

Registered Student Organization Constitution

Chemistry Club

Drafted on: 04/13/25

Article I: Chemistry Club at George Mason

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

Article II: Purpose of Organization

- Section I: 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.
- Section II: Policy Agreement.
 - We agree to adhere to all applicable policies and procedures of George Mason University and all local, state, and federal laws. Officers and members are expected to be familiar with the George Mason University policies and procedures. Including, but not limited to:
 - <https://studentcenters.gmu.edu/policies-procedures-guidelines/>
 - <https://brand.gmu.edu/events/policies>
 - <https://universitypolicy.gmu.edu/>
 - <https://studentconduct.gmu.edu/>
 - <https://oacc.gmu.edu/access-services>
 - Section III: This organization is affiliated with the American Chemical Society national organization based in the United States.

Article III: Membership

- **We do not discriminate on the basis of race, color, religion, ethnic national origin (including shared ancestry and/or ethnic characteristics), sex, disability, military status (including veteran status), sexual orientation, gender identity, gender expression, age, marital status, pregnancy status, genetic information, or any other characteristic protected by law.**
- A Registered Student Organization is open to all George Mason University students.
 - *Exceptions in Federal and Commonwealth law, and university policy are:*
 - *Official political party student groups*
 - *Groups affiliated with established places of worship*

- *Social Greek-lettered fraternities and sororities (Fraternity and Sorority Life: FSL will be following up with our groups on guidance for their language)*
- Active Members: Currently enrolled George Mason students who 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.
- Associate Members: Members of faculty/staff, community members or students from other schools.
- Honorary Members: Alumni, community members, industry members, etc.
 - ACS active members that have fulfilled their requirements are eligible to receive any given merchandise at the end of the year or participate in the end of the semester activity free of charge
 - ACS active members will be able to participate in volunteer events, club meetings, fundraisers, and philanthropic activities
 - Examples of volunteer events include volunteering for any science related event, such as staffing booths, working expos, or volunteering through the COS or related department
 - Examples of philanthropic activities include INOVA blood drive, food drives, clothing drives, Habitat for Humanity work, etc.
- To receive the full privileges of an active member at the end of the year, 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.
 - Attendance of all the meetings can be substituted for volunteer opportunities at the discretion of the current officers
 - Failure to fulfill these requirements will result in the status the loss of privileges given to active members who fulfill their requirements

Article IV: Officers

A Tier 1 RSO must have a President and Treasurer, while a Tier 2 RSO requires two additional officers (e.g., Vice President, Secretary, Historian). There is no limit on the number of officers or their titles. Clearly specify if leadership titles are unique and their equivalent roles (e.g., co-presidents with distinct responsibilities).

- Officers must be enrolled at George Mason University during their elected terms.
 - Officers must have purchased an active membership with the American Chemical Society to hold office and vote in meetings. In addition, they must also meet the requirements for normal membership such as attendance and volunteering.
- 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 within good academic standing 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, passing with a C minimum and had a previous officer position in the Chapter. These positions will share the responsibility of completing the end of the year chapter report per ACS guidelines.
- 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. 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. If the event is held, they will be the primary manager and contact for setting up the collaboration with INOVA Blood Donor Services.
- 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 oversee maintaining and record keeping of 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.
- Historian/Social Media Manager will oversee and manage social media accounts for the organization as well as planning promotional activities in the form of flyers, tabling, and post-making. They shall also be in charge of recruitment of new club members, and communications with organizations off campus or outside of the club mainly through social media platforms.
- The officers of this Chapter shall be a President, a Vice-President, a Secretary, a Historian, and a Treasurer. The officers shall be elected during the spring semester election period from self-nominated candidates who met the requirements as an ACS active member. They shall take office in May and shall hold office for one year or until their successors are duly elected.

Article V: Advisor

Tier 2 Registered Student Organizations are required to include an advisor in their officer roster. Tier 1 RSOs are encouraged to include an advisor to help support their organization. If your group is a Tier 1, include this for any future tier changes.

