

**BYLAWS  
OF THE UNDERGRADUATE STUDENT CHAPTER  
OF THE AMERICAN CHEMICAL SOCIETY  
AT THE UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN**

**BYLAW I  
Name and Affiliations**

**Section 1.** This organization shall be known as the Undergraduate Student Chapter (hereinafter referred to as the “CHAPTER”) of the American Chemical Society (hereinafter referred to as the “SOCIETY”) at the University of Illinois at Urbana-Champaign (hereinafter referred to as “UIUC”).

**Section 2.** The CHAPTER is affiliated with the SOCIETY and adheres to the SOCIETY Charter, Constitution, Bylaws, and Regulations.

**Section 3.** The CHAPTER is affiliated with the East Central Illinois Local Section (hereinafter referred to as “ECI”) of the SOCIETY and adheres to the American Chemical Society Bylaws.

**Section 4.** The Chapter shall be registered as a student organization at UIUC and adheres to all campus policies as set forth in the University of Illinois Code of Student Conduct and the University of Illinois Student Organization Policies and Guidelines.

**BYLAW II  
Purpose**

**Section 1.** The objectives of the CHAPTER shall be those of the SOCIETY as stated in the Charter and Constitution of the SOCIETY. In particular, they shall be: the encouragement and advancement of chemistry in all its branches, the increase and diffusion of chemical knowledge, the promotion of scientific interests and inquiry, and the stimulation of the professional interests of its members.

**Section 2.** These bylaws serve as the governing document for the CHAPTER. They should be reviewed and signed by all officers before the start of each new school year. Permanent record of each revision should be kept in the box account for future reference. In addition, they should be sent to ECI for their record and should be posted on the CHAPTER website for all members to see. Specific position guidelines beyond those listed here can be shared internally via the UIUC box account.

**Section 3.** The CHAPTER is organized exclusively for charitable, educational, and scientific purposes.

### **BYLAW III Membership**

**Section 1.** Members shall have such rights and privileges as are accorded them by the Constitution and Bylaws of the SOCIETY and ECI.

**Section 2.** The members of the CHAPTER must be currently enrolled students at UIUC.

**Section 3.** Students may become CHAPTER members by application and the payment of dues. It is encouraged that they also become members of the SOCIETY, although it is not necessary.

**Section 4.** Members are considered as "active" after fulfilling a minimum of three events, one in each category: professional, social, and outreach.

**Section 5.** Each member is entitled to one vote during open elections. In addition, members are entitled to all services of the organization and participation in all open administrative events.

### **BYLAW IV Officers and Responsibilities**

**Section 1.** All officers of the CHAPTER must be members of the National SOCIETY.

**Section 2.** At minimum, the officers shall consist of: faculty advisor, president, secretary, and treasurer. All remaining positions may be filled according to the current needs of the CHAPTER.

**Section 3.** The officers shall be the governing body of the CHAPTER and as such shall have full power to conduct, manage, and direct the business and affairs of the CHAPTER in accordance with the Constitution and Bylaws of the SOCIETY and ECI as well as these CHAPTER bylaws.

**Section 4.** The duties of the officers shall be such as usually pertain to their offices, together with those required by these bylaws and by the Constitution and Bylaws of the SOCIETY and ECI, and such other duties as may be assigned to them by the officers.

- a. **Faculty Advisor.** The faculty advisor is responsible for keeping continuity in the group and ensuring that the CHAPTER completes important milestones. The faculty advisor also serves as a resource for advice and as a liaison between the CHAPTER and the ECI board or UIUC faculty.
- i. **Bylaw Renewal.** Each year, the new officer board needs to review the current bylaws. The faculty advisor should ensure that this happens before the school year begins. Changes and revisions can be made each year, and after the board and faculty advisor agree on the final bylaw version, all officers must sign the document to agree to their responsibilities. The signed form must be kept for permanent record.
  - ii. **Semester Events.** Also before the semester starts, the faculty advisor should make sure that the president has completed a summary of all semester events (with dates, times, and locations finalized). These events should be discussed and the faculty advisor should offer help with any events that need faculty supervision (i.e. bus rentals, outreach event dry runs, chemical ordering, faculty communication, etc.).
  - iii. **Chapter Meetings.** It is important to the members of the CHAPTER to see the faculty advisor from time to time. CHAPTER meetings also serve as an update for the faculty advisor about the current group activities. The faculty advisor should go to these meetings as often as possible and ask for an email update when they cannot attend.
  - iv. **Item Storage.** The faculty advisor is responsible for providing a permanent and easily accessible place for the storage of CHAPTER items.
  - v. **Permanent Records.** A UIUC box account is necessary for the storage of important materials and record keeping for the CHAPTER. The faculty advisor should send reminders at the end of each semester to upload important materials and check that this has been completed before the outgoing board leaves.
  - vi. **Yearly Reports.** The faculty advisor should help the president keep track of the National ACS yearly report deadline. In addition, the faculty advisor should request the completed report approximately two weeks prior to the due date to check for errors and ensure that the president has enough time to submit the report after editing it. If the

