

# ACS FSU Student Chapter

---

Bylaws of the Florida State University Student Chapter of the American Chemical Society.

## Article I. Name

The name of this organization shall be the American Chemistry Society Student Chapter at Florida State University.

## Article II. Objectives

The objectives of this Chapter shall be to afford an opportunity for students of the 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

The membership of this organization shall be composed of a minimum of 6 student members with a premium package or undergraduate package of the American Chemical Society. Students who are not ACS student members at the national level may be chapter members but may hold office and have voting power.

## Article IV. Officers

The officers of this Chapter shall be a President, a Vice-President, a Secretary, Treasurer, Membership & Outreach Chair, and Event & Public Relations Chair who shall constitute the Executive Committee. The officers shall be elected at the last meeting in April from nominees chosen by nomination from the floor in which they are to present a qualifications speech at a minimum of 2 minutes. They shall take office in May and shall hold office for one year or until their successors are duly elected.

## Article V. Duties of Officers

- Section 1.** The duties of the Chapter officers shall be such as usually pertain to their respective offices and such other duties as may be assigned to them from time-to-time by the Executive Committee.
- Section 2.** The duties of the President shall be to preside over meetings of the Executive Committee and membership in the ordinary course of conducting business, as well as to appoint, with the approval of the Executive Committee, all committee chairs and committee members.
- Section 3.** The duties of the Vice President shall be to assist the President in the direction and management of the Chapter and assume the duties of the President in the event of her or his unavailability or inability to serve.

- Section 4.** The duties of the Secretary shall be to keep accurate and up-to-date records of the minutes of the meetings of the Executive Committee and Chapter, maintain a list of the full Membership under Article III, send notices to the Membership as the business of the Chapter may require, submit a report to the Membership at its annual meeting, and preside over meetings in the absence of the President and Vice President.
- Section 5.** The Treasurer shall have charge of the Chapter's funds, keep accurate and complete records of all financial transactions, receive dues, make only those disbursements authorized by the Executive Committee, and render an account of all transactions and the financial condition annually to the Executive Committee at times established by the Executive Committee.
- Section 6.** The Membership & Outreach Chair shall lead recruitment efforts, maintain accurate membership records, encourage participation in ACS National, coordinate outreach activities with local organizations, assist the Treasurer in verifying local dues payments, and collaborate with the Event & Public Relations Chair to promote membership-focused event.
- Section 7.** The Event & Public Relations Chair shall plan and coordinate chapter events, develop promotional materials, manage the chapter's social media and website, serve as the primary liaison for public relations efforts, collaborate with the Membership & Outreach Chair to enhance member engagement, and maintain an archive of event materials for historical records and reporting.

## **Article VI. Faculty Advisor**

The Chapter, at its annual election, shall elect as its Faculty Advisor a faculty member with a standard or premium package membership of the American Chemical Society, whose duties shall be to advise the Chapter both in its local activities and in its relations with the Society. The Advisor shall be kept informed of all Chapter activities and shall advise the Chapter on any policy matters.

## **Article VII. Professional Advisor**

The Chapter, at its annual election, may select as its Professional Advisor a non-faculty member of the American Chemical Society. This person shall assist the Chapter in its relations with the Local Section of the Society and with the industrial community.

## **Article VIII. Meetings**

Regular meetings should be held at least once a month on Wednesday. Special events may be arranged through the Executive Committee. There shall be at least four activities per year. With one or more of these activities pertaining to scholarship opportunities.

## **Article IX. Dues**

The annual national dues of the student member shall be sent individually to the Society or may be transmitted by the Treasurer of the Chapter. Local dues of \$15 shall be collected annually by the Treasurer of the Chapter. Membership in the Chapter is limited to those who have paid local dues.

## **Article X. Chapter Reports**

The Chapter shall submit a chapter report of its activities to the Society. This report shall be submitted online in the Spring at least once every three years. The Society shall be informed promptly of the results of all elections of officers and Faculty Advisors.

## Article XI. Amendments

These bylaws may be amended by a two-thirds vote of the members, provided that the amendments shall have been proposed at least one meeting before the time of voting. Such amendments shall confirm to the ACS regulations established for ACS student chapters.

Docusign Envelope ID: 0AC4937F-D598-4DE8-A98B-DCFA9462142B



## FLORIDA STATE UNIVERSITY

### DIVISION OF STUDENT AFFAIRS

*Office of Student Organizations & Involvement*

### Recognized Student Organization Constitution Addendum

- Recognized student organizations shall be limited to currently enrolled FSU students. Students who are dual enrolled at Tallahassee Community College or Florida Agricultural and Mechanical University alongside FSU are eligible to be members.
- No hazing or discrimination will be used as a condition of membership in this organization. Per the FSU Code of Conduct: "Hazing is defined as any group or individual action or activity that endangers the mental or physical health or safety or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s)." Find out more at <https://hazing.fsu.edu/>
- This organization agrees to adhere to the University non-discrimination statement: No university student may be denied membership on the basis of race, creed, color, sex, religion, national origin, age, disability, genetic information, veterans' or marital status, sexual orientation, gender identity, gender expression, or any other protected group status.
- No university student may be denied membership due to inability to pay dues. If a member is not able to pay dues, other arrangements will be made.
- All advertisements of the organization must comply with the University Posting Policy.
- Organizations may NOT use FSU or Florida State University in the front of their name and may NOT use any fonts or symbols trademarked for FSU in their logo due to trademark and licensing guidelines and the Florida Administrative Code. More information regarding this policy can be found here.
- The advisor does not have any voting rights within the organization.
- The advisor does not have access to any bank accounts affiliated with the student organization.

