American Chemical Society-Student Affiliates at UCSD

Constitution

Article I. Name of Student Organization

The organization shall be named the American Chemical Society - Student Affiliates at UC San Diego (ACS-SA at UC San Diego).

Article II. Statement of Purpose

The ACS-SA is a student-run chapter of the American Chemical Society at the University of California, San Diego. Our purpose is to serve UCSD chemistry students by providing a friendly and accessible environment for the exploration of professional topics in the chemistry field with the goal of educating our members on post-graduation. Although we are primarily an academic organization, we endeavor to provide an inclusive, socially relaxed atmosphere wherein all members of the Department of Chemistry and Biochemistry may interact. Our goal is to promote communication among undergraduates, graduate students, faculty, staff members, and industry professionals through seminars, outreach events, and social gatherings.

Article III. Nonprofit Statement

The American Chemical Society – Student Affiliates at UC San Diego is a non-profit student organization.

Article IV. Requirements for Membership

The membership of this organization shall be composed of Undergraduate Student Members of the American Chemical Society who are registered students at the University of California, San Diego. Students who are not ACS Student Members may be chapter members but may not hold office. The term “member in good standing” shall refer to a member who has signed up on our membership form and participated regularly in chapter events and meetings. Membership in the American Chemical Society – Student Affiliates at UC San Diego shall be free of charge and open to any student, consistent with the Nondiscrimination Policy Statement for University of California Publications regarding Student-Related Matters.

Article V. Frequency of Organization Meetings

The organization will meet approximately once a week for general body meetings (GBMs). There is not any required number of meetings for each quarter or year. Minutes will be taken at officer and advisor meetings but not for general body meetings.

Article VI. Qualifications for Holding Office and Methods of Selecting and Replacing Officers

Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization's officers.

There shall be 11 officer positions, which are President, Vice President, Vice President of Internal Affairs, Vice President of External Affairs, Treasurer, Secretary, Chair of Social Inclusion, two Publicity Chairs, Historian, and Webmaster. Members of the current officer board may participate in the selection process of the next year’s organization’s officers. New Officers are selected each Spring Quarter and hold office until the end of the following academic year.

Section I: Eligibility of Members for Officer Positions

Criteria for Candidacy:

* Must be an organization member in good standing
* Must be an Undergraduate Student Member of the American Chemical Society or willing to become one upon selection.
* Must intend to remain enrolled at UCSD for the full duration of their term.
* No individual may hold more than one position during a given term (one academic year).
* No individual may hold one office more than two terms (two academic years). If an individual would like to do so, they must receive the unanimous approval of the previous years’ officers and the faculty advisor.

Section II: Officer Duties

President

The President is the face of the entire organization, who represents ACS-SA to other on-campus academic clubs and professional organizations. The individual is responsible for planning and scheduling events accordingly. The individual will be in charge of planning the agenda for and running the weekly meetings. The individual must facilitate discussion on agenda topics. Lastly, the individual must meet with our faculty advisors in order to keep them updated regarding club activities.

Additional Requirements:

* Must be a major in the Chemistry and Biochemistry Department.
* Must have held an officer position for at least one year.

Vice President

The Vice President assists the president to ensure the organization is running smoothly, through keeping track of deadlines, making sure all of the officers are completing tasks on time, booking rooms/venues for events, assisting the other officers when needed, etc. If the president is ever unavailable, the Vice President will lead in the President’s place for whatever event or meeting.

Additional Requirements:

* Must have held an officer position for at least one year.

Vice President-Internal

The VP-Internal is in charge of all information dissemination through email (and occasionally other communication outlets). The individual sends out weekly emails to chemistry majors and ACS-SA members in order to keep them informed of events. The individual is in charge of emailing professors to invite them as guest speakers and to attend our student-faculty mixers. Other tasks include managing RSVP emails for special events. The individual will be in charge of the intern program starting in the winter quarter. All in all, it is the individual’s job to keep good contact between ACS-SA and professionals within UC San Diego.

Additional Requirements:

* Must have held an officer position for at least one year.

Vice President-External

The VP-External’s responsibilities lie with operations outside of UC San Diego. The individual oversees finding and inviting outside professionals to speak at our GBMs. The individual organizes and plans community service events and remains in contact with other local ACS chapters in order to foster more networking and communication amongst members as well as network with chemistry professionals and spread the word about ACS-SA.

Additional Requirements:

* Must have held an officer position for at least one year.

Secretary

The Secretary should be present at all officer meetings and events to take meeting minutes to keep members informed of what is happening with ACS-SA.The individual is also in charge of maintaining a running list of ACS-SA membership and members’ email list. The individual is in charge of taking attendance at weekly GBMs. The individual is also responsible for organizing lab sale shifts for our quarterly lab sale event. The individual must coordinate the availability of meeting attendees and set up shifts for events as needed.

Treasurer

The Treasurer’s job is to handle finances for ACS-SA and to obtain grants and funding for our club. One particularly important task for this individual is maintaining inventory for the quarterly lab sale, which takes place during the first week of every quarter. The individual must apply for funding from Associated Students (A.S.), confirm room bookings with the Vice President, and submit TAPs when the above tasks have been completed.

Publicity Chairs

The two Co-Publicity Chairs create flyers, Facebook events, and other media platforms in order to advertise ACS-SA events. The individuals are also in charge of making and posting flyers around campus to advertise the event. Other tasks may include taping mini-flyers to the back of lecture seats and chalking in lecture halls. The individuals must obtain the imprint form from our funding manager for flyers.

