

The Constitution of the Society of Chemistry Undergraduate Majors (SCUM) at Iowa State University

Last Revised: Spring 2022

Article I: Name

Section 1.1: The name of this organization shall be the Society of Chemistry Undergraduate Majors (SCUM) at Iowa State University.

Article II: Purpose and Goals

Section 2.1: SCUM is an organization that fosters interest in the sciences by performing chemistry demonstrations for youth throughout Iowa. We wish to show that chemistry is not all textbooks and equations but is exciting and relevant to everyday life. We also wish to entertain, as our shows are also for the entertainment and education of our audiences.

Section 2.2: SCUM is a safe place for expression for all students of all majors.

Article III: Statement of Compliance

Section 3.1: SCUM abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. SCUM agrees to annually complete President's and Treasurer's Training.

Article IV: Non-Discrimination Statement

Section 4.1: Iowa State University and SCUM do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

Article V: Membership

Section 5.1: Membership shall be open to all registered students at Iowa State University. Members are required to fill out and return an Emergency Contact form and a Liability and Responsibility Agreement and complete three pieces of training through Learn@ISU: Laboratory Safety: Core Concepts, Laboratory Safety: Compressed Gas Cylinders, and Fire Safety and Fire Extinguisher Training. Members will not be allowed to participate in events until these tasks have been completed.

Section 5.2: Active members are defined as members who have attended a majority of club meetings over the past three (3) months and participate in at least two (2) outreach events each semester.

Section 5.3: During events, both on and off-campus, members must keep in mind that they are representing both Iowa State University and the organization. Members are expected to respect all those at events, especially since many of these events involve elementary, middle, and high school-aged students. Up to the officers' discretion, if members act contradictory to any of the previous statements, there may be consequences for the actions. Such consequences include, but are not limited to, not being able to participate in the future event(s) or demonstrations, running for cabinet positions or being removed from the organization.

Section 5.4: Membership can be revoked by a unanimous vote by the cabinet if any of the previous statements are deemed to have been violated. The process for such a vote will allow the member to have up to 5 minutes to explain their reasoning for being allowed to stay, and the removal vote by the officers will immediately follow.

Article VI: Officers

Section 6.1: The Cabinet for SCUM can consist of the following officers, each term lasting the duration of 1 year (December to December, with the exception of the faculty advisor) with their duties described below:

The following is expected of all officers:

- Ensure that safety standards are being upheld at all times.
- Know and execute emergency procedures, when necessary.
- Responsible for the retrieval of necessary supplies prior to performances.
- Ensure emergency contact information is available at all events.

President:

- Plan the SCUM agenda (with assistance from the SCUM Cabinet).
- Lead discussions during SCUM meetings.
- Lead demonstrations (old and new) during SCUM meetings.
- Act as a communications liaison between SCUM and university/community organizations.
- Inform SCUM members of upcoming events via email, GroupMe, etc.
- Interact with chemistry faculty and the SCUM Faculty Advisor(s).
- Assign duties to the SCUM Cabinet and other SCUM members (appoint sub-committee chairs when appropriate).
- Process incoming requests for shows and demonstrations.
- Maintain SCUM morale and handle disputes/concerns of members.
- Maintain organization of file cabinets in the lab space.
- Schedule room reservations for SCUM meetings and meetings/events outside of club meetings.

- Complete president training and yearly compliance agreement form required to be eligible for the presidency.

Vice-President:

- Act as SCUM President in the absence of the current President.
- Assist the President in organizing SCUM activities.
- Perform other duties, as assigned by the President.
- Arrange uniforms for officers and the annual nonrequired organization t-shirt.
- Organize fundraising events and activities.

Secretary:

- Send weekly emails to the members with details regarding the last meeting's agenda and the next meeting's agenda.
- Gather the pieces of training that are required of each member and file them away to be referenced later.
- Communicate to SCUM members about upcoming events and maintain a group chat (via GroupMe or other forms of communication).
- Edit and review the constitution once a year.

Treasurer:

- Complete treasurer and p-card training promptly after receiving the position.
- Sign club compliance agreement form along with president and adviser annually.
- Hold the club P-card and make purchases when necessary.
- Monitor SCUM account(s) and track spending throughout the year.
- Create a SCUM "budget report" each semester to track money spent from and gained in the SCUM account(s).

Lab Manager

- Maintain the safe storage of chemicals in the laboratory as dictated by the chemical Safety Data Sheets (SDS).
- Ensure all SDS are up to date and on file in the laboratory for every chemical stored/used.
- Contact the Environmental Health & Safety (EHS) office for the removal of chemical waste.
- Hand out and collect Emergency Contact Information and Liability Waiver form to every new member of the organization.
- Ensure all active members' Emergency Contact Information and Liability Waiver forms are on file and taken to off-campus events.
- Be the primary purchaser of chemicals and supplies needed from Chem Stores, especially for upcoming events and meetings.
- Help minimize potential risks for club activities.
- Recommend risk management policies or procedures.
- Submit documentation to ISU's Risk Management Office.

- Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

Outreach Representative

- Attend LAS council meetings or find a substitute if schedule conflicts arise.
- Inform SCUM of relevant LAS Council news (particularly when involving an opportunity for financial gain).
- Voice the concerns/opinions of SCUM to the LAS Council.
- Create and maintain a social media presence (Instagram, Facebook, Tiktok, etc.) and record passwords and usernames to be used by future representatives.
- Update the SCUM bulletin board in Gilman Hall.

