and had a previous officer position in the Chapter.
- The Vice-President will assist the President when needed, as well as assist the Secretary with keeping meeting-minutes for the tri-yearly chapter reports (Article Nine). They will also be in charge of the annual re-registration of the Chapter with the ACS and the university, including insuring that the proper paperwork is submitted on a timely basis.
- The Secretary will be in charge of meeting-minutes as well as official correspondence within the Student Chapter, including responding to emails directed to the Chapter and reaching out to individuals on behalf of the chapter. (This does not include Social Media or Outreach Communications). The secretary shall also be in charge of tallying nominations and votes during the elections period, as well as keeping track of volunteer hours for the club. They will be expected to provide regular reports to the Executive Committee regarding Chapter correspondence.
- The Treasurer will be in charge of maintaining the Chapter finances, budgeting expenses for Chapter events, excursions, guest speakers, etc., and putting together a monthly and annual budget plan, as well as providing monthly budget reports.
- The Outreach Coordinator will be in charge of reaching out to external groups or individuals and provided a schedule of tentative events and projects for the Chapter and maintain the schedule throughout each semester. They shall also be in charge of recruitment of new club

members, and communications with organizations off campus or outside of the club which includes email and social media.

- The officers of this Chapter shall be a President, a Vice-President, a Secretary, an Outreach Coordinator, and a Treasurer. The officers shall be elected during the February election period from candidates nominated by an ACS Active member and approved by the faculty advisor(s). They shall take office in May and shall hold office for one year or until their successors are duly elected.

#### ADVISOR

- The primary advisor shall be a member of the faculty or staff at George Mason University.
- The chapter shall, at its annual election, confirm the position of Primary Faculty Advisor with a full-time faculty member with the Chemistry Department, and who is a member of the American Chemical Society
- Said Advisor's duties shall be to advise the Chapter both in its local activities and in its relations with the American Chemical Society.
- The Advisor may not vote in chapter elections but may offer approval or nominate students.
- The Advisor shall be kept informed of all Chapter activities and shall advise the Chapter on any policy matters.
- The Advisor may be removed at any time if they become unavailable, but they must recommend a faculty member that may take their place.
- More than one Faculty Advisor is allowed and encouraged so as to allow for multiple opportunities for students to interact with examples of applications of chemical degrees to academia.

#### Article Five ELECTIONS

- A Nominating Committee shall be put into place that consists of each and every faculty advisor, and officers. Interested students shall submit application for desired position to the Secretary which will be made anonymous by the Advisors.
- An application period shall run for approximately two weeks at the end of the fall semester each year. During this period, each member of the Nominating Committee will discuss the application and select two for each position.
- Members of the Nominating committee may apply themselves but may only run for the same office once.
- Applications must be submitted to the incumbent Secretary by the last week of February. Applications must include the full name of the student (which will be hidden to the Nominating Committee), hours that can be provided to club, GPA, ACS membership number, position applying for, and brief summary describing why they want the position and how they will be a good fit.
- Nominees will be considered during the first two weeks of March and

*must take place before the next RSO re-registration period* to ensure that they meet the requirements for the position they are running for. The accepted nominees shall be contacted in order to accept or decline their nominations. The final nominees for positions will be displayed on the Chapter's website/online platform, as well as in an email to be sent over the Winter Break.

- Voting shall be based on a simple majority vote, with no possibility of revoting. Results shall be disclosed by the Secretary both in email and during the first meeting directly following the April 15 deadline.

#### Article Six IMPEACHMENT OR RESIGNATION

- Should an elected officer fail to perform the responsibilities or abuse the privileges of their elected position, the officer shall be subject to impeachment and removal from their office.
- In order to begin the impeachment process, there must be a motion made to impeach the officer in question, and this motion must be made by another officer during an officer meeting. In order for this motion to be considered valid, the officer making the motion must provide reasoning as to why impeachment is necessary. After providing reasoning, another officer must second the motion, i.e. show their hand in favor of the movement. Once the motion has been made and seconded a vote must be held whether to impeach the individual, either during the current meeting or the following officer meeting.
- The faculty advisor must be present for an impeachment hearing.
- Impeachment will only take place with at least a two-thirds vote in favor of impeachment amongst the officers (excluding the officer in question). The officer in question may, if he or she so chooses, spend no more than ten minutes of the meeting in which the vote will take place to give a prepared argument for why he should remain in office or does not deserve impeachment. After hearing said speech, the vote will be cast and decided.
- Votes to impeach are effective immediately, and it is up to the remaining officers to fill a vacancy as soon as possible.
  - If a required position, such as president or treasurer, becomes vacant, the officers will immediately vote within the same meeting to promote a non-required officer position, such as secretary, to the vacant position immediately after completing the impeachment process. The newly vacant position will then be filled as if it were the original vacancy
- For a resignation to be considered good faith, it must meet at least one of the following criteria:
  - Resignation is due to severe family illness, personal illness, family death, family birth, school transfer, or any other reason deemed appropriate by the officers.
    - Proof is required for instances of illness or transfer

- Prior notice of resignation is given well in advanced, at minimum one month.
- For a resignation to be considered bad faith, it must meet at least one of the following criteria:
  - Resignation is announced less than one month in advanced or not at all, provided that the conditions listed above were not met
  - Resignation is due to student having trouble with scheduling, time management, or another issue deemed appropriate by the officers
- If a student has resigned in good faith, he or she may reapply for an officer position in GMU ACS Club again in the future (not within the same school semester).
- If a student has resigned in bad faith, he or she may not reapply for any officer position at any time.

#### Article Seven MEETINGS

- There will be monthly meetings for entire Chapter and bimonthly Officer meetings.
- There should be at least two officers present at the monthly Chapter meetings with at least either the President or Vice President there. All officers must be present at the officer meetings. Half of all active members must be present at monthly meetings to meet quorum.
- Special events must be arranged with the officers and all active members must be notified with at least 48 hours notice.
- Minimum of two volunteer or outreach events will be held per semester.

#### Article Eight FINANCE

- No dues are required for active members to join the GMU ACS Club, only ACS active members.
- Students who are not ACS Active members can become ACS student members by paying their dues online to ACS; they can then show proof of purchase to the treasurer in order to be elevated to ACS active member status.
- Dues or fees may be required on a case by case basis for certain activities as deemed necessary by the treasurer. Only the treasurer may require the collection of dues for a given event with a passing vote of at minimum two-thirds of the current officers. These dues may only be used to fund the cost of the event in question.
- Any dues or fees required to participate in an event must be collected at least 1 week prior to the event by the Treasurer.

#### Article Nine AMENDMENTS

- Student Involvement must review all amendments in the same manner as a completely new constitution.

- Amendments must conform to ACS regulations established for ACS student chapters, as well as the GMU RSO Bylaw requirements as established by the GMU RSO handbook.
- Amendments must be proposed at an Officer meeting and may be proposed by any member of the Chapter. Voting on the amendment shall take place at the following Chapter meeting. An email to explain this change shall be sent to all members and advisors of the Chapter following the proposal.
- These bylaws may be amended by a two-thirds vote of the Chapter members.
- A bylaw review session will be held annually at the Executive Committee meeting in February.

#### Article Ten RATIFICATION

- This constitution shall become effective upon approval by a  $\frac{3}{4}$  vote of the membership, and a Student Involvement staff member.
- This constitution shall be ratified with the signatures (either handwritten or digital) of each Officer, as well as that of the Faculty Advisor.

Constitution Ratified on: 4/14/2022

*Amir McCarty*

Advisor: Dr. Sarah Ward

*Olivia Nahass*

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