president does not meet this two week deadline, the faculty advisor should work with the president to resolve the issue and fill out the report as soon as possible.

- b. **President.** Responsible for the completion of all CHAPTER duties, whether they are delegated to others or done by him/herself. This includes RSO registration, grant applications, room reservations, and CHAPTER reports to the National SOCIETY. The president must be an active, paid member of the SOCIETY.
  - i. **Governance.** The main job of the president is to direct section activities and to supervise the completion of all other officers' duties, distributing responsibilities to other officers as needed. Most activity planning and duties of the RSO will be delegated to the respective positions, however it is the President's responsibility that these tasks get completed. This means reminding members, setting deadlines, and allowing ample time for completion of tasks.
  - ii. **RSO Re-registration.** This is due yearly in early September, however the primary application should be submitted by the end of May to give ample time for completion of compass quizzes. Re-registration is completed using UofIConnections and instructions can be found on the RSO website. Compiled answers for presidents and treasurer quizzes should be uploaded to the ACS drive after each year.
  - iii. **Authorized Agents.** Authorized agents can act on the behalf of the CHAPTER as a registered student organization. Typically, the three authorized agents are the advertising chair, the vice president, and the meeting chair. Authorized agents are changed by first having the member accept a sent invitation to join ACS on UofIConnections. Then, the President must edit their position in the system to officially change the name.
  - iv. **Room Reservations.** Reservations are made at the RSO Office (2nd floor of the Union) by filling out a room reservation sheet. Only authorized agents and the president may file room requests. Fall semester rooms should all be requested before summer break and spring semester rooms should be requested before winter break. Typically, the rooms requested are those in the back hallway of Noyes.

- v. **Grant Applications.** ACS Undergraduate Grants can be found on the National SOCIETY website. In addition, the CHAPTER may apply for funding each semester through ECI. The deadlines of these grants vary, and applications should be completed with the help of the treasurer.
  - vi. **Chapter Reports.** Reports are submitted by the end of May to at the ACS student chapter website: [www.studentchaptersonline.acs.org](http://www.studentchaptersonline.acs.org). The active president must be a member of the National SOCIETY in order to log on and submit a chapter report. The report will require information on the chapter, a list of events, a budget summary, and other questions. It is advisable to finish the report at least two weeks early to allow time for faculty advisor review and unexpected submission difficulties.
- c. **Vice President.** The main duties include the organization of events dealing with professional development and networking. In addition, the vice president is responsible for providing support to the president and all other members on the executive board. The vice president must be able to complete the tasks of the president in the event that they are not able to attend or organize an event. The vice president must be an active, paid member of the SOCIETY.
- i. **Chemistry Café.** The vice-president is responsible for organizing and running the Chemistry Café, which is a biweekly event hosted by the CHAPTER in which students are given the opportunity to gain exposure to current research of our faculty or others in a casual environment. It also gives members an opportunity to network with professors and gain an understanding about how undergraduate research can benefit undergraduate students. It is held at the Espresso Royale on Goodwin and Oregon across from RAL, approximately every other Sunday for one hour. Coffee is provided by the Student Chapter. For a successful event, the vice president must: establish a schedule and invite research professors early, follow up with scheduled professors at least one week prior to the event date to obtain to the paper(s) to be discussed at the event, email out the paper to the CHAPTER, print copies of the papers to bring to the event, arrive early to claim the seating area and purchase a box of coffee, pass around sign in sheet, facilitate the meeting, and send a thank you email to the professor after the meeting.
  - ii. **Field Trips.** The vice president is responsible for the organization of one field trip to take place every semester. This could include a

