

Constitution of the EOU Chemistry Club

ARTICLE I: NAME OF CLUB

Section 1: The name of this club shall be the EOU Chemistry Club, Student Chapter of the ACS Richland Section.

ARTICLE II: PURPOSE OF THE CLUB

Section 1: The purpose of the EOU Chemistry Club is to promote the knowledge of chemistry throughout the EOU campus and local community. The Club will also promote professional development of its members, namely through attendance of American Chemical Society (ACS) National Meetings. All EOU students are encouraged to join regardless of major.

ARTICLE III: MEMBERSHIP

Section 1: Students may join the Club anytime within fall, winter, and spring quarter, when active meetings will be held. Information about the club can be obtained via club members, officers, and attending scheduled meetings.

Section 2: Active members will attend at least 50% of scheduled meeting each academic year **or** actively volunteer and participate in fundraising and outreach events put on by the Chemistry Club. An inactive member will fail to do either of these things.

ARTICLE IV: STATEMENT OF NON-DISCRIMINATION¹

The practices and policies of the EOU Chemistry Club do not:

Section 1: Exclude, expel, or limit membership because of an individual's race, color, creed, ethnicity, religion, age, sex, gender, sexual orientation, national origin, socioeconomic status, disability, or status as a veteran.

Section 2: Exclude from being hired, elected, appointed, or otherwise discriminate against any individual with respect to their compensation, terms, conditions, or privileges of employment, because of such individual's race, color, creed, ethnicity, religion, age, sex, gender, sexual orientation, national origin, socioeconomic status, disability, or status as a veteran.

ARTICLE V: OFFICERS OF THE CLUB

Section 1: The elected officers of this club shall be President, Vice President, Secretary, Treasurer, and Historian.

Section 2: Term of office shall be one academic year.

Section 3: It shall be the duty of the President to maintain the organization of the Chem Club. This includes making sure that each officer is on task with their current responsibilities, and that all activities have enough volunteers in order to run efficiently and effectively. The President will also do a lot of direct communication with the Chem Club advisor, Anna Cavinato, concerning all events that utilize the Chem Club's involvement. Another duty of the President is to keep track of who volunteers for activities, and who shows up to volunteer. This is not only to keep accountability but also to ensure that those who continually volunteer are rewarded with a lower cost for the Annual ACS Trip.

Section 4: It shall be the duty of the Vice President to organize Chem Demonstrations also known as Magic Shows. This will include the maintenance of the Chem Club's inventory of materials, which includes communicating with the Chemical Stockroom about the propane tank/other chemicals. This may include finding volunteers for each demonstration. Another duty of the Vice President is to assist the President in organization of Chem Club activities along with the occasional responsibility of being in charge of said activities.

Section 5: It shall be the duty of the Secretary to attend all meetings to take regular meeting minutes. These are detailed notes that describe what was discussed at each meeting, as well as details of upcoming events. The secretary also takes attendance of members at each meeting (a sign-in sheet), and keeps track of these members on the emailing list. Extra skills include: being able to write professional emails, making functional and easy-to-follow documents, and creating snazzy brochures/flyers/media.

Section 6: It shall be the duty of the Treasurer to maintain a constant eye on Chem Club funds, while adhering to the rules of EOU Student Involvement. The Treasurer will be responsible for applying for senate allocations, vending committee, and other grants in order to help alleviate the cost for the annual National ACS Convention. While the Treasurer is not solely in charge of all fundraising activities, he/she is in charge of depositing all money made from fundraising.

To ensure that all rules are followed correctly the Treasurer can refer to the Center for Student Involvement page at <https://www.eou.edu/csi/> which is where all materials can be found for senate allocations and vending committee. If there are any questions contact Kelly Marriott at kmarriot@eou.edu.

Section 7: It shall be the duty of the Historian to maintain up-keep and promote Chem Club activities. This includes maintenance of the Chem Club Facebook page and Instagram account, which they will be an administer for, along with promoting Chem Club fundraising, and meetings. They are therefore in charge of taking current pictures of Chem Club events (ie Girls in Science, Lego Robotics, Festival of Trees, Chem Demo, National ACS Trip, etc). The Historian is also tasked with hanging up flyers that advertise meetings (made by secretary) or other events related to the clubs (guest speakers, activities, etc.) each month, as well as removing old flyers when events are over.

Section 8: An officer may be removed by two thirds vote of the existing club members or as a result of a review by another officer and two club members regarding performance that negatively affect the club.

ARTICLE VI: ELECTIONS

Section 1: Officers shall be elected by ballot at the last meeting of the spring term by a majority of the vote cast for that office.

Section 2: Officers will be nominated or may self-nominate during the scheduled meeting for elections. Votes will occur by ballot. Officers will be elected by majority vote.

Section 3: To be eligible to run for an officer position, candidates shall be a current EOU student and be in good academic and behavioral standing with EOU.

Section 4: All active members, students attending Eastern Oregon University, will be allowed to vote.

ARTICLE IX: MEETINGS

Section 1: Meeting shall be held every other Monday in BH 142 at 5pm. Email notifications shall be sent out to remind members of each meeting.

Section 2: Special meetings may be called by the President for officers to attend.

ARTICLE X: QUORUM

Section 1: At least 50% of members must be present to transact final business decisions.

ARTICLE XII: AMENDMENTS

Section 1: Amendments must be presented to the Executive Council for approval before they may be submitted to the organization for vote.

Section 2: Provision for notice - it is suggested that notice be given the membership regarding a proposed amendment to the constitution one meeting prior to the actual vote.

Section 3: The constitution may be amended by two thirds majority vote of the membership at the first meeting of the organization at which a quorum is present, following the approval by officers.

ARTICLE XIII: ENACTION CLAUSE

Section 1: This constitution shall become effective upon approval by the Center for Student Involvement.⁴