

Student Affiliates of the American Chemical Society

The University of Alabama at Birmingham Chapter Bylaws

Section 1 **Officer Positions of SAACS at UAB**

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Historian
- f. Social Chair
- g. Publicity Chair
- h. Community Outreach Chair

Section 2 **Powers and Duties of the SAACS Officers**

The President shall have the following duties:

- a. Serve as the chief executive officer of the organization
- b. Lead the organization in obtaining pre-determined and appointed goals
- c. Maintain the sanctity of the Constitution amongst the SAACS Officers and organization Members
- d. Take responsibilities for all actions on behalf of the organization
- e. Schedule and preside over all meetings that deal with the organization or its Officers
- f. Preside over all elections held within the organization with the Sponsor(s)
- g. Be responsible for maintaining a professional work environment and dialogue amongst the group
- h. Assist the Secretary and Historian in composition of meeting agendas and the ACS Annual Report
- i. Pass along relevant organization information in an orderly manner to the predecessor of the office, either verbally or in a letter of continuity

The Vice President shall have the following duties:

- a. Preside over Officer elections with the President and Sponsor(s)
- b. Assume the position of President if the office becomes vacant for any reason, or if requested by the President to serve in his or her absence
- c. Assist the President in overseeing the activities of the organization and ensuring that all Members uphold the constitution
- d. Assist the Secretary and Historian in Composition of the ACS Annual Report

The Secretary shall have the following duties:

- a. Prepare and Publish a Meeting Agenda for each meeting
 - a. An agenda item must be received three academic days before a given meeting to be included in the agenda, unless given special permission for inclusion by the President or Vice President in addition to the Secretary
- b. Record and Publish meeting minutes and notes for all Officer meetings for access by all organization Members within fourteen days of the meeting
- c. Keep and make available a record of this Constitution
- d. Make and disseminate a calendar of events to the Officers and Members
- e. Collaborate with the Historian to compose the ACS Annual Report

The Treasurer shall have the following duties:

- a. Oversee the allotted budget for the organization
- b. Render an account of current finances to the Officers within seven days of a transaction
- c. Coordinate the details of all financial needs from the UAB USGA and Finance Office
- d. Keep a record of finances and receipts
- e. Maintain and compile financial records for all Officer meetings
- f. Budget events and assess costs in maintaining the budget
- g. Approve any spending that exceeds twenty-five dollars for any purchase
- h. Have final approval of budgeting, only to be superseded by the agreement of the President and Sponsors(s)
- i. Pass along relevant organization information in an orderly manner to the predecessor of the office, either verbally or in a letter of continuity

The Historian shall have the following duties:

- a. Maintain a permanent photo record of all organization business
 - a. If the Historian cannot attend a particular event, they should arrange for a replacement to take photos at that event and notify the President in a timely manner.
- b. Maintain a detailed record of all accomplishments and activities of the organization
- c. Collaborate with the Secretary to compose the ACS Annual Report
- d. Update the SAACS bulletin board on a regular basis
- e. Assist the President, Vice President, and Sponsor(s) in nominations for Active Member Awards

The Social Chair shall have the following duties:

- a. Coordinate and organize social events in a timely manner
- b. Assist the President in overseeing all events to ensure all aspects are carried out as planned

- c. Attend other events that would be beneficial for the advertisement of the organization
- d. Maintain a calendar for publishing by the Secretary
- e. Maintain all social media accounts for the organization, including but not limited to, Instagram, Twitter, and Facebook
- f. Maintain publishing of calendar events on the SAACS BSync page

The Publicity Chair shall have the following duties:

- a. Create and distribute all event flyers
- b. Advertise all events in a timely manner, including but not limited to:
 - a. Emailing event updates to all SAACS Members, the Sponsor(s), and the Chemistry advisor and/or other appropriate faculty
 - b. Posting event fliers in approved locations on campus
 - c. Distributing advertising materials to the Social Chair for posting on Social Media
 - d. Distributing materials to the Historian for posting on the SAACS Bulletin Board
- c. Monitor and help ensure group actions maintain the image of the organization within the community at UAB
- d. Coordinate any press coverage of the organization
 - a. Make sure to fulfill all press coverage paperwork through UAB and other appropriate applicable outlets
- e. Maintain communication with the Social Chair and President about advertising activities for each event
- f. Maintain communication with appropriate event organizers to acquire all advertising information in a timely manner for each event
 - a. Event information will be due to the Publicity Chair at least 10 days in advance to be included in advertisements. Special cases contradicting this rule must have a 75% Officer vote to approve

The Community Outreach shall have the following duties:

- a. Maintain good public relations and contact with groups interested in UAB SAACS, both on and off campus
- b. Organize and supervise service projects that help bolster the community
- c. Manage the details of Mad Scientist Day events under the guidance of the President and in conjunction with the Mad Scientist Day Committee
- d. Maintain a calendar of volunteer events for publishing by the Secretary

Section 3 Elections and Qualification to Hold Office

Elections shall be run as follows:

- a. The positions of President and Vice President are to be elected upon and filled within the final twenty-one academic days of the Spring semester

- a. The powers and duties of President and Vice President will take effect following the Mad Scientist Day Junior event at the beginning of the summer. If the event does not take place, the new SAACS Officers will assume their powers and duties at the beginning of the summer semester.
- b. The preceding President shall be expected to maintain contact with the President-elect for no less than thirty days into the summer semester
- c. The election for President and Vice President shall be overseen by a faculty Sponsor or another Active Member appointed by the faculty Sponsor.
- d. The President and Vice President must be Active Members and must maintain an active American Chemical Society Membership.
- e. The President and Vice President must have been officers in the past, and must have been Active Members of the organization for at least two semesters prior to their nominations
- f. Candidates for both positions will be given at least a weeks notice to prepare a three minute speech defending why they believe they are a good candidate for the office
 - i. These speeches are to be delivered prior to the election.
- b. Elections for all other Officers shall be conducted within the first thirty academic days of the Fall semester
 - a. The nominees for the offices of Secretary and Treasurer must be Active Members in the organization and have maintained membership for at least two semesters prior to his or her nomination.
 - b. The nominees for all other positions need not be Active Members at their time of nomination
 - c. The powers and duties of all other Offices shall become effective prior to their election.

Nominations shall be run as follows:

- a. Any Member of the organization can nominate any individual for office
 - a. Nominations shall take place no more than seven days before an election
 - b. Nominees are allowed to run for multiple positions

Election procedure shall be run as follows:

- a. Depending on the election cycle, elections shall be headed by the President or Vice President
- b. All votes shall be taken by a secret ballot
 - a. One ballot per voting Member shall be given
- c. Candidates for all positions will be given at least a weeks notice to prepare a three minute speech defending why they believe they are a good candidate for the office.

- a. These speeches are to be delivered prior to the election
- d. Depending on the election cycle, the Sponsor(s) and President, or Vice President, will be responsible for tabulating and verifying the results of each election
- e. Any manipulation of the voting party, such as forcing attendance of individuals who will only vote for one party and will then have no intention of being a Member of the organization will result in invalidation of the vote
 - a. In this situation, all individuals will then be vetted, and elections will take place during the next meeting
- f. In the event of a tie, each party must write a short essay on why they believe they are best suited for the position and the current SAACS Officers will then vote for the best candidate with the approval of the Sponsor(s)

Limitations shall be outlined as follows:

- a. The Office of President is reserved for an official Member of the American Chemical Society Proof of Membership is required to be reported to the Sponsor(s) before the election cycle begins
- b. A student may run for more than one position at a given time as long as he or she fulfills all requirements of the position; however, if elected to more than one position, he or she must choose an Office to occupy and a new vote must be cast for the vacated Office
- c. No student will be allowed to be nominated as an Officer if he or she will be involved in long-term activities that will require his or her absence from the organization for longer than twenty-five percent of his or her constituency (Eg. exchange programs)

Resignation and Termination procedures are outlined as follows:

- a. In the event of resignation or removal from office of the President, the Vice President shall assume the office of President. Elections for a new Vice President shall follow the above procedure, with the acting-President also maintaining his or her role as Vice President
 - a. In the event of a resignation or removal, an election shall be called within fourteen academic days to fill the vacant position
 - b. All qualified students will have seven academic days in which to be nominated
 - c. If an Officer is removed, he or she is not allowed to run for their previous position or any position thereafter
- b. The following shall be grounds for action against a SAACS Officer:
 - a. Misrepresentation of the organization to any outside organization or potential interest group
 - b. Inability to uphold the duties of the position as outlined in the Constitution

- c. Failure to consult the SAACS Officers and/or voting Members before any major actions are taken
- d. Disregard for workflow within the organization
- e. Disregard for the Constitution and associate Bylaws
- f. Enacting several safety violations without proper recourse

Impeachment procedures are outlined as follows:

