

Graduate Chemistry Society of Washington State University Bylaws

(Revised April 7th, 2023)

Article I: GCS MEMBERSHIP

Section I: Members of the GCS

All graduate students accepted into the Chemistry Department at Washington State University – Pullman Campus as either MS or PhD seeking candidates shall be members of the GCS, or those approved by a majority of the GCS officers.

Section II: Duties and Privileges of Membership

- A. Members of the GCS are entitled to all benefits and privileges of the GCS and share in its responsibilities and duties, except as provided in subsection (A)(1) of this section.
 - 1. Only Chemistry Graduate students at WSU-Pullman are entitled to membership benefits. Travel and registration monies will be awarded at an amount no greater than twenty-five (25%) percent of the total budget allotment set aside for travel and registration grants.
- B. Members of the GCS are entitled to the benefits and privileges of voting in the GCS general elections, and can be elected as a GCS Executive Officer or as an additional Officer.
- C. Members of the GCS may share in the responsibilities and duties of the GCS by serving in any capacity the GCS Officers see fit.

Article II: MEETINGS

Section I: GCS Executive Officer Meetings and GCS Member Meetings

- A. Schedule: The GCS should, but is not required to, meet every month during the Fall and Spring semesters, with exception for official university holidays, during the period of May 16 of one general election year to May 15 of the following general election year.
 - 1. Dates, Times and Places of GCS Member Meetings: GCS member meetings will be held at the discretion of the GCS Executive Officers and located in Fulmer 438.
 - i. Changes to location or time: Any changes to the above provisions will be made as deemed necessary by the Executive Officers.
 - 2. First GCS Member Meeting of the Year: The first member meeting of the GCS shall be in the first four weeks of the Fall semester of the regular academic year.
 - 3. Special meetings of the GCS: GCS Executive Officer meetings and emergency meetings of the GCS may be called by the GCS President or GCS Vice President. If an Officer or a member is unable to attend the meeting, they may give their written and signed proxy to another member. Proxy votes will be counted.
- B. Majority and Absence
 - 1. Majority is defined as:
 - i. More than half (50%) of the membership in attendance at a GCS member meeting.
 - ii. At least half (50%) of the GCS Executive Officers.
 - 2. Absence of GCS Officers from GCS Meetings
 - i. An Officer who cannot be present at a meeting may notify the GCS President or GCS Vice President, directly or via electronic mail, no later than one (1) hour prior to its official commencement, and receive an excused absence.
 - ii. An excused absence will not count toward Inactivation. Three such excused absences shall be allowed during one term.

Section II: Voting in GCS Meetings

- A. Votes Cast: Each member of the GCS physically present at a given GCS meeting may cast only one (1) vote on each matter before the GCS that requires a vote.
 - 1. The GCS President will vote only in the instance of a tie at a GCS member meeting.
- B. Majorities Needed for Passage
 - 1. Budget and Financial Requests: Matters concerning the disbursement of GCS funds proposed by a GCS member may be approved based on a two-thirds (2/3) vote of the GCS members in attendance.
 - 2. All Other Matters before the GCS: All other matters before the GCS, except for the amendment of the GCS Constitution or the GCS Bylaws, shall be approved by a majority vote of the GCS membership physically present.
 - 3. Power of Rejection by GCS Executive Officers: In the best interest of the GCS, the GCS Executive Officers have the privilege of rejecting any proposal by a three-quarters (3/4) vote.

