

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN SECTION OF THE AMERICAN  
CHEMICAL SOCIETY  
WOMEN CHEMISTS COMMITTEE

BYLAWS

PREAMBLE

On October 25, 2005, seventeen women from the Department of Chemistry at the University of Illinois - Urbana-Champaign (UIUC) met to discuss ways to increase opportunities for female graduate students, post-doctoral fellows, staff, and faculty at UIUC. This was the first in a series of meetings toward the establishment of the East Central Illinois Women Chemists Committee (UIUC-WCC, or commonly termed "WCC") as part of the local East Central Illinois Local Section of the American Chemical Society. These bylaws outline the mission and operations of the WCC, including the goals of the organization, membership eligibility, as well as officer titles and responsibilities.

ARTICLE I. NAME

The name of the organization shall be the "University of Illinois at Urbana-Champaign Women Chemists Committee," referred to as UIUC-WCC or WCC hereafter.

ARTICLE II. PURPOSE

The mission of the UIUC-WCC follows those described by the national American Chemical Society Women Chemists Committee: "The Women Chemists Committee (WCC) serves the membership of the American Chemical Society. Our mission is to be leaders in attracting, developing, promoting, and advocating for women in the chemical sciences in order to positively impact society and the profession. There are four goals designed to fulfill the mission statement: 1) Increase participation and retention of women in the chemical sciences and related disciplines; 2) Take an advocacy position within the ACS on issues of

importance to women in the chemical sciences; 3) Provide leadership for career development opportunities for women in the chemical sciences and related disciplines; 4) Promote and recognize the professional accomplishments of women in the chemical sciences and related disciplines.”

In addition, the UIUC-WCC will: 1) Serve as a liaison between women chemists and the Department of Chemistry at UIUC; 2) Provide social opportunities for women chemists, in addition to social opportunities for the entire Department of Chemistry (men and women); and 3) Develop outreach programs for all chemists in the process of developing career goals and establishing themselves in the field.

### ARTICLE III. MEMBERSHIP

All individuals, both male and female, residing in the East Central Illinois area are eligible for membership in the UIUC-WCC. Voting membership requires support of the purpose and mission of the committee as well as the following participation requirements:

(1) Volunteered in at least one major WCC event, including the Girls’ Day Camp or Retreat for Graduate Women, AND participated or volunteered in at least one other WCC event or meeting in the past two years.

OR

(2) Served as a WCC Executive Board Member.

Voting members have the right to vote for WCC Executive Board officers, amendments of the WCC bylaws, etc.

If one is interested in becoming a WCC voting member, notification of interest should be made to the WCC secretary. The WCC Secretary will document the record of current voting members. Registered voting members will receive emails about UIUC-WCC events and have the freedom to choose the ones in which to participate. All voting members share the responsibility to support the purpose and mission of the WCC.

## ARTICLE IV. OFFICERS

There shall be eight officers, each serving for one (1) term encompassing a full calendar year: Chair, Vice-Chair, Secretary, Treasurer, Social Events Chair, Web Administrator, and Day Camp Co-Chairs.

### SECTION 1. DUTIES OF OFFICERS

A. The responsibilities of the Chair include:

- i. Calling and presiding over all general meetings.
- ii. Serving as a liaison to the Department of Chemistry at UIUC.
- iii. Serving as a liaison to the Director of the Chemistry Graduate Diversity Office at UIUC.
- iv. Preparing a detailed report describing the events and activities of the year served.
- v. Assisting fellow officers in fulfilling their responsibilities when the elected official is unable or unavailable to do so.

B. The responsibilities of the Vice-Chair include:

- i. Acting as liaison between WCC and East Central Illinois ACS.
- ii. Directly assisting the Chair in various matters including coordinating volunteers.
- iii. Leading the organization at times when the Chair is unable or unavailable to do so.

C. The responsibilities of the Secretary include:

- i. Maintaining the membership list.
- ii. Recording and distributing meeting minutes to all board members.
- iii. Maintaining the physical and online records of the organization.

D. The responsibilities of the Treasurer include:

- i. Maintaining all financial records to ensure appropriate use of funds.
- ii. Facilitating member reimbursement for UIUC-WCC related expenses upon receiving appropriate purchase receipts or invoices.