chemistry-related museum, research facility, industry, teaching institution, regional ACS meetings, or anything else that would benefit the members of the CHAPTER. The facility/company to visit should be planned early and discussed often at officer meetings. The secretary should assist in distributing sign-up sheets to members and advertising for the event. The faculty advisor should help organize transportation and must approve final plans. In addition, it is necessary to send a thank you email the company representative on behalf of the CHAPTER.

- iii. **Supporting Roles.** The vice president should provide full support to the president in regards to completion of all officer duties. Most of the event planning and duties (besides the two listed above) will be delegated to the respective officers. However, the vice president should be aware of all events in preparation for the event that the president is unable to attend.
- d. **Secretary.** It is the secretary's responsibility to keep records for the CHAPTER and notify the members of all events and opportunities. All documents must be uploaded into the box for permanent records before the end of the current school year. The secretary must be an active, paid member of the SOCIETY.
- i. **Member Points.** Obtain attendance at every meeting and event (even closed officer meetings) by recording each person's full name (first and last) and netID. The attendance must then be transferred to a member points list (via a google excel sheet). The member points sheet should include: netID, first name, last name, paid member, active member, total points, points in each section, and their attendance at each event. This document must be linked to the website for all members to view. In addition, it must be uploaded to the box account before the end of the school year for permanent record.
  - ii. **Membership Records.** The secretary is responsible for keeping track of paid and active membership for all members. After paying CHAPTER dues, the secretary must mark the student as a paid member on the member points excel sheet. In addition, the secretary must keep track of total points, and points within each event category on the member points list. This can be done directly on the list because it will be saved and uploaded to the box already.
  - iii. **Minutes.** Secretary must record minutes during every officer planning meeting. The final version of these minutes should be emailed out to the officer board within 24 hours of meeting adjournment. These

minutes must be uploaded to the box account before the end of the school year for permanent record.

- iv. **Section Correspondence.** The secretary is responsible for sending bimonthly newsletters to all members. In addition, the secretary must send out all other official correspondence that is deemed necessary by the officer board. The secretary serves as the liaison for all open ECI board meetings and should attend whenever possible.
  - v. **Listserv.** The secretary is responsible for managing the organization email list. This includes removing people that ask to be removed and updating the emails after each event.
- e. **Treasurer.** The treasurer is responsible for the RSO checking account and first financial bank account. This includes approving reimbursements for club members, depositing money that is earned, summarizing monthly expenditures and earnings, and compiling a final report at the end of the academic year.
- i. **RSO Re-registration.** This is due yearly in early September, however the primary application should be submitted by the end of May to give ample time for completion of compass quizzes. Re-registration is completed using UoffConnections and instructions can be found on the RSO website. Compiled answers and tips for presidents and treasurer quizzes should be uploaded to the ACS drive after each year. In addition, either before leaving or summer or after returning, it is required that the treasurer attends a Treasurers' Workshop that is provided by the Union. More information about the workshops can be found on the Union website or at the RSO office.
  - ii. **Reimbursements.** It is the treasurer's responsibility to ensure that all officers and members get reimbursed for approved expenses. Through the RSO office, the disbursement voucher must be submitted in order to give reimbursements and all of the necessary forms can be found on the RSO website. For reimbursements that are made through ECI, a receipt and description of the expense must be sent to the ECI treasurer along with a name and address for the person being reimbursed. Jenny Cox can be contacted for reimbursements through the external bank account.
  - iii. **Deposits.** Depositing money to the RSO account can be done at the cashier's office in 100 Henry Administration Building. There are deposit slips, cash wrappers, and coin rolls available for use there. If you have any questions on depositing money, more information can be found in the RSO handbook or by stopping in at the cashier's office.
  - iv. **Monthly Budget Reports.** The treasurer must present monthly summaries to the CHAPTER officers during the officer meetings. These summaries should include a list of expenses from the current month as well as an expenditures

and earnings comparison to the previous month. The account information request form can be used to request a balance and transaction log of the RSO account. Jenny Cox can be contacted for a summary of the external bank account.