- The primary advisor shall be a member of the faculty or staff at George Mason.
 - An advisor may offer guidance and support for the organization. An advisor may not complete assigned tasks, hold decision-making, or have voting authority, as organizations are student-initiated and student-run.
- 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 VI: Elections

- Officer Elections will take place prior to the Student Involvement re-registration process as found on the website: [Registered Student Organizations Registration](https://gmuedu.sharepoint.com/sites/SIRSOHub) or <https://gmuedu.sharepoint.com/sites/SIRSOHub>
- A final voting committee shall be put into place that consists of every faculty advisor and prior officers.
- Interested students shall submit their application for their desired position electronically to the secretary which will be evaluated for eligibility by the president and vice-president.
- The application period shall run for approximately two weeks at the beginning of the spring semester each year.
- Previous officers may apply themselves but may only run for the same office once.
- Applications must be submitted to the incumbent Secretary by the end of the specified period. Applications must include the full name of the student (which will only be accessible to the President and Vice-President during initial review), hours that can be provided to club, GPA, position applying for, and brief summary describing why they want the position and their qualifications.
- If there are multiple applicants for each position, they will be allowed to argue for their confirmation which will subsequently be voted on by the previous officers and the advisors.
- Voting shall be based on a simple majority vote, with no possibility of revoting. Results shall be disclosed by the Secretary or President both in email and during the first meeting directly following the organization re-registration deadline.

Article VII 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. showing favor toward the movement. Once the motion has been made, and seconded, a vote must be held on 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). In the instance, there is an even number of officers voting, the vote will be carried by majority. The officer in question may, if they so choose, 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.
- If the officer facing impeachment wishes to further defend their position, escalation of the impeachment can be presented to the advisors for further review. It is the advisor's discretion on whether to override or honor the impeachment.
- 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 advance, 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 inappropriate by the officers
- If a student has resigned in good faith, he or she may reapply for an officer position in GMU ACS Chapter again in the future (not within the same school semester).
- If a student has resigned in bad faith, they may not reapply for any officer position at any time.

Article VIII: Meetings

- There will be monthly meetings for the entire Chapter
- Officers will meet for planning and debrief bimonthly or as needed.

- There should be at least two officers present at the monthly Chapter meetings. All officers must be present at the officer meetings. If given unavoidable circumstances, officers may be absent and given a summary of the meeting as long as their duties are fulfilled. Meetings must be rescheduled if the majority of the officers are absent.
- 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.
- A minimum of three volunteer or outreach events must be held per semester.
- Officers must make genuine and sincere efforts to be present in any and all meetings as well as events.
- Online and in-person meeting options should be available to accommodate active members if possible.
- If parliamentary action is required a vote will be held with all active members given the potential to vote, raise concerns, and inquire about an issue at hand.

Article IX: Finance

- No dues are required for active members to join the GMU ACS Chapter. However, this can be subject to change based on the financial status of the club and intended investment of the dues. In the case where dues are collected, the dues may be collected annually to maintain active membership. The amount of dues and the method of collection will be decided by a majority vote of the executive officers at the beginning of each semester.
- 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 or majority 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.
- The RSO funds and off-campus bank accounts will be maintained by the treasurer and documented in an appropriate fashion such as a comprehensive excel sheet. The tracking of the use of funds will be brought forth to the officer meetings as needed and during the end of year ACS chapter report preparation.

Article X: 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 officer of the Chapter. However, officers may pass on an amendment that was suggested and supported by an active member. 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 majority vote of the Chapter members.

- A bylaw review session will be held annually at the Executive Committee meeting in February.

Article XI: Ratification

- State how the constitution will be ratified.
- This constitution shall become effective upon approval by a $\frac{3}{4}$ vote of the membership, and a Student Involvement staff member.

Constitution Ratified on:

- Insert all dates the constitution is amended and ratified.

Constitution Ratified on: 04/13/2025

Officers' Signatures	Advisors' Signatures
	
	
	
	
	