
Student Affiliates of the American Chemical Society Constitution

Bylaws of the Towson University Chapter of Student Affiliates of the American
Chemical Society

Article I. Name

The name of this organization is the Towson University Chapter of Student Affiliates of the American Chemical Society. Our organization is also recognized by the abbreviation SAACS.

Article II. Objective

The purpose of the Towson University Chapter of the Student Affiliates of the American Chemical Society is to educate chemistry majors about the field of chemistry. In addition to helping our members plan for a future in chemistry, we work to inform them of current opportunities in their discipline, including but not limited to: research fellowships, scholarships, educational speakers on campus, academic events related to chemistry, etc.

SAACS will also place an emphasis on experience presenting before professional audiences. The students themselves will not be required to present material; however, it will be beneficial for students to attend faculty, guest, or peer presentations throughout the semester. The club will also strive to participate in volunteer community outreach activities in Towson and the state of Maryland.

Article III. Membership

In order to be a member of SAACS, it is not necessary to be a member of ACS; however, this is strongly encouraged. In order to be a member of SAACS, one must be a currently-enrolled student at Towson University, and must have attended at least one official meeting of SAACS and one other SAACS-related activity, be it a second meeting, a community outreach and/or fundraising event hosted by SAACS, or a talk given by a departmental speaker. These two meetings/events must occur within the same semester, and in order to maintain membership, these criteria must be met for all subsequent fall and spring semesters. A written or electronic record of attendance at such events must exist and be verified by an officer of the club.

Any official member of the club (i.e. anyone meeting the above outlined criteria) is eligible to receive reimbursement should they register as an ACS student member during the time of their SAACS membership. This program will be continued so long as it is supported by the SAACS budget, as assessed by the club's faculty advisor on

a yearly basis. For further information regarding the full benefits of ACS membership, visit the American Chemical Society website at the following link:

<https://www.acs.org/content/acs/en/membership-and-networks/acs/benefits.html>

Reimbursement will not be issued if ACS registration is completed prior to the obtainment of SAACS membership, or if the procedure below is not followed. In order to receive reimbursement, members must follow the guidelines outlined below:

- Registration should not be through the ACS website directly, but through their Member-Get-a-Member program; this way, members will receive a free periodic table blanket (this will be mailed to the address of the treasurer listed on their ACS member account, after which they can bring it to the member on the scheduled reimbursement date). The SAACS treasurer (being an ACS member themselves) must sign up for this program by following this link:
https://www.join.acs.org/eweb/ACSMGMTTemplate.aspx?site=ACS_MGM&WebCode=Dashboard&sc=16MGMWod
- Interested SAACS members must email the treasurer regarding ACS membership, at which point the treasurer will submit the member's email address to the Member-Get-a-Member program. The SAACS member will then receive an emailed link and register for membership, paying up front for their membership via a payment method of their choice, after which they will email their payment receipt to the treasurer.
- The treasurer will save this receipt and schedule an appointment to reimburse the SAACS member, utilizing all necessary Withdrawal/Deposit Forms, by or on the date of the next SAACS meeting following the SAACS member's registration.

All officers of SAACS are required to be student members of ACS; if this is not the case at the time of their election, then they must register by following the procedures detailed above within one month of said election. Should a SAACS member wish to remain an ACS member for more than one year, so long as they are a continuing member of the club, SAACS will continue to reimburse them for their yearly ACS student membership dues, in addition to dues for a single division of the ACS member's choice. It is again imperative that before making their yearly payment, the SAACS member email the treasurer so that their continued active membership can be confirmed. Once the member receives confirmation from the treasurer, they may register as any ACS member would by following the link emailed to them by ACS, then email their receipt to the treasurer, who will repeat the reimbursement process detailed above.

All members of SAACS are eligible to vote in yearly officer elections (see **Article IX: Voting Procedures** for a more detailed account of this process). To ensure that only active members of SAACS are involved in this process, the officers of SAACS must reassess membership before the last meeting of every semester and note the activity status of all current members as either active or inactive. Inactive members

cannot vote until they again receive active member status by meeting the criteria detailed in paragraph one of this article.

Article IV. Officers

Each officer of SAACS shall carry out the duties assigned to them as outlined below. The officer positions available in SAACS are president, vice president, secretary and treasurer.

