



ACS Student Chapter

Queen's University at Kingston
Chemistry for Life®

Bylaws & Constitution of the

Queen's University International Student Chapter of the American Chemical Society (Q-ACS)

Article I. Organizational "Name"

The name of this organization shall be the *Queen's University International Student Chapter of the American Chemical Society*, hereinafter referenced as the "Chapter" or "Q-ACS."

Definitions:

"*Bylaw*" means a bylaw of the Chapter enacted in accordance with this document which governs the affairs of the Chapter;

"*Constitution*" means the Constitution of the Chapter, which governs the affairs of the Chapter;

"*Annual General Meeting (AGM)*" means the April yearly meeting of the general membership of the Chapter, during which Executive Committee members (re-)affirm their oaths, annual reports are presented, financial statements are reviewed, and any proposed amendment(s) to the Chapter's governing documents may be discussed and voted upon;

"*Strategic Planning Meeting (SPM)*" means any meeting related to the hiring of new members to Executive Committee position(s);

Article II. Objective(s)

The objectives of this International Student Chapter shall be to provide students of the chemical sciences with opportunities to cultivate professional relationships, to benefit from the intellectual stimulation of academic and professional association, and to gain experience in the preparation and presentation of technical material before chemical audiences. The Chapter shall further seek to promote a spirit of professionalism among its members, instill pride in the chemical sciences, and foster awareness of the ethical responsibilities and contemporary challenges faced by practitioners in the field of chemistry.

Article III. Affiliation with the Queen's Clubs Office and the ACS

Section 1: Governing Framework

The Constitution of the Alma Mater Society (AMS), Clubs Policy of the AMS of Queen's University, and American Chemical Society (ACS) requirements shall take precedence over these Bylaws. In the event of any conflict(s) or inconsistencies, the provisions of the AMS Constitution/Clubs Policy and ACS requirements shall govern. The Chapter expressly recognizes and adheres to the following sections of the AMS Constitution: Sections 2.01.03, 7.01, and 7.02.

Section 2: Club vs. Chapter Distinction

Q-ACS operates as an AMS-ratified Club; however, members acknowledge that Q-ACS concurrently functions as an official International Student Chapter of the ACS. This dual designation entails adherence to both AMS and ACS standards and reflects a distinct organizational structure aligned with the ACS. As such, members recognize that their roles shall involve elevated expectations of professionalism, responsibility, and academic purpose consistent with the Chapter's affiliation with a professional scientific society.

Article IV. Member Conduct, Expectations, and Conflict Resolution

Section 1: Confidentiality

All Q-ACS communications, documents, internal discussions, operational information, etc. shall be treated as confidential and must not be disclosed outside of the Executive Committee without the express prior approval of the Executive Committee. Unauthorized disclosure of such information constitutes a breach of duty and may result in formal disciplinary action, including but not limited to a written warning, suspension, or removal from office, subject to the procedures outlined in these Bylaws.

Section 2: "Alpha" Caretaking Commitment

Subsection 2.1: Responsibilities Clause

- Members agree to take care of "Alpha," the Chapter's teambuilding "fish," during their assigned caretaking rotation. At the conclusion of their rotation, members shall responsibly return and transition Alpha to the next assigned caretaker.

Subsection 2.2: Caretaking Schedule Clause

- The caretaking schedule shall be assigned alphabetically by first name.
- If a member is not present at the Executive Committee meeting following their assigned rotation, the member shall continue caretaking Alpha until the next meeting that is attended.
- If a member anticipates an extended absence (e.g., during summer break), the next alphabetically-ordered member who is present shall assume caretaking responsibilities.

Section 3: Conduct and Expectations

Subsection 3.1: Commitment to Ethical Standards Clause

All members of the Executive Committee affirm their commitment to uphold and adhere to the following governing documents and codes of conduct:

- The Bylaws & Constitution of Q-ACS;
- The Constitution and Clubs Policy of the AMS;
- The ACS's *Chemical Professional's Code of Conduct*;

These instruments collectively establish the ethical, professional, and procedural standards that guide all Chapter activities, decisions, and member conduct. This includes, but is not limited to, upholding standards of honesty, non-discrimination, and due process.