E. The responsibilities of the Social Events Chair include:

- i. Organizing events related to the social aspect of WCC goals and initiatives, both department-wide and group-based.
- ii. Arranging for the ordering and/or purchasing of event food and refreshments.

F. The responsibilities of the Web Administrator include:

- i. Maintaining the UIUC-WCC website and updating the WCC page on the ECI-ACS website.
- ii. Online announcements and advertising for all WCC sponsored events.

G. The responsibilities of the Day Camp Co-Chairs include:

- i. Organizing the annual Bonding with Chemistry Day Camp for middle school girls.
- ii. Coordinating volunteers, experiment stations, and the camp schedule.

## SECTION 2. ELECTION PROCESS

The Chair shall announce the election of officers, as well as a description of all corresponding responsibilities at the October monthly meeting of the UIUC-WCC. Voting members may then submit online nominations to the committee Chair at any time before the November meeting. Voting members may nominate themselves or any fellow UIUC-WCC member. Following the nomination period, nominations will be announced, accepted or declined, and a vote by anonymous online ballot will follow for all accepted nominations. The officers of WCC shall be elected by the voting members. In the event there is just one candidate for any particular office, the nominated member will be automatically elected to office, with no ballot process. For positions with multiple candidates, voting members will be asked to vote for two to better distribute the votes and avoid a subsequent run-off election. In the event of a tie between two candidates for any one office, the candidates will be asked to say or write a few words in support of their nomination and a second vote will follow. If a tie is repeated, WCC Officers may vote to decide in favor of one candidate. In the

event there is a lack of nominations for any particular office, the nomination process for that office will be extended for one week, followed by an election at the December monthly meeting.

All positions are open to any UIUC graduate student or postdoc regardless of experience, except Chair. Nominations for Chair of the committee should have experience serving on the UIUC-WCC Executive Board. In the event of no nominations of previous board members for Chair, the Chair nominees should meet the minimum requirement of current voting member.

A term of office shall be one calendar year (January through December following election). If the officer is unable or unwilling to serve the UIUC-WCC prior to the end of an elected term, the officer may be replaced upon request. In the event an officer does not serve in accordance with the bylaws, or to the satisfaction of the UIUC-WCC, the officer may be replaced upon request of the committee Chair. A new officer shall be nominated and granted by a majority vote of WCC Officers.

#### ARTICLE V. FINANCES

The events and activities of the UIUC-WCC shall be held in accordance with the UIUC Department of Chemistry, the organization's primary benefactor. Any need for the application and/or renewal of funds shall be completed by the committee Treasurer and Chair.

#### ARTICLE VI. AMENDMENTS

In the event an amendment is necessary, a member can propose the amendment at any time. The amendment will be discussed in the WCC meeting, voted upon by the officers and granted approval by majority of the votes. Approved amendments shall be added to the

bylaws in a timely manner and with appropriate documentation, including the amendment approval date.

#### ARTICLE VII. AFFILIATION

UIUC-WCC was founded by graduate women at UIUC. It is affiliated with the East Central Illinois chapter of the American Chemical Society (ECI-ACS). Although historically the UIUC-WCC has been a UIUC student-run organization, it seeks to impact not only members of the UIUC community but also other downstate Illinois institutions. The mission of the UIUC-WCC is aligned with that of national American Chemical Society Women Chemists Committee (ACS-WCC) “to be leaders in attracting, developing, promoting, and advocating for women in the chemical sciences.”

The UIUC-WCC is a separate entity from the UIUC Chemistry Graduate Diversity Office, which focuses on recruitment, retention, and advancement of women and underrepresented minority students in the UIUC Chemistry Department. The UIUC Chemistry Department, however, has been the main financial supporter of the UIUC-WCC. The Director of Graduate Diversity serves as the department liaison to the UIUC-WCC and works closely with the UIUC-WCC board members toward common goals. The Chemistry Graduate Diversity Office and the UIUC-WCC have collaborated regularly on events related to graduate career and professional development at UIUC. The UIUC-WCC independently plans its social and outreach events.