

Constitution and Bylaws of the Association of Chemistry Graduate Students at the University of Tennessee, Knoxville

Article I: Name

The name of this organization shall be the Association of Chemistry Graduate Students at UTK, hereafter referred to as ACGS.

Article II: Purpose

Section 1) The purpose of this organization shall be to promote and maintain an environment optimal to the graduate learning experience of its members.

Section 2) The ACGS shall represent its members in matters concerning the chemistry department and make recommendations to appropriate decision-making officials and organizations in matters concerning the chemistry department.

Article III: Membership

Section 1) The ACGS is open to all students admitted into the chemistry department and the Graduate School at UTK.

Section 2) This membership shall include all students currently in the master's and doctoral degree programs, visiting graduate students, graduate students admitted on special status, and postdoctoral associates in the chemistry department, UTK.

Section 3) Each member has the right to participate in all ACGS functions and is eligible to serve on any committees of the ACGS and to hold office in the ACGS.

Section 4) Each member has the right to attend, with full voting powers, all meetings of the ACGS. However, non-voting participation at these meetings shall not be restricted to members only.

Section 5) Each member has the right to ask that he/she not be considered as part of the voting membership through a written request to the Executive Committee. ACGS participation is not

required in this matter but they retain the right to demand proof. Members that have withdrawn may reapply for membership through written application to the Executive Committee.

Section 6) The powers and duties of the ACGS shall be to:

- a) Pass resolution and approve all or part of committee findings after which they shall become the official position of the ACGS.
- b) Approve all appointments made by the Executive Committee.
- c) Remove from office any ACGS officer, committee member, or committee chairperson who fails to fulfill his/her duties.

Article IV: Meetings

Section 1) Meetings of the ACGS shall be of the “town hall” type with the presiding officer acting as the moderator with the power to determine special points of order.

Section 2) Meetings of the ACGS shall be held as needed, but at least once per semester. Time and date of the ACGS meetings shall be determined by the Executive Committee except those organized by specific committees. The membership shall be notified via email.

Section 3) Special meetings may be called by the president in order to consider matters of immediate importance.

Section 4) Officer meetings will be held twice per semester and will include the Executive Committee and Committee Chairs.

Section 5) Committee meetings will be held according to the needs of each committee and as described below.

- a) Executive Committee
 - i) Shall meet twice per semester to plan officer meetings
 - ii) Additional meetings may be called as needed
 - iii) The Executive Committee may act as ACGS liaison in meetings with department heads
- b) Other Committees
 - i) Shall meet at least once per semester and be open to all ACGS members.

- ii) Committee chairpersons will notify members in advance of meetings.
- iii) A representative from each meeting must take minutes and submit them to the Secretary for ACGS records.

Article V: Officers

Section 1) The ACGS shall have an Executive Committee composed of the President, Vice President (VP), Secretary, and Treasurer. Additionally, each committee chairperson shall be regarded as an officer.

Section 2) The officers shall be elected each spring for a term of one year by vote of the membership of the ACGS.

Section 3) All officers must be enrolled as full-time students for at least two semesters following the election.

Section 4) The President shall be the chief executive of the ACGS and his/her powers and duties shall be:

- a) To call and preside at ACGS meetings and to see that ACGS affairs are carried out in accordance with the ACGS constitution and by-laws.
- b) To act as the official representative of the ACGS and to present resolutions to appropriate persons and organizations so directed by the ACGS.
- c) To assume the responsibilities of the VP in case of his/her resignation or removal.
- d) To establish and abolish, subject to ACGS approval, temporary committees and officials as necessary.
- e) To serve on the Executive Committee.
- f) To help the Treasurer develop a budget for the upcoming year.
- g) To plan and hold an inaugural social open to all graduate students after votes have been tallied.

Section 5) The VP has the powers and duties:

- a) To act as the President at his/her absence, designation, resignation, or removal
- b) To serve as the chairperson of the Executive Committee.
- c) To determine the quorum and to check the membership at meetings of the ACGS.
- d) To help the Treasurer develop a budget for the upcoming year.

Section 6) The Secretary shall have the powers and duties:

- a) To keep a record of all ACGS proceedings and to have these records at all meetings of the ACGS and to make these records available to all members upon their request.
- b) In the absence of the President and Vice President, to call the meeting to order and preside until election of a president pro-tem.
- c) To email the minutes and agenda at least five days before the next meetings.
- d) To distribute all notices to the membership
- e) To serve on the Executive Committee.
- f) To help the Treasurer develop a budget for the upcoming year.

Section 7) The Treasurer has the powers and duties:

- a) To oversee and maintain records of all monies handled by the ACGS
- b) To serve as the alternate chemistry department representative to the GSS
- c) To attend Social Committee meetings..
- d) Provide a once a semester report detailing financial records including monies earned and spent.
- d) To coordinate with the ACGS members on source of funding and develop a yearly budget to be presented to the members (and department if applicable) with the help of the executive committee.
- f) To serve on the Executive Committee.

