

## **By-laws of the UAF American Chemical Society Student Chapter**

### **I. Meetings**

Section 1. The time and place for regularly scheduled meetings shall be every other Tuesday in Reichardt Room 165 from 5 to 6 pm.

Section 2. Special events outside of the regular meetings may be arranged through the Executive Committee.

Section 3. There shall be at least two outreach activities per semester.

### **II. Duties of Officers**

#### Section 1. President

- A. The president shall be the chief executive officer.
- B. The president, with approval of the Executive Committee, directs the budget.
- C. Vacancies in offices will be filled by appointment of the President with approval of the general membership.

#### Section 2. Vice President

- A. The vice president shall support the president and lead the Executive Committee in the event that the president cannot attend a meeting.
- B. The vice president will perform other duties as directed by the president.

#### Section 3. Treasurer

- A. The treasurer shall keep a current record of all financial transactions.
- B. The treasurer will be responsible for checking the accuracy of all bills and invoices and paying them correctly and on time.
- C. The treasurer will perform other duties as directed by the president.

#### Section 4. Secretary

- A. The secretary shall keep the minutes of each meeting.
- B. The secretary will keep a record of attendance for each meeting.
- C. The secretary will perform other duties as directed by the president.

#### Section 5. Outreach Coordinator

- A. The outreach coordinator shall be responsible for investigating possible community activities through which the UAF ACS Student Chapter can demonstrate science experiments to the general public and provide a volunteer service to the community.

- B. The outreach coordinator will perform other duties as directed by the president.

#### Section 6. Graphic Designer

- A. The graphic designer shall create all flyers, posters, banners, and advertisements for the UAF ACS Student chapter.
- B. The graphic designer will perform other duties as directed by the president.

#### Section 7. Advisor

- A. The advisor shall assist the group in their execution of roles and responsibilities.
- B. The advisor shall provide feedback to the student organization regarding its operation and functioning.
- C. The advisor shall serve as a resource.
- D. The advisor should provide advice upon request and share knowledge, expertise, and experience with the group.
- E. The advisor will be a non-voting member of the organization.