



## UNK Chemistry Club Constitution

### *Article I. Statement of Purpose:*

The UNK American Chemical Society (ACS) Student Affiliate Organization, commonly known as Chemistry Club serves as a representative organization of the ACS at UNK. In this role we:

- Do chemistry demonstration shows to promote interest in chemistry.
- Teach others chemistry (public, area schools, etc.).
- Promote networking of chemistry students.
- Promote chemistry safety via education.

### *Article II: Club Membership:*

- Membership in the UNK Chemistry Club is established by membership in American Chemical Society as a Student Affiliate, the Department and the club will pay for the membership fees. There will be two classes of members: active members and inactive members.
- To maintain status as an active member of the club, a student must accumulate 5 activity points each semester of membership. Attendance at a regular meeting will earn 1 activity point, and participation in special events such as demonstration shows will earn 2 activity points. Any member who does not accumulate 5 activity points in any one semester will be considered an inactive member of the club. An inactive member can return to active member status once 5 activity points are earned in a subsequent semester. Any student who is considered inactive for 2 semesters in a row will be dropped from the club membership roster.
- Only active club members can vote in elections and hold office.
- Membership in this organization is open to any student regardless of race, color, gender, national origin, religion, creed, sexual orientation, or physical disability, who is currently enrolled at the University of Nebraska at Kearney and who has an interest in the goals and objectives of this organization.

### *Article III: Description of Club Officer Duties and Expectations:*

SECTION 1: Description of offices and duties thereof:

#### **President**

- Organize **and** run meetings.
- Recruit people for events.
- Organize events.

### **Vice President**

- Helps President with organizing events.
- Advertises events.
- Announces the dates of meetings through OrgSync emailing to club members at least 3 days prior to a club event.
- Willing to assume duties of club president if the elected president is unable to continue in that capacity.

### **Secretary**

- Records meeting minutes.
- In the case of an absence, coordinates with another student in advance to have minutes recorded.
- Keeps and updates membership roster and tracks attendance to events and meetings through the use of an Excel Spreadsheet posted to the club's OrgSync website. The Spreadsheet must be updated within 7 days of the last official club meeting or event and must keep track of which members are active or inactive members of the club.
- Works with Faculty Advisor to publish ACS report at end of spring semester.
- Archives minutes on club website within 7 days of the last official club meeting or event.

### **Treasurer**

- Keeps written record of club finances through an Excel spreadsheet that will be uploaded on the club OrgSync website. This spreadsheet should be updated monthly.
- Is in charge of organizing fundraisers.

### **Historian**

- Takes pictures of meetings and events- adds these pictures to the club website within 7 days of last official meeting or event
- Recruits Bulletin Board committee to help 2nd floor bulletin board up to elate
- In charge of club web site.

## **SECTION II: Grounds for Removal of an Elected Officer.**

To maintain a position as an officer in the Chemistry Club, the person must not miss more than 2 meetings per semester. After the second absence, the officer will be formally notified in writing (at least 1 week prior to the next meeting) by the President or any officer in his/her absence that their position will be vacated should they miss an additional meeting. Failure to meet this criterion during any semester will result in the officer being removed from his / her office. In the event the club president is the offending party, the vice president will assume the office of the president.

It is also possible that a future, unforeseen event may require removal of an elected club officer(s). Two cases will cause removal of an officer.

- 1) Automatic removal of an officer. When an officer cannot continue with his/her functions due to be physically unavailable, the committee will be notified by the President or any other officer during the immediate regular business meeting about the removal. Possible scenarios include but are

not limited to: dead, incarceration, or withdrawing from campus enrollment. The advisor will be notified in writing.

- 2) Removal to be considered by the club officers. These scenarios include, but are not limited to cases of fraud, theft, or any other valid reasons. In this case the officer can be removed from office by the following procedure. First, a simple majority of club officers must agree an individual should be removed from office. If a majority among officers is reached, the issue of removal from office can be brought to the active members of the club at the next regularly scheduled meeting. At this time, the officer in question must be notified of this action in writing and or by email through the UNK OrgSync system, at least one week prior to the meeting at which this issue will be raised. At the meeting, the individual(s) supporting the case for removal will be allowed 10 minutes to justify this action to the club, and the officer in question will then have 10 minutes to respond. The officer in question has the opportunity to respond, but may elect not to. Then, an anonymous vote using paper ballots will take place. A vote for removal can take place even if the officer in question is absent. If 80% of votes cast support removal, the officer will be removed from office. The advisor will be notified in writing.

After either case of removal of an officer, a special election (Article V Section II) will then be held to fill the vacated position.

#### SECTION III: Resignation of Officers.

In the event an officer wishes to resign or is unable to continue in his / her position the officer must notify the club president and faculty advisor in writing. Resignation of an elected officer is solely at the discretion of that officer. However, once formal notification is made to both the president and faculty advisor, it will be considered final. In the event the club president is resigning, the vice president will assume the office of the president. A special election (Article V Section II) will then be held to fill the **vacated position**.

#### *Article IV: Selection and Duties of the Faculty Advisor*

The advisor(s) of the chemistry club must be a faculty member of the UNK Chemistry Department. It is possible that multiple faculty members can act as "co-advisors" of the club; however, this should be limited to only two faculty members at any one time.

Faculty advisors will assist members in club activities. Faculty advisors will not vote.

Faculty advisors will be chosen by the UNK chemistry department.

#### *Article V: Elections*

##### SECTION I: Standard Elections.

All officer positions are for a term of one year from the time of election. There are no term limits. The ballot for each officer position should be established at the second to last meeting of the Spring semester. Individuals wishing to run for an office can nominate themselves as a candidate on the ballot, or alternatively another club member can nominate an individual who is

willing to serve in the specified role. An individual may appear on the ballot for multiple offices, but cannot occupy more than one office at a given time. Candidacy must be established during the second to last meeting of the Spring semester. In the event a candidate cannot attend this meeting he / she should contact the faculty advisor prior to this second to last meeting to announce his / her candidacy. All candidates will then be listed on an anonymous ballot form and officers will be elected at the final meeting of the Spring semester. Immediately preceding the election all candidates will have the opportunity to address the club for 5 minutes. The current club president and faculty advisor will count and document the votes for each candidate. Only active members of the club will be eligible to vote in all elections. The individual with the highest number of votes for each office will be elected to the position for the following academic year. In case of a tie, all parties involved in the tie will have an opportunity to address the club for an additional 3 minutes. Then a second anonymous vote will take place and ballots counted and documented in the same manner described previously. Should a tie result again, the winner of the election will be determined **through a coin** toss.

## SECTION II: Special Elections.

In the event an elected officer resigns, is removed from office, or cannot continue to perform his/her duties a special election will be held. Again, candidates can nominate themselves or be nominated by other club members if they are willing to serve. Candidates for special elections cannot currently hold a different club office. At the meeting which immediately follows the position being vacated, nominations will be sought for candidates to fill the position. Candidacy must be established by the end of this meeting. The vacant officer position would then be elected through a special election at the next meeting by anonymous ballot. The candidate with the largest number of votes will win the election and be elected to the vacated office. Only active members of the club will be eligible to vote in all elections.

## SECTION III: Announcement of Elections.

All elections must be announced to all club members at least 3 weeks prior to the election taking place. A mass emailing through OrgSync to all club members will be the method used to make the announcement. The announcement should: 1) describe which offices are open for election, 2) the duties of each office, 3) describe the procedure for announcing candidacy, and 4) must reiterate the deadline for announcing candidacy.

## *Article VI: Meeting and Quorum*

Chemistry club meetings will be held every two weeks except when a normal club meeting date falls on a University holiday. In this case, the meeting will be held the next week after the holiday. Five active members must be

present at a meeting for a quorum. Picnics are considered regularly scheduled meetings.

### *Article VII: Finances*

Funds will be raised through goggle sales and sale of ACS exam study guides. Other fundraisers to be considered as needed with majority approval of club membership. The club officers are authorized to make purchases for the club with the approval of the club **faculty advisor**.

### *Article VIII: Committees*

Special committees will be formed as needed that focus on specific tasks of interest to the club. These committees will be established by the club president and will consist of volunteer active members of the club.

### *Article IX: Changing the Club Constitution:*

The constitution can be amended by a simple majority vote with at least 2/3 of the active members present. Any amendments will take effect the semester after approval.