



# Sample Bylaws for the American Chemical Society ChemClub at

\_\_\_\_\_ (name of school)

*(The bylaws listed are just guidelines and may be modified to meet individual club needs)*

## *Article I. Name*

The name of this organization shall be the ACS ChemClub at \_\_\_\_\_ (name of school).

## *Article II. Objectives*

The objective of this ChemClub shall be to provide opportunities for sharing and promoting interest in the chemical sciences; to provide students with opportunities to develop communication skills; to share career, technical training, and college opportunities information; to meet role models in the professional chemistry community; to participate in national ACS special programs; and to take an active role in applying chemistry to improving life in the community.

## *Article III. Membership*

The membership of this organization shall be composed of students who are interested in the physical sciences and who associate as members of the ACS ChemClub organization.

## *Article IV. Officers*

The officers of this ChemClub shall be a President, a Vice President, a Secretary, and a Treasurer. 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*

There shall be four officers consisting of a President, Vice President, Secretary, and Treasurer. Their duties are as follows:

- The President shall convene and preside over regularly scheduled meetings.
- The Vice President shall chair committees on special subjects as designated by the president.
- The Secretary shall be responsible for maintaining records, including the taking of minutes at all meetings, and sending out announcements.
- The Treasurer shall prepare the budget, receive and disburse all monies, and help develop fundraising plans.

## *Article VI. Faculty Advisor*

The ChemClub shall be led by a Faculty Advisor, whose duties shall be to advise the ChemClub both in its local activities and in its relations with the ACS. The advisor shall be present for all ChemClub activities and shall have authority to approve or disapprove all plans. The advisor shall preview all club activities for safety and seek approval from the school administration for any school-wide or public outreach activities.

*Article VII. Professional and Collegiate Advisors*

The ChemClub at its annual election may appoint a non-faculty Professional Advisor who is a member of ACS to assist the ChemClub in its relations with the Local Section of the Society and with the larger chemistry community. The ChemClub may appoint a Collegiate Advisor who is an ACS student chapter member at a local college/university and who will coordinate mutual activities between the ChemClub and the chapter.

*Article VIII. Meetings*

Regular meetings shall be held \_\_\_\_\_ (every Monday, once a month, etc.). Special events may be arranged through the officers. There shall be at least \_\_\_\_\_ activities per year.

*Article IX. Safety*

To remain in good standing, each member must sign and abide by the ChemClub Laboratory Safety Agreement administered upon joining.

*Article X. Dues*

The Treasurer shall collect annual dues of \$\_\_\_\_\_. Voting membership in the club is limited to those who have paid dues.

*Article XI. Amendments*

Bylaws may be amended by a two-thirds vote of the members, provided that the amendments have been proposed at the prior meeting.