- It is the duty of the **President** to:
 - Effectively delegate tasks to other officers.
 - Organize, lead, and plan SAACS officer and general meetings.
 - Complete the annual report required by the American Chemical Society (ACS).
 - Attend the SGA Student Group Summit. This event is open to all officers who wish to attend, but it is strongly encouraged for the president to attend.
 - Represent the club at TU student group events such as the Involvement Fair.
 - Plan outreach events by coordinating with professors or external connections.
 - Act as the designated main contact for the Involved@TU site.
 - Make connections with other clubs and societies through networking and outreach. Clubs that would be beneficial for SAACS to coordinate events with are, but not limited to:
 - FSSO Club
 - Tri Beta Biological Honors Society
 - MB3 Club
 - ASBMB Club
 - Women in Science Club
 - Be a respectable leader and advocate for innovation.
 - Always bring a positive and collaborative attitude to the club.
 - Inspire members and officers to be excited about their future careers as chemists.
- It is the duty of the **Vice President** to:
 - Assume the role of president in the event that the president cannot fulfill their duties.
 - Assist the president in creating meeting agendas and goals
 - Aid in recruiting guest speakers for each semester meeting.
 - Assist with coordinating events, including transportation and reservations for off-campus events
 - Make food/drink arrangements for SAACS meetings and events which require these services.
 - Place all required room requests through Event and Conference Services (ECS).
 - Prepare a presentation for each meeting detailing upcoming chemistry department seminars, events, and scholarships. The presentation is to be reviewed by all officers and the faculty mentor

prior to the meeting at which it is presented, and should be made available to members via the SAACS website or email after the aforementioned meeting.

- Maintain and update the SAACS Involved@TU website, being sure to upload documents including meeting minutes, presentations, and event sign-up sheets that the members may need to access.
- It is the duty of the **Secretary** to:
 - Record the minutes of each SAACS officer and general meetings.
 - Maintain and update the list of SAACS members.
 - Inform members of upcoming SAACS meetings and events via email. This email should be sent to the other officers and the faculty advisors for review before it is sent to the members; it should be sent out to all members no later than a week prior to the subsequent SAACS meeting. This email is to include a brief outline of the meeting that it precedes, as well as any other upcoming events that the members should be made aware of.
 - Act as the contact person for prospective members, providing prospective members with information about the club.
 - Create advertisements for the club, such as emails, posters, and/or flyers.
 - Make members aware of the SAACS personal and Involved@TU websites via email and inclusions in posters/flyers.
- It is the duty of the **Treasurer** to:
 - Maintain strict and consistent record of inventory and cash flow. See **Article VII: Fundraising** for a more detailed overview of this process.
 - Plan the twice-annual SAACS fundraising events.
 - Discuss budget with the other officers and the faculty advisor, allowing for adequate planning of expenses.
 - Aid in coordinating annual officer elections.
 - Assist members in registration as ACS student members and carry out reimbursement if all procedures are followed. See **Article III: Membership** for a full description of this process.

Article V. Faculty Advisor

The chair of the Towson University Chemistry Department will select from the faculty an advisor for SAACS, whose identity is to be confirmed with the current officers. This advisor will provide guidance as to the handling of funds and departmental relations, and will attend and assist with fundraising events, meetings, and events as requested by the club. The advisor must yearly be reaffirmed by the officers of the club based on the advisor's ability to complete these tasks.

Article VI. Meetings

General meetings should be held at least once a month, with a minimum of three meetings held per semester. All members should be notified of the meeting a week in advance via an email from the secretary. An officer meeting should also be held in advance of each general meeting (ideally two weeks prior), so that the meeting's details and agenda can be solidified. Minutes and a finalized agenda should be prepared by the secretary and sent to all officers immediately following the officer meetings.

Article VII. Fundraising

At the start of every fall and spring semester, SAACS will solicit donations in exchange for the distribution of laboratory supplies. The suggested pricing of these items, traditionally carbon-copy notebooks, goggles, and scientific calculators, is to be decided upon by the officers with the help of the faculty advisor. The fundraising events will be coordinated by the SAACS officers, but members may also be called upon to assist in the process (though at least one SAACS officer or the faculty advisor must be present at every sale). The "Instructions for SAACS Fundraising Events" document, which is to be edited as necessary by the treasurer with the consultation of the officers and the faculty advisor, is to be the source of the exact procedure for these fundraising events. Instructions regarding the handling of cash can be found in the "Instructions for Use of Money Transfer Form" document, which again may be edited as necessary by the treasurer with the guidance of the officers and faculty advisor. The Student Affiliates of the American Chemical Society Withdrawal/Deposit Form must be completed any time a cash or check is changing hands.