Section 6.2: The following officers are retired positions that may be reenacted if necessary:

Demo Master

- Train club members to present demonstrations.
- Responsible for ensuring demos are performed safely by trained club members.
- Ensure that demos are being presented with accurate information.

LAS Council Representative

- Attend bi-weekly LAS Council meetings to secure LAS Council funding for SCUM.
- Inform SCUM of relevant LAS Council news (particularly when involving an opportunity for financial gain).
- Voice the concerns/opinions of SCUM to the LAS Council.

Social Chair

- Act as SCUM President in the absence of the current President.
- Organize special demo events (e.g. ClubFest, Halloween, VEISHEA).
- Assist the President in organizing SCUM activities.
- Perform other duties, as assigned by the President.

Section 6.3: The term of office will be one year from the beginning of the spring semester at Iowa State University to the next spring semester or until removed. Terms may be adjusted by a majority vote of active members. All officers shall be mentors of the future cabinet. Cabinet members are expected to set a good example for other SCUM members. This includes the safe and proper preparation/performance/cleanup of demos and responsible, respectful behavior in all situations. The cabinet is also expected to attend SCUM meetings and events regularly, including special cabinet meetings. The cabinet is also to ensure that all demos are performed safely and responsibly with respect to scale, setting, and proper training.

Section 6.4: Elections will occur at the end of every fall semester or as needed to replace officers. Officers will be elected by the majority of active members of the plurality if there are to be two (2) filling the position. If an officer is not elected on the first vote, there will be a runoff between the two candidates with the greatest number of votes. The ballot shall be determined at the

meeting on the day of the election and nominations opened up to two (2) weeks before the date of the election. Before the election, each member on the ballot will be given up to one (1) minute of speaking time and two (2) minutes of question and answer time from active members. All members are eligible to run for any office position. To be placed on the ballot, one must be nominated by a member of the club and the nomination must be accepted. Elections shall be conducted by the president, vice-president, or another officer appointed by the president to ensure secret and unbiased elections. Elections shall be held on the second to last meeting of the fall semester.

Section 6.5: The officers of SCUM must meet the following requirements:

- 1) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) 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.
- 2) 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. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must be taken for the semester under consideration.
- 3) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (1) and (2).
- 4) A minimum of one year in the organization is required to be eligible for the president, lab manager, and treasurer cabinet positions. It is highly recommended that one year of experience in the SCUM cabinet is obtained before running for president.

Section 6.6: Officers or advisers may be removed from the office by $\frac{2}{3}$ vote of active members, excluding officers, if actions are deemed inappropriate by the membership. If more than $\frac{2}{3}$ of active members vote to remove the officer, the officer is immediately removed. If that is not the case, then a unanimous vote is needed from the remaining officers to veto the members' decision, in order to remove the officer. The officer is permitted to speak before the cabinet and general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the cabinet and membership regarding the charges. If an officer or adviser is removed, the replacement procedure is the same as the election procedure described above. It shall take place at the first meeting following the removal of the previous officer/adviser. If there is no meeting the following week or the procedure cannot be followed for some reason, there is to be a special meeting scheduled within 30 days of the dismissal of the previous officer.

Section 6.7: Some reasons to warrant removal from office include, but are not limited to, not upholding the duties of their position as described in section 6.1, missing several meetings without a valid reason, or consistent disrespect and/or wrongdoing towards another member of the organization or to the audiences at events.

Article VII: Adviser

Section 7.1: The term of the adviser will be one full year (from August to August). The adviser will be selected by the officers; a majority vote is needed for an adviser to be selected. If the adviser has not changed from the previous year and no major issues have arisen as noted by officers or general members, then only the president and treasurer need approval.

Section 7.2: Responsibilities of the organization adviser include but are not limited to the following:

- Maintain communication and meet with the officer(s) regularly, at least twice per semester.
- Awareness and approval of financial expenditures.
- Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.
- Answer questions regarding finances, safety, etc.
- Complete required compliance agreement forms annually.

Article VIII: Finances

Section 8.1: All monies 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). All funds must be deposited within 48 hours after collection, or as soon as possible after that.

Section 8.2: Dues are not required of members in order for them to participate in this organization.

Section 8.3: Monies given to the organization through the chemistry department will be primarily used for purchases through Chem Stores (both chemicals and equipment) whereas money in the Campus Organizations account will be primarily used for non-chem stores purposes.

Section 8.4: In the event that the organization is disbanded for any reason, the money within accounts will be divided as follows:

- Funds in the Campus Organizations account will be given to the Chemistry Learning Community (CLC) to be used for future outreach activities that SCUM would have traditionally done.
- Funds in the Chemistry Department account will be returned to the department chair of the chemistry department to be allocated as they see fit.

Article IX: Amendments and Ratification

Section 9.1: A proposal to amend this constitution may be extended to officers by any voting member of the organization. Proposals should be presented to the general membership at least one week before the vote. A constitution may be amended with a $\frac{2}{3}$ vote of members. The amended constitution will be submitted within 10 days to Student Engagement for approval.