Article III: GCS ELECTIONS

Section I: Election of GCS Executive Officers

- A. General Election
 - 1. Schedule and Procedures: The GCS shall conduct a general election of GCS Executive Officers at a GCS member meeting in the Spring semester of each regular academic year. The GCS President shall announce the call for candidates at the GCS member meeting prior to the election and via electronic mail to the membership. Any campaign materials distributed in any medium/format by any candidate running for GCS Office must submit and have approval to distribute those materials by the GCS Secretary. The candidates will have the chance to speak for up to 3 minutes the meeting of the election regarding their respective position candidacy. The membership present at the meeting will then vote for a candidate for each position. This vote may be carried out by either a manual tally of a hand count for the respective candidates for each position or a ballot listing each position along with each candidate for that position. This vote will be either counted, distributed and/or collected by the GCS Vice President. The final tally in any method of voting will be confirmed by the remaining GCS Executive Officers and announced by the end of the meeting in which the election takes place.
 - 2. Invalidation of Election Results: In the case that the GCS declares the General Election to be invalid, a second General Election may be held.
 - i. This second General Election shall be completed no later than the second Friday of April of the regular academic year. With the exception of the completion deadline set by the GCS Executive Officers, the same procedures for this election shall be followed, except that voting must be carried out in ballot form.
- B. Method of Election
 - 1. The method of electing GCS Executive Officers must afford each GCS member the opportunity to both run for available positions and cast a vote in the election to fill them.
- C. Special Replacement Elections of GCS Executive Officers
 - 1. Vacancies
 - i. Notice of Vacant Executive Officer Positions
 - a) It is the duty of the GCS President to immediately inform the membership of a vacancy by resignation or otherwise. In the event that the GCS President is unable to fulfill this duty, it shall fall first to the GCS Vice President and then to the GCS Secretary.
 - b) Notice of the vacancy of a GCS Executive Officer shall be sent to the membership via electronic mail or announcement at the next GCS member meeting following the vacancy of position.
 - c) The notice of vacancy shall be sent or announced at least two (2) weeks prior to the GCS member meeting in which the election to fill the vacancy is scheduled to take place.

- ii. Eligibility to Fill Vacant Executive Officer Positions
 - a) Any member of the GCS may file as a candidate for a vacant GCS Executive Officer position.
- iii. Filling of Vacant Executive Officer Positions
 - a) Vacancies in the Executive Offices of the GCS shall be filled by a vote of the GCS membership.
 - b) Requirements of Prospective Candidates: Candidates for Vacant Executive Officer. Candidates for vacant GCS Executive Offices shall
 - (i) Be present at the meeting the election is taking place, unless otherwise excused.
 - (ii) Will assume office immediately upon tally of election results if declared the winner.
 - (iii) Be allowed to campaign according to the procedures in these Bylaws.
 - c) Distribution of Information Supplied by Candidates for Vacant GCS Executive Offices.
 - (i) The information provided by candidates for vacant GCS Executive Offices shall be distributed to all GCS members at least one (1) week prior to the meeting at which the vacancy will be filled.
 - d) Distribution of Ballots for the Election of Candidates to Vacant GCS Executive Offices.
 - (i) A designated representative of the Executive Officers will either distribute ballots or manually tally votes containing each candidate's name and collect them upon completion of the election.
 - e) Tallying GCS Special Replacement Election Ballots. The ballots or manual tally for Replacement Executive Officers shall be tallied by the remaining GCS Executive Officers.

Section II: Election of Other GCS Officers

A. Timing of Elections

1. The election of Other GCS Officers shall be conducted concurrently with the GCS Executive Officers and follow the same voting procedures.
2. Other Officer Positions not filled by the third calendar week of the fall semester are vacant.
3. If an Other Officer Position falls vacant, it may be the duty of the GCS Executive Officers to appoint a member of the GCS to the vacant position by a three-quarters (3/4) vote.

B. Method of Election

1. The method of electing Other GCS Officers must afford each GCS member the opportunity to both run for available positions and cast a vote in the election to fill them.

