

**CONSTITUTION AND BY-LAWS
FOR THE
CHEMISTRY GRADUATE STUDENT ORGANIZATION
CGSO**

UPDATED FY23

**CONSTITUTION
CHEMISTRY GRADUATE STUDENT ORGANIZATION**

ARTICLE ONE: *NAME*

THE NAME OF THIS ORGANIZATION SHALL BE: CHEMISTRY GRADUATE
STUDENT ORGANIZATION

ARTICLE TWO: *PURPOSE*

THE PURPOSES OF THIS ORGANIZATION SHALL BE:

SECTION A:

TO SEEK TO IMPROVE THE GRADUATE EXPERIENCE IN THE CHEMISTRY
DEPARTMENT AND TO PROMOTE COMMUNICATION AMONG DIVISIONS AND
OTHER DEPARTMENTS.

SECTION B:

TO PROMOTE AND FOCUS ON CHEMICAL EDUCATION AND RESEARCH.

SECTION C:

TO HOST EVENTS AND OTHER ACTIVITIES IN ORDER TO PROMOTE FRIENDSHIP AND INCREASE CULTURAL, SCIENTIFIC, AND SOCIAL AWARENESS THROUGHOUT THE UNIVERSITY AND COMMUNITY.

SECTION D:

TO PROMOTE DISCUSSION AND UNDERSTANDING OF SCIENCE ON CAMPUS AND IN SURROUNDING AREAS.

SECTION E:

TO BE A REPRESENTATIVE BODY FOR CHEMISTRY GRADUATE STUDENTS AT TEXAS TECH UNIVERSITY. THE CGSO ACTS AS A VOICE FOR THE GRADUATE STUDENTS, AND MANAGES GRADUATE-ORIENTED RESOURCES AND SOCIAL EVENTS.

SECTION F:

TO RAISE MONEY FOR THE OVERALL WORK OF THE CHEMISTRY GRADUATE STUDENT ORGANIZATION.

ARTICLE THREE: *MEMBERS*

SECTION A:

REQUIREMENTS FOR MAINTAINING MEMBERSHIP SHALL INCLUDE: CURRENT ENROLLMENT AS A GRADUATE STUDENT WITHIN THE DEPARTMENT OF CHEMISTRY & BIOCHEMISTRY OR RELATED GRADUATE FIELDS, ATTENDANCE OF TWO (2) MEETINGS PER LONG SEMESTER, ANNUAL PAYMENT OF DUES IN THE AMOUNT OF TWENTY-FIVE (25) DOLLARS, TO BE PAID AT THE FIRST MEETING OF THE FALL SEMESTER, AND COMPLETION OF AT LEAST FOUR (4) VOLUNTEERING HOURS PER ACADEMIC YEAR. THE ONLY PROVISIONAL MEMBERSHIPS THAT SHALL BE MADE AVAILABLE WILL BE DONE AT THE DISCRETION OF THE EXECUTIVE BOARD. MEMBERS MAY WITHDRAW FROM THE ORGANIZATION AT ANY TIME; HOWEVER, THE DUES PAID WILL BE FORFEITED BY THAT MEMBER.

SECTION B:

NON-STUDENT MEMBERS SUCH AS FACULTY, ADMINISTRATORS, STAFF, AND RETIRED FACULTY CAN PARTICIPATE, WITH THE EXCEPTION THAT THEY CANNOT VOTE OR HOLD OFFICE.

SECTION C:

CGSO DOES NOT DENY OR DEFINE MEMBERSHIP ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, DISABILITY, CITIZENSHIP, VETERAN STATUS, SEXUAL ORIENTATION, GENDER IDENTITY, OR GENDER EXPRESSION.

ARTICLE FOUR: EXECUTIVE BOARD AND OFFICERS

THE EXECUTIVE BOARD SHALL INCLUDE THE ADVISOR, STUDENT OFFICERS, AND COMMITTEE CHAIRS. THE **OFFICERS** FOR CHEMISTRY GRADUATE STUDENT ORGANIZATION SHALL INCLUDE:

A **PRESIDENT** WHO WILL OVERSEE FORMATION OF THE GROUP AND TO GIVE DIRECTION TO THOSE IN OFFICER OR POSITIONS AND COMMITTEES.

A **VICE PRESIDENT** WHO WILL REPLACE THE PRESIDENT SHOULD THE PRESIDENT BE UNABLE OR UNWILLING TO COMPLETE HIS OR HER TERM AND WHO WILL ACT IN THE PRESIDENT'S STEAD SHOULD THE PRESIDENT BE ABSENT FROM EXECUTIVE FUNCTIONS.

A **TREASURER** WHO WILL OVERSEE FUNDS, DONATIONS, AND EXPENDITURES.

A **SECRETARY** WHO WILL MAINTAIN RECORDS, TAKE AND KEEP NOTES OF ALL MEETINGS, AND PUBLISH MEETING AGENDAS AND MINUTES.

A **SORC REPRESENTATIVE (SGA)** WHO WILL REPRESENT THE CHEMISTRY GRADUATE STUDENT ORGANIZATION AT SGA MEETINGS.

A **WEBMASTER** WHO WILL BE RESPONSIBLE FOR UPDATING AND MAINTAINING THE ORGANIZATION'S WEBPAGE(S) AND MANAGING SOCIAL NETWORKS FOR ORGANIZATION.

THE **COMMITTEE CHAIR POSITIONS** SHALL INCLUDE:

FUNDRAISING CHAIR: THIS POSITION WILL COORDINATE FUNDRAISING ACTIVITIES.

SOCIAL CHAIR: THIS POSITION WILL COORDINATE THE ORGANIZATION'S SOCIAL EVENTS.

SPECIAL EVENTS CHAIR: THIS POSITION WILL COORDINATE ALL SEMINARS, SPECIAL, AND OFF-CAMPUS EVENTS.

MEMBERSHIP CHAIR: THIS POSITION WILL COORDINATE ALL RECRUITING EVENTS AND MAINTAIN MEMBERSHIP RECORDS.

ARTICLE FIVE: ADVISORS

SECTION A:

THE **ADVISOR(S)** MUST BE FULL-TIME FACULTY, STAFF, OR ADMINISTRATIVE EMPLOYEES OF TEXAS TECH UNIVERSITY. THE FACULTY/STAFF ADVISOR(S) WILL NOT HAVE ANY VOTING PRIVILEGES AND WILL BE AN EX-OFFICIO MEMBER.

SECTION B:

SHOULD THE EXECUTIVE BOARD DETERMINE THAT A NEW ADVISOR OR CO-ADVISOR SHOULD BE NEEDED, THE EXECUTIVE BOARD WILL SUBMIT NAMES TO THE MEMBERS OF THE ORGANIZATION. PER ROBERT'S RULES OF ORDER, THE MEMBERS WILL VOTE ON THE NEW ADVISOR FOR THE ORGANIZATION.

SECTION C:

RESPONSIBILITIES OF THE ADVISOR(S) SHALL INCLUDE: ASSISTANCE WITH THE MANAGEMENT OF THE ORGANIZATION'S FINANCES, ASSISTANCE WITH ESTABLISHING OR MAINTAINING RELEVANT RELATIONSHIPS WITHIN TEXAS TECH AND WITH THE COMMUNITY, REPRESENTATION OF THE ORGANIZATION IN DEPARTMENT OR UNIVERSITY MATTERS, RESOLUTION OF CONFLICT WITHIN THE EXECUTIVE BOARD OR AMONG MEMBERS, AND GENERAL MENTORSHIP OF THE EXECUTIVE BOARD AND ORGANIZATION MEMBERS.

NOTE: ALL STUDENT OFFICERS AND COMMITTEE CHAIRS ARE REQUIRED TO KEEP LOGS OF THEIR IDEAS, CONCERNS, AND OBSERVATIONS THROUGHOUT THEIR TERM FOR FUTURE REFERENCE OF LATER OFFICERS.

ARTICLE SIX: MEETINGS

GENERAL MEMBERSHIP MEETINGS SHALL BE HELD AT LEAST TWICE PER SEMESTER. EXECUTIVE BOARD MEETINGS SHALL BE HELD AT LEAST ONCE PER MONTH.

ARTICLE SEVEN: PARLIAMENTARY AUTHORITY

THE ORGANIZATION WILL ADOPT ROBERT'S RULES OF ORDER NEWLY REVISED AS ITS PARLIAMENTARY AUTHORITY.

ARTICLE EIGHT: *RELATIONSHIPS*

THE ORGANIZATION SHALL MAINTAIN A POSITIVE RELATIONSHIP WITH THE TEXAS TECH CHEMISTRY & BIOCHEMISTRY DEPARTMENT AND THE TEXAS TECH GRADUATE SCHOOL.

ARTICLE NINE: *ACTIVITIES*

ACTIVITIES SHALL INCLUDE THOSE ACTIONS WHICH ARE IN CONCERT WITH THE PURPOSES OF THE ORGANIZATION, INCLUDING BUT NOT LIMITED TO:

- MEETINGS
- DEVELOPING FUNDRAISING ACTIVITIES
- PROMOTING TEXAS TECH UNIVERSITY AND/OR THE DEPARTMENT OF CHEMISTRY AND BIOCHEMISTRY
- INFORMATION AND AWARENESS RAISING ACTIVITIES
- PRIMARY AND SECONDARY EDUCATION DEMONSTRATIONS
- EXTRACURRICULAR ACTIVITIES THAT ENHANCE SOCIAL COORDINATION AMONG THE DIVISIONS OF CHEMISTRY & BIOCHEMISTRY

ARTICLE TEN: *COMMITTEES*

COMMITTEES SHALL BE FORMED FROM ACTIVE STUDENT MEMBERS. NON-STUDENTS MAY BE MEMBERS OF COMMITTEES IN A NON-VOTING AND *EX OFFICIO* CAPACITY.

ARTICLE ELEVEN: *CONTROL*

THE CHEMISTRY GRADUATE STUDENT ORGANIZATION WILL EXECUTE ITS ACTIVITIES AUTONOMOUSLY. HOWEVER, THE ORGANIZATION MAY JOIN WITH OTHER INSTITUTIONS AND ORGANIZATIONS FOR THE PURPOSE OF PROMOTING THE AIMS OF THE ORGANIZATION.

ARTICLE TWELVE: *AMENDMENTS*

AMENDMENTS TO THIS CONSTITUTION SHALL BE ACCEPTED BY CONSENT OF A 2/3 MAJORITY OF THE VOTING MEMBERS OF THE ORGANIZATION. A VOTING MEMBER IS A MEMBER OF THE ORGANIZATION WHO IS A FULL-TIME GRADUATE STUDENT AT TEXAS TECH UNIVERSITY WHO HAS EXPRESSED AN INTEREST IN MAINTAINING AND UPHOLDING THE PURPOSES OF THE ORGANIZATION.

BY-LAWS CHEMISTRY GRADUATE STUDENT ORGANIZATION

PREFACE

THE CHEMISTRY GRADUATE STUDENT ORGANIZATION (CGSO) IS A REPRESENTATIVE BODY DESIGNED TO PROMOTE THE QUALITY OF LIFE FOR CHEMISTRY GRADUATE STUDENTS.

ARTICLE ONE: MEMBERSHIP

SECTION ONE: ELIGIBILITY

ANY GRADUATE STUDENT, FACULTY MEMBER, OR ADMINISTRATOR OF TEXAS TECH UNIVERSITY DEPARTMENT OF CHEMISTRY & BIOCHEMISTRY SHALL BE ELIGIBLE TO BECOME A MEMBER OF THE ORGANIZATION. NO ONE SHALL BE DENIED MEMBERSHIP ON THE BASIS OF AGE, RACE, GENDER, NATIONAL ORIGIN, RELIGIOUS BELIEFS, CITIZENSHIP, AND/OR PHYSICAL DISABILITY.

SECTION TWO: DUES

MEMBERSHIP DUES FOR CHEMISTRY GRADUATE STUDENT ORGANIZATION (CGSO) SHALL BE COLLECTED BY THE ACTING TREASURER AND MAINTAINED IN AN ACCOUNT SPECIFIED FOR THE CGSO, UNTIL WHICH IT WILL BE DISTRIBUTED FOR ORGANIZATIONAL PURPOSES ONLY.

SECTION THREE: MEETINGS

THE CHAPTER SHALL HOLD A MEETING OF ITS MEMBERS AT LEAST ONCE A MONTH DURING THE LONG SEMESTERS. THE CHAPTER SHALL PROVIDE NOTICE OF SUCH MEETINGS BY TELEPHONE, WRITTEN NOTIFICATION, INTERNET, OR OTHER APPROPRIATE MEANS.

SECTION FOUR: REMOVAL

TO HOLD VIOLATING MEMBERS ACCOUNTABLE BEFORE THE REMOVAL POINT, THE BOARD MAY HOLD A MEETING WITH THE VIOLATING MEMBER TO DISCUSS ACTIONS THAT FAIL UPHOLD THE PURPOSE AND INTEGRITY OF THE ORGANIZATION. A THIRTY-DAY PROBATIONARY PERIOD MAY BE PLACED ON THE VIOLATING MEMBER WITH 2/3 APPROVAL FROM THE BOARD. DURING THIS PROBATIONARY PERIOD, THE VIOLATING MEMBER WILL CREATE A CONTRACT TO BE SIGNED BY THE VIOLATING MEMBER AND BOARD DETAILING ACTIONS TO BE TAKEN TO MITIGATE AND CORRECT VIOLATIONS. MEMBERS THAT CONTINUE TO VIOLATE THE PURPOSE OR INTEGRITY OF THE ORGANIZATION WILL BE TERMINATED FROM THE ORGANIZATION AT THE DISCRETION OF THE BOARD. ANY MEMBER OF THE ORGANIZATION MAY BE IMMEDIATELY REMOVED BY THE BOARD BY A 2/3 VOTE WHENEVER, IN THE JUDGMENT OF THE BOARD, THE BEST INTERESTS OF THE CHAPTER WILL BE SERVED THEREBY. REASONS FOR DISMISSAL INCLUDE, BUT NOT LIMITED TO, MALFEASANCE, NEGLIGENCE OF DUTY, OR IMPROPER CONDUCT. IF THE EXECUTIVE BOARD DEEMS IT NECESSARY THAT A MEMBER SHOULD BE EXPELLED FROM THE ORGANIZATION, THAT MEMBER WILL FORFEIT ANY DUES PAID AS WELL AS ANY CLAIM TO ADDITIONAL FUNDING (E.G., TRAVEL FUNDS, SCHOLARSHIPS). EXPULSION WILL CONSIST OF REMOVAL

FROM THE ORGANIZATION AND/OR ANY COMMITTEES ON WHICH THE MEMBER SERVES. ANY MEMBER EXPELLED WILL BE DENIED FUTURE INVOLVEMENT WITH CGSO. SHOULD ANY FEDERAL, STATE, MUNICIPAL, OR TEXAS TECH UNIVERSITY POLICY REQUIRE THE EXECUTIVE BOARD TO TAKE ADDITIONAL ACTIONS, THOSE ADDITIONAL ACTIONS WILL BE TAKEN.

ARTICLE TWO: BOARD OF DIRECTORS

SECTION ONE: GENERAL POWERS

EXCEPT AS OTHERWISE PROVIDED HEREIN, ALL CHAPTER ACTIVITIES SHALL BE EXERCISED BY OR UNDER THE AUTHORITY OF THE STUDENT CHAPTER BOARD OF DIRECTORS, AND THE AFFAIRS OF THE CHAPTER SHALL BE MANAGED UNDER THE DIRECTION OF THE BOARD. THE DIRECTORS OF THE CHAPTER SHALL IN ALL CASES ACT AS A BOARD AND MAY ADOPT SUCH RULES AND REGULATIONS FOR THE CONDUCT OF THEIR MEETINGS AND THE MANAGEMENT OF THE CHAPTER AS THEY DEEM PROPER, BUT NOT INCONSISTENT WITH THESE BY-LAWS, THE ARTICLES OF ASSOCIATION, THE RULES AND REGULATION OF THE COLLEGE, AND/OR THE LAWS OF THE STATE OF TEXAS.

SECTION TWO: NUMBER, TENURE, AND QUALIFICATIONS

THE BOARD OF DIRECTORS SHALL BE COMPOSED OF NOT LESS THAN THREE AND NOT MORE THAN TWELVE MEMBERS, OF WHICH NOT MORE THAN TEN SHALL BE STUDENTS AND NOT MORE THAN TWO SHALL BE FACULTY MEMBERS, ADMINISTRATORS, AND/OR STAFF. EACH DIRECTOR SHALL HOLD OFFICE FOR ONE YEAR OR UNTIL A SUCCESSOR HAS BEEN DULY APPOINTED/ELECTED AND QUALIFIED. A DIRECTOR SHALL ASSUME OFFICE AND BE DEEMED DULY ELECTED AND QUALIFIED FOR PURPOSES OF THESE BY-LAWS UPON THE ADJOURNMENT OF THE MEETING DURING WHICH THE DIRECTOR WAS ELECTED, UNLESS A LATER DATE IS SPECIFIED. IN ORDER TO BE ELECTED TO THE BOARD, A DIRECTOR MUST HOLD AN OFFICE OR COMMITTEE CHAIR APPOINTMENT IN THE CHAPTER. THE CHAPTER ADVISOR IS AN *EX OFFICIO* MEMBER OF THE BOARD. MEMBERS MAY REPEATEDLY BECOME A MEMBER OF THE BOARD OF DIRECTORS, BUT IN NO INSTANCE, UNLESS SPECIFIC APPROVAL IS GIVEN BY THE BOARD, MAY A DIRECTOR (EXCEPT FOR THE CHAPTER ADVISOR) HOLD OFFICE FOR MORE THAN FOUR CONSECUTIVE YEARS.

SECTION THREE: ELECTION

THE BOARD SHALL BE SELF-PERPETUATING. THE BOARD OF DIRECTORS SHALL INCLUDE ALL OF THE CHAPTER OFFICERS, CHAPTER CHAIRPERSONS, AND THE CHAPTER ADVISOR. NEW DIRECTORS SHALL BE ELECTED TO THE BOARD BY A TWO-THIRDS (2/3) MAJORITY VOTE OF THE VOTING MEMBERS OF THE CHAPTER DURING AN OFFICIAL MEETING FOR THE EXPLICIT PURPOSE OF ELECTING NEW BOARD MEMBERS DURING THE LAST TWO WEEKS OF APRIL OF EACH YEAR.

SECTION FOUR: REMOVAL AND RESIGNATION

ANY DIRECTOR MAY RESIGN AT ANY TIME BY GIVING WRITTEN NOTICE TO THE

BOARD, OR TO ANY EXECUTIVE DIRECTOR OF THE BOARD OF SUCH OFFICER, AND THE ACCEPTANCE BY THE BOARD OF THE RESIGNATION SHALL NOT BE NECESSARY TO MAKE IT EFFECTIVE. IF A RESIGNATION IS MADE EFFECTIVE AT A LATER DATE, THE BOARD MAY FILL THE VACANCY BEFORE THE EFFECTIVE DATE IF THE BOARD PROVIDES THAT THE SUCCESSOR DOES NOT TAKE OFFICE UNTIL THE EFFECTIVE DATE OF THE RESIGNATION.

SECTION FIVE: VACANCIES

UPON A VACANCY CREATED BY THE DEATH, REMOVAL, IMMEDIATE RESIGNATION, OR INCAPACITY OF ANY DIRECTOR, A VOTE OF THE MAJORITY OF THE REMAINING DULY ELECTED AND QUALIFIED DIRECTORS OF THE CHAPTER SHALL BE NECESSARY TO FILL SUCH VACANCY.

SECTION SIX: REGULAR MEETINGS

THE BOARD SHALL MEET AT LEAST MONTHLY.

SECTION SEVEN: SPECIAL MEETINGS

SPECIAL MEETING OF THE BOARD MAY BE CALLED BY THE PRESIDENT OR ANY OTHER TWO MEMBERS OF THE BOARD OF DIRECTORS. THE PERSON OR PERSONS AUTHORIZED TO CALL SPECIAL MEETINGS OF THE BOARD MAY FIX ANY DATE, TIME, AND PLACE FOR HOLDING THE SPECIAL MEETING CALLED BY THEM. WRITTEN NOTICE OF ANY SPECIAL MEETING OF THE BOARD SHALL BE GIVEN AT LEAST FORTY-EIGHT (48) HOURS PRIOR TO THE SPECIAL MEETING AND SHALL PROVIDE THE DATE, TIME, AND PLACE OF THE SPECIAL MEETING. IF THE PURPOSE OF THE SPECIAL MEETING IS TO REMOVE A DIRECTOR OR TO DISSOLVE, MERGE, OR OTHERWISE REORGANIZE THE CHAPTER, THE WRITTEN NOTICE SHALL SO STATE. THE WRITTEN NOTICE SHALL BE DELIVERED PERSONALLY OR MAILED TO EACH DIRECTOR.

SECTION EIGHT: QUORUM

A QUORUM FOR THE TRANSACTION OF BUSINESS AT ANY REGULAR OR SPECIAL MEETING OF THE CHAPTER SHALL CONSIST OF AT LEAST ONE HALF (1/2) OF THE QUALIFIED MEMBERS OF THE CHAPTER AS DETERMINED BY THE MINIMUM NUMBER OF STUDENTS PRESENT ON THE FIRST MEMBER ROLL TAKEN AT THE BEGINNING OF EACH SEMESTER. IF LESS THAN A QUORUM IS PRESENT AT A REGULAR OR SPECIAL MEETING, THEN A MAJORITY OF THE DIRECTORS PRESENT MAY ADJOURN THE MEETING FROM TIME TO TIME.

SECTION NINE: MANNER OF ACTING

THE ACT OF A MAJORITY OF THE DIRECTORS PRESENT AT A MEETING AT WHICH A QUORUM IS PRESENT SHALL BE THE ACT OF THE DIRECTORS, UNLESS THE CONCURRENCE OF A GREATER PROPORTION IS REQUIRED FOR SUCH ACTION BY THESE BYLAWS, THE RULES AND REGULATION OF THE COLLEGE, OR ANY GOVERNMENTAL AUTHORITY.

SECTION TEN: PRESUMPTION OF ASSENT

A DIRECTOR WHO IS PRESENT AT A REGULAR OR SPECIAL MEETING OF THE BOARD AT WHICH ACTION ON A CHAPTER MATTER IS TAKEN SHALL BE PRESUMED TO HAVE ASSENTED TO THE ACTION TAKEN, UNLESS HIS OR HER DISSENT SHALL BE ENTERED IN THE MINUTES OF THE MEETING, OR UNLESS HE OR SHE SHALL FILE HIS OR HER WRITTEN DISSENT WITH SUCH PERSON ACTING AS THE CHAIRPERSON OF THE MEETING BEFORE THE ADJOURNMENT OF SUCH MEETING, OR SHALL FORWARD SUCH WRITTEN DISSENT BY THE REGISTERED MAIL TO THE CHAIRPERSON OF THE CHAPTER IMMEDIATELY AFTER THE ADJOURNMENT OF THE MEETING. SUCH A RIGHT OF DISSENT SHALL NOT APPLY TO A DIRECTOR WHO VOTED IN FAVOR OF SUCH ACTION.

SECTION ELEVEN: WRITTEN CONSENT

ANY ACTION REQUIRED OR PERMITTED TO BE TAKEN AT ANY MEETING OF THE BOARD MAY BE TAKEN WITHOUT A MEETING, IF A WRITTEN CONSENT TO SUCH ACTION IS SIGNED BY ALL THE DULY ELECTED AND QUALIFIED DIRECTORS OF THE CHAPTER AND SUCH WRITTEN CONSENT IS FILED WITH THE MINUTES OF THE PROCEEDING OF THE BOARD. SUCH WRITTEN CONSENT MAY BE EXECUTED IN MULTIPLE COUNTERPARTS.

ARTICLE THREE: COMMITTEES OF THE BOARD

SECTION ONE: COMMITTEES, MEETINGS, AND ACTION

THE BOARD SHALL HAVE STANDING AND AD HOC COMMITTEES. THE STANDING COMMITTEES OF THE BOARD SHALL INCLUDE THE FOLLOWING: MEMBERSHIP, SPECIAL EVENTS, SOCIAL, AND FUNDRAISING. OTHER STANDING COMMITTEES MAY BE CREATED FROM TIME TO TIME. AD HOC COMMITTEES MAY BE APPOINTED BY THE PRESIDENT WITH THE BOARD'S APPROVAL.

THE STANDING COMMITTEES SHALL MEET UPON THE CALL OF THE COMMITTEE CHAIR, WHO SHALL PROVIDE MEMBERS OF THE COMMITTEE WITH AT LEAST FORTY-EIGHT (48) HOURS PRIOR NOTICE OF THE DATE, TIME, PLACE, AND PURPOSE OF THE MEETING. THE CHAIR SHALL ENSURE THAT THE DISCUSSIONS AND ACTIONS OF THE COMMITTEE ARE PROPERLY RECORDED AND PROMPTLY DISTRIBUTED TO ITS MEMBERS AND TO MEMBERS OF THE BOARD. EACH CHAIR SHALL ENSURE THAT THE DISCUSSIONS AND ACTIONS OF THE COMMITTEE ARE PROPERLY RECORDED AND PROMPTLY DISTRIBUTED TO ITS MEMBERS AND TO THE MEMBERS OF THE BOARD. EACH CHAIR SHALL ENSURE THAT THE COMMITTEE IS THOROUGHLY FAMILIAR WITH THE POLICIES, PROCEDURES, AND FUNCTIONS APPROPRIATE TO THE COMMITTEE AND SHALL OVERSEE THE PROPER ADMINISTRATION AND IMPLEMENTATION OF ITS POLICIES AND PROGRAMS. THE COMMITTEES MAY TAKE ACTION ACCORDING TO ANY MANNER THE BOARD IS PERMITTED TO USE UNDER THE BYLAWS.

TO THE EXTENT SPECIFIED BY RESOLUTION OF THE BOARD OR IN THESE BYLAWS, EACH COMMITTEE OF THE BOARD MAY EXERCISE THE AUTHORITY OF

THE BOARD UNDER SECTION ONE OF ARTICLE TWO OF THE BYLAWS. A COMMITTEE, HOWEVER, MAY NOT AUTHORIZE DISTRIBUTIONS OTHER THAN IN THE ORDINARY COURSE OF BUSINESS OF THE CHAPTER, APPROVE OR RECOMMEND DISSOLUTION, MERGER, OR THE SALE, PLEDGE, OR TRANSFER OF ALL OR SUBSTANTIALLY ALL OF THE ASSETS OF THE CHAPTER, ELECT, APPOINT, OR REMOVE DIRECTORS, OR FILL VACANCIES ON THE BOARD OR ANY OF ITS COMMITTEES, OR ADOPT, AMEND, OR REPEAL THE BYLAWS OF THE CHAPTER.

SECTION TWO: APPOINTMENT, TENURE, AND QUALIFICATIONS

THE PRESIDENT SHALL APPOINT CHIEF OFFICERS TO ALL STANDING COMMITTEES AT ANY OFFICIAL MEETING OF THE BOARD UPON APPROVAL OF THE VOTING MEMBERS. THE APPOINTMENTS OF COMMITTEES AND CHAIRS SHALL BE FOR PERPETUAL TERMS TO BE REVIEWED EVERY 12 MONTHS AND SHALL BE RATIFIED BY THE BOARD.

SECTION THREE: MEMBERSHIP COMMITTEE

THE MEMBERSHIP COMMITTEE IS RESPONSIBLE FOR IDENTIFYING AND RECRUITING NEW PARTNERS OF THE CHAPTER. THE COMMITTEE SHALL EDUCATE NEW MEMBERS WITH RESPECT OF THE MISSION, PURPOSES, AND OPERATIONS OF THE CHAPTER.

SECTION FOUR: FUNDRAISING COMMITTEE

THE FUNDRAISING COMMITTEE IS RESPONSIBLE FOR THE FUNDRAISING PROGRAMS OF THE CHAPTER AND OTHER VOLUNTEER ACTIVITIES.

SECTION FIVE: SOCIAL CHAIR

THE SOCIAL CHAIR IS RESPONSIBLE FOR ANY SOCIAL EVENTS HELD BY THE CHAPTER.

SECTION SIX: SPECIAL EVENTS CHAIR

THE SPECIAL EVENTS CHAIR WILL COORDINATE ALL ACADEMIC RELATED ACTIVITIES AND ALL SPECIAL AND OFF-CAMPUS EVENTS.

ARTICLE IV: OFFICERS

SECTION ONE: NUMBER

THE OFFICERS OF THE CHAPTER SHALL BE A PRESIDENT, A VICE-PRESIDENT, A TREASURER, A SECRETARY, AND A SORC REPRESENTATIVE AND WEBMASTER, EACH OF WHOM SHALL BE MEMBERS OF THE BOARD AT THE TIME OF THEIR APPOINTMENT/ELECTION AND SERVICE. THE BOARD MAY ELECT OR APPOINT SUCH OTHER OFFICERS AND ASSISTANT OFFICERS AS MAY BE DEEMED NECESSARY OR APPROPRIATE. BOTH THE PRESIDENT AND VICE PRESIDENT SHALL BE ENROLLED AS A FULL-TIME STUDENT AT THE COLLEGE. OFFICERS MAY BE RE-ELECTED. ANY TWO OFFICES MAY BE HELD BY THE SAME PERSON, EXCEPT THOSE OF PRESIDENT AND VICE-PRESIDENT.

SECTION TWO: ELECTION AND TENURE

THE OFFICERS SHALL BE ELECTED BY A MAJORITY OF THE ACTIVE MEMBERS OF THE CHAPTER DURING A MEETING TO OCCUR WITHIN THE LAST TWO WEEKS OF APRIL. THE EXACT TIME, DATE, AND LOCATION SHALL BE ADVERTISED BY THE SECRETARY. EACH OFFICER SHALL HOLD OFFICE FOR ONE (1) YEAR BEGINNING ON THE FIRST WEEK OF MAY OF EACH YEAR AND END ON THE FOLLOWING LAST WEEK OF APRIL OR UNTIL A SUCCESSOR SHALL HAVE BEEN DULY ELECTED AND QUALIFIED FOR PURPOSES OF THESE BYLAWS UPON THE ADJOURNMENT OF THE MEETING DURING WHICH THE OFFICER WAS ELECTED UNLESS A LATER DATE IS SPECIFIED.

SECTION THREE: REMOVAL

ANY OFFICER, AGENT, OR MEMBER OF THE COMMITTEE BOARD THAT VIOLATES THE PURPOSE OR INTEGRITY OF THE ORGANIZATION MAY BE PLACED ON PROBATION OR TERMINATED FROM THE ORGANIZATION AT THE DISCRETION OF THE EXECUTIVE BOARD. ANY MEMBER OF THE ORGANIZATION MAY BE REMOVED BY THE EXECUTIVE BOARD BY A 2/3 VOTE WHENEVER, IN THE JUDGMENT OF THE BOARD, THE BEST INTERESTS OF THE CHAPTER WILL BE SERVED THEREBY. REASONS FOR DISMISSAL INCLUDE, BUT NOT LIMITED TO, MALFEASANCE, NEGLIGENCE OF DUTY, OR IMPROPER CONDUCT. TO HOLD VIOLATING MEMBERS ACCOUNTABLE BEFORE THE REMOVAL POINT, THE BOARD MAY HOLD A MEETING WITH THE VIOLATING MEMBER TO DISCUSS ACTIONS THAT FAIL UPHOLD THE PURPOSE AND INTEGRITY OF THE ORGANIZATION. A THIRTY-DAY PROBATIONARY PERIOD MAY BE PLACED ON THE VIOLATING MEMBER WITH 2/3 APPROVAL FROM THE BOARD. DURING THIS PROBATIONARY PERIOD, THE VIOLATING MEMBER WILL CREATE A CONTRACT TO BE SIGNED BY THE VIOLATING MEMBER AND BOARD DETAILING ACTIONS TO BE TAKEN TO MITIGATE AND CORRECT VIOLATIONS. MEMBERS THAT CONTINUE TO VIOLATE THE PURPOSE OR INTEGRITY OF THE ORGANIZATION WILL BE TERMINATED FROM THE ORGANIZATION AT THE DISCRETION OF THE BOARD. ANY MEMBER OF THE ORGANIZATION MAY BE IMMEDIATELY REMOVED BY THE BOARD BY A 2/3 VOTE WHENEVER, IN THE JUDGMENT OF THE BOARD, THE BEST INTERESTS OF THE CHAPTER WILL BE SERVED THEREBY. REASONS FOR DISMISSAL INCLUDE, BUT NOT LIMITED TO, MALFEASANCE, NEGLIGENCE OF DUTY, OR IMPROPER CONDUCT.

SECTION FOUR: VACANCIES

A VACANCY IN ANY OFFICE MAY BE FILLED BY THE BOARD FOR THE UNEXPIRED PORTION OF THE TERM.

SECTION FIVE: PRESIDENT

THE PRESIDENT OF THE CHAPTER SHALL ALSO BE THE CHAIRPERSON OF THE BOARD AND SHALL PRESIDE AT ALL MEETINGS OF THE BOARD AND OF THE CHAPTER MEETINGS. THE PRESIDENT SHALL BE AN *EX OFFICIO* MEMBER OF ALL COMMITTEES OF THE BOARD. THE PRESIDENT SHALL HAVE GENERAL

SUPERVISION OVER THE AFFAIRS, THE OFFICERS, AND THE AGENTS OF THE CHAPTER.

SECTION SIX: EXECUTIVE DIRECTOR

IN THE ABSENCE OF THE PRESIDENT OR IN THE EVENT OF A VACANCY IN THE OFFICE OF THE PRESIDENT, THE VICE PRESIDENT SHALL PERFORM THE DUTIES INCIDENT TO THE OFFICE OF THE PRESIDENT, AND WHEN SO ACTING, SHALL HAVE ALL OF THE POWERS OF AND BE SUBJECT TO ALL THE RESTRICTIONS UPON THE PRESIDENT. THE SELECTED VICE PRESIDENT SHALL HAVE SUCH POWERS AND PERFORM SUCH DUTIES AS MAY BE PRESCRIBED BY THE BOARD.

SECTION SEVEN: SECRETARY

THE SECRETARY SHALL BE RESPONSIBLE FOR PREPARING, RECORDING, AND MAINTAINING THE OFFICIAL MINUTES OF THE PROCEEDINGS OF THE BOARD AND OF THE MEMBERS, FOR AUTHENTICATION OR CERTIFYING THE RECORDS OF THE CHAPTER, FOR MAINTAINING AN OFFICIAL ROSTER OF THE MEMBERSHIP, AND FOR ENSURING THAT ALL NOTICES ARE DULY GIVEN BY THE COLLEGE OR ANY APPLICABLE GOVERNMENTAL LAW, RULE, OR REGULATION.

THE SECRETARY SHALL BE CUSTODIAN OF THE RECORDS OF THE CHAPTER. THE SECRETARY SHALL HAVE, IN GENERAL, ALL THE POWERS AND PERFORM ALL THE DUTIES INCIDENT TO THE OFFICE OF THE SECRETARY AND SUCH OTHER DUTIES AS MAY, FROM TIME TO TIME, BE PRESCRIBED BY THE BOARD OR THE PRESIDENT.

SECTION EIGHT: TREASURER

THE TREASURER SHALL HAVE GENERAL CHARGE OF THE FINANCIAL AFFAIRS OF THE CHAPTER AND HAVE, IN GENERAL, ALL THE POWERS AND PERFORM ALL THE DUTIES INCIDENT OF THE OFFICE OF TREASURER AND SUCH OTHER DUTIES AS MAY, FROM TIME TO TIME, BE PRESCRIBED BY THE BOARD OR THE PRESIDENT. THE TREASURER SHALL HAVE CHARGE AND CUSTODY OF AND BE RESPONSIBLE FOR MAINTAINING THE PROPER FINANCIAL RECORDS OF THE CHAPTER, PROVIDE FOR THE SAFEKEEPING OF THE FUNDS AND OTHER PROPERTY OF THE CHAPTER, RECEIVE MONIES DUE AND PAYABLE TO THE CHAPTER, DEPOSIT ALL SUCH MONIES IN THE NAME OF THE CHAPTER IN SUCH BANKS, TRUST COMPANIES, AND OTHER DEPOSITORIES AS SELECTED BY THE CHAPTER, AND DISTRIBUTE FUNDS AUTHORIZED TO BE PAID BY THE CHAPTER. THE TREASURER SHALL BE THE CHAIRPERSON OF THE FINANCE COMMITTEE SHOULD BE DEEMED NECESSARY.

SECTION NINE: OTHER OFFICERS

SUCH OTHER OFFICERS AS MAY BE ELECTED OR APPOINTED BY THE BOARD SHALL HAVE SUCH POWERS AND PERFORM SUCH DUTIES AS THE BOARD MAY PRESCRIBE FROM TIME TO TIME.

IN THE ABSENCE OR INCAPACITY OF ANY OFFICER, OR IN THE EVENT OF A VACANCY IN ANY OFFICE, THE BOARD MAY DESIGNATE ANY PERSON TO FILL ANY SUCH OFFICE *PRO TEMPORE* OR FOR ANY PARTICULAR PURPOSE.

ARTICLE FIVE: FISCAL POLICIES

SECTION ONE: RECEIPT OF FUNDS AND REVENUES

ALL FUNDS RECEIVED AS GIFTS (WHETHER DESIGNATED OR NOT DESIGNATED), CONTRIBUTIONS, OR GRANTS FROM INDIVIDUALS, PRIVATE, OR PUBLIC CORPORATIONS OR FOUNDATIONS SHALL BE DEPOSITED IN APPROPRIATE BANKING ACCOUNTS MAINTAINED BY THE CHAPTER AND DISPERSED IN ACCORDANCE WITH THESE BYLAWS, THE RULES AND REGULATIONS OF THE COLLEGE, AND ALL APPLICABLE GOVERNMENTAL LAWS, RULES, AND REGULATION, INCLUDING SECTION 501 (C)(3) OF THE INTERNAL REVENUE CODE OF 1986, AS AMENDED (THE "CODE").

SECTION TWO: FISCAL YEAR

THE FISCAL YEAR OF THE CHAPTER SHALL BEGIN ON THE FIRST WEEK OF MAY OF EACH YEAR AND END ON THE FOLLOWING LAST WEEK OF APRIL.

SECTION THREE: CHECKS, DRAFTS, ETC

ALL CHECKS, DRAFTS, AND OTHER ORDERS FOR THE PAYMENT OF MONEY NOTES, OR OTHER EVIDENCES OF INDEBTEDNESS ISSUED IN THE NAME OF THE CHAPTER SHALL BE SIGNED BY OFFICERS OR DESIGNATED AGENTS OF THE CHAPTER IN ACCORDANCE WITH THE POLICIES AND PROCEDURES AS SHALL, FROM TIME TO TIME, BE DETERMINED BY RESOLUTION OF THE BOARD.

ARTICLE VI: AMMENDMENTS

SECTION ONE: ACCEPTANCE OF AMENDMENTS

AMENDMENTS TO THE BYLAWS SHALL BE ACCEPTED BY A POSITIVE VOTE OF TWO THIRDS (2/3) OF THE VOTING MEMBERS OF THE CHAPTER.

SECTION TWO: PROPOSAL OF AMENDMENTS

AMENDMENTS MAY BE PROPOSED BY ANY VOTING MEMBER OF THE CHAPTER. DISCUSSION SHALL ENSUE, AND A VOTE MAY BE TAKEN, SUBJECT TO THE REQUIREMENT OF THE EXISTENCE OF A QUORUM. AT THE DISCRETION OF THE BOARD, A VOTE MAY BE DEFERRED UNTIL THE FOLLOWING MEETING IN ORDER TO ALLOW FOR INFORMAL DISCUSSION.

SECTION THREE: ACTION OF AMENDMENTS

AMENDMENTS SHALL BE CONSIDERED IN FORCE IMMEDIATELY AFTER THE REQUIRED ACCEPTANCE PROCEDURE HAS BEEN FOLLOWED AND THE AMENDMENT SO ACCEPTED.

SECTION FOUR: REPEAL OF AMENDMENTS

AMENDMENTS MAY BE REPEALED BY A POSITIVE VOTE OF THREE QUARTERS

(3/4) OF THE VOTING MEMBERS OF THE CHAPTER AFTER DUE DISCUSSION.