This Constitution is the Approved and Official Constitution for:

Club Name: Student Affiliates of the American Chemical Society

From the Academic Council

Number of Pages: 4
Date Approved: 10/26/18

Club Officer
Position: President
Name: Stephen Carro
Signature: Stephen Carro
Date: 10/19/18

Council Coordinator
Name: Anthony Takini
Signature: Anthony Takini
Date: 10/24/18

Student Association Vice President
Name: Alyssa Evelyn
Signature: Alyssa Evelyn
Date: 10/26/18
Constitution
of the Student Affiliates of the American
Chemical Society
University at Buffalo Chapter

Article I: Organization Name
Student Affiliates of the American Chemical Society

Article II: Purpose and Objectives
A. To promote and enable professional advancement of its members including, but not limited to:
   1. Networking.
   2. Career Education.
   3. Participation in American Chemical Society (ACS) national and regional conferences.
B. To serve and educate the university and local communities about chemistry including, but not limited to:
   1. Tutoring.
   2. Participation in National Chemistry Week.
   3. Participation in University at Buffalo open houses and Accepted Students Day.

Article III: Qualification of Membership
A. Any undergraduate student of the University at Buffalo may become a member of this club. This club honors the Student Association full participation policy of undergraduate students.
B. Voting members: Students shall have attended a minimum of two consecutive meetings prior to enfranchisement.
   1. Only undergraduate University at Buffalo students may be voting members of the club
C. Students must be matriculated undergraduates at the State University of New York (SUNY) at Buffalo.
D. Non-voting members may be any member of the university community with no specific attendance requirements.

Article IV: Officers
A. Only full-time undergraduate University at Buffalo students may be officers of the club. All officers must be in academic good standing according to the University at Buffalo to become and stay officers of this club.
B. Duties

1. President
   A. Officiate meetings.
   B. Oversee recruitment.
   C. Oversee club events.
   D. Coordinate Tutoring.
   E. Serve as the liaison between the Club and the SA administrative offices.
   F. Maintain the office of the club.
   G. Take care that this constitution and the laws of the student body are faithfully executed.
   H. Perform any administrative power or duty not provided for in this constitution.

2. Vice President
   A. Chemistry Department liaison.
   B. American Chemical Society liaison.
   C. Coordinate events.
   D. Maintain positive club relations with the American Chemical Society (ACS) and the National Student Affiliates of the ACS (SAACS) including, but not limited to:
      1. The promotion of attendance at ACS conferences and activities.
      2. The promotion of membership in the National SAACS.
      3. The completion of the National SAACS Annual report.
      4. Promotion of participation in national and regional SAACS activities.
   E. Officiate and oversee in the absence of the President.

3. Secretary
   A. Record meeting minutes.
   B. Oversee club correspondence:
      1. E-mail list.
      2. Web page.
      3. Social media.
   C. Take attendance at club functions.

4. Treasurer
   A. Keep complete and accurate account of funds.
   B. Oversee the collection of event fees, and, if applicable, American Chemical Society membership dues (not required).
   C. Put in request for use of club funds.
D. Prepare the annual budget request packet with the President.

Article V: Election Procedures

A. Officer Election Procedures.
   1. Officer candidates shall be nominated one week prior to elections.
   2. Candidates shall be elected by the majority of voting members present.
   3. For all voting procedures, at least sixty percent of voting members must be present.
   4. Annual elections must occur by May 1st.
   5. New officers shall be instated the day after the last day of classes of the spring semester.
   6. Only voting members of the club may be allowed to nominate, run for office, and vote in the club election.
   7. In the event an election has taken place after the last day of classes of the spring semester, the officers who were elected will remain as the officers for the summer, however, a new election must take place by the first of October of the upcoming fall semester.

B. Officer Resignation Procedures.
   1. Notification of resignation must be supplied in writing to all officers. The Student Association administration must also be notified.
   2. The selection of a replacement officer shall be conducted by following the Officer Election Procedures (Article V, Section A).
   3. The replacement officer shall be instated no later than one month after all officers have been notified of the resignation.
   4. Temporary Assumption of Duties.
      A. The President will assume the duties of the resigning officer until the new officer is instated.
      B. If the President is resigning, the Vice President will assume the duties of the presidency until the new officer is instated.

C. Officer Removal Procedures.
   1. A motion to relieve an officer of their duties must be proposed by an officer and seconded by two other officers.
   2. Discussion shall then be open to general members.
   3. Impeachment shall be ratified by a two-thirds vote.
   4. For all Officer Removal Procedures, sixty percent of voting members must be present.
5. Upon removal of an officer, officer replacement procedures described in the Officer Resignation Procedures (Article V, Section B) shall be followed.

Article VI: Meeting Procedures

A. Meetings shall be held at least once every two weeks during the fall and spring semesters, with the exception of periods including official university recesses.

B. Format of meetings.
   1. The administering officer shall call the meeting to order.
   2. Attendance is taken.
   3. The secretary will review the minutes of the last meeting and old business will be addressed.
   4. The administering officer(s) shall proceed with new business.
   5. Discussion will be open to the general members.
   6. The administering officer calls the meeting to close.

C. Officer meetings will be held no less than once per month during the academic year.

Article VII: Amendments

A. Amendments shall be proposed one week prior to a vote.
B. Amendments shall be ratified by a two-thirds vote.
C. For all voting procedures, sixty percent of voting members must be present.
D. Amendments to this constitution and by-laws may not violate any Student Association, University at Buffalo, Student Mandatory Activity Fee Guidelines, New York State, or Federal rules, regulations, or laws.
E. Once passed, amendments and an updated constitution must be turned into the Student Association Office and the Council Coordinator for review and approval.

Date Ratified: