Constitution & Bylaws for the Chemistry Club
California State University

CONSTITUTION AND BYLAWS

Chemistry Club at California State University, Bakersfield

ARTICLE I  NAME

Section 1  The name of this organization shall be the Chemistry Club at California State University, Bakersfield. This organization shall be a student chapter of the American Chemical Society, founded in 1876.

ARTICLE II  PURPOSE

Section 1  To provide student chemists with an opportunity to experience the professionalism that a career in chemistry would give.

ARTICLE III  AUTHORITY

Section 1  This organization is a recognized student organization at California State University, Bakersfield and adheres to all campus policies as set forth in the Runner Source.

Section 2  This organization is affiliated with the American Chemical Society.

Section 3  This organization may establish Standing Rules to govern administrative and procedural matters (such as time and location of meetings, etc.). Standing Rules shall not conflict with these bylaws. Standing Rules may be adopted, amended, or temporarily suspended by a majority vote present at an organization meeting where a quorum is present (advance notice is not required).

Section 4  The rules contained in the most recent version of Robert’s Rules of Order, Newly Revised shall be the parliamentary authority for this organization and shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.
ARTICLE IV  MEMBERSHIP

Section 1 Membership in the organization shall be open to all those regularly-enrolled California State University, Bakersfield students who are interested in membership. There shall be no other requirements for admission to regular membership. Each regular member has equal rights and privileges.

Section 2 This organization shall have associated members who are non-campus students. Associated members shall have all membership privileges except for the right to vote or hold office. By California State University policy, no more than 20 percent of the membership shall be individuals who are not CSU students (e.g., faculty, staff, community members, students at other colleges, etc.).

Section 3 Eligibility for membership or appointed or elected student officer positions shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

Section 4 This organization shall prohibit all members and officers from engaging in hazing or committing any act that injures, degrades or disgraces any fellow student.

Section 5 This organization shall comply with Title 5, Section 41301, Standards for Student Conduct.

Section 6 Members shall not be required to pay dues.

Section 7 Active members shall be required to attend at least two of the organization’s regularly scheduled meetings or events.

Section 8 A member shall be considered inactive if they do not meet the requirements for active membership.

ARTICLE V  OFFICERS

Section 1 The officers of the organization shall be the President, Vice-President, Treasurer and Secretary.

Section 2 Powers and Duties of Officers:

a. The President shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization and
shall prepare the agenda for meetings. The President shall be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large. The President shall appoint all committees and committee chairs. The President shall be an ex officio member of all committees. The President has the ability to appoint active members in good standing as an Officer-At-Large to fulfill an empty office or requirement of the organization. The President shall have such further powers and duties as may be prescribed by the organization.

b. The Vice President shall preside at organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of President if the office becomes vacant.

c. The Treasurer shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare monthly financial reports for the membership. These records shall be maintained in accordance with generally accepted accounting principles. The Treasurer shall collect and deposit all dues and fees. The Treasurer shall maintain bank accounts in the organization’s name, requiring signatures of both the Treasurer and President for authorized disbursements.

d. The Secretary shall take minutes at all meetings of the organization, keep these on file, and submit required copies to all organization members. The Secretary shall be responsible for all organization correspondence and shall keep copies thereof on file. The Secretary shall maintain membership records for the organization.

Section 3 Qualifications necessary to hold office in this organization are as follows:

a. To be eligible for and to hold office, candidates must meet the requirements of CSU’s policy on minimum academic qualifications for student office holders for major and minor student officers or representatives that is found at http://www.calstate.edu/SAS/stdsrvc.shtml.

b. Additionally, all officers shall be paid members of the American Chemical Society.

ARTICLE VI SELECTION OF OFFICERS

Section 1 The officers are elected annually. Elections are held at the first regularly scheduled meeting of each spring quarter at which a quorum is present. At
least one week’s notice shall be provided for any meeting at which an
election is to be held.

Section 2 Nominations for officers shall be made at the regular meeting immediately
preceding the election. Nominations may also be made from the floor
immediately prior to the election for each office. Members may nominate
themselves for an office.

Section 3 The officers shall be elected in this order: President, Vice-President,
Treasurer, and then Secretary.

Section 4 Officers shall be elected by majority vote. If no candidate receives a
majority vote, a runoff election shall be held between the two candidates
receiving the highest number of votes. In the event of a tie, there shall be
a revote. If the result of the revote is still a tie, the election shall be
decided by the flip of a coin.

Section 5 Votes shall be cast by secret ballot; however, when there is only one
candidate for an office, a motion may be made to elect the candidate by
acclamation.

Section 6 Officers-At-Large shall be appointed by the President.

Section 7 Officers shall assume office on the first day of the summer quarter
following the election and shall serve until the end of the academic year.

Section 8 Officers may be recalled from office for cause. To initiate a recall
election, a petition signed by seven active members and submitted at a
regular meeting and a recall vote shall be taken at the next regular
meeting. The officer subject to recall shall be given written notice of the
recall at least 72 hours prior to the meeting at which the recall vote will be
held and shall be given an opportunity to provide a defense. A two-thirds
vote is required to remove an officer.

Section 9 If the position of President becomes vacant as the result of resignation,
ineligibility or recall, the Vice President shall assume the office of
President. Vacancies in any other elected office shall be filled by an
election held at the next regular meeting where the vacancy was
announced. Nominations may be made at the meeting where the vacancy
is announced, and nominations may also be made from the floor at the
time of the election. The President may appoint an interim officer to fill
the vacancy until the election is held.

ARTICLE VII MEETINGS

Section 1 Regular meetings shall be scheduled bi-weekly during the academic year.
Section 2  Special meetings may be called by the President or a majority of the Executive Committee. All members must be given a minimum of 24 hours notice prior to the meeting time.

Section 3  Business cannot be conducted unless a quorum of the membership is present. A quorum for this organization is defined as seven of the voting membership.

Section 4  Members must be present to vote. Absentee or proxy voting is not permitted.

Section 5  In order to vote a member must be in good standing. “Good standing” shall be defined as having attended two or more club meetings and/or events within the last quarter.

ARTICLE VIII  ADVISOR(S)

Section 1  The organization shall elect an individual employed as a faculty or staff member by California State University, Bakersfield to serve as the university advisor to this organization. Auxiliary staff and student assistants are not eligible to serve as advisors. The advisor shall fulfill the responsibilities specified in the Runner Source. Advisors shall serve on an academic year basis or until their successor has been selected.
ARTICLE IX  EXECUTIVE COMMITTEE

Section 1  The Executive Committee shall consist of the elected and appointed officers, with the advisor(s) serving as non-voting member(s).

Section 2  The Executive Committee shall meet bi-weekly during the academic year. Special meetings may be called by the President or a majority of the Executive Committee. All members must be given 24 hours’ notice of the meeting. A quorum shall consist of a majority of the Executive Committee members.

Section 3  When necessary, Executive Committee business can be conducted via email or via online meetings.

Section 4  The Executive Committee shall have general supervision of the affairs of the organization between meetings and is authorized to take action when action must be taken prior to the next meeting.

Section 5  The Executive Committee shall report to the membership all actions taken between meetings. Except when it is too late to do so (such as when a contract has been executed), any actions taken by the Executive Committee may be rescinded or modified by the membership by a majority vote.

ARTICLE X  STANDING AND AD HOC COMMITTEES

Section 1  The organization shall have the following standing committees: Academic, Fund Raising, Social and Outreach.

Section 2  The duties of each of Standing Committees are as follows:

   Academic: To promote academic success among membership and within the department.

   Fund Raising: Planning and managing one or more fund raising event per quarter.

   Social: Planning and managing one or more social event per quarter.

   Outreach: Planning and managing one or more outreach event per quarter.

Section 3  The President shall have the authority to establish ad hoc committees as may be necessary from time to time to carry out the work of the organization.

Section 4  The President shall appoint the chairpersons and members of all committees.
ARTICLE XI  

FINANCES

Section 1  
Organization funds shall not be used to purchase or reimburse members for alcoholic beverages.

ARTICLE XII  

DISCIPLINE OF MEMBERS

Section 1  
All complaints alleging violations of the Student Conduct Code, Title 5, section 41301, et seq., shall be investigated pursuant to Executive Order 1073 and/or 1074 (in cases involving allegations of unlawful discrimination, harassment or retaliation based on protected status). Investigations and other proceedings under Executive Orders 1073 and 1074 shall be conducted by campus administration, not student organizations, and this organization shall refer any complaints alleging subject matters covered by Executive Orders 1073 and 1074 to the campus Vice President for Student Affairs or other designee for investigation and resolution.

Section 2  
Complaints may also be brought to the attention of the Executive Committee or the Student Rights and Responsibilities Office. A written charge may be filed with the Executive Committee or the Student Rights and Responsibilities Office. That Committee or Board shall review the charges and may conduct a preliminary investigation if deemed appropriate. If the preliminary investigation concludes that misconduct appears to have occurred, the Executive Committee or the Student Rights and Responsibilities Office shall conduct a hearing on the matter. The member alleged to have engaged in the misconduct shall be given at least 72 hours notice of the hearing and be given an opportunity to present a defense. By a majority vote, the Executive Committee or the Student Rights and Responsibilities Office shall determine whether misconduct occurred. If it determines that misconduct did occur, the Executive Committee or the Student Rights and Responsibilities Office shall prepare a report to the membership of its findings and recommended sanctions, which may include expulsion, suspension, or lesser sanction(s) including, but not limited to, a reprimand, removal from office, a fine or corrective remedies.

Section 3  
The membership shall review the hearing report in executive session, and the member accused of misconduct shall have an opportunity to rebut the information in the report. After providing a statement to the membership, the member accused of misconduct shall leave the room for the remainder of the deliberations.

Section 4  
The membership shall vote first on whether the member has engaged in misconduct. If by a two-thirds vote, the membership determines that misconduct has occurred, the membership shall then by a two-thirds vote,
determine appropriate sanction(s). The accused member shall be immediately notified of the outcome.

Section 5  
By a two-thirds vote, the membership may reinstate a member who has been suspended or expelled.

ARTICLE XIII  
AMENDMENTS

Section 1  
Proposed amendments to these bylaws shall be presented to the membership, in writing, one meeting prior to the meeting where the amendment will be voted upon. The Executive Committee shall review and make recommendations on all bylaw revisions prior to consideration by the membership.

Section 2  
Bylaw amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.

Section 3  
A copy of any amendments to these bylaws must be submitted to the Office of Student Involvement and Leadership at California State University, Bakersfield within two weeks after adoption.

These bylaws were adopted on October 28th, 1997 and most recently revised on September 7th, 2012.