



Chemistry Club

Arkansas Tech University Chemistry Club Constitution

Ratified on: August 27th, 2026

President: Dane L. Spurlock

Faculty Advisor: Dr. Charles Mebi

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Article I: Name

This organization's formal name is the Arkansas Tech University Chemistry Club.

Article II: Purpose

The purpose of this organization is to organize fun and educational scientific events and create an exciting and safe environment for students with a love for chemistry.

Article III: Organization Advisor

A staff or faculty member from the Arkansas Tech University campus is eligible for the Faculty Advisor position. The Faculty Advisor will be chosen by the ATU Chemistry Department. The advisor's duties shall include meetings with the Cabinet Members on a regular basis and attending organization meetings and activities.

Article IV: Organization of Funds

Means of acquiring funds will include approved fundraising events throughout the year and money collected from the Department of Campus Life.

Article V: Membership Fee Abolition and Membership Requirements

Section 1: Fee Abolition. Effective as of the Fall 2026 term, the membership dues requirement previously in place is now abolished.

Section 2: Membership Requirements. To become an official member of the Arkansas Tech University Chemistry Club, an individual must be a full-time undergraduate or graduate student enrolled at Arkansas Tech University. No financial payment or fee is required. Eligible students must simply apply for membership through the LINK portal.

Article VI: Description of Cabinet Member Positions

Section 1: The Cabinet. The executive body shall be known as the "Cabinet" and shall consist of six positions: President, Vice President, Treasurer, Secretary, Event Coordinator, and Communication Coordinator. The President, Vice President, Treasurer, Secretary, Event Coordinator, and Communication Coordinator are called "Cabinet Members". Cabinet Members are expected to maintain professional conduct and actively support both general members and fellow Cabinet Members.

Section 2: Cabinet Member Duties and Descriptions.

- **President:** The President's primary role is to lead, promote, and represent the Arkansas Tech University Chemistry Club. The President serves as the head of the Cabinet and holds the ultimate responsibility to defend and faithfully execute this Constitution.
- **Vice President:** The Vice President's role is to assist and collaborate directly with the President. In the event that the President is unavailable, the Vice President shall assume the President's duties.
- **Secretary:** The Secretary's role is to maintain the organization of the club. Duties include taking meeting minutes, managing documents and records, maintaining the official membership roster, and strictly upholding and sharing information outlined in Article VIII (Freedom of Information and Documentation).
- **Treasurer:** The Treasurer's role is to manage and meticulously document the finances of the organization. The Treasurer is explicitly required to grant access to these financial records to the Secretary, the remainder of the Cabinet, and the public upon request.
- **Event Coordinator:** The Event Coordinator's role is to organize and set up events and meetings. This includes the responsibility of securing official approval for them through the LINK portal or the Arkansas Tech University Department of Campus Life. Another responsibility of the Event Coordinator is to take roll of who is attending each event. The Event Coordinator may either write down emails or Student ID Numbers and log them in through the LINK or use the mobile application to scan the Student ID Barcode. The Event Coordinator must document every event they organize (including all approval forms submitted to the Department of Campus Life via the LINK) and file these records with the Secretary, as outlined in Article VIII (Freedom of Information and Documentation).
- **Communication Coordinator:** The Communication Coordinator is responsible for handling all official correspondence of the club. Duties include creating, managing, and editing the club's social media accounts, as well as designing and distributing posters, flyers, and any other promotional media. The Communications Coordinator must document every piece of media they create and file it with the Secretary, as outlined in Article VIII (Freedom of Information and Documentation).

- The Event Coordinator and the Communications Coordinator must work together to share critical information, such as times, dates, locations, flyers, images, posters, and other promotional materials.

Article VII: Legislative Process and Constitutional Amendments

Section 1: Amendment Process. Amending or editing this Constitution requires a minimum of two-thirds affirmative vote exclusively from the Cabinet. General members may propose and draft new laws or amendments, but these suggestions can only be officially ratified by a two-thirds vote of the Cabinet.

Section 2: Historical Preservation Rule. Any changes to the Constitution must be documented with the year they passed. The old Constitutions must be available upon request and must be passed down to the newly elected Cabinet Members, as outlined in Article VIII (Freedom of Information and Documentation).