Section III: Inactivity of GCS Officers

A. Inactivity

1. Inactivity shall be defined by failure to attend three (3) GCS Executive Officer meetings or GCS member meetings without providing a valid excuse to the GCS President or GCS Vice President at least one (1) hour before the commencement of said meeting.
 - i. Absences from these meetings shall commence with the first executive meeting of the fall semester of the regular academic year.
 - ii. The Executive Officers may determine what constitutes a valid excuse.
2. Notification of Inactivity
 - i. When an Officer is absent for more than three (3) GCS meetings and/or GCS Executive Officer meetings without a valid excuse, the GCS President shall send written notification to said Officer to inform him/her of his/her declaration of

- inactivity and to inform him/her that he/she has one (1) week to respond.
 - ii. If no response is received, the Officer will be declared inactive and his/her position will be declared vacant.
 - 3. Reactivation: An Officer can be reactivated with majority approval of the GCS Executive Officers.
 - 4. Special Replacement.
 - i. Special replacement will occur when either
 - a) Said Officer does not respond within one (1) week, or
 - b) Said Officer responds with a letter of resignation to the GCS President, or
 - c) The GCS Executive Officers do not reactivate said Officer.

Article IV: GCS OFFICER DUTIES

Section I: Duties of the GCS President shall include, but not necessarily limited to

- A. General Duties
 - 1. Work requirements of the GCS President shall generally conform to Graduate Appointment Processing.
 - 2. Limit of Service: Persons shall be limited to a total of two (2) years service as GCS President.
- B. Officer Chair responsibilities
 - 1. GCS Executive Officer Meetings and GCS Member Meetings
 - i. Calling of the first meeting of the GCS Executive Officers,
 - ii. Preparing agendas for GCS Executive Officer meetings and distributing said agendas to all GCS Executive Officers
 - iii. Chair the GCS Executive Officer meetings and GCS member meetings
 - iv. Setting the GCS Executive Officer meetings and GCS member meetings calendar for monthly meetings, and
 - v. Ensuring that all GCS Executive Officers are performing their duties in accordance with the GCS Constitution and Bylaws.
 - a) If GCS Executive Officers are negligent in their duties, the GCS President shall attempt to rectify the situation, or failing this, recommend recall of the negligent GCS Executive Officer.
 - 2. GCS Constitution and Bylaws
 - i. Annually review the GCS Constitution and Bylaws to ensure that they are current, consistent and coherent documents.
 - ii. Faithfully execute the Constitution and Bylaws of the GCS.
 - 3. Designate representative to fill-in for the President at any of the above the President is unable to attend
- C. Executive Duties
 - 1. Participate in departmental new-student orientations as requested.
 - 2. Coordinate relations between GCS and the WSU Chemistry Department, including attending faculty meetings as the graduate student representative, when allowed by the chair, and assigning other officers/GCS members to sit on the department steering committee, safety committee, and any other relevant committees.
 - 3. Develop the GCS Final Report at the end of term for presentation to the incoming GCS President.

Section II: Duties of the GCS Vice President shall include, but are not necessarily limited to

- A. General Duties
 - 1. Work requirements of the GCS Vice President shall generally conform to Graduate Appointment Processing.

2. Limit of Service: Persons shall be limited to a total of two (2) years service as GCS Vice President.
- B. Responsibilities
1. Attend all GCS Executive Officer meetings.
 2. Attend all GCS member meetings.
 3. Conduct the General Election of GCS Officers in the Spring Semester of his/her term.
 4. GCS Budget
 - i. Assist the GCS Treasurer in preparing the GCS budget to be made available to the GCS Executive Officers.
 - ii. Notify the Executive Officers when any budget line item is in danger of, or is in, deficit and proposing appropriate fund transfer to alleviate the situation.
 - iii. Become versed in financial policies and regulations.
 - iv. Assign fundraising tasks to GCS Officers, members or other designees as necessary.
- C. Executive Duties
1. Assist the GCS President in the administration of GCS.
 2. Participate in relations between GCS and the WSU Chemistry Department, the City of Pullman and all other related groups. Coordination of relations may include attendance at general meetings of the above mentioned groups as well as other relevant meetings.
 3. Designate representative to fill-in for Vice President at any of the above the Vice President is unable to attend.
 4. Serve as proxy for GCS President in any capacity if required.
 5. Faithfully execute the Constitution and Bylaws of the GCS/

