**ACS Student Chapter – Sample Bylaws**

**The following example can be used as a model to develop or revise the bylaws of your ACS Student chapter. It can be modified to suit your specific local situation or circumstance.**



Bylaws of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of college or university) Student Chapter of the American Chemical Society.

**Article I. Name**

The name of this organization shall be the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of college or university) Student Chapter of the American Chemical Society.

**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 premium student members of the American Chemical Society. Students who are not a premium ACS student member may be chapter members but may neither hold office nor have voting power.

**Article IV. Officers**

The officers of this Chapter shall be a President, a Vice-President, a Secretary, and a Treasurer, who shall constitute the Executive Committee. The officers shall be elected at the first meeting in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (month) from nominees chosen by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (nominations from the floor, a nominating committee, etc.). They shall take office in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (month) 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.

**Article VI. Faculty Advisor**

The Chapter, at its annual election, shall elect as its Faculty Advisor a faculty member who is a premium member 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 shall be held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*on the first Tuesday of each month, once a month, etc.*). Special events may be arranged through the Executive Committee. There shall be at least four activities per year.

**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 $\_\_\_\_\_\_\_\_ 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.