

BYLAWS OF THE ALCHEMY SOCIETY & STUDENT AFFILIATE CHAPTER OF THE AMERICAN CHEMICAL SOCIETY

Article I. Name

The name of this organization shall be the Alchemy Society & Student Affiliate Chapter of the American Chemical Society, herein referred to as the 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

Section 1.

The membership of this organization shall be composed of University of Illinois at Chicago Students, University of Illinois at Chicago Student Affiliates of the American Chemical Society (ACS), and University of Illinois at Chicago Faculty. University of Illinois at Chicago Faculty may be Chapter Members but may neither hold office nor have voting power.

Section 2.

A Chapter Member in good standing shall be defined as one who has (1) paid his/her dues and (2) been an active participant in chapter meetings and activities. To have voting power and be eligible for office, a Chapter Member must be in good standing.

An executive board member in good standing shall be defined as one who has not missed more than three excused absences per semester. An excused absence is one that has been approved by the President and/or Vice President 24 hours prior to the absence. Any member with an excess of three excused absences or any unexcused absences will be immediately nominated for office removal. A two-thirds vote is required for said member to be removed from office.

Article IV. Officers

Section 1.

This Chapter shall have a President, Vice President, Secretary, Treasurer, Communications Director, Publicity Director, Event Coordinator, Historian, Fundraising Chair and up to two Executive Board Members-at-Large. These officers shall comprise the Executive Board.

Section 2.

It is recommended that all officers must be Student Affiliates of the American Chemical Society and Chapter Members in good standing.

Section 3.

Officers shall serve for a term of one year, which shall begin immediately following Spring commencement.

Section 4.

Election of officers for the following academic year shall be held the last business meeting of the academic year. Candidates must apply by application. The person receiving majority vote will be elected.

Section 5.

Any officer may be removed from office for not fulfilling his/her duties, as set forth in Article V, by a two-thirds vote of the Executive Board or general membership. Any officer removed may appeal within two weeks to the general membership. Said officer shall be considered reinstated with two-thirds approval of the members.

Section 6.

Any vacancy that may occur in an office shall be filled by appointment by the President upon consultation with the Executive Board pending ratification at the next group business meeting.

Section 7.

To be eligible for office, the nominee must be a full-time University of Illinois at Chicago Student and it is suggested that the nominee be a Chapter Member in good standing for at least one year prior to nomination.

Section 8.

To be eligible for President, the nominee must be a full-time University of Illinois at Chicago Student and have held an executive position within the Chapter prior to nomination.

Section 9.

In the absence of a qualified nominee, as set forth above, and with a two-thirds approval by the general membership, the floor for nominations may be opened to Chapter Members in good standing.

Article V. Duties of Officers

Section 1. President

1. The President shall be the Chief Executive Officer.
2. The President, with approval of the Executive Board, directs the budget.
3. The President shall see that the Chapter maintains good relations with the University of Illinois at Chicago.
4. The President shall approve the formation of committees and approve chairpersons.
5. Vacancies in offices shall be filled by appointment of the President with approval of the general membership
6. The President shall prepare and submit the annual report to the American Chemical Society Office of General Educational Activities.
7. The President elect shall register the Chapter with the University of Illinois at Chicago Office of Student Activities for the next academic year.

Section 2. Vice President

1. The Vice President shall assume the duties of the President should the office become vacant or in the absence of the President.
2. The Vice President shall keep and have available a current copy of the constitution and bylaws.

Section 3. Secretary

1. The Secretary shall be responsible for keeping the minutes of all meetings, including those of the Executive Board.
2. The Secretary shall provide a copy of the minutes to all members by means of the Chem-Club ListServe by the next business meeting.
3. The Secretary shall maintain a complete and accurate account of attendance and membership status.
4. The Secretary shall be responsible for official communications, including but not limited to invitation letters and thank you letters.