Subsection 3.2: Shared Values and Strategic Direction Clause

Q-ACS recognizes the importance of cultivating a unified and purpose-driven Executive Committee guided by a shared vision. The Chapter's strategic direction(s) is/are underpinned by the following principles:

- **Shared Values:** Foundational beliefs that inform decision-making, behavior, and interpersonal conduct within the Chapter;
- **Goal Setting:** The establishment of challenging yet attainable goals that inspire engagement and support sustainable Chapter development;
- **Accountability:** Implementation of fair and transparent systems to acknowledge member contributions and address instances of unmet responsibilities in a constructive and equitable manner.

Subsection 3.2.1: Respectful Communication Clause

All Q-ACS members, including Executive Committee members and general members, are expected to communicate respectfully, constructively, and professionally in all Chapter-related settings, whether in-person or online. Personal attacks, sarcasm intended to demean, and/or any form(s) of disrespect towards etc. fellow members is strictly prohibited.

- **Defamation**
Slander (i.e., spoken defamation) and libel (i.e., written defamation), including false statements that may damage the integrity/reputation of any individual and/or the Chapter, shall not be tolerated. Any such actions may be considered grounds for removal from office, expulsion from the Chapter, etc.
- **Email Etiquette**
Chapter members must use discretion and professionalism in digital communications. All email correspondence should reflect integrity, transparency, and alignment with the Chapter's values.

Subsection 3.3: Commitment to Time and Responsibilities Clause

Executive Committee members acknowledge that the effective fulfillment of their roles may, at times, necessitate work outside of traditional business day(s) and hour(s) (e.g., conferences, evenings, weekends, etc.), particularly during periods of high activity such as event preparation and/or reporting deadlines. Reasonable accommodations shall be provided if/when such needs are clearly, promptly, and respectfully communicated to the appropriate parties. All members agree to the following:

- **Duty Fulfillment:** Perform assigned responsibilities, especially in accordance with the *Q-ACS Standard Operating Procedures (SOPs)* and *Objectives and Key Results (OKR) Methodology* in a timely, thorough, and transparent manner;

To promote accountability, alignment, and transparency, all team members shall contribute to and operate within an individualized OKR framework, integrated with Gantt chart scheduling for visual progress tracking and

timeline management. The OKR methodology is built around two core components: An **Objective** defines what is to be achieved, typically framed as a concise, ambitious, and action-oriented goal. Each objective is supported by **Key Results**, which are specific, measurable, and time-bound indicators of success. Together, these components allow individuals and teams to focus on outcomes rather than tasks and to monitor progress towards those outcomes throughout a defined time period. Objectives may be stated in the form: “I shall [objective] as measured by [key results].”

All members shall be responsible for the timely completion of tasks and deliverables associated with assigned OKRs. Assignments and deadlines shall be clearly documented in the designated tracking tool and updated as needed. Each Executive Committee Member shall help to create/establish appropriate date(s)/deadline(s)/timeline(s) by which action-item(s)/task(s) must be completed/finished, especially those action-item(s)/task(s) to which those member(s) have been assigned and/or for which those member(s) is/are responsible.

<i>WHAT</i>	<i>TIMING</i>	<i>METHOD(S)</i>	<i>PERSON(S)</i>
Objective	Weekly	Gantt Chart + Check-in	Individual/Team

- **Collective Commitment:** Each Executive Committee member must treat all Chapter initiatives, regardless of scope or perceived significance, as integral to the Chapter’s overall success and reputation;
- **Collaborative Flexibility:** Each Executive Committee member must acknowledge that certain tasks may extend beyond defined role descriptions and, in the spirit of teamwork, contribute as needed to ensure the effective functioning and advancement of the Chapter.

Subsection 3.4: Teamwork and Decision-Making Clause

Q-ACS is committed to fostering a collaborative team environment grounded in effective communication, mutual respect, and shared purpose. Productive and inclusive decision-making is supported by the following guiding principles:

- **Clarity:** Establishing and maintaining a mutual understanding of individual responsibilities, expected outcomes, and timelines;
- **Open Dialogue:** Promoting open and respectful communication that welcomes feedback, encourages active participation, and supports continuous improvement;
- **Consensus Approach:** Prioritizing inclusive, dialogue-driven decision-making that values diverse perspectives and fosters collective ownership of outcomes.

