

# Bylaws of Duke Graduate Chemistry Council

## ARTICLE I – NAME AND PURPOSE

*Section 1 – Name:* The name of this organization shall be **Duke Graduate Chemistry Council (GCC)**. It shall be a nonprofit tax-exempt organization incorporated under the laws of North Carolina. These bylaws for this group are to be openly available to any member or non-member of GCC.

*Section 2- Purpose:* GCC is organized to facilitate academic and social gatherings within the Duke Chemistry Department. It is the responsibility of its elected Officers and Chairs to arrange these events and intercede for the graduate students to the chemistry faculty. Additionally, GCC is designed to encourage collaboration between the various research groups within the chemistry department.

## ARTICLE II – MEMBERSHIP

*Section 1 – Eligibility for Membership:* All Duke graduate chemistry students are immediately enrolled in and are members of GCC. This membership shall be retained throughout the student's tenure at Duke University.

*Section 2 – Dues:* No dues are required for membership in GCC. However, any member may decide to become a member of the national chemistry honors fraternity, Phi Lambda Epsilon (PLU), at their own expense. This membership will not exclude the student from GCC membership, nor shall it confer any additional GCC benefits. The student shall be eligible for PLU travel grants.

*Section 3 – Rights of Members:* Members of GCC have the right to vote during elections, GCC sponsored surveys, and departmental surveys. Additional rights include attending GCC and chemistry department events and holding elected positions. These rights shall be retained as long the graduate student maintains good standing with GCC and the Duke Chemistry department. The rights of a GCC member will be revoked and membership terminated if the graduate student is deemed to have performed behavior detrimental to GCC or the Duke chemistry Department. This decision will be decided through a vote by GCC Officers and Chairs with a majority result necessary for action.

## ARTICLE III – OFFICERS AND CHAIRS

*Section 1 – Officer Positions and Descriptions:* There shall be four total GCC Officer positions comprising the Executive Board (President, Vice President, Secretary, and Treasurer). Officers work together to coordinate GCC-sponsored events and ensure that the chapter meets the standards of our governing bodies (Duke Chemistry Department, PLU national organization, US government). The Officers rotate the responsibility for running Periodic Coffee on the third Monday morning of each month and, weekly during the summer and monthly during the academic year, Department Happy Hours on Friday afternoons. The Officers also organize several special events throughout the year, such as first-year orientation, Campout events, and seasonal parties. The Officers should have a defined set of goals for advancing our organization and be willing to devote their time and effort to fulfilling those goals. Each officer shall have access to the GCC

bank account and a debit card with which to purchase GCC supplies. In addition, each position is accompanied by its unique set of responsibilities, which are outlined below.

**President:** While working closely with the other Officers, the President is ultimately responsible for decisions made within GCC. The President is GCC's main point of contact for many outside sources, such as the Chemistry Department, and as such must be familiar with all current events. To be eligible for President, a candidate shall currently or previously have held a position as GCC officer or chair. The President is responsible for communicating the needs of the graduate students to the Chemistry Department and vice versa. The president is also responsible for ensuring taxes are filed by the Treasurer. As the head of the GCC governing body, the President shall remain accessible to all graduate students.

**Vice President:** The Vice President's main responsibility is to aid the President. The Vice President helps to plan and execute events throughout the year and should help to mediate communication between the GCC members and the President. The Vice President should be willing to step in wherever help is needed to ensure that GCC events and administration runs smoothly.

**Treasurer:** The Treasurer oversees GCC's finances. This includes keeping a budget for GCC events and creating an itemized list of expenses each month. The Treasurer shall submit North Carolina taxes for GCC each quarter. If taxes are not filed once, the treasurer may be impeached. If taxes are not submitted twice, the Treasurer shall be automatically removed from their position. If they so choose, the other three Executive Board members can reinstate the treasurer by a unanimous vote. Along with the Fundraising Chair, the Treasurer is responsible for maintaining supplies for fundraising sales at the beginning of each semester. Similarly, the Treasurer shall make regular bank deposits from fundraising sales.

**Secretary:** The Secretary is responsible for record-keeping within GCC and promotes GCC and GCC events by working closely with the Media Coordinator. This includes documenting GCC events throughout the year and recording notes during meetings with faculty and formal GCC assemblies. The Secretary shall submit an annual report to the national PLU organization detailing PLU activities and administrative changes during the previous year. Additionally, the Secretary is responsible for keeping up with and responding to emails.

*Section 2 – Chair Positions:* In addition to the Executive Board, GCC shall hold elections for several more specialized positions, enumerated below. These positions consist largely of event planning and administrative responsibilities. Each Chair shall attend meetings called by the Executive Board and report their intended events and budgets in a reasonable timeframe (determined on a year-to-year basis). Co-Chair positions are held for two years, and are elected in a staggered fashion such that half of the Chairs for each position are elected each year and one or more experienced Chairs remain. Positions held by single individuals are one year in duration. Position descriptions are as follows:

**Two (2) Alumni Relations Co-Chair:** The Alumni Relation Co-Chairs are responsible for building and maintaining the relationship between the current student body and alumni. Specific responsibilities include assisting with planning homecoming and hosting alumni at events regularly throughout the year. This position should work closely with the Department to achieve these goals. The position should also coordinate with the Professional Development Co-Chairs for events concerning both their roles.

**Two (2) Chemistry Research Symposium Co-Chair:** The Graduate Research Symposium Co-Chairs help to showcase graduate research and encourage collaboration within the department. Co-Chairs plan and execute the Chemistry Research Symposium, which consists of poster and/or oral presentations highlighting research in the Department. Internal and external Keynote Speakers should be invited to further help promote the event. The Co-Chairs shall work with the Department to obtain a budget for the event. The Co-Chairs shall stay in contact with faculty and students to ensure that this event is meeting their needs and expectations.

**Two (2) Fundraising Co-Chairs:** The Fundraising Co-Chairs are responsible for coordinating sales events for GCC. These sales occur at the beginning of each semester (including summer), generally every day for the first two weeks of labs. The Fundraising Co-Chairs shall recruit grad student volunteers for the sales and ensure that they show up at the appointed times, maintain accurate records of sales, and communicate with the Treasurer to keep items in stock. Inevitably, not all students will buy their supplies at the beginning of the semester. The Fundraising Chairs shall be available to sell by appointment throughout the normal semester. The Fundraising Chair serves a very important purpose for GCC, and is one of the most active chair positions.

**Two (2) GPSG Representatives:** The Graduate and Professional Student Government of Duke University (GPSG) is the umbrella student government organization for Duke's nine graduate and professional schools. Chemistry GPSC representatives advocate on behalf of the Chemistry Department in a parliamentary forum whereby they nominate students to important university committees and vote on matters pertaining to university policy. The GPSC representatives are expected to join a committee and attend meetings every other week. The representatives are also expected to keep the chemistry graduate students aware of GPSC activities.

**Two (2) Hill Lecture Co-Chairs:** The Hill Lecture Co-Chairs are responsible for coordinating the visit of a speaker for the Hill Lecture. This includes arranging the selection of speakers and then organizing their visit with the help of the Department staff. In addition, the Co-Chairs shall disseminate advertisements for the lecture and arrange refreshments after its conclusion. Following the lecture, the Co-Chairs are expected to accompany the speaker and various professors and graduate students to dinner.

**Two (2) Media Coordinators:** The Media Coordinators are responsible for managing GCC websites (Departmental, Facebook, etc.), preparing music and organizing photos for GCC events, and generally promoting GCC events throughout the Department.

**Two (2) Professional Development Co-Chairs:** The Professional Development Co-Chairs are responsible for planning and hosting professional development seminars. These seminars should allow for current members of the department to interface with a wide range of the greater scientific community, including both traditional and non-traditional scientific careers. These events should enable attendees to learn about various possible jobs, grow their professional skills, and network with professionals.

**Two (2) Recruitment Co-Chairs:** The main responsibility of the Recruitment Chairs is to ensure that recruits have a positive experience while they are visiting the Department in March. The Chairs begin working with the Program Coordinator in February to organize various recruitment events and pair recruits with student hosts. In the past, they have also coordinated designing and ordering t-shirts for the recruits. During recruitment, the Chairs give a presentation highlighting the great things about Durham, Duke, and the Department. The Chairs shall be the primary contacts for both recruits and hosts and shall respond to issues as they arise throughout the recruitment event. Recruitment Chairs must be personable and have a positive outlook on the Chemistry Department and the graduate program.

**Four (4) Diversity and Inclusion Committee Representatives:** The Diversity and Inclusion Committee Representatives are responsible for identifying and recommending practices, procedures and activities that make visible a culture of valuing diversity. Two Representatives shall be domestic students, and two shall be international students. The Representatives work with the faculty and staff members of the Diversity, Inclusion, and Community Committee. This Committee meets regularly to discuss practices that promote an inclusive culture throughout the Department and to solicit feedback from the Department on diversity and inclusion strengths and weaknesses. The Representatives advise the Executive Board and the Chairs on issues related to diversity, and when appropriate act as a contact point for concerns on such matters.

**Four (4) Outreach Coordinators:** The four Outreach Coordinators work with the Department and other administrators to organize and recruit graduate volunteers for various science outreach activities. These typically include, but are not limited to, Science Under the Stars (held on a weeknight in October) and the Alumni Weekend Science Spectacular (held on a Saturday afternoon in April). The Coordinators usually prepare chemistry demonstrations for these events.

*Section 3 – Term:* Executive Board members serve a one-year term and are eligible for reelection. Co-Chairs serve two-year terms and are eligible for reelection.

*Section 4 – Meetings:* The Executive Board shall meet at least once quarterly and again at their discretion. Twice per year, the Executive Board shall arrange meeting with the Co-Chairs to discuss the budget for each event, typically at the beginning of each Fall and Spring semester. The President and Vice President shall meet at least once per year with the Chair of the Chemistry Department, typically in the summer prior to the academic year.

*Section 5 - Election Procedures:* GCC Officers and Chairs may be nominated by any GCC members and shall be elected by a plurality of votes of GCC members. Elections shall be held each June.

*Section 6 – Resignation and Impeachment:* GCC Officers and Chairs may resign, provided that they give one month's notice to allow the Executive Board to collect nominations from the membership and hold a special election. If needed, the Executive Board shall appoint an individual to serve as Acting Officer or Acting Co-Chair until the special election is held. The specially elected or appointed individual shall serve the remainder of the term of the member who resigned. Officers and Chairs shall be impeached if they fail to perform their duties consistently or if their GCC membership is terminated, as described in *Article II Section 3*. Any GCC member may present a case for impeachment of an Officer or Co-Chair to the Executive Board. If the Executive Board votes unanimously to impeach the Officer or Co-Chair, then they shall call a meeting of the Board and Co-Chairs to vote on removal from office. A majority of Officers and Co-Chairs shall be required to remove an Officer or Co-Chair from their position. The impeached member shall be allowed to vote if present.

*Section 7 – Officer Benefits:* Officers will be given a Costco membership with which to purchase bulk supplies for various social and academic gathering including but not limited to Periodic Coffee, Happy Hour, and hosting seminars. As a benefit, the Officers may use the Costco membership to purchase items for their personal use. Each Officer elected in 2023 and afterward shall be awarded an honorarium from the GCC treasury at the completion of their term. The President shall receive \$250.00, and each other Officer shall receive \$100.00.

#### ARTICLE IV – AMENDMENTS

*Section 1 – Amendments:* Amendments to the bylaws may be proposed to the GCC Officers by any GCC member or Duke Chemistry faculty. The Officers will review the amendment and decide on whether the amendment should proceed to a vote. If so, Officers and Chairs will vote on the amendment with a majority deciding the outcome.

~~*Amendment 1 – Rights of Post-Doctoral Students:* Post-Doctoral Students are not eligible to be voting members of GCC, but are entitled to other benefits, including attending GCC events. These rights shall be retained as long the Post-Doctoral Student maintains good standing with GCC and the Duke Chemistry department. The rights of a Post-Doctoral Student will be revoked and their membership terminated if the Post-Doctoral Student is deemed to have performed behavior detrimental to GCC or the Duke Chemistry Department. This will be carried out as described for members in *Article II Section 3*. Repealed by Amendment 7.~~

*Amendment 2 – Rights of Graduate Students who are not part of the University:* Any graduate students who work for a Duke Chemistry faculty member, but who are not themselves members of Duke University or the Duke Chemistry Department, will likewise be entitled all rights and privileges of members including eligibility for elected positions, as described in *Article II Section 3*.

*Amendment 3 – Concerning the Outreach Chairs.* Section 2 shall be amended such that the number of Outreach Chairs is increased to four, each serving two-year terms, with two elected each year.

*Amendment 4 – Honoraria for Officers.* Section 7 shall be amended to add a yearly honorarium for the four Officers: at the end of their terms, the President shall receive \$250 and each other Officer \$100, dispersed from the GCC treasury. This amendment shall take effect for the Officers elected for the 2023–2024 academic year, and for each year following.

*Amendment 5 – Treasurer’s tax-filing responsibility.* Section 1 shall be amended to reflect the fact that the North Carolina Department of Revenue now requires taxes to be filed quarterly, instead of monthly. The number of failures to file State taxes that give cause for the Treasurer to be impeached (respectively, removed from their position) shall be reduced from two to one (respectively, four to two).

*Amendment 6 – GPSG Representatives.* Section 2 shall be amended to reflect the change in name of the Duke Graduate Chemistry Student Council (GPSC) to Graduate Chemistry Student Government (GPSG). The description and responsibilities of the GPSG Representatives are otherwise unchanged.

*Amendment 7 – Clarified Rights of Post-Doctoral Students.* Amendment 1 shall be null and void, and shall be replaced by the following:  
Post-Doctoral Students are not eligible to vote during GCC elections, nor to hold GCC elected positions; they are entitled to all other benefits of GCC membership enumerated in *Article II Section 3*. These rights shall be retained as long the Post-Doctoral Student maintains good standing with GCC and the Duke Chemistry department. The rights of a Post-Doctoral Student will be revoked and their membership terminated if the Post-Doctoral Student is deemed to have performed behavior detrimental to GCC or the Duke Chemistry Department. This will be carried out as described for members in *Article II Section 3*.

*Amendment 8 – Clarification of Articles of Impeachment.* *Article II Section 6* has been clarified to reflect the difference between impeachment and removal from office.

## CERTIFICATION

These bylaws were approved by a majority of responding GCC Officers and Chairs in an electronic vote held June 14–17, 2022.