Student Affairs Committee Guidelines (Reviewed 2017-JAN-24)

Section 1: Purpose
The goals of the SAC include facilitating communication between chemistry students and the department, offering seminar programs for the graduate students and chemistry community, and hosting social events throughout the year. Examples of programs the SAC has been involved with include the following:
1 Organizing the departmental colloquia and the Student Hosted Colloquia (SHC) series each year.
2 Organizing a summer student colloquia (SSC) series each year.
3 Overseeing various student-led academic and social events throughout the year. These include the Distinguished Women in Science (DWIS) series, the Student Hosted Physical Chemistry Seminar (SHPCS) series, ChemWipes, Big Sib/Little Sib, summer BBQs, and the weekly graduate student social hour.
4 Making an effort to improve student/student and student/faculty interactions via social events.

Section 2: Structure of the SAC
1 The SAC consists of faculty, staff, and student members. There are 2 faculty members, 3 staff members, and 6 student members.
2 The faculty and staff members are appointed by the department.
3 The student members are elected members. See Section 3.5 for more information.

Section 3: Student Membership
3.1 Officers of the SAC
1 There are a total of 6 student members on the SAC. Although all members shall be responsible for helping with the organization and execution of social events, each member will also have a specific role, as outlined in Sections 3.1.2-3.1.6. All positions may be continuously rotating.
2 Chair. The Chair of the SAC shall be responsible for organizing monthly meetings, establishing meeting agendas, and keeping all members to task. SAC members who have served at least 6 months are eligible for this position.
3 Secretary. The Secretary of the SAC shall be responsible for taking and keeping records of the minutes at meetings, and providing the previous minutes at the start of each meeting.
4 Treasurer. The Treasurer of the SAC shall keep track of the SAC budget and receipts.
5 SHC Organizer. The SHCO shall be responsible for the planning and organization of the SHC series.

6 SSC Organizer. The SSCO shall be responsible for the planning and organization of the SSC series.

3.2. Other Responsibilities of the Officers

In addition to the responsibilities outlined above, the student members will also divide up the following responsibilities:

1 SAC Liaison to ChemWipes. One member of the SAC, preferably one with experience with his/her own ChemWipes production, will serve as a liaison between the SAC and the first year class. The goal of this position, which was formed at the behest of the department, is to properly inform the first year class of what is expected of the ChemWipes production, and to ensure that progress is being made in a timely fashion. Additionally, tips and pointers will be provided to make the show as smooth as possible.

2 SAC Liaison to Distinguished Women in Science (DWIS) series. One member of the SAC will serve as a liaison to the DWIS coordinating committee. The goal of this position is to keep both committees aware of each other's actions, and to facilitate the DWIS seminar organization process.

3 Student Hosted Physical Chemistry Seminar Coordinator. One member of the SAC, preferably a physical chemist, will serve as the coordinator for the SHPCS.

4 Summer BBQ Coordinator. One member of the SAC will coordinate the BBQs held each summer. Duties include selecting groups to host BBQs, selecting BBQ dates, and keeping the BBQs within budget.

5 Graduate Student Social Hour. All members of the SAC are expected to help with the graduate student social hour, as needed.

3.3. Business and Amendments

1 All decisions will be made by consensus of the current SAC members. If consensus cannot be achieved then the issue will go to a vote. A majority of 4 to 2 will win the issue.

2 Amendments to the bylaws will be made by consensus. If consensus cannot be achieved then the issue will go to a vote. A majority of 5 to 1 will win the issue.

3.4. Senators

1 Each research group will have one senator who will serve as the liaison between the research group and the SAC. Specific duties include participation in the speaker selection processes for the SHC and
SHPCS (physical chemistry senators only) series. Selection of and terms for senators shall be determined by individual research groups.

2 Senator-at-Large. The Senator-at-Large is the senator who represents chemistry students working for advisors not in the chemistry department. The Senator-at-Large is treated as a regular senator in terms of voting rights for the SHC and SHPCS. This position may not always be filled, depending on the willingness of an interested student.

3.5. Term of Office
1 Student members of the SAC serve 18-month terms.
2 Every 6 months, two members will retire and two new members will join the SAC.
3 Membership changes take place during the months of February and August.
4 A student may not serve consecutive terms.

3.6. Election of New Members
1 Approximately one month to two weeks prior to membership change, the SAC will solicit applicants for the new openings. Each applicant will be required to write a brief paragraph stating their interest in serving on the SAC and any relevant experience.
2 All received statements will be forwarded to the graduate student body for a popular vote. Students will have at most one week to submit their vote for two applicants to the SAC.

The two applicants with the greatest number of votes shall be the new members of the SAC. In the event of a tie, the current and outgoing members of the SAC will come to consensus (or vote, if necessary) on which applicant will serve on the SAC.