Article VIII: Freedom of Information and Documentation

Section 1: Open Records Policy. The Arkansas Tech University Chemistry Club operates under a strict transparency mandate. The club is required to share information regarding the organization with any person, at any time, upon request.

Section 2: Scope of Media. This requirement encompasses all non-sensitive club documents, financial records, images, videos, and other media produced by the club.

Section 3: Protection of Sensitive Data. To protect privacy and security, any sensitive information (e.g., personal student data, private academic info) is strictly exempt from this rule and shall not be shared with the public.

Section 4: Documentation. It is required that the Arkansas Tech University Chemistry Club take meticulous notes and keep documentation. It is required that these notes, documents, media, and other materials are adequately organized and preserved.

Section 5: Passing on Documentation and Media. It is required that the outgoing Cabinet Members pass down all documents, previous Constitutions, notes, media, and other materials to the newly elected Cabinet. The newly elected Cabinet can access these documents following the "Inaugural Ceremony." Documents, notes, media, and other materials may be stored on digital platforms (such as OneDrive or other approved university cloud storage) or kept as physical records. All digitally and physically stored materials must be fully transferred to the newly elected Cabinet.

Section 6: Revocation of Access. Upon the conclusion of the "Inaugural Ceremony," all administrative access granted to the outgoing Cabinet Members (excluding the Faculty Advisor)—including, but not limited to, the LINK portal, official club emails, documents, previous Constitutions, notes, media, and social media accounts—must be immediately revoked. The newly elected Cabinet is explicitly required to update shared passwords and, if necessary, contact the Arkansas Tech University Department of Campus Life or the Arkansas Tech University Office of Information Systems to ensure prior access is successfully terminated. If an outgoing Cabinet Member has been re-elected to their exact same position, this revocation rule does not apply to them. If a Cabinet Member has been elected to a different position, their access must be modified to strictly reflect the duties of their new role.

Article IX: Nomination and Election of the Cabinet

Section 1: Nominations. The nomination of Cabinet Members shall proceed as follows:

- **Eligibility to Nominate:** Cabinet candidates may be nominated by club members, faculty, staff, the incumbent Cabinet, or any full-time undergraduate or graduate student at Arkansas Tech University.
- **Right of Refusal and Vacancies:** All nominees reserve the right to decline a nomination. If a position receives no nominations, alternate candidates with sufficient support may be nominated to fill that vacancy.
- **Non-Member Nominees:** If a nominated individual is not currently an official member of the Arkansas Tech University Chemistry Club at the time of their nomination, they are required to officially become a member following their nomination to remain eligible for the position and subsequent election.
- **Multiple Nominations:** A single individual may be nominated for multiple Cabinet Member positions but may only be elected to serve in one. The candidate must choose which specific position they intend to pursue, effectively forfeiting the other nomination(s) to the alternate nominee(s) for those respective roles. If there is no one else to fill a position, then the workload must be divided evenly amongst the elected Cabinet Members.
- **Democratic Adjustments:** Because circumstances may vary, the incumbent Cabinet retains the right—by a two-thirds majority vote—to democratically adjust the nomination ballot as necessary to ensure fairness. However, the final vote must always be determined democratically by the voting body, with absolutely no exceptions.

Section 2: Elections. All elections must adhere strictly to the following procedures:

- **Term Limits:** Each elected term lasts for one academic year, officially beginning and ending at an established "Inaugural Ceremony." There are no term limits for Cabinet Members, provided every election remains fair, ethical, and just.