- a. In the event of a call to impeachment, fifty-one percent of the voting power of the organization with Sponsor(s) support will be sufficient
 - a. In the event Sponsor(s) support are not gained, sixty-seven percent of the voting of the organization will be sufficient
 - b. If impeachment vote fails, the Officer must receive, in writing, the issues of their candidacy, and must make reasonable effort to improve himself or herself within thirty academic days
 - i. Failure to put forth reasonable effort will open an Officers-only impeachment process that will require seventy-five percent of the Officer voting power to be sufficient
 - c. Impeachment is effective immediately and all SAACS Officer-only property or information must be returned to the Sponsor(s) within seven days
- b. Each step of the impeachment process must be reasonably advertised to the organization and be satisfied within seventy-two hours of initiation or the process will fail and the next phase must be initiated

Section 4 Open Issues Guidelines

- a. Changes to the organization's structure and goals, and those that affect the group as a whole will be decided upon using a majority vote process
- b. For open issues to be voted upon, at least sixty-seven percent of the Active Members in the organization must vote, along with a simple majority of the officers
- c. Active Members must be present to vote, with the exception of an electronic ballot. Absentee or proxy voting will not be permitted for other voting issues
- d. If a majority vote within the aforementioned meeting is achieved, the motion will pass
- e. In the event an issue is presented and the organization cannot meet the required number of attendees or electronic votes within two weeks of calling the vote, the SAACS Officers will decide the best course of action by a sixty-seven percent majority, or the motion is denied

Section 5 **Membership**

- a. Membership guidelines in the organization Constitution shall be followed as written
- b. Attendance point values are distributed in the following way:
 - a. 1 point for general meeting and other events, including, but not limited to, guest speakers sponsored by UAB SAACS, Study with SAACS sessions, and attendance at Mad Scientist Day not as a volunteer
 - b. 2 points for Mad Scientist Day Setup Volunteering
 - c. 3 points for Mad Scientist Day Demonstration Volunteering
 - d. 4 points for each half of Mad Scientist Day Junior (if someone stays for the full day, they will receive 8 points)
 - e. 4 points for McWane Volunteering
 - f. 2 points or more for other various volunteering opportunities off of the time and size of the event
 - g. Other event point values will be determined by a simple majority vote of the SAACS Officers

Section 6 **Special Committees**

- a. The Mad Scientist Day Committee is tasked with assisting the SAACS Officers in planning, preparing for, and running the Mad Scientist Day events. Operations of the Committee include, but are not limited to:
 - a. Working with the SAACS Treasurer to coordinate Fundraising events and manage the budget for the event
 - b. Recruit a volunteer force of suitable size for the event and coordinate their actions efficiently
 - c. Manage publicity and advertisement for the event
 - d. Managing all aspects of the event planning
- b. Appointments to the Mad Scientist Day Committee will be instated by a simple majority vote of the SAACS Officers
- c. Special committees may be requested by an Officer or Active Member and established by an officer vote of at least fifty-one percent approval
- d. The SAACS Officers shall appoint, and may remove, committee members and a Chairperson for each committee by at least a fifty-one percent approval of Officers

Section 7 **Discipline of Members**

- a. When a member believes that another member has engaged in conduct that is detrimental to the organization, a conversation should be held with the current organization President
- b. If the situation is deemed of sufficient detrimental conduct, the President will deliver the issue to the Sponsor(s)

- c. The Sponsor(s) will be responsible for directing the appropriate disciplinary actions

Section 8 **Non-Hazing Clause**

- a. Hazing shall be defined as participating in or allowing any act or coercing another, including the victim, to do any act that creates a substantial risk of causing mental or physical harm to any person
- b. A forced or coerced activity shall also be considered hazing when the initiation or administration into, or continued affiliation with, a university organization is directly or indirectly conditional upon performing the activity. In no event shall the willingness of an individual to participate in such an activity serve as a defense in case of hazing
- c. Actions and activities, which are explicitly prohibited, include, but shall not be limited to the following:
 - a. Any activity that creates a substantial risk or mental harm
 - b. Padding, beating, or hitting individuals
 - c. Wearing anything designed to be degrading or to cause discomfort
 - d. Depriving individuals of the opportunity to obtain a minimum of six hours of sleep per day, proper and adequate means, or access to means, of maintaining body cleanliness
 - e. Activities that interfere with an individual's academic efforts by causing exhaustion or loss of reasonable time to study

Section 9 **Amendments**

- a. Proposed amendments to these bylaws shall be presented to the SAACS Officers, in writing, one week prior to the meeting where the amendment will be voted on
- b. Bylaw amendments require approval by sixty-seven percent of the Active Members present at a regular meeting and a simple majority vote of SAACS Officers
 - a. If a motion won't pass due to inactivity of Active Members, a simple majority vote of Officers with the approval of the Sponsor(s) will be sufficient to let the motion pass
- c. The voted amendment shall be effective immediately unless otherwise stipulated in the amendment