Section III: Duties of the GCS Secretary include, but are not necessarily limited to

- A. General Duties
1. Work requirements of the GCS Secretary shall generally conform to Graduate Appointment Processing.
 2. Limit of Service: Persons shall be limited to a total of two (2) years service as GCS Secretary.
- B. Meeting responsibilities
1. Attend all GCS Executive Officer meetings.
 2. Attend all GCS member meetings.
- C. Executive responsibilities
1. Tasks necessary to fulfill duties of the office of GCS Secretary as assigned by the remaining GCS Executive Officers.
 2. Assist in notifying membership of vacancies in the GCS Officers. If a vacancy exists, it is upon the GCS Secretary to work with the GCS President to fill vacancies.
 3. Faithfully execute the Constitution and Bylaws of the GCS
 4. Follow up with the GCS Public Relations Officer and the membership to ensure that information is being distributed properly and in a timely manner.
 5. Handle all incoming and outgoing paperwork as delegated to the GCS. Approve, on proper discretion, campaign material submitted for GCS general elections.
 6. Insuring all information and forms for processing, particularly for funding requests are properly filled out, with completed forms to be forwarded to the GCS Treasurer.

Section IV: Duties of the GCS Treasurer shall include, but are not necessarily limited to

- A. General Duties
1. Work requirements of the GCS Treasurer shall generally conform to Graduate Appointment Processing.
 2. Limit of Service: Persons shall be limited to a total of two (2) years service as GCS Treasurer.
- B. Meeting responsibilities
1. Attend all GCS Executive Officer meetings.

2. Attend all GCS member meetings.
- C. Executive responsibilities
 1. GCS Budget
 - i. Assist the GCS Vice President in preparing the GCS budget to be made available to the GCS Executive Officers.
 - ii. Notify the Executive Officers when any budget line item is in danger of, or is in, deficit and proposing appropriate fund transfer to alleviate the situation.
 - iii. Become versed in financial policies and regulations.
 - iv. Assign fundraising tasks to GCS Officers, members or other designees as necessary.
 - v. Handle all incoming forms and receipts, and maintain a proper ledger of all accounts.
 - vi. Handle all requests for financial information from any source as appropriate.
 2. Tasks necessary to fulfill duties of the office of GCS Treasurer as assigned by the remaining GCS Executive Officers.
 3. Faithfully execute the Constitution and Bylaws of the GCS.

Section V: Duties of the GCS Librarian shall include, but are not necessarily limited to

- A. General Duties
 1. Work requirements of the GCS Librarian shall generally conform to Graduate Appointment Processing.
 2. Limit of Service: Persons shall be limited to a total of two (2) years service as GCS Librarian.
- B. Responsibilities
 1. Tasks necessary to fulfill duties of the office of GCS Librarian as assigned by the GCS Executive Officers.
 2. Attend all GCS member meetings.
 3. Ensure proper distribution of keys to the GCS Library (Fulmer 275) to GCS membership.
 4. Maintain and improve current resources available in the GCS Library.
 5. Maintain a catalog of all materials available to the GCS membership at the GCS Library.

Section VI: Duties of the GCS Public Relations Officer shall include, but are not necessarily limited to

- A. General Duties
 1. Work requirements of the GCS Public Relations Officer shall generally conform to Graduate Appointment Processing.
 2. Limit of Service: Persons shall be limited to a total of two (2) years service as GCS Public Relations Officer.
- B. Responsibilities
 1. Tasks necessary to fulfill duties of the office of GCS Public Relations Officer as assigned by the GCS Executive Officers.
 2. Attend all GCS member meetings.
 3. Ensure proper and timely distribution of event/activity/meeting announcements to the GCS membership.
 4. Work with the Washington State University Chemistry Department to maintain and update the GCS website.
 5. Maintain a catalog of all public relations materials available to the GCS membership.