- **Timeline:** The electoral process shall take exactly seventeen (17) days, structured as follows:
 - A seven (7) day period strictly for the completion of nominations.
 - A three (3) day grace period meant for the candidate to consider their nomination. This is meant to give the nominee enough time to decline the nomination.
 - A seven (7) day active election period.
- **Voting Protocol and Restrictions:** Cabinet Members are elected by popular vote. Only official members of the Arkansas Tech University Chemistry Club are permitted to vote. However, members of the **incumbent Cabinet are strictly prohibited from casting a vote** during this general election period. Every voting member of the Arkansas Tech University Chemistry Club must be a currently enrolled full-time student at Arkansas Tech University as required by the Arkansas Tech University Department of Campus Life.
- **Winning and Tiebreakers:** A nominee must win by securing the most votes. In the event of an exact tie, the incumbent Cabinet (acting strictly as a tie-breaking body) and the Faculty Advisor will conduct a special joint vote to break the tie and officially determine the winner.
- **American Chemical Society (ACS) Membership Requirement:** Upon the conclusion of the election, all newly elected Cabinet Members are strictly required to become official members of the American Chemical Society (ACS). To obtain this professional affiliation, elected Cabinet Members must register an account through the official ACS portal and pay the required student membership dues. Depending on the club's financial circumstances, the Arkansas Tech University Chemistry Club may reimburse these out-of-pocket dues. Reimbursement is granted strictly at the discretion of the Faculty Advisor, and Cabinet Members are responsible for consulting directly with the Advisor to inquire about or request these funds.
- **Organization Training Requirement:** Upon the conclusion of the election, during the following academic term, the newly elected Cabinet Members must participate in the university's organizational training. **It is mandated that all Cabinet members (100%) attend**, as these sessions impart critical information, operational guidelines, and foundational knowledge on how organizations function at Arkansas Tech University.
- **Eligibility to Become a Cabinet Member:** Cabinet Members of the Arkansas Tech University Chemistry Club must be in good standing with the University. Academic or disciplinary probation excludes Arkansas Tech University Chemistry Club members from serving in the Cabinet. This Rule is required by the Arkansas Tech University Department of Campus Life.
- **Cabinet Requirement to Read the Constitution:** It is required that the newly elected Cabinet Members read the Constitution in its entirety.

Article X: Impeachment, Removal of Cabinet Members, Cabinet Members' Right to Resignation, and Line of Succession and Vacancies

Section 1: Impeachment Process. Any acting Member of the Cabinet may be subject to impeachment and removal from their position. The active Cabinet must conduct the proceedings and deliberation for the impeachment of a Cabinet Member.

Section 2: Voting Rights and Recusal. The Cabinet Member receiving impeachment charges is strictly prohibited from voting in their own impeachment proceeding. The right to vote on the matter is reserved exclusively for the remaining active members of the Cabinet.

Section 3: Unanimous Vote Requirement. To successfully impeach and officially remove a Cabinet Member, the decision requires a strictly unanimous vote among the eligible voting members. Every remaining member of the Cabinet must vote in favor of the impeachment. If the vote is not absolute and unanimous among these eligible voters, the motion fails, and the Cabinet Member shall retain their position within the Cabinet.

Section 4: Nullification of Presidential Veto. In the event that the President is the Cabinet Member facing impeachment, their executive veto power (as outlined in Article XIV, Executive and Advisory Veto) is strictly suspended for this proceeding. The President cannot use their veto authority to overturn an impeachment vote or block their own removal from office.

Section 5: Resignation Rights and Procedures. Every Cabinet Member reserves the right to step down from their position, regardless of the reason. In the event that a Cabinet Member needs to resign, they must strictly adhere to the following protocol with no exceptions:

- **Notification:** The resigning Cabinet Member must formally notify the remaining Cabinet Members and the Faculty Advisor as soon as possible.
- **Transition Period:** The resigning member is required to fulfill their official duties and responsibilities for a mandatory two-week transition period following their initial notification. This period is intended to allow sufficient time for the Cabinet to secure and appoint a replacement.
- **Revocation of Access:** Upon the conclusion of the two-week transition period, all administrative access granted to the resigning Cabinet Member—including, but not limited to, the LINK portal, official club emails, documents, notes, media, and social media accounts—must be immediately revoked. The remaining Cabinet is explicitly required to update shared passwords and, if necessary, contact the Arkansas Tech University Department of Campus Life or the Arkansas Tech University Office of Information Systems to ensure access is successfully terminated.

- **Continued Membership:** The former Cabinet Member retains the full right to remain an active general member of the Arkansas Tech University Chemistry Club following their resignation, should they choose to do so, unless the remaining Cabinet Members vote for membership removal as outlined in Section 4, Article XVI (Law and Order of the Cabinet) and Article XVIII (Law and Order of the Members).

