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.