- v. **Grant Applications.** It is the responsibility of the treasurer to search for potential grants for the CHAPTER and keep track of deadlines. ACS Undergraduate Grants can be found on the National SOCIETY website. In addition, the CHAPTER may apply for funding each semester through ECI. All completed grant applications (awarded or not) should be uploaded to the box account for permanent record.
  - vi. **Final Budget Report.** The treasurer must compile all monthly reports into a summary at the end of the academic year. This must also be presented to the faculty advisor and uploaded to the box account for permanent record.
- f. **Meeting Chair.** The meeting chair is responsible for all tasks relevant to holding invited lecture and chapter meetings. The lectures and chapter meetings will each be held once a month, but alternating every two weeks. Organization of these meetings includes setting dates/times, reserving rooms, inviting speakers, advertising, purchasing refreshments, and holding the meeting.
- i. **Chapter Meetings.** Chapter meetings are held monthly to give members an overview of the current events in the group and the dress code is business casual. Introductory meetings in August and January include an overview of the group via powerpoint presentation and a summary the events for the semester. All officers must be present if they are able, as well as the faculty advisor. The introductory meetings may be combined with an ice cream social or a barbecue event. All other chapter meetings during the semester will follow the same format.
  - ii. **Lectures.** Two general meetings and one green chemistry lecture are held every semester. All meetings are structured as an hour-long lecture and must be held approximately two weeks away from each chapter meetings. Typically, the speakers are professors on campus. However it is also possible to invite professors from different schools, staff from industry, staff in the School of Chemical Sciences at UIUC, etc. External speakers may or may not need to have their travel and expenses reimbursed. If this is the case, the meeting chair may work with the treasurer to apply for a grant or request funding from ECI. After each
- g. **Outreach Chair.** The outreach chair oversees the execution of outreach projects and events for the CHAPTER, which largely focus on high school outreach in collaboration with ECI. The outreach chair is responsible for setting event dates,

gathering volunteers from the chapter, communicating with the ECI U.S. National Chemistry Olympiad Coordinator, and contacting high school teachers and administrators participating in the outreach program.

- i. **Overview.** The section-wide High School Outreach Program includes volunteers from the undergraduate CHAPTER, an ECI U.S. National Chemistry Olympiad Coordinator, and teachers from local high schools in the High School Outreach Committee. The CHAPTER's role is to (1) prepare students for the USNCO exams and to (2) reach out to local ChemClubs and plan demonstrations, lab tours, or Q&A events. The outreach chair should work with the ECI USNCO coordinator because the USNCO coordinator will help advertise these events to local high schools.
- ii. **Demonstrations.** There are two demonstrations at local ChemClubs that the CHAPTER hosts: "Light, Energy, and Matter" in September and "Forensics Chemistry" in February. Each demonstration should be performed during the specified month for all local high schools that request it. These demonstrations should take less than an hour to complete, should include discussion about concepts in the demonstration, and should be adapted from procedures that are already on the box account. The outreach chair should carefully plan each visit in advance. This includes: gathering 3-5 volunteers for each demonstration visit per high school, contacting the schools for the best visit date and time, finding transportation to the schools, training volunteers during the dry run, and running the events. The outreach chair must ensure all materials and chemicals for the demos are provided and that all volunteers are properly trained before going to the high schools. The faculty advisor should be involved in this process and any updated procedures should be uploaded to the box account.
- iii. **USNCO Practice Exams.** The outreach chair must organize some kind of practice in the fall (October or November) for high school students that would like to participate in the USNCO exams. For example, this could consist two sessions that consist of mock written and lab exams or a one-day interactive game format. Supplies or prizes can be requested from ECI and the outreach chair can work with the treasurer to submit this request.
- iv. **USNCO Exams.** The outreach chair must help the USNCO coordinator from the local section run the national exams during the spring. This includes: reserving rooms and lab space, supervising exams, preparing lab materials, and testing labs prior to the exam.