Section 6: Line of Succession and Vacancies. Should a Cabinet Member resign or be formally removed from office through impeachment, the following protocols shall be executed:

- **Presidential Vacancy:** An automatic line of succession shall trigger: the Vice President will immediately assume the role of President, and the Secretary will immediately assume the role of Vice President. To fill the resulting vacancy at the Secretary position, the remaining Cabinet shall hold a joint nomination vote to appoint a new Secretary.
- **Vice Presidential Vacancy:** The Secretary will immediately assume the role of Vice President. To fill the resulting vacancy at the Secretary position, the remaining Cabinet shall hold a joint nomination vote to appoint a new Secretary.
- **Secretary, Event Coordinator, or Communication Coordinator Vacancy:** To fill a vacancy in the position of Secretary, Event Coordinator, or Communication Coordinator, the remaining Cabinet shall hold a joint nomination vote to officially appoint a replacement for the vacant role.

Section 7: Failure of Impeachment. If an impeachment vote fails, the Cabinet Member may remain in office for the remainder of their term. There is no limit to the number of times a Cabinet Member may face impeachment. If a Cabinet Member survives an automatic impeachment vote triggered under Article XVI (Law and Order of the Cabinet), Section 3, they will remain in the Cabinet, and their disciplinary record will be cleared. Clearing this record means the disciplinary cycle resets: any future offense will first result in a new verbal warning, followed by a written warning, and then another automatic impeachment vote, allowing the cycle to repeat.

Section 8: Success of an Impeachment. If a Cabinet Member is successfully impeached, then they become a regular member of the Arkansas Tech University Chemistry Club.

Section 9: Possible Removal. If a Cabinet Member has been successfully impeached, the remaining active members of the Cabinet have the right to vote to remove the membership of the former Cabinet Member. To remove the membership of a former Cabinet Member, follow the rules outlined in Article XVIII (Law and Order of the Members).

Article XI: Organization Meetings

Section 1: Meeting Frequency and Exceptions. The Arkansas Tech University Chemistry Club is required to hold a minimum of two meetings per month. This requirement is strictly suspended during official university breaks, any dates when classes are not in session, and the entirety of the summer break.

Section 2: Cabinet Authority on Scheduling. There are no longer fixed, mandatory requirements for the time, date, or location of club meetings. The Cabinet holds full authority and discretion to decide and schedule the time, date, and location for all upcoming meetings that best fits the needs of the club.

Section 3: Definition of a Meeting. A "meeting" of the Arkansas Tech University Chemistry Club is defined broadly as any official gathering or assembly of the club for any occasion, purpose, or event.

Article XII: Event Planning, Approval, Promotional Timelines, Facilities, and Cabinet Member Attendance

Section 1: Mandatory Planning Timeline. To ensure adequate time for university approval and public advertising, the Cabinet must fully plan and finalize the details of any official event or meeting no less than two weeks prior to its scheduled date.

Section 2: Official Event Approval Requirement. Following the planning phase, all club events and meetings must receive official authorization. The Event Coordinator is strictly required to submit all finalized event information to the Arkansas Tech University Department of Campus Life. This submission must be processed through the LINK portal no less than two (2) weeks prior to the scheduled date of the event to secure approval.

Section 3: Mandatory Promotional Timeline. The Arkansas Tech University Chemistry Club operates under a strict advertising schedule to maximize attendance and awareness. Every event and meeting must be publicly advertised to the student body and club members at least two (2) weeks before the event is set to occur.

Section 4: Required Advertising Mediums. To successfully fulfill the mandatory promotional timeline outlined in Section 3, the Communication Coordinator must ensure that event advertisements are published and distributed across multiple mediums. At a minimum, this two-week promotional launch must explicitly include:

- Official announcements and digital flyers posted across all the club's active social media platforms.
- The physical posting and distribution of flyers, posters, and other printed promotional media in approved locations across the Arkansas Tech University campus.

Section 5: Fundraising and Event Compliance. The Arkansas Tech University Chemistry Club understands that all fundraising activities and events must be registered with the appropriate University offices on the LINK portal, as required by the Arkansas Tech University Department of Campus Life. All events must comply with university policy, Inter/National policies (if applicable), federal, state, and local laws.