Article V: SOURCES AND DISBURSEMENT OF GCS MONIES

Section I: Funding of the GCS

- A. The GCS shall be funded by any fundraiser the GCS holds, which include but are not limited to,

notebook and goggle sales at the start of each semester. All sources of funding for the GCS require the approval of the GCS Executive Officers

Section II: Disbursement of GCS Monies

- A. Only the following GCS Officers may initiate purchases, enter into binding contracts or otherwise disburse GCS monies for the purpose of funding GCS events or other activities:
 1. The GCS President,
 2. The GCS Vice President,
 3. The GCS Treasurer, or
 4. A designated representative of the GCS subject to the prior approval of the GCS Executive Officers.
- B. The budget of the GCS shall be prepared by the GCS Treasurer and approved by the GCS Executive Officers.
- C. All funding requests to the GCS shall be submitted to the GCS Secretary.
- D. There shall be three (3) types of funding requests.
 1. Budget requests for GCS Travel and Registration Grants.
 - i. GCS Travel and Registration Grant money is only available to the GCS membership.
 - ii. GCS Travel Grants shall only be approved in the event that Department funding is requested and not available, or if expenses are accrued in excess of available department funds.
 - iii. GCS members may apply annually for a request of up to \$750.
 - iv. Requests of up to \$750 are approved by a three-quarters (3/4) vote of the GCS Executive Officers.
 - v. Additional funds may be requested separately for specific programs; amounts of more than \$750 must be approved by a majority of the GCS membership in attendance.
 2. Event and program funding for GCS membership.
 - i. At minimum, \$2,000/year allocated to the Society for Women in Chemistry, for programing for their members. Additional funds can be requested, and can be approved by the GCS executive committee, subject to availability of funds.
 - ii. Reimbursement for intramural sports, up to \$30/semester, either organized by GCS or otherwise, upon submission of receipts to the GCS treasurer
 - iii. Dissertation binding for GCS members, upon submission of receipts to the GCS treasurer.
 3. Emergency funding requests.
 - i. There are no deadlines for emergency funding requests.
 - ii. Emergency funding requests will only be considered when other funding options have been exhausted or when the GCS membership makes a special request.

Section III: Official Audit of GCS Financial Records

- A. The financial records of the GCS shall be subject to an audit by an independent auditor upon request of a GCS Executive Officer or a petition signed by ten (10%) percent of the membership who shall be selected by the Washington State University Chemistry Department or its designated representative.

Section IV: Salaries Paid to GCS Officers and GCS Members

- A. There are to be no salaries paid to any Officer or Member of the GCS.

Article VI: GCS CODE OF ETHICS AND CONDUCT

- Section I: GCS members shall perform their duties, specified or unspecified, in conformance to Washington State University Standards of Conduct for Students.
- Section II: The GCS shall act in conformance to and grant all persons under its jurisdiction the equal protection of the laws of the State of Washington and the United States of America.
- Section III: The GCS shall make no law, or pass any resolution restricting or enhancing the rights of any person or group on the basis of race; religion; gender; age; sexual orientation; gender expression; political ideology; national or ethnic origin; color; creed; physical, mental or sensory disability; marital status; or status as a Vietnam-era or disabled veteran.
- Section IV: All official GCS documents, records, and other written and recorded information with the exception of that involving personnel, confidential matters divulged to the GCS Executive Officers, litigation, or pending investment matters shall be made accessible to the GCS membership upon request. The GCS shall furnish copies of requested information to interested students without undue delay and may not charge above cost for doing so.
- Section V: No member of the GCS shall offer or use employment with the GCS as a reward for personal service or support.
- Section VI: No member of the GCS shall use or offer to use their position within the organization for the purposes of rewarding supporters.

Article VII: AMENDMENT OF THE GCS BYLAWS

- Section I: The GCS Bylaws shall be amended in accordance with the procedures outlined in the GCS Constitution.