Chair of Social Inclusion

The Chair of Social Inclusion is in charge of promoting inclusivity through social interaction. Responsibilities include incorporating the DEI themes into our GBMs through brief presentations and interactive activities, such as planning officer retreat(s) and quarterly social events for the club. It is the responsibility of all officers, but especially that of the Chair of Social Inclusion to reach out to new members, making them feel comfortable and welcomed. This individual must also propose new ideas, develop icebreaker games, and lead social events such as the quarterly Week 1 socials.

Historian

The Historian will monitor the official ACS-SA Google Drive to make sure all files have been uploaded for the week. The individual should document all ACS-SA events with pictures and or videos to be posted on the website, included in the monthly newsletter, and used in the chapter report. The individual will be in charge of updating the chapter report in a timely manner. It is the historian’s responsibility to coordinate with the officer team to assign parts of the chapter report to corresponding officers before reviewing and revising the report for submission.

Webmaster

The Webmaster is in charge of designing and maintaining the ACS-SA website. The individual must regularly update the upcoming events and news on the homepage. The individual will create a new events page each quarter. Each month, the individual will add the historian’s newsletter to the newsletter landing page. The individual should work with the Department of Chemistry and Biochemistry to create a web page for the annual ACS-SA Research Symposium and the Physical Sciences Student Success Center to create a web page for Chemistry Career Day. The individual is responsible for developing new web pages, improving search engine optimization, and handling website issues.

Section 3: Officer Selection

Part 1: General

* All individuals who are running for an officer position must submit an application.
* All previous officers will be in charge of organizing the selection, moderating the actual selection and interview process, and accepting applications. All previous officers not running for a position will head the process of selection.
* The application process will include a supplemental section based on the positions. The supplemental materials must be turned in before the date of the interview and a group interview.
* Candidates may run for more than one more position, as long as they are fully prepared to fulfill the duties of that position
* Selections will occur in April.

Part 2: Post Selections

* New officers shall take office alongside the old officers for the remainder of the school year. This shall be the training period wherein old officers prepare new officers for the next school year and work closely together in their respective positions.

Section 4: Officer Dismissal

Officers may be dismissed for inappropriate conduct and failing to perform their duties. For dismissal, unanimous approval of dismissal by all other officers and faculty advisors is required.

Article VII. Risk Management

The American Chemical Society – Student Affiliates at UC San Diego is a registered student organization at University of California, San Diego, but not part of the University itself.

The American Chemical Society – Student Affiliates at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

Section 1: In Case of Handling of Hazardous Chemicals, Material, Equipment, and/or Machinery

The American Chemical Society – Student Affiliates at UC San Diego recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, ACS-SA at UC San Diego will abide by UC San Diego requirements for students in labs, including policies for minors in UC laboratories, and ensure members receive safety training regarding the use of chemicals and/or machinery before entering the lab. Members must follow any best practices and lab safety protocols for the use of such chemicals, research equipment or machinery, including the appropriate use of Personal Protective Equipment, and should work under close supervision of those trained in the handling of chemicals, use of research equipment and/or machinery.

Article VIII. Community Advisor(s)

The community advisor(s) shall be chosen or renewed by the incoming officers during the spring quarter after the selection of the new officer board. The community advisor(s) shall be a faculty member who is a member of the American Chemical Society. Officers should update the community advisor on all current organization matters at least once per quarter. The community advisor(s) will serve for one academic year. Their role is to advise, support, and serve as representatives between the organization and university officials.

Article IX. Financial Management

The organization will finance its activities through quarterly laboratory supply sales. Finances of the ACS-SA shall be handled by the Treasurer of the Chapter. The organization bank account will be transferred to the President and Treasurer during the month of May before each academic year the positions go into effect. This will be done by having the previous year’s President and Treasurer and incoming President and Treasurer present with meeting minutes stating specifically the names of who the account will be transferred from and to.

Article X. Affiliation with Other Groups

The Chapter is affiliated with the national American Chemical Society (ACS) and shall send to the ACS an annual report of its activities. This report shall be submitted online at the ACS website. The Society should be informed of all selections of officers and faculty advisors.

Article XI. Symposium

The Undergraduate Chemistry Research Symposium will occur during the end of spring quarter. The officers of the academic year in which the Symposium takes place are in charge of planning and running the Symposium.

Article XII. Amendments

These articles may be amended by a simple majority vote of the officers, provided that the amendment(s) had been proposed at least one meeting previous to the time of voting. Such amendments shall conform to the ACS regulations established for Student Affiliate Chapters

A. July 21, 2009 – Due to the outdated nature of the constitution, the officers of the 09-10 year rewrote the constitution with major changes, approved by all officers and the faculty advisors.

B. September 23, 2017 – Due to the outdated nature of the constitution, the officers of the 17-18 year rewrote the constitution with major changes, approved by all officers and the faculty advisors.

C. October 6, 2018 – The officers of the 18-19 year have edited the constitution to include Article III, Article V, and Article VII. Article VI and IX has been edited with major changes, approved by all officers and the faculty advisors.

D. April 2, 2021 – The officers of the 2020-2021 year have edited the constitution to reflect changes in the selection process, corrections in grammar, and amendments to the officer role descriptions. These changes have been approved by the officer team.

E. August 22, 2022 - The officers of the 2022-2023 year have edited the constitution to reflect changes in officer selection requirements. These changes have been approved by the officer team.