Section 8) The Social Chairs have the powers and duties:

- a) To organize all social events, including but not limited to Fall, Spring, and Research Open House (ROH) socials, within the ACGS budget drafted by the Executive Committee.
- b) To call one or more meetings per semester, open to all ACGS members, for the discussion and planning of ACGS-sponsored social events.
 - i) A meeting agenda must be distributed to all graduate students and postdoctoral associates at least ten days in advance of the meeting.
 - ii) Meeting minutes must be recorded and submitted to the Secretary within five business days after the meeting is held.
- c) To report the interests of ACGS membership (with regard to social events) during regularly held ACGS meetings..

Section 9) The Philanthropy and Service Chair has the powers and duties:

- a) To host two or more philanthropy events per semester, including but not limited to the annual Toy Drive.
- b) To find departmental volunteers willing to participate in scheduled events.
- c) To serve as a representative of ACGS in the organization of departmental service events.
- d) To call one or more meetings per semester, open to all ACGS members, for the discussion and planning of ACGS-sponsored philanthropy and service events.
 - i) A meeting agenda must be distributed to all graduate students and postdoctoral associates at least ten days in advance of the meeting.
 - ii) Meeting minutes must be recorded and submitted to the Secretary within five business days after the meeting is held.
- e) To report the interests of ACGS membership (with regard to philanthropy and service events) during regularly held ACGS meetings.

Section 10) The Recruitment Chair has the powers and duties:

- a) To attend all meetings called by the faculty and staff Recruitment Committee.
- b) To aid in the organization of Research Open House for prospective students.
- c) To perform any additional duties requested by the faculty and staff Recruitment Committee.
- d) To call one or more meetings per year, open to all ACGS members, for the discussion and planning of ACGS-sponsored recruitment events.
 - i) A meeting agenda must be distributed to all graduate students and postdoctoral associates at least ten days in advance of the meeting.
 - ii) Meeting minutes must be recorded and submitted to the Secretary within five business days after the meeting is held.
- e) To report the interests of ACGS membership (with regard to recruitment efforts and events) during regularly held ACGS meetings.

Section 11) The Safety Chairs have the powers and duties:

- a) To review existing policies concerning safety in the chemistry department laboratories.
- b) To suggest new guidelines to ensure continuing safe practice in chemistry department laboratories.
- c) To meet with the faculty Safety Representative once per semester, and to hold additional meetings with the faculty Safety Representative for urgent matters.

- d) To hold one or more meetings per semester, open to all ACGS members, for the discussion of existing and proposed safety measures in the chemistry department.
 - i) A meeting agenda must be distributed to all graduate students and postdoctoral associates at least ten days in advance of the meeting.
 - ii) Meeting minutes must be recorded and submitted to the Secretary within five business days after the meeting is held.
 - iii) Significant findings or concerns must be reported to the faculty Safety Representative within thirty (30) days of the meeting.
- e) To report the interests of ACGS membership (with regard to safety in departmental laboratories) during regularly held ACGS meetings.

Section 12) The Career Development Chair has the powers and duties:

- a) To design and host one or more career development event(s) per semester pertaining to current research topics or professional development opportunities.
- b) To design and host ACGS-sponsored events for alumni, and to represent ACGS in the planning and hosting of departmental alumni events.
- c) To hold one or more meetings per semester, open to all ACGS members, for the discussion and planning of ACGS-sponsored career development events.
 - i) A meeting agenda must be distributed to all graduate students and postdoctoral associates at least ten days in advance of the meeting.
 - ii) Meeting minutes must be recorded and submitted to the Secretary within five business days after the meeting is held.
- d) To report the interests of ACGS membership (with regard to career development events) during regularly held ACGS meetings.

Section 13) The Seminar Chair has the powers and duties:

- a) To attend faculty Seminar Committee meetings.
- b) To aid the faculty Seminar Committee in their duties.
- c) To poll the graduate student body to select invited speaker(s) sponsored by ACGS.

Section 14) The Graduate Student Senate (GSS) Representatives have the powers and duties:

- a) To attend all GSS meetings.
 - i) Only one representative is required at GSS meetings.
- b) To relay any pertinent information to current ACGS members during regularly held ACGS meetings.
- c) To inform the Executive Committee of any recent policy changes.

Section 15) The Faculty-Student Interaction Committee (FSIC) Representative has the powers and duties:

- a) To serve as a liaison between faculty and ACGS.
- b) To inform the department head of relevant ACGS undertakings and obtain departmental approval of ACGS-sponsored events when necessary.

Section 16) Media Chair has the power and duties:

- a) To operate and edit ACGS-affiliated social media accounts.
- b) To coordinate with the department recruitment coordinator for up to date ACGS information on the Chemistry Department's website.
- c) To record/photograph ACGS events.

