**ARTICLE I. NAME**The name of this student chapter shall be Iowa State University Student Chapter of the Society of Applied Spectroscopy, herein referred to as ISU SCSAS.

**ARTICLE II. PURPOSE & GOALS**

SECTION 1. The objective of this organization shall be to promote knowledge of the field of chemistry with an emphasis on the science of spectroscopy. The ISU SCSAS is driven by three goals:

* Creating a jubilating career networking service for Iowa State University graduate student chemists
* Invite speakers to share world class research and knowledge within the field of spectroscopy
* Share views and thoughts on current and modern day spectroscopy

SECTION 2. The ISU SCSAS will abide by and support established Iowa State University policies, state and federal laws.

**ARTICLE III. SCOPE**

The ISU SCSAS will endorse and support activities to further increase knowledge of spectroscopy. The term spectroscopy used in the context of this constitution will be limited to the techniques of absorption, emission, Raman, mass, and related forms of spectral study for determining composition and structure of matter.

**ARTICLE IV. STUDENT CHAPTER MEMBERSHIP**

SECTION 1. MEMBERSHIP in the society shall consist of Iowa State University graduate students from any graduate department with an interest in spectroscopy.

SECTION 2. STUDENT MEMBERS shall be persons currently enrolled full-time at Iowa State University as graduate student. Student members are not required to become an official SAS member but are encouraged. Memberships to the official Society for Applied Spectroscopy can be found at http://www.s-a-s.org.

SECTION 3. The student chapter may have local affiliates as authorized in the Constitution and Bylaws of the SOCIETY FOR APPLIED SPECTROSOCPY INC. and IOWA STATE UNIVERSITY.

**ARTICLE V: FINANCES**

SECTION 1. Financing obtained from the Society of Applied spectroscopy will be used in the ISU SCSAS for activities not limited to chapter meetings, presentations and travel expenses. Exact budgeting will be controlled by the treasurer.

SECTION 2. Membership dues will not be collected and shall not exceed $0.00 per fiscal year.

SECTION 3. All money belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office and the Student Activities Center). All funds must be deposited within 24 hours after collection. The Adviser to this organization must approve and sign expenditure before payment

**ARTICLE VI. DUTIES OF OFFICIERS**

SECTION 1. The founders of the student chapter will serve as the first officers of the Iowa State University student chapter. Elections for officers will be held annually at the regular September meeting. Elected officials are allowed to vote in the elections. A majority vote count is needed to become elected to office.

SECTION 2. The Iowa State University Student Chapter will always maintain three officers that include the president, vice president and secretary/treasurer. The **term of office** will be one year until the fall election and are allowed to hold the position for a maximum tenure of four years. The student chapter will have a faculty advisor appointed by the officers at all times. The term of the adviser will be one full year (elected in September to the following September). The advisor will be selected by the officers and voted on by the general membership. A majority vote is required for an adviser to be selected.

SECTION 3. The PRESIDENT will preside at meetings, presentations and co-organize student activities /events. The VICE-PRESIDENT will organize meeting times and locations. The vice-president will lead meetings and presentations if the president cannot be present. The SECRETARY and TREASURER will share dual roles. The position includes recording notes during meetings and presentations. She/he will also develop financial budgeting and plans for activities and presentations. The treasurer will manage the accounts of the organization in accordance with the policies of Iowa State University. The plans will be approved by the president and vice-president before any press is released to the public. The ADVISER will meeting with officers regularly to discuss chapter news and events. Other duties of the adviser include approval of financial expenditures and ensuring the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.

SECTION 4. The OFFICIERS of this organization must meet the following requirements:

1. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. The minimum GPA is 3.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration
2. Be in good standing with the university and enrolled: at least half time (six or more credit hours) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

SECTION 5. VACANCIES will be filled with an interim officer and shall be filled by vote of the president, vice president and secretary. If a candidate cannot be determined, a vote of all current and past members will be used to fill the position.

**ARTICLE VII. MEETINGS**

SECTION 1. There shall be one REGULAR meeting held monthly in 1651 Gilman Hall located in the Iowa State University Chemistry department. The frequency of this meeting can be changed depending on the available of the members. Meeting information including time, date, and location will be sent out via email and posted in the halls of the chemistry department. A minimum of ten members of the chapter must be present to declare an official meeting.

SECTION 2. At REGULAR meetings of the chapter, the order of business shall be as follows:

1. Minutes of previous meetings
2. Reports of officers
3. Discussion of the current Applied Spectroscopy journal
4. Reading of papers
5. Adjournment

SECTION 3. SPECIAL meetings may be called by any elected official and shall be for the purpose of announcing activities, change in officers, or any other business that may arise.

**ARTICLE VIII. PUBLICATIONS**

Any member of the student chapter that publishes an article in *Applied Spectroscopy* shall receive a special meeting where refreshments will be provided.

**ARTICLE IX. REMOVAL FROM OFFICE**

The procedure for removing any official (president, vice-president or secretary/treasurer) will be a 2/3 vote by the current members of the student section.

**ARTICLE X. NON-DISCRIMINATION**

The ISU SCSAS is open to registered students at Iowa State and does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability or status as a U.S. Veteran.

**ARTICLE XI. AMENDMENTS AND RATIFICATION**

SECTION 1. A proposed amendment to these bylaws must first be submitted in writing to the current officers. If it is approved by a majority of the officers, the secretary shall furnish all members of the chapter with copies of the proposed amendment accompanied by suitable explanations and a return ballot not later than the time at which notice of the next meeting of the Section is given. Twenty days after the date of mailing out the amendment, the legal ballots received by the Secretary shall be counted by a committee appointed by the Chair. The amendment is adopted if two-thirds of the legal ballots are affirmative. The amendment becomes effective on the date stated in the amendment.

SECTION 2. Following adoption, the amendment becomes effective upon approval by the council of the SOCIETY unless a later date is specified.

**Article XII: DISSOLUTION OF THE ORGANIZATION**

Upon the dissolution of the committee and the discharge of its debts and the settlement of its affairs, any funds and property of the committee remaining thereafter shall be used for the advancement of chemistry in the area covered by the Section. In the event this procedure is not practical, or there still remain unexpended funds, such funds shall be conveyed to the Iowa State University for the general purposes of the University.