Section 4. Treasurer

1. The Treasurer shall keep a current record of all financial transactions.
2. The Treasurer shall develop reports for July 1, October 1, January 1, March 1, and May 1 containing a list of all receipts and disbursements and distribute them among the membership at the next business meeting.
3. The Treasurer shall report the current balance including a brief description of all transactions to the membership at all business meetings.
4. The Treasurer shall be responsible for checking the accuracy of all bills and invoices and paying them correctly and on time.

Section 5. Communications Director

1. The Communications Director shall be responsible for the Chapter web page content.
2. The Communications Director shall be responsible for Chapter announcements via posters and Chem-Club ListServe at least one week prior to the event, with a reminder announcement via Chem-Club ListServe the day before the event.
3. The Communications Director shall inform the press of Chapter meeting times, Chapter events, accomplishments of Chapter Members, etc.

Section 6. Publicity Director

1. The Publicity Director shall be responsible for making posters and flyers
2. The Publicity Director shall be responsible for recruiting members and drawing support/attention for fundraisers and events.
3. The Publicity Director shall be responsible for any postings on campus.

Section 7. Fundraising Chair

1. The Fundraising Chair shall be responsible for coordinating all fundraising events.
2. The Fundraising Chair shall be responsible for finding funds, including from on and off campus sources.

Section 8. Event Coordinator

1. The Event Coordinator shall be responsible for scheduling programs and speakers and communicating this information to the Executive Board within a reasonable time frame.
2. The Event Coordinator shall be responsible for reserving facilities for events and activities.

3. The Event Coordinator shall oversee the event and ensure that things run smoothly.

Section 9. Historian

1. The Historian shall collect documentation for Chapter activities via pictures, abstracts, etc.
2. The Historian shall be responsible for editing photos for use on the website.
3. The Historian shall prepare a short summary of all activities held.
4. The Historian shall be responsible for maintaining, in chronological order, all minutes in a hard copy.

Section 10. Members-at-Large

Members-at-Large may fill in any of the above duties from Section 5 – Section 9. There may be up to two Members-at-Large.

Article VI. Faculty Advisor

A Faculty Member of the University of Illinois at Chicago Chemistry Department who is a Member of the American Chemical Society shall advise the Chapter both in its local activities and in its relations with the American Chemical Society. The Faculty Advisor shall be kept informed of all Chapter activities and shall advise the Chapter on any policy matters. The Faculty Advisor shall be a non-voting member of both the Executive Board and the Chapter.

Article VII. Professional Advisor or Student Advisor

The Chapter, at its annual election, may select a Non-Faculty Member or a student who is either a Member of the American Chemical Society or a student at the University of Illinois at Chicago to be its Professional Advisor or Student Advisor. This additional Advisor shall assist the Chapter in its relations with the Local Section of the American Chemical Society, with the industrial community, and with university relations.

Article VIII. Meetings

Regular meetings for the Executive board shall be held no less than twice a month. Special events may be arranged through the Executive Board. There shall be at least three Chapter activities per semester.

Article IX. Dues

The annual national dues of the Student Affiliates shall be sent individually to the American Chemical Society. Local dues, to be decided upon by the Executive Board prior to the start of the fall semester, shall be collected annually by the Treasurer of the Chapter. Membership of the Chapter is limited to those who have paid local dues.

Article X. Hazing Policy

It is the policy of the Alchemy Society not to engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, unfavorable discharge from the military, or status as a disabled veteran or veteran of the Vietnam era and to comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations. It is also the policy of the Alchemy Society to adhere to the University of Illinois hazing policy. Any Chapter member found engaging in any intentional or reckless action or situation created to produce emotional or physical discomfort, harassment, humiliation or ridicule for the purpose of "testing" the student's loyalty prior to becoming a member of the group will be immediately removed from the Chapter.

Article XI. Amendments

These Bylaws may be amended by a two-thirds vote of the Executive Board, provided that the amendments shall have been proposed at least one meeting prior to the time of voting. Such amendments shall conform to both the American Chemical Society regulations established for Student Affiliate Chapters as well as those regulations set forth by the University of Illinois at Chicago.