Section 17) International Student Affairs Chair has the powers and duties:

- a) To distribute pertinent information for international students to the graduate student body
- b) To hold one or more meetings per semester, open to all ACGS members, for the discussion of existing and proposed mechanisms to enhance opportunities for international students in the graduate chemistry department.
 - i) A meeting agenda must be distributed to all graduate students and postdoctoral associates at least ten days in advance of the meeting.
 - ii) Meeting minutes must be recorded and submitted to the Secretary within five business days after the meeting is held.

Section 18) Curriculum Chair has the power and duties:

- a) To serve as a liaison between faculty and ACGS about the graduate curriculum.
- b) To hold one or more meetings per semester, open to all ACGS members, for the discussion of existing and proposed mechanisms to enhance ??? in the chemistry department.
 - i) A meeting agenda must be distributed to all graduate students and postdoctoral associates at least ten days in advance of the meeting.
 - ii) Meeting minutes must be recorded and submitted to the Secretary within five business days after the meeting is held.

Section 19) Faculty Advisor is nominated and voted on by the ACGS members annually. Eligibility for nominations includes: must be research faculty, heads and associate heads are ineligible. The office has the power and duties:

- a) To advocate for graduate students in faculty meetings.
- b) Attends one officer meeting per semester, and additional meetings as needed.

Section 20) Officers serving on the Executive Committee may only hold one officer position at a time. Members who are not on the Executive Committee may hold up to two officer positions at a time.

Article VII: Voting Procedures

Section 1) Quorum: A quorum shall consist of one-third of the membership as defined in Sections 1) and 2) in Article III

Section 2) In order for a resolution to pass and become ACGS official position, it must:

- a) Be proposed and seconded by voting members at any meeting of the ACGS.
- b) A quorum must be present and a simple majority casting vote must approve the motion.

Section 3) Voting may be cast in person, paper ballot, via email, or by electronic poll.

- a) The presiding officer shall determine what method shall be used on non-election voting.
- b) A secret ballot must be used if moved and seconded by voting members of the ACGS and then approved by a majority provided that a quorum is present.
- c) The presiding officer designated shall tally the votes.
- d) Secret ballot shall be submitted to the Executive Committee in case review is required.

Section 4) Voting, Appointing, and Removing Officers

- a) Officers are voted on annually between the months of March and May.
- b) President/Vice president send out email to graduating students calling for nominations for all officer positions and must occur at least 10 days prior to the vote.
- c) Voting lasts 10 days after the poll is distributed.
- d) The President and Vice President are responsible for tallying votes, distributing results to newly elected officers, and submitting secret ballots to the Executive Committee.

- e) To replace an officer who has resigned or been removed from office, an announcement that the office is open must be posted via email 10 days before the next meeting. At this meeting, nomination for the office shall be made and voted upon through any acceptable voting mechanism. (Notice of election must be posted 10 days in advance of the election.)

- f) An officer may be removed from office through the following procedure:
 - i) Approval of a motion by the ACGS at any meeting that action proceeded further.
 - ii) A 2/3 majority is then required favoring the motion at the next two meetings of the ACGS provided that a quorum is present. If 2/3 is not achieved at either meetings, the motion shall be considered to have failed.
 - iii) Announcement of such voting shall be included on the agenda.

Article VIII: Funds

Section 1) The source of funding for ACGS must be approved by the ACGS members through a $\frac{2}{3}$ vote of the quorum. Funding can be obtained from any of these sources (or a combination thereof): a) funding requested from the Department of Chemistry, b) the sale of locks and goggles, c) alternative fundraising events, or d) through seeing out grants.

Section 2) Every year, the Executive Committee officers must organize a budget to include all ACGS sponsored events and grants with the help of all relevant committee chairs. This budget must be presented to the ACGS members (and Department of Chemistry if applicable) at the beginning of every school year.

Article IX: Honors and Endowments

Section 1) Graduation Endowments: ACGS members may apply to receive a one time grant of \$75 for graduation costs. Awards will be given until all money budgeted for this purpose has been diminished.

Section 2) Travel Endowments: ACGS members may apply to receive a one time grant for \$100 to go towards presenting at a conference. Awards will be given until all money budgeted for this purpose has been diminished.

Section 3) ACGS Staff Awards: ACGS will reward outstanding staff members annually with a \$75 award for each recipient. The recipients will be chosen through a 10 day nomination process, followed by a 10 day voting process. All ACGS members will be able to participate in all voting processes.

Section 4) Outstanding ACGS Volunteer Awards: 2-4 ACGS members will be awarded with a one year ACS membership each for outstanding participation in ACGS events. ACGS members can be nominated over the course of 10 days by all ACGS members. All ACGS members that do not hold an executive position are eligible. Executive committee members will select the recipients from the pool of nominations.

Article X: Amendments

Section 1) The constitution and bylaws can be amended at any meeting of the ACGS by a $\frac{2}{3}$ vote of the members present provided that a quorum exists and the proposed amendment has been distributed to the membership at least 10 days prior to the vote.

Section 2) The secretary is to update the constitution and bylaws as amendments are approved by the membership.