

American Chemical Society Student Affiliates
UCSD Chapter
Constitution

Article I: Name

The name of this organization shall be the University of California, San Diego Chapter of the American Chemical Society Student Affiliates (ACSSA at UCSD).

Article II: Objective

The ACSSA is a non - profit student-run branch of the American Chemical Society at the University of California, San Diego. Our purpose is to serve UCSD chemistry students by providing a friendly environment for the intellectual exploration of relevant chemistry topics. Although we are primarily an academic organization, we endeavor to provide a socially relaxed atmosphere where all members of the Chemistry and Biochemistry department may interact. Our goal is to promote better communication among undergraduates, graduate students, faculty, staff members, and industry professionals through seminars, outreach events, and recreational gatherings.

Article III: Membership

The membership of this organization shall be composed of Undergraduate Student Members of the American Chemical Society who are registered students at the University of California, San Diego. Students who are not ACS Student Members may be chapter members but may not hold office. The term “member in good standing” shall refer to a member who is an Undergraduate Student Member of the American Chemical Society and has participated regularly in chapter events and meetings.

Article IV: Officers

There shall be 7 officer positions which will be President, Vice President of Internal, Vice President of External, Treasurer, Secretary, Social Chair and Webmaster.

Section I: Eligibility of Members for Officer Positions

Criteria for Candidacy:

- Must be an organization member in good standing
- Must be an Undergraduate Student Member of the American Chemical Society
- Must intend to remain enrolled at UCSD for the duration of their term
- No individual may hold more than one elected position during a given term (1 academic year).
- No individual may hold one office more than two terms (2 academic years). If an individual would like to do so, they must receive the unanimous approval of the previous years' officers and the faculty advisor.

Section II: Officer Duties

President:

- Direct the organization according to articles listed in the constitution.
- Have access to all financial records and work with the Treasurer to maintain the integrity of financial affairs
- Schedule and organize all chapter meetings.
- Maintain and check the organization's physical mailboxes

Vice President of Internal:

- Act as a liason between members and the chemistry department staff and faculty.
- Send weekly emails to all member of the Chemistry and Biochemistry Department
- Publicize chapter events through all available media and be responsible for the printing of any promotional items such as posters and flyers.

Vice President of External:

- Plan and coordinate all outreach events. This includes but is not limited to contacting the chemistry stockroom for supplies, preparing and coordinating demonstrations, and coordinating communication between all interested parties.
- Plan and coordinate any demonstrations, on the UCSD campus or in the community.
- Act as a liason between members and the outside community. This includes but is not limited to the San Diego chapter of the American Chemical Society and especially the Young Chemists Committee.

Secretary:

- Maintain records of all club events and activities, including but not limited to meeting notes and attendance records.
- Compiling and submitting the annual report to the American Chemical Society
- Documenting all chapter events with all available media, including but not limited to photography, video, and notes.
- Creating graphic items for the club, including but not limited to flyer and posters.
- File all forms regarding nonprofit organizational status with the IRS

Treasurer:

- Be responsible for all finances, including but not limited to purchasing items for club purposes.
- Maintain an accurate ledger of all chapter expenditures
- Regularly provide the other officers with budget status and expense reports
- Organize and be responsible for any fundraising activities, including but not limited to quarterly lab supply sales.

Social Chair

- Plan all club social events, including but not limited to the quarterly student faculty mixer

- Plan at least one social event each quarter that is not the student faculty mixer
- Organize the internal club member mentorship program

Webmaster

- Maintain club website and online accounts
- Check and respond to emails the club receives
- Update and maintain the club facebook group

Section 3: Officer Dismissal

Officers may be dismissed for inappropriate conduct and failing to perform their duties. For dismissal, unanimous approval of dismissal by all other officers and faculty advisors is required.

Article V: Elections

Section 1: General

- All individuals who are running for an officer position must submit an application, and they must provide their ACS membership number in this application in order to be considered
- The Secretary will make the applications for the elections
- All previous officers not running for a position will be in charge of organizing the election, including making and counting ballots, moderating the actual election, and accepting applications
- A simple majority of members in good standing must be present in order for an election to take place. If a majority of members is not present, the election must be postponed until the next scheduled meeting.
- The ballot will consist of the candidates' names for each position. Candidates will be voted upon by secret ballot.
- Candidates receiving the highest number of votes shall be elected; however, if there is a tie, the officers not running for a position will convene to decide on a course of action.
- If a tie occurs, a runoff election will occur if the tie cannot be resolved internally between the elected officers and advisors.
- Candidates may run for more than one more position, as long as they are fully prepared to fulfill the duties of that position
- Elections will occur in late March

Section 2: Structure of the Elections

- Each candidate shall present a personal statement, which shall be followed by question and answer session with all of the candidates, with questions addressed to a specific category of candidates based the position they are running for.
- After this, a vote shall take place by secret ballot

Section 3: Post Elections

- New officers shall take office alongside the old officers for the remainder of the school year. This shall be considered as a training period, during which it is intended that the new officers work close together with the old officers in their respective position

Article VI: Faculty Advisors

The faculty advisor shall be chosen by the incoming officers during the spring quarter after they have been newly elected. The faculty advisor(s) shall be a faculty member who is a member of the American Chemical Society. Officers should update the faculty advisor on all current club matters at least once per month.

Article VIII: Meeting

Chapter meetings will be held weekly or biweekly with the specific time and date to be announced by available media. The officers shall see that all meetings are posted and appropriately publicized.

Article IX: Dues

Annual dues of the ACSSA shall be sent to the American Chemical Society by the Treasurer of the Chapter.

Article X: Annual Reports

The Chapter shall send to the ACS an annual report of its activities. This report shall be submitted online at the ACS website. The Society should be informed of all selections of officers and faculty advisors.

Article XI: Symposium

The Undergraduate Chemistry Research Symposium will occur during the end of spring quarter. Old and new officers are in charge of jointly planning and running the symposium.

Article XII: Amendments

These bylaws may be amended by a simple majority vote of the members in good standing, provided that the amendment shall have been proposed at least one meeting previous to the time of voting. Such amendments shall conform to the ACS regulations established for Student Affiliate Chapters

- A. July 21, 2009 – Due to the outdated nature of the constitution, the officer of the 09-10 year rewrote the constitution with major changes, approved by all officers and the faculty advisors.