Section 4: Culture of Conflict Resolution and Trust

Subsection 4.1: Fostering a Brave Space Clause

Q-ACS is committed to cultivating a *brave space*, i.e., a respectful and courageous environment where all voices can be heard and meaningful dialogue can occur. A brave space includes:

- **Controversy with Civility:** Encouraging open discussion of differing opinions in a respectful manner;
- **Owning Intentions and Impacts:** Acknowledging and addressing unintended emotional effects on others during conversations;
- **Challenge by Choice:** Allowing individuals to engage in or step away from difficult conversations when needed;
- **Respect:** Upholding the inherent dignity and worth of all members;
- **No Attacks:** Committing to avoid intentional harm in speech or action.

Subsection 4.2: Building and Maintaining Trust Clause

Trust serves as the foundation of an effective and cohesive Executive Committee. To uphold this standard, all Executive Committee members agree to:

- **Demonstrate Reliability:** Complete assigned tasks in a timely manner with the expected standard of quality;
- **Maintain Open Communication:** Communicate honestly, especially in the event of delays, challenges, and/or the need for support;
- **Proactively Seek Support:** Request assistance when necessary rather than allowing responsibilities to go unfulfilled without notice;
- **Foster a Culture of Accountability:** Promote transparency, collaboration, and mutual responsibility in all Chapter activities and interactions.

Subsection 4.3: Conflict Resolution Practices Clause

Q-ACS acknowledges that conflict is a natural and expected component of team dynamics. Members are encouraged to approach conflict constructively and proactively, recognizing conflict as an opportunity for growth, creativity, and improved collaboration. Members are encouraged to avoid the Fundamental Attribution Error, i.e., the tendency to over-attribute others' actions to personal traits rather than contextual circumstances. Compassion and curiosity should guide all conflict resolution efforts. To ensure healthy and effective conflict management, the following practices are encouraged:

a. Define What is Acceptable

Establish team norms regarding acceptable behavior and clarify processes for addressing conflict. Define who to approach, how to communicate concerns, and how accountability shall be maintained.

b. Address Conflict Early

Identify and address sources of conflict before there is escalation. Engage in timely, constructive discussions if/when concerns arise.

c. Seek Shared Solutions

Approach resolution with empathy and an outlook towards mutual benefit. When possible, explore ways for all members to achieve their goals through collaborative problem-solving.

Conflicts, when approached thoughtfully, can serve as valuable learning opportunities and strengthen team cohesion. All conflict resolution should ultimately aim to support the mission and integrity of the Chapter as a whole.

Article V. Executive Committee Membership Requirements

Membership in the Chapter shall consist of no fewer than six (6) undergraduate and/or graduate students who are members in good standing of the ACS, in accordance with ACS requirements. Individuals who are not registered ACS student members may be admitted as general Chapter members; however, such individuals shall be ineligible to hold office or exercise voting rights within the Chapter. All Q-ACS members are responsible for funding their ACS student membership fee; exceptions shall be reviewed and considered on a case-by-case basis. Upon the appointment of new Executive Committee member(s), a Premium ACS membership shall be obtained within ten (10) business days. Failure to do so shall result in the automatic forfeiture of the Executive Committee member(s) appointment. Upon receiving the Premium ACS membership information, the Executive Committee member(s) must supply the President and Secretary with their membership ID for documentation purposes. Additionally, all Chapter members must be current members of the AMS or Society of Graduate and Professional Students (SGPS), that is, only (under)graduate students currently enrolled at Queen's University at Kingston may serve as Executive Committee members on an International ACS Student Chapter per ACS requirements.

Article VI. Structure of the Executive Committee

While the Executive Committee operates as a collaborative team in which all members are equally valued, a defined leadership hierarchy exists to support effective governance and timely decision-making. The established structure is as follows:

Faculty Advisor/President, then Vice President, then Secretary, then Treasurer

Where appropriate and practicable, decisions impacting the Chapter as a whole shall be made by a majority vote of the Executive Committee. In circumstances requiring (expedited) action, confidentiality, and/or discretion, member(s) holding leadership roles, in particular the President and Vice President, within the hierarchy, are empowered to act on behalf of the Chapter. Such actions must be taken in good faith and in alignment with the Chapter's mission and best interests.

Section 1: Composition and Roles

The Executive Committee members of the Chapter shall consist of the following positions: Faculty Advisors, President, Vice President, Secretary, Treasurer, Events Director, Professional Development Director, Public Relations Director, Social Media Director, Graduate Associate Member, and Undergraduate Associate Member. No additional role(s) shall be created arbitrarily or to offload existing responsibilities unless the

introduction(s) of any new position(s) is supported by a clearly defined strategic plan outlining its purpose, scope, and execution, and is approved by a vote of the Executive Committee (See Section 3: Quorum and Voting). Collectively, the above-mentioned Executive Committee members shall constitute the Executive Committee.

Section 2: Appointment(s) and Term(s)

Executive Committee member(s) shall be appointed or reappointed annually at the SPM(s) from nominee(s) selected through an appropriate appointment process, which includes graded and scored statement(s) of interest and interview(s) (Subject to variation in timing). The SPM(s) serve the aforementioned purposes and additionally provide an opportunity to review the Chapter's Bylaws/Constitution with all Executive Committee members, thereby ensuring that each individual understands their respective role and responsibilities.

Newly appointed Executive Committee member(s) shall assume office immediately upon selection by the Executive Committee and serve a one-year term, with eligibility for one additional one-year reappointment. As the timeline for the appointment of Executive Committee member(s) is subject to change, the Secretary shall document the month in which all Executive Committee member(s) were appointed to their position. Upon the individual Executive Committee member(s) end of term, the Secretary shall notify the President and Vice President of the need for reappointment(s). The onboarding process for new member(s) shall occur within five (5) business days and encompass the Chapter's Bylaws/Constitution and SOPs; onboarding documentation shall be provided by the Secretary, directed by the President/Vice President upon acceptance by the applicant.

If an Executive Committee member wishes to resign from their position, a **minimum of two (2) weeks' notice** must be provided in writing to the Faculty Advisor, President, and Vice President. The resigning Executive Committee member must also **adhere to the stipulations outlined in Article VII: Duties of Executive Committee members**, which pertain to transitional responsibilities, return of Chapter property, and knowledge transfer to the incoming Executive Committee member (If applicable); a meeting between the President, Vice President and the resigning Executive Committee member shall occur to ensure all transition of knowledge has been completed within one (1) week of the resigning Executive Committee member's written notice.

Subsection 2.1: Strategic Planning Meeting Safeguards Clause

All members must receive written notice of the SPM(s) at least ten (10) business days in advance. Quorum for governance amendments and/or appointments shall consist of a minimum of 75% of the Executive Committee (Section 3: Quorum and voting).

Subsection 2.2: Voting Conflicts of Interest Clause

All Executive Committee members must recuse themselves from voting given any conflict(s) of interest that may influence their decisions. Recusals shall be discussed with the President and Faculty Advisor (If/when needed) to determine necessity.

Subsection 2.3: President (re)appointment Clause

In the event that the vote concerns the (re)appointment of the President, a mandatory alignment/transition meeting shall be convened promptly following the vote. This meeting shall include the Faculty Advisor, (outgoing/incoming) President, Vice President, Secretary, and Treasurer.

Subsection 2.4: Post-Recruiting/Voting Actions

The President and/or Vice-President shall conduct an orientation session for all incoming Executive Committee member(s) to clarify their role(s), expected contributions, and responsibilities, including but not limited to adherence to Q-ACS's bylaws and constitution.

Section 3: Quorum and Voting

Subsection 3.1: Quorum Clause

A quorum of the Executive Committee shall consist of a minimum of 75% of the Executive Committee members, which must include the Faculty Advisor and either the President and/or Vice President.

Subsection 3.2: Notice of Meetings Involving Voting Clause

All Executive Committee members shall receive written notice of any meeting involving voting on any Executive Committee member (re)appointments at least five (5) business days prior to such a meeting.

- All Executive Committee members have the right to attend formal voting proceedings, including but not limited to constitutional amendments, Executive Committee member (re)appointments, matters of impeachment, etc. No member may be denied attendance or participation without a justified and documented reason(s), as determined by the Faculty Advisor, President, and Vice President.

Subsection 3.3: Reappointment(s) and Internal Transition(s) Voting Procedures Clause

Voting shall be conducted by secret ballot or by another method agreed upon by the Executive Committee, which shall be approved/denied by a simple majority vote. Each candidate, even if there is only one nominee, shall deliver a maximum two (2)-minute speech in support of themselves, followed by a period in which Executive Committee members may ask question(s). This question/answer (Q&A) session shall be a maximum of ten (10)-minutes, and a deliberation by the Executive Committee shall follow, including the vote. The President shall chair the meeting, and in the event that the President is unable to attend, the Vice President shall chair the meeting. In the event that there are multiple candidates for one position, none of the candidates shall attend each other's speech or Q&A session. Additionally, none of the candidates shall vote in favor of or against the other candidates seeking the position, including voting for themselves.

Statement to Be Read by the President or Vice President Prior to Voting:

“As we begin this voting process, I want to remind everyone that this voting process is conducted in an inclusive and respectful space; this voting process is not a forum for disparaging fellow members. Our decisions should be grounded in what is best for Q-ACS, guided by fairness, integrity, and our shared responsibility to the Chapter. Let us proceed with professionalism, transparency, and a collective commitment to the success of our Chapter.”

Subsection 3.4: Nomination Eligibility Clause

No Executive Committee member with less than six (6) months of continuous service on Q-ACS shall be eligible as a candidate for the offices of President, Vice President, Secretary, or Treasurer.

Subsection 3.5: Faculty Advisor Veto Power Clause

The Faculty Advisor shall possess veto power and final decision-making authority over all Executive Committee votes relating to the (re-)appointment of the President, Vice President, Secretary, and Treasurer. This clause shall be exercised with the utmost discretion and submitted to the Executive Committee no earlier than two (2) business days and no later than one (1) calendar month from the day of the vote.

3.5.1: Resolution of Disagreement(s) Clause

- If the Executive Committee votes to (re)appoint a candidate (i.e., a vote of approval) but the Faculty Advisor exercises the veto (i.e., a vote of disapproval), the (re-)appointment shall be denied. In this case, the next individual per the Executive Committee hierarchy shall be considered and voted on for the position.
- Conversely, if the Executive Committee votes against (re-)appointment (i.e., a vote of disapproval) but the Faculty Advisor exercises the veto (i.e., a vote of approval), the Faculty Advisor’s decision shall prevail, and the (re-)appointment shall be approved.

3.5.2: Consensus Decision(s) Clause

- If both the Executive Committee and the Faculty Advisor agree to approve the (re)appointment, the candidate shall be (re)appointed.
- If both the Executive Committee and the Faculty Advisor agree to deny the (re-)appointment, the candidate shall not be (re)appointed.

Subsection 3.6: (Re-)appointment Proceedings and Recordkeeping Clause

The President or Vice President shall preside over the (re-)appointment proceedings and announce the result(s). The record of result(s) shall be provided to the Faculty Advisor and the Secretary for confirmation. All records pertaining to the (re-)appointment result(s) shall be securely maintained for a period of one (1) year by the Faculty Advisor and also the President and/or Vice President.

3.6.1: Executive Committee Transition(s) Clause

- The newly appointed Executive Committee member(s) shall request the outgoing Executive(s) for all pertinent information in a timely manner. Each outgoing Executive Committee member shall be responsible for providing the up-to-date document(s)/file(s)/information pertaining to the respective position(s) in a timely manner. The Secretary shall remove all past Executive Committee member(s) within three (3) business days from all Chapter accounts (e-mail/Teams/etc.) as well as update all Chapter account passwords.

Subsection 3.7: Voting Rationale Notification and Documentation Clause

All (re-)appointment vote(s), both vote(s) of approval and disapproval, must be accompanied by a brief written, anonymized, and general rationale submitted by the President or Vice President on behalf of the entire voting Executive Committee members to the nominee within five (5) business days from the date of the vote. Rationales shall be securely maintained for a period of one (1) year by the Faculty Advisor and also the President and/or Vice President.

Subsection 3.8: Secondary Succession Clause

If a vacancy in the President, Vice President, Secretary, and/or Treasurer role(s) occurs, potentially at the same time, the Executive Committee must approve any succession(s) by a simple majority vote, and the six (6) months of continuous service stipulation in Subsection 3.4: Nomination Eligibility may be voided.

Section 4: Reporting

The Secretary shall report the results of Executive Committee member appointment(s) to the AMS Clubs Manager within ten (10) business days of appointment.

Section 5: Immediate-Past Executive Committee member Role(s)

Outgoing Executive Committee member(s) may voluntarily serve in a non-voting "Immediate-Past Executive Committee member" role to support leadership continuity and mentorship, which shall be in effect for six (6) months. Attendance of Immediate-Past Executive Committee member(s) at Executive Committee meeting(s) first requires an invitation by any Executive Committee member with at least one (1) week's notice in advance of the proposed meeting and then requires approval by a simple majority vote from the Executive Committee.

Section 6: Term Safeguards and Extension Process

Executive Committee member(s) may serve up to six (6) consecutive academic terms. At the conclusion of the first term of office, i.e., three (3) consecutive academic terms, each Executive Committee member shall be offered the opportunity to renew. Should an Executive Committee member seek to renew for a second term of office, renewal must be approved by a simple majority vote of the Executive Committee. If the vote is one of approval, then the Executive Committee member may renew the position for a second term of office. If the vote is one of disapproval, the Executive Committee member shall vacate the position, which the President/Vice President or another Executive Committee

member(s) may temporarily assume in addition to their current role(s) until a replacement is selected. The Executive Committee must provide the Executive Committee member(s) with reason(s) for any vote(s) of disapproval pertaining to Subsection 3.7: Notification and Documentation.

Section 7: Executive Committee Member Oath(s) and Communications Agreement

The President's Oath and Executive Committee members' Oath, as outlined, must be read aloud by each respective Executive Committee member upon their (re-)appointment(s) to office. In addition, both oaths shall be read aloud at each AGM as a (re-)affirmation of duty and accountability.

Subsection 7.1: Executive Committee Member Oaths Clause

7.1.1 Faculty Advisor's Oath

Upon (re-)appointment and at each AGM, the Faculty Advisor shall read the following oath aloud [Accommodation(s) shall be made accordingly]:

"I, [Name: First, Last], do solemnly pledge to honorably and faithfully fulfill the office of the Faculty Advisor for the Queen's University International Student Chapter of the American Chemical Society, that is, Q-ACS. I commit to guiding and supporting Q-ACS and its members in alignment with the mission of the ACS, as well as with dedication, fairness, and integrity. I further pledge to uphold Q-ACS's bylaws and constitution, the AMS's Constitution, and the ACS's Chemical Professional's Code of Conduct."

7.1.2 President's Oath

Upon (re-)appointment and at each AGM, the President shall read the following oath aloud [Accommodation(s) shall be made accordingly]:

"I, [Name: First, Last], do solemnly pledge to honorably and faithfully fulfill the office of President for the Queen's University International Student Chapter of the American Chemical Society, that is, Q-ACS. I commit to supporting Q-ACS and the American Chemical Society, that is, the ACS, with dedication, fairness, and integrity; to upholding Q-ACS's bylaws and constitution, the AMS's Constitution, and the ACS's Chemical Professional's Code of Conduct."

7.1.3 Executive Committee Members' Oath

Upon (re-)appointment and at each AGM, all other Executive Committee member(s) besides the President shall solemnly pledge the following oath aloud:

"I, [Name: First, Last] do solemnly pledge to honorably and faithfully fulfill the responsibilities of my office within the Queen's University International Student Chapter of the American Chemical Society (Q-ACS) to the best of my ability. I shall support the President and my fellow Executive Committee

members in advancing the mission of Q-ACS and the ACS's). I pledge to uphold Q-ACS's bylaws and constitution, the AMS's Constitution, and the ACS Chemical Professional's Code of Conduct."

Subsection 7.2: Communications Agreement Clause

By virtue of their offices and membership in Q-ACS, all Executive Committee members acknowledge and agree to the following:

7.2.1 Feedback Acknowledgement

Members acknowledge and understand that they may receive constructive feedback, both positive and/or negative, regarding any communication(s), deliverable(s), or product(s) that they create and/or send on behalf of Q-ACS. Such feedback may originate from the Faculty Advisor, President, and/or other Q-ACS members and is intended solely for the betterment Q-ACS and to maintain/preserve/protect its reputation. Feedback shall not be intended or construed as belittling, demeaning, discouraging, harassing, etc. in any manner.

7.2.2 Responsiveness

Members acknowledge that all communication(s) personally directed to and/or involving them must be acknowledged in writing and responded to within four (4) days, i.e., 96 hours. Failure to acknowledge in writing and respond within this timeframe may result in follow-up communication(s) and/or written notice(s) per the "2+1" system described in Article VII, Section 1, Subsection 1.1: 1.1.3 if a pattern of non-responsiveness is evident, i.e., three (non)-consecutive, unacknowledged and unresponded-to communication(s).

Article VII. Duties of Executive Committee members

Section 1: Chapter Executive Committee members

Executive Committee members shall perform the duties customary to their respective roles, as well as any additional responsibilities assigned from time to time by the Faculty Advisor, President and/or the Vice President. Executive Committee members shall serve without remuneration, and no Executive Committee member shall (in)directly derive any profit(s) from their position.

Subsection 1.1: Shared Accountability Clause

1.1.1 Execution of Duties

All Executive Committee members shall be individually and at times jointly accountable for the proper and timely execution of their respective duties. In instance(s) of misconduct, negligence, dereliction of duty, etc., any individual(s) with oversight, knowledge, direct involvement, etc. may be accountable per the "2+1" system described in Article VII, Section 1, Subsection 1.1: 1.1.3.

1.1.2 Transition Obligation(s) upon Departure from Q-ACS

Upon the departure of an Executive Committee member(s), the President, Vice President, and/or Secretary shall ensure that the following measures are taken to maintain continuity of Chapter operations:

- The departing Executive Committee member(s) shall update all relevant SOP(s) associated with their role to reflect accurate and current practices and provide all information for the completion of ongoing/upcoming task(s), e.g., contact information, etc.
- The President, Vice President, and/or Secretary shall coordinate the completion of all outstanding responsibilities previously assigned to the departing Executive Committee member(s). These responsibilities may include, but are not limited to, preparation of the annual ACS Student Chapter report, grant follow-up(s), other role-specific obligation(s) that remain incomplete/pending at the time of departure, etc.

1.1.3 “2+1” Accountability Rule

To promote transparency, responsibility, and high standards of performance, Q-ACS adopts a structured accountability system known as the “2+1” Rule:

Definition of “Major” Task(s):

For the purposes of this section, “major” task(s) include, but are not limited to, high-impact and/or time-sensitive responsibilities such as contract execution, event bookings, financial/grant reporting, payment processing, other critical Chapter deliverables, etc.

(a) First Instance

Should a member fail to complete a major, approved action item/task by the designated deadline(s) and/or with(out) the expected level of diligence and quality, the individual shall receive a formal written notice from both the Faculty Advisor and the President and/or Vice President.

- If the President is the individual in question, the notice shall be issued by the Faculty Advisor and the Vice President.
- If the Faculty Advisor is the individual in question, the notice shall be issued by the President and the Vice President.

(b) Second Instance

A second failure to complete a major task shall result in a second formal written notice. The member(s) shall also be required to attend an individual meeting with the Faculty Advisor and President and/or Vice President to review the issue(s) and determine appropriate remedial action(s).

- In the case of the President, the meeting shall be held with the Faculty Advisor and the Vice President.
- In the case of the Faculty Advisor, the meeting shall be held with the President and the Vice President.

(c) Third Instance

A third failure to complete a major task shall result in the expectation that the individual(s) step-down from their position within Q-ACS.

- As a discretionary “+1” grace measure, the individual(s) may submit a written petition to the Executive Committee requesting to remain in their role(s).
- Within five (5) business days of receiving the written petition(s), the Executive Committee shall review the petition(s) and render a decision by simple majority vote. The decision of the Committee shall be final.

1.1.4 Task Monitoring and Progress Check-In(s)

To ensure the consistent progress of Chapter initiative(s) and adherence to deadline(s), the Faculty Advisor, President, and/or other designated Executive Committee members may conduct progress check-in(s) related to outstanding assignment(s). The timeline for a task beginning starts upon notice/request, not when the individual reads the notice/request. These check-in(s) may occur through email, Microsoft Teams, and/or other agreed-upon communication platform(s) and shall follow the frequency below, relative to task deadline(s):

- **Monthly:** For task(s) with deadline(s) **three months or more** in the future.
- **Biweekly:** For task(s) with deadline(s) **between one and three months** in the future.
- **Weekly:** For task(s) with deadline(s) **between one week and one month** in the future.
- **Daily:** For task(s) with deadline(s) **within one week**.
- **Hourly:** For task(s) with deadline(s) **within twenty-four (24) hours**.

Check-in(s) may occur on any calendar day(s) and are not restricted to business day(s)/holiday(s). However, reasonable accommodation(s) shall be made in good faith, provided that the member(s) in question clearly, promptly, and respectfully communicate(s) any barrier(s) and/or constraint(s). These check-in(s) serve solely to support the Chapter’s operational efficiency and to ensure shared responsibility in meeting the collective goal(s) and commitment(s) of Q-ACS.

Subsection 1.2: Maximum Number of Executive Committee members Clause

The Executive Committee shall include no more than thirteen (13) voting Executive Committee members at any given time: Faculty Advisor(s) (2), President (1), Vice President (1), Secretary (1), Treasurer (1), Events Director (1), Professional Development Director (1), Public Relations Director (1), Social Media Director (1), Associate Member(s) (2). Role definition(s) shall be reviewed annually to eliminate overlap.

Subsection 1.3: Advisor Role Definitions Clause

Faculty and Professional Advisors shall serve one-year renewable terms with the potential for continuous renewal. The Faculty Advisors must attend at least two (2) Executive Committee meetings per academic term, i.e., Fall, Winter, and Summer terms. See **Article X. Faculty Advisor** and **Article XI. Professional Advisor**.

Subsection 1.4: Postdoctoral Scholar Participation Limitations Clause

Postdoctoral scholar(s) may participate in non-voting advisory roles, e.g., Professional Advisor(s), but may not serve as voting Executive Committee members per ACS International Student Chapter requirements.

Subsection 1.5: (Under)graduate Students and Postdoctoral Scholar Affiliates and Postdoctoral Scholars Grandfather Clause

(Under)graduate student(s) and postdoctoral scholar(s) in a previous Affiliate capacity who were appointed prior to the ratification of this clause, i.e., appointed during the 2024-2025 academic year, may retain their current role(s) until the end of their term(s), as late as May 31st, 2026; this clause also applies to postdoctoral scholar(s) currently in Executive Committee member position(s). The (under)graduate student(s) are eligible for new Executive Committee member position(s) thereafter. However, postdoctoral scholar(s) are ineligible for new Executive Committee member position(s) thereafter but may be permitted to transition into an advisory role(s).

Section 2: The Duties of the President

The President shall preside over meetings of the Executive Committee in the course of conducting business, as well as to appoint, with the approval of the Executive Committee, all Sub-Committee Chair(s) and Sub-Committee member(s), if applicable.

Subsection 2.1: Presidential Responsibility Clause

The President shall serve as the chief Executive Committee member, in conjunction with the Faculty Advisor, and the final point of accountability for the Chapter's operations and compliance with the Chapter's bylaws/constitution, AMS Clubs Policy, and ACS requirements. The President and Vice President are responsible for ensuring due diligence and proper functioning of the Executive Committee.

Subsection 2.2: Presidential Liability Clause

In case(s) of Chapter procedural failure(s) and/or negligence, the President shall bear primary responsibility unless it can be clearly demonstrated that:

- (a) The issue(s) arose solely from another Executive Committee member's or Executive Committee members' (in)action(s); and
- (b) The President took timely, reasonable step(s) to prevent and/or address the issue(s) upon becoming aware

The President shall also:

- Serve as the official representative of Q-ACS in all internal and external matter(s)
- Coordinate/delegate/oversee all Q-ACS activities, events, and initiatives alongside the Vice President
- Oversee and support all (Sub-)Committees within Q-ACS alongside the Vice President
- Submit a written report to the Faculty Advisor each month using the report template
- Prepare and submit the AMS Re-Ratification Report/Contract to the AMS Clubs Office in accordance with AMS deadlines and requirements
- Prepare and submit the annual ACS International Chapter Report to the ACS in accordance with ACS deadlines and requirements
- Facilitate Q-ACS presence at AMS Caucus events in conjunction with the Vice President and Secretary
- Draft and review press releases and official statements on behalf of Q-ACS in conjunction with the Vice President, Secretary, and Public Relations Director

Section 3: The Duties of the Vice President

The Vice President shall assist the President in the direction and management of Q-ACS and assume the duties of the President in the event of the President's inability or unavailability to serve.

The Vice President shall also:

- Assist the President in the coordination and execution of all Q-ACS activities, events, and initiatives
- Coordinate/delegate/oversee all Q-ACS activities, events, and initiatives alongside the President
- Coordinate/facilitate internal communication among Executive Committee members and (sub)-committee(s)
- Assist with the preparation and review of ACS/AMS report(s) and documentation
- Facilitate, in conjunction with the President/Secretary, the AