**Sample Bylaws for an ACS Graduate Student Organization**

The following example can be used as a model to develop the bylaws of your ACS Graduate Student Organization at your institution. It can be modified to suit your specific local situation or circumstance.

Bylaws of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of college or university) Graduate Student Organization of the American Chemical Society (hereinafter referred to as the “Society”).

**Article I. Name**

The name of this organization shall be the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of college or university) Graduate Student Organization (“hereinafter referred to as “Organization”) of the American Chemical Society.

**Article II. Objects**

The objects of this Organization shall be to advance the objects of the Society as stated within its Charter, Constitution, and Bylaws, as amended, afford an opportunity for graduate students of the chemical sciences to become better acquainted, secure the intellectual stimulation that arises from professional association, obtain experience in preparing and presenting technical material before chemical and general audiences, foster a professional spirit among the members, instill a professional pride in the chemical sciences, and foster an awareness of the responsibilities and challenges of the modern chemist.

**Article III. Membership**

**Section 1.**  The membership of this Organization shall consist of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert name of college or university) graduate students who are premium members in good standing of the Society.

**Section 2.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Insert name of college or university) graduate students who are not current ACS premium members in good standing may be Organization members, except that they may not hold an elective office, serve on a committee or have voting privileges.

**Article IV. Officers**

**Section 1.** This Organization shall have three officers, a President, a Vice-President, a Secretary/Treasurer, who shall be premium members in good standing of the Society.

**Section 2.** These officers shall constitute the Executive Committee.

**Section 3.** The officers shall be elected at the first meeting in (Month) each year from nominees chosen by (nominations from the floor, a nominating committee, etc.) and thereafter annually during the same month.

**Section 4.** They shall take office in (Month) and shall hold office for one year or until their successors are duly elected.

**Article V. Duties of Officers**

**Section 1.** The duties of the Organization officers shall be such as usually pertain to their respective offices and such other duties as may be assigned to them from time-to-time by the Executive Committee.

**Section 2.** The duties of the President shall be to preside over meetings of the Executive Committee and membership in the ordinary course of conducting business, as well as to appoint, with the approval of the Executive Committee, all committee chairs and committee members.

**Section 3.** The duties of the Vice President shall be to assist the President in the direction and management of the Organization and assume the duties of the President in the event of her or his unavailability or inability to serve.

**Section 4.** The duties of the Secretary shall be to keep accurate and up-to-date records of the minutes of the meetings of the Executive Committee and Organization, maintain a list of the full Membership under Article III, send notices to the Membership as the business of the Organization may require, submit a report to the Membership at its annual meeting, and preside over meetings in the absence of the President and Vice President.

**Section 5.** The Treasurer shall have charge of the Organization’s funds, keep accurate and complete records of all financial transactions, receive dues, make only those disbursements authorized by the Executive Committee, and render an account of all transactions and the financial condition annually to the Executive Committee at times established by the Executive Committee.

**Article VI. Faculty Advisor**

The Organization at its annual election shall select as its Faculty Advisor a faculty member who is a current premium member in good standing of the Society, whose duties shall be to advise the Organization both in its local activities and in its relations with the Society. The Advisor shall be kept informed of all Organization activities and shall advise the Organization on any policy matters.

**Article VIII. Meetings**

**Section 1.** Regular meetings shall be held (on the first Tuesday of each month, once a month, etc.).

**Section 2.** Special events may be arranged through the Executive Committee.

**Section 3.** A quorum of the Executive Committee or Membership shall be necessary for the transaction of all Organization business.

**Article X. Reports**

When required, the Organization shall send requested information to the Society electronically relating to the Organization’s members and activities. The Society shall be informed promptly of the results of all elections of officers and Faculty Advisors.

**Article XI. Amendments**

These bylaws may be amended by a two-thirds vote of the members, provided that the amendments shall have been proposed at least one meeting previous to the time of voting. Such amendments shall confirm to the ACS regulations established for ACS Graduate Student Organizations.

**Article XII. Dissolution**

The Organization may be dissolved by a two-thirds vote of the Membership, and the assets distributed in accordance with the direction of the Executive Committee.