At the end of each day on which a fundraising event is completed, the stockroom should be inventoried by the treasurer. This inventory process should become monthly when the main fundraising period has ended. At the close of each fall and spring semester, the faculty advisor, treasurer, and president are to meet and discuss the semester's profit and the current inventory, so that the necessary supplies can be reordered for the following semester.

The proceeds from these events should be divided as follows:

- 20% should be placed in the SAACS scholarship fund. **See Article IX: SAACS Scholarship** for more details on the scholarship process
- Up to 15% should be set aside in order to reimburse the ACS registration fees of SAACS members. **See Article III: Membership** for more details on reimbursements.
- .Up to 10% should be set aside in order to reimburse the National Meeting and Exposition registration fee of any SAACS member who is also an ACS student member.

After the purchase of the next semester's supplies, remaining profits should be spent or saved as decided by the current officers and faculty advisor.

Article VIII. Election Procedures

Elections for SAACS officers will take place on a yearly basis during the last meeting of the spring semester. All four leadership positions are open for election each year. Official SAACS members (see **Article III: Membership** for details as to how to become a member) who have been active in the club for at least two semesters are eligible to run for president or vice president. Members need only one active semester to be eligible to run for treasurer or secretary. Those who run for a position must submit a paragraph to the vice president outlining briefly why the candidate wants to run and what the candidate can bring to the club. Official SAACS members only may vote during these elections. Elections will be conducted using a ballot format. For more information, see the "Student Affiliates of the ACS Voting Procedures" document, to be updated or reaffirmed yearly by the officers of the club.

Article IX. SAACS Scholarship

The SAACS club will award at least one merit-based scholarship each year, which will be known as the "Student Affiliates of the ACS Scholarship". The primary source of funding for the SAACS scholarship is interest accrued from the club's associated TU foundation endowment fund, which is supported by donations from alumni, faculty, staff, friends, and the SAACS club itself. The purpose of this scholarship is to recognize and reward chemistry majors for exemplary achievement in the classroom and in the laboratory.

The requirements for potential applicants are as follows:

- Applicants must be enrolled as full-time chemistry or forensic chemistry majors at Towson University.
- Applicants must have completed at least 60 credits. To be considered for the award, students who have transferred to Towson University must have completed at least 15 credits at Towson with at least 6 of these credits coming from upper-division (300-level or above) chemistry courses.
- Applicants must have a minimum overall GPA of 3.00 and a minimum GPA of 2.65 within the chemistry major.
- Applicants must be active in at least one campus or community activity outside of class work and research. Examples include (but are not limited to) leadership positions in clubs and organizations, volunteer work, coaching, tutoring, etc.
- Applicants must be enrolled as full-time students at Towson University for the entirety of the award period.

Although SAACS members are encouraged to apply for this scholarship, SAACS membership is not a requirement for potential applicants.

The SAACS scholarship will be announced during the fall semester, and the application form will be sent to all chemistry majors and posted on the SAACS

website. Applications for the scholarship will be accepted in the chemistry department office up until the official deadline indicated on the application form. No late applications will be accepted.

After the scholarship deadline, all applications will be evaluated by a committee consisting of:

- The SAACS faculty advisor
- Two other chemistry faculty members chosen by the SAACS officers
- The president of SAACS
- The vice president of SAACS

Members of the evaluation committee must agree to treat all applicant information as strictly confidential.

SAACS officers (and members) relinquish their right to serve on the evaluation committee should they choose to submit a SAACS scholarship application. In the event that the president and/or vice president of SAACS applies for the scholarship, they will be replaced on the evaluation committee (in order of preference) by the secretary and treasurer. If two eligible student evaluators cannot be found among the officers, then suitable representatives will be elected from the pool of all current SAACS members at the next SAACS meeting.

The recipient(s) of the SAACS scholarship will be announced during the following spring semester and will be recognized at the annual Chemistry Department awards ceremony.

Article X. Amendment Procedure

The constitution may be amended as the officers, club members, and faculty advisor see fit. These potential amendments should be written up in the format in which they would be introduced to the constitution. All amendments are to be proposed at an official SAACS meeting and voted on at the next by all members.