Section 6: University Facility Usage. The Arkansas Tech University Chemistry Club understands that it shall abide by the regulations established for the use of various University facilities, as required by the Arkansas Tech University Department of Campus Life. The use of University facilities may be denied to the Arkansas Tech University Chemistry Club when, in the judgment of the Department of Campus Life, such use would likely expose the University, its employees, students, or visitors to unreasonable risk of personal or other injury; or, when such use would unfairly deny access to reasonable use by other organizations; or, when such requested use by the Arkansas Tech University Chemistry Club is used as a pretext to gain access to use of University facilities by or for non-University students or groups; or, to conduct purely commercial activities; or, for personal or private use of students or non-students; or, for any other improper use, as required by the Arkansas Tech University Department of Campus Life.

Section 7: Non-Student Guest Policy. The Arkansas Tech University Chemistry Club shall inform the Department of Campus Life in writing when it intends to invite a group of non-student guests to the campus and the purpose of such an invitation, as required by the Arkansas Tech University Department of Campus Life. This proposal should be directed to the Department at least two weeks prior to the event to ensure that orderly scheduling of facilities and adequate preparation for the event occurs. Notice can be submitted via the Forms section of the Campus Life page on the LINK portal or via the Event Registration on the LINK portal.

Section 8: Cabinet Member Attendance. All Cabinet Members of the Arkansas Tech University Chemistry Club are required to attend every event and meeting. A Cabinet Member may only receive an excused absence for a legitimate reason, such as a family emergency, illness, doctor's appointment, or academic testing. The remaining Cabinet Members (excluding the member seeking the excuse) reserve the right to vote on whether to approve the excused absence. A Cabinet Member is permitted up to three (3) unexcused absences per semester, provided the rest of the Cabinet is notified at least one (1) week prior to the missed event.

Article XIII: American Chemical Society (ACS) Chapter Requirements

Section 1: ACS Chapter Standing. To maintain official recognition, charter, and affiliation as an active student chapter of the American Chemical Society (ACS), the Arkansas Tech University Chemistry Club must strictly adhere to the operational and regulatory requirements set forth by the national ACS organization.

Section 2: Minimum Membership Threshold. The organization is required to maintain a steady baseline of ACS-affiliated general members. At any given time, the club must have a minimum of six (6) active undergraduate student members who are officially registered and hold current memberships with the national American Chemical Society.

Section 3: Cabinet Membership Requirement. In strict accordance with ACS national mandates and reinforcing the protocols established in Article IX (Nomination and Election of the Cabinet), every acting official within the Cabinet (President, Vice President, Treasurer, Secretary, Event Coordinator, and Communication Coordinator) must be a fully registered, active member of the American Chemical Society for the duration of their term.

Section 4: Faculty Advisor Requirement. To fulfill ACS oversight requirements, the club must operate under the continuous guidance and supervision of an official Faculty Advisor. This advisor must be a designated staff or faculty member from the Arkansas Tech University campus to oversee chapter operations, financial reimbursements, and national compliance.

Section 5: Mandatory Chapter Reporting. As an affiliated student chapter operating at a U.S.-based institution, the club is obligated to report its activities to the national ACS organization. The Cabinet is responsible for ensuring that a comprehensive chapter report is drafted and officially submitted through the ACS "Student Chapters Online" portal. This official report must be successfully submitted at least once every three (3) years to retain active chapter status.

Article XIV: Executive and Advisory Veto

Section 1: Veto Authority Over Legislation. Any proposed changes, edits, or amendments to this Constitution are subject to veto. Both the Faculty Advisor and the Club President possess independent authority to veto any newly passed legislation.

Section 2: Limitations of the Presidential Veto. The President's veto power is strictly limited to constitutional legislation. The presidential veto cannot be exercised against general club events, standard motions, or routine decisions.

Section 3: Scope of the Advisory Veto. Conversely, the Faculty Advisor retains comprehensive oversight and reserves the right to veto any event, motion, legislation, or club decision they deem necessary.

Article XV: General University Compliance and Registration

The following policies and compliance requirements outlined in Sections 1 through 8 are mandated by the Arkansas Tech University Department of Campus Life.

Section 1: University and Legal Compliance. The Arkansas Tech University Chemistry Club will comply with the rules and regulations of Arkansas Tech University and with all local, state, and federal laws.