- v. **Lab Tour and Q&A Event.** After all of the events for the year, the outreach chair must invite high school students to visit the UIUC campus in May for a lab tour, networking lunch, and Q&A panel with undergraduates from the CHAPTER.
- h. **Advertising Chair.** The advertising chair is responsible for distributing event details so that it reaches more than only very active CHAPTER members. This includes: creating and distributing posters and flyers for all events, updating social media with upcoming events, and updating social media after events have occurred.
  - i. **Flyers.** The advertising chair must create flyers for each professional event. This flyer must include the CHAPTER logo, group name, event title, presentation title, date, time, location, a photograph, twitter handle, and if food/drink will be included. Flyers should be posted around Noyes, the Chemistry Annex, RAL, and CLSL. The flyers can be printed in PDF form at the English building, in room 143 (first floor, in a corner) by emailing the PDF flyer to [fandsprintenglish@fs.Illinois.edu](mailto:fandsprintenglish@fs.Illinois.edu) and telling them that the RSO needs to print flyers. All old flyer should be uploaded to the box account for permanent record.
  - ii. **Social Media.** The advertising chair should post all event details and a post-event update on all websites where appropriate (Facebook, Twitter, and Instagram). Pictures of events should be saved and sent to the president to include in the yearly report.
- i. **Recruiting Chair.** Recruiting chair is responsible for advertising, specifically to students that have no prior involvement in the CHAPTER. This advertising should be focused on what the group does, and less on specific upcoming events. Small quarter page flyers can be distributed in the advising and career services offices. The recruiting chair is responsible for organizing class announcements at the first week of each semester, the board passes out flyers before class starts. The recruiting chair should also work with the faculty advisor to distribute a PowerPoint slide for professors to use at the beginning of their classes and to have the chemistry office send out an email to incoming freshmen with an informational flyer about the group.
- j. **Social Chair.** The social chair plans all social events for the club, including (but not limited to) a beginning of the year barbecue event, bar crawls, trivia nights, barn dances, movie nights, and local activities (i.e. Curtis Orchard in the fall). The social chair plans these activities with advice from the entire board to make sure there is not more than approximately one large event per week. Past social events should be documented and details about planning and event success should be uploaded to the box account for permanent record.
- k. **Tutoring Chair.** The tutoring chair arranges and oversees the CHAPTER tutoring hours. Tutoring hours should be assigned during the first week of each semester. All executive members are obliged to participate in at least one hour of tutoring.

Additionally, the tutoring chair should ask the secretary to send out an email that asks if any general members would like to tutor. By second week of the semester, tutoring hours should be finalized and rooms should be reserved. The tutoring room is chemistry library group study room. Rooms can be reserved on the library website. Additional professional events can be set throughout the semester with officer board approval, including: resume building workshops, class registration Q&A sessions, and maintaining a database of scholarship, research, and internship opportunities.

1. **Webmaster.** The webmaster is responsible for updating and revising the CHAPTER website. The website is hosted through wix.com and instructions for updating the website are uploaded on the box account. The webmaster must insure that all information is updated and that the website accurately shows the events that are offered in the CHAPTER and also accurately highlights the CHAPTER achievements. Additionally, the new officers should be changed before the end of the school year.

**Section 5.** In the event of a vacancy in the office of president, the vice president shall assume the duties of president for the remainder of the term. All other vacancies can be filled by majority vote of the officers through interim appointment for the period up to the next annual election. At that time, the procedures for election as outlined in the bylaws of the CHAPTER shall be followed.

## **BYLAW V**

### **Manner of Election and Terms of Office**

**Section 1.** Officers shall be elected annually during the end of each Spring semester by the members at one of the chapter meetings.

**Section 2.** With sufficient notice before the elections, the CHAPTER must send an email to all members with a request for self-nomination. This request must include a list of available positions with their descriptions. Each person may run for a maximum of three positions, but must rank their preferences on the ballot.

**Section 3.** After the deadline for self-nominations has passed, the CHAPTER must send an email to all members with the final ballot. This ballot should include descriptions/qualifications and member points for each person.

**Section 4.** The election of officers shall be conducted by a ballot distributed to the members of the Section during a CHAPTER meeting. Officers are elected by receiving a majority of the votes but the same person can't get elected to more than one position if there is a willing alternative. Members that cannot attend may cast their vote by replying to the email containing the ballot.

**Section 5.** Elected officers shall serve for a term of one school, year beginning after finals or until their successors are elected.

## **BYLAW VI**

### **Recall of Elected Officials**

**Section 1.** The elected officials of the CHAPTER are subject to recall for neglect of duties or conduct injurious to the SOCIETY.

**Section 2.** The recall of an official shall be initiated when a signed petition, indicating in writing the specific charges and reasonable substantiating evidence, is submitted to the president from at least five members of the CHAPTER. In the event the president is the official in question, the vice-president shall receive the petition and shall assume the duties of the president with respect to this issue until the issue is resolved.

**Section 3.** The president shall, without delay, determine that the petitioners are aware of the gravity of their actions and the procedures to be followed. The president shall seek an alternate resolution to the problem and a withdrawal of the petition at this time. In the absence of a resolution to the problem, the president shall notify the officers (including the faculty advisor) and call a special meeting within thirty days.

**Section 4.** The officers shall promptly continue the recall process or dismiss the petition as ill-founded or find an alternate resolution to the problem. The president shall promptly inform the petitioners and the official of the decision of officer. If no contact with the official can be made after a reasonable effort, the officers may remove the official in question with a two-thirds (2/3) vote of the remaining members.

**Section 5.** The vacancy provisions of these bylaws shall be used to fill a vacancy caused by a recall process. The Executive Director of the SOCIETY shall be informed of the recall and the filling of the vacancy.

## **BYLAW VII**

### **Committees**

**Section 1.** The president shall establish committees as necessary for the proper operation of the CHAPTER with approval of the officers via majority vote.

Section 2. The CHAPTER shall have the following standing committees: outreach, undergraduate research symposium, and tutoring.

Section 3. Each standing committee must have a committee chair.

Section 4. A vacancy in a committee chair position shall be filled by appointment of the president of the organization with input from the outgoing committee chair.

## **BYLAW VIII**

### **Meetings and Events**

**Section 1.** The officers shall designate the times and places of meetings and events as they finds necessary or desirable for the proper functioning of the CHAPTER.

**Section 2.** All meetings and events should be finalized before the start of each semester and made available to all members of the CHAPTER. This finalized schedule of events should be approved by the faculty advisor and also sent to ECI, indicating which events should be advertised to the entire local section.

**Section 3.** Officers should have a short weekly closed meeting to discuss upcoming events. The president must make an agenda for these meetings and the secretary must email out minutes to all officers after the meeting. These meetings may be occasionally cancelled upon agreement of the officers.

**Section 4.** The most recent edition of Robert's Rules of Order Newly Revised shall be the parliamentary authority for all matters not covered in these bylaws or in the SOCIETY's documents.

**Section 5.** The rules contained in Robert's Rules of Order, Revised, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the bylaws or the special rules of order of the organization.

## **BYLAW IX**

### **Finances**

**Section 1.** Members of the Section may be assessed voluntary CHAPTER dues in an amount set by the officers. The officers shall have the option to waive or discount dues as appropriate.

**Section 2.** The Section may raise or collect funds to be expended for local purposes, and may have the entire management and control of such funds insofar as such management and control shall not conflict with any provision of these bylaws or with the Constitution or Bylaws of the SOCIETY.

**Section 3.** The CHAPTER shall adhere to all ECI, SOCIETY, and campus financial policies as set forth in the UIUC Code of Student Conduct and the UIUC Student Organization Policies and Guidelines.

**Section 4.** The treasurer must compile all monthly financial reports into a summary at the end of the academic year. This must be reviewed by the board, presented to the faculty advisor, and uploaded to the box account for permanent record.

## **BYLAW X**

### **Bylaw Amendments**

**Section 1.** CHAPTER bylaws should be reviewed and revised by the new officers before the start of each school year.

**Section 2.** After revisions, the new bylaws must be passed by majority vote.

**Section 3.** Upon each amendment, names and signatures are required.

**Section 4.** Permanent record of this signed document must be kept by the faculty advisor.

**Section 5.** The updated document must be posted on the CHAPTER website and sent to ECI.

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Email the updated bylaws to the CHAPTER faculty advisor and ECI secretary and chair.

Approved by the CHAPTER officer board on: MM/DD/YYYY

Names and signatures below: