**Executive Summary:**

The Chemistry Club at Kettering University is an organization dedicated to advancing the knowledge of chemistry at Kettering University. The mission is to encourage students in the field of chemistry and to foster their growth.

The Chemistry Club at Kettering University will hold weekly meetings. In these meetings, chemistry will be promoted with current events, discussions of developing technology, faculty explanations of their research, as well as the preparation of visiting speakers. Visiting speakers will be people of high regard in the chemistry world, and will explain their current area of study/research to Kettering University students.

The Chemistry Club aims to be a future partner with the American Chemical Society, providing valuable resources to Kettering students. The students will be recognized as being affiliated with a nationally known and esteemed organization. The students will be able to network with the chemistry faculty and students at Kettering University, as well as the chance to network with American Chemical Society members from around the country.

Lastly, the Chemistry Club will provide academic assistance to students in need, specifically in chemistry.
Constitution:

Article I: Name

The name of the organization will be the Chemistry Club.

Article II: Purpose

The purpose of the Chemistry Club is to advance the knowledge of chemistry at Kettering University. This will be done through lectures, research opportunities, visiting speakers, and chemistry demonstrations. The Chemistry Club will also provide education outreach programs to such institutions as the Children's Museum of Flint.

Article III: Membership

Section 1: All students of Kettering University may become members of the Chemistry Club.

Section 2: Membership will be defined by regular meeting attendance. Regular meeting attendance is defined as no more than 2 unexcused or 4 excused absences from events or meetings per term. Membership will be revoked only upon approval of the club advisors.

Article IV: Election of Officers

Section 1: Executives will be elected at the last Chemistry Club of the Spring Semester. Positions will be held for 2 semesters, beginning in the semester after the Spring Semester in which they were elected.

Section 2: Candidates must be nominated prior to election day.

Section 3: Only members of the Chemistry Club are eligible to become officers.
Section 4: All executives must be elected by majority vote. Only members are eligible to vote. A secret ballot must be used for all elections. If only one person is nominated, a voice vote may be used.

Section 5: If the office of President becomes vacant, the Vice-President will vacate his/her office and assume the office of President. If both offices become vacant, a special election will be held at the next Chemistry Club meeting, providing there is two week's notice. The Secretary or club advisor will facilitate the election.

**Article V: Executive Duties**

Section 1: General Duties

- Executives will attend all Chemistry Club meetings.

Section 2: Duties of the President

- The President will set the agenda for meetings and preserve order.
- The President will not vote on any matter unless his/her vote is necessary to decide a tie vote.
- The President will keep a record of all activities, including meeting minutes (recorded by the Secretary) and all paperwork related to Chemistry Club events.

Section 3: Duties of the Vice-President

- The Vice-President will assume the responsibilities of the President upon his/her absence.
- The Vice-President will be primary director of Chemistry Club events on campus.

Section 4: Duties of the Secretary

- The Secretary will keep meeting minutes and provide the minutes to all members via email.
• The Secretary will record attendance at meetings and maintain an updated roster of all members.

Section 5: Duties of the Treasurer

• The Treasurer will be responsible for the financial matters of the Chemistry Club, including the checkbook and any Kettering Student Government funding.

Article VI: Procedure

Section 1: Meeting Times

• The Chemistry Club will meet at a time and place determined to be convenient by the Chemistry Club executives. The members will be notified of meetings in advance.

Section 2: Agenda Items

• Agenda items should be addressed to the President prior to a meeting.

• Legislative matters, bills, and other issues must be introduced to the President outside of a Chemistry Club meeting. The President will then address the matter to the members at the next meeting, if necessary.

Section 3: Voting

• The Chemistry Club will operate as a democracy. A majority of members in attendance is required for a resolution to take effect. 2/3 majority is required for legislative changes.

• For retroactive status on a matter, a 3/4 majority vote is required.

Article VII. Impeachment

Impeachment of executive officers will be conducted only through the oversight of the Chemistry Club advisor.
Article VIII. Amendments

Section 1: Amendments to the Constitution may be made by a two-thirds (2/3) majority of those members present and voting. There will be one meeting’s notice of changes in the rules.

Section 2: Ex Post Facto: Any changes to the Constitution that may jeopardize the eligibility of a member currently holding office will not become effective until the next regular election of officers if held.

Definition of Membership:

Chemistry Club membership is opened to anyone. Requirements for membership include regular meeting attendance. Regular meeting attendance is defined as no more than 3 events or meetings unexcused by the President per term. Further membership guidelines can be read in the constitution.

Structure of Organization:

A full list of executive positions and responsibilities is given in the constitution.

The current presiding officer to be contacted is Tyler Piersma. He can be contacted at 248.514.7404 or tyler.piersma@mac.com.

Advisor:

The advisors to the Chemistry Club will be Dr. Stacy Seeley and Dr. Ali Zand.

Insurance and Liability:

There are no safety or insurance concerns for the Chemistry Club. Any experimentation will be handled by approved Chemical Faculty with all safety guidelines followed.