Section 2: Nondiscrimination Policy. The Arkansas Tech University Chemistry Club will comply with the Nondiscrimination Policy of Arkansas Tech University as listed below: Arkansas Tech University prohibits discrimination based on race, color, religion, national origin, sex, age, disability, or veteran status. (Questions or complaints should be directed to Human Resources, hr@atu.edu).

Section 3: Constitution Submission and Filing. The Arkansas Tech University Chemistry Club will provide a current/updated Constitution amended and approved by voting members, as required by the Arkansas Tech University Department of Campus Life. These documents will be kept on file in the Arkansas Tech University Chemistry Club's page on the LINK portal. The Arkansas Tech University Chemistry Club will submit a Constitution every fall semester during the registration process via the LINK portal.

Section 4: University Designation and Status. The Arkansas Tech University Chemistry Club may use Arkansas Tech University's name or designation in its title or publications, only to the extent authorized by Arkansas Tech University. Written communications from the Arkansas Tech University Chemistry Club shall explicitly indicate registration status with Arkansas Tech University as follows: "Arkansas Tech University Chemistry Club is a Registered Student Organization at Arkansas Tech University." The Arkansas Tech University Chemistry Club may not use the University's name in any manner which will imply University endorsement, approval, or sponsorship of the Arkansas Tech University Chemistry Club's specific actions, purposes, publications, positions, views, or personal ethics.

Section 5: Registration Suspension. The Arkansas Tech University Chemistry Club acknowledges that Arkansas Tech University may temporarily suspend the registration status of any organization upon reasonable belief that the Arkansas Tech University Chemistry Club has violated the terms of our registration.

Section 6: Financial Management. The Arkansas Tech University Chemistry Club will manage organization finances in accordance with the rules and regulations prescribed by the Arkansas Tech University Controllers Office.

Section 7: Website Conduct and Linking. The Arkansas Tech University Chemistry Club may have its website linked to the Arkansas Tech University Chemistry Club's page on the LINK portal provided the Arkansas Tech University Chemistry Club, and any sites to which it may link, conforms to the policies in the Arkansas Tech University Student Code of Conduct.

Section 8: Anti-Hazing Policy. The Arkansas Tech University Chemistry Club will not haze, as required by the Arkansas Tech University Department of Campus Life. Arkansas Tech University has a zero-tolerance policy for hazing rituals and activities by any student, student organization, campus program, or athletic team. Hazing is against the law (Arkansas Hazing Law, Act 75 of 1983, 6-5-201) and includes actions that intimidate, embarrass, shame, or disgrace; perform abusive or cruel tricks; force actions that humble or discourage students; or physically harm or threaten a student, whether on or off-campus. Students shall not be involved in, encourage, or assist in committing, planning, or following orders to commit acts of hazing, and must report any knowledge of such acts; failure to report hazing is recognized as hazing, as required by the Arkansas Tech University Department of Campus Life. Hazing is a Class B misdemeanor resulting in up to a 90-day sentence and a \$1,000 fine, and conviction will result in expulsion from the university, alongside other possible criminal charges.

Article XVI: Law and Order of the Cabinet

Section 1: Verbal Warning. If a Cabinet Member does not comply with the Constitution, then a verbal warning will be issued. Proof of the offense from the Constitution must be shown to the offending Cabinet Member. The verbal warning must be documented. The documentation of the verbal warning must include the name of the offending Cabinet Member, the date the warning was issued, and the specific constitutional violation. The Cabinet Member issuing the warning must take this documentation and file it with the Secretary, as outlined in Article VIII (Freedom of Information and Documentation).

Section 2: Written Warning. If a Cabinet Member was given a verbal warning and is still not complying, then a written warning explaining the offense will be given, with proof from the Constitution. This written warning must be documented and filed with the Secretary, as outlined in Article VIII (Freedom of Information and Documentation).

Section 3: Possible Impeachment. If a Cabinet Member has been given a verbal and written warning, and the offending Cabinet Member is still not complying, then an automatic vote of impeachment may commence. The impeachment must follow the rules established in Article X (Impeachment, Removal of Cabinet Members, Cabinet Members' Right to Resignation, and Line of Succession and Vacancies). The offending Cabinet Member may also have their membership removed as outlined in Article XVI, Section 4 and Article XVIII (Law and Order of the Members).

Section 4: Possible Removal. If a Cabinet Member has been successfully impeached as outlined in Article X (Impeachment, Removal of Cabinet Members, Cabinet Members' Right to Resignation, and Line of Succession and Vacancies), the remaining active members of the Cabinet have the right to vote to remove the membership of the former Cabinet Member. To remove the membership of a former Cabinet Member, follow the rules outlined in Article XVIII (Law and Order of the Members).

Article XVII: General Rules of the Members and Cabinet Members of the Arkansas Tech University Chemistry Club

Section 1: Arkansas Tech University Student Handbook Compliance. All members (including the Cabinet Members) and visitors must follow the Arkansas Tech University Student Handbook found on the official Arkansas Tech University Website.

Section 2: Respect of the Cabinet and Other Members of the Arkansas Tech University Chemistry Club. It is required that all members (including the Cabinet Members) be respectful of the students, faculty, visitors, and other people they encounter with the Arkansas Tech University Chemistry Club.

Article XVIII: Law and Order of the Members

Section 1: Verbal Warning. If a Member of the Arkansas Tech University Chemistry Club does not comply with the Constitution, then a verbal warning will be issued. Proof of the offense from the Constitution must be shown to the offending Member. The verbal warning must be documented. The documentation of the verbal warning must include the name of the offending Member, the date the warning was issued, and the specific constitutional violation. The Cabinet Member issuing the warning must take this documentation and file it with the Secretary, as outlined in Article VIII (Freedom of Information and Documentation).

Section 2: Written Warning. If a Member of the Arkansas Tech University Chemistry Club was given a verbal warning and is still not complying, then a written warning explaining the offense will be given, with proof from the Constitution. This written warning must be documented and filed with the Secretary, as outlined in Article VIII (Freedom of Information and Documentation).

Section 3: Possible Removal. If a Member of the Arkansas Tech University Chemistry Club has been given a verbal and written warning, and the offending Member is still not complying, then an automatic vote of removal shall commence, as outlined in Section 4.

Section 4: Procedures for Removal of the Arkansas Tech University Chemistry Club Member(s). To remove a Member of the Arkansas Tech University Chemistry Club, the decision requires a strictly unanimous vote among the Cabinet Members. Every Cabinet Member must vote in favor of the removal. If the vote is not absolute and unanimous among the Cabinet Members, the motion fails, and the Member shall retain their membership within the Arkansas Tech University Chemistry Club.

Article XIX: Approval of the Constitution

We the Cabinet approve and abide by the rules set by this Constitution for the greater good of the Arkansas Tech University Chemistry Club and our Community.

Signatures:

_____/_____/_____
President – Dane L. Spurlock Date (MM/DD/YYYY)

_____/_____/_____
Vice President – Gina N. Vaughn Date (MM/DD/YYYY)

_____/_____/_____
Secretary – Annie G. Juarez Kimbriel Date (MM/DD/YYYY)

_____/_____/_____
Treasurer – Triston M. Smith Date (MM/DD/YYYY)

_____/_____/_____
Event Coordinator – Ximena M. Montano Ramirez Date (MM/DD/YYYY)

_____/_____/_____
Communication Coordinator – Kaylee A. Dale Date (MM/DD/YYYY)

_____/_____/_____
Faculty Advisor – Dr. Charles Mebi Date (MM/DD/YYYY)

Signatures:

Dane Spurlock

9 / 03 / 2026

President – Dane L. Spurlock

Date (MM/DD/YYYY)

Gina Vaughn

9 / 03 / 2026

Vice President – Gina N. Vaughn

Date (MM/DD/YYYY)

Anette Juarez

9 / 3 / 2026

Secretary – Annie G. Juarez Kimbriel

Date (MM/DD/YYYY)

Triston Smith

9 / 3 / 2026

Treasurer – Triston M. Smith

Date (MM/DD/YYYY)

Ximena Montano Ramirez

9 / 3 / 2026

Event Coordinator – Ximena M. Montano Ramirez

Date (MM/DD/YYYY)

Kaylee Dale

9 / 3 / 2026

Communication Coordinator – Kaylee A. Dale

Date (MM/DD/YYYY)

Charles Mebi

9 / 3 / 2026

Faculty Advisor – Dr. Charles Mebi

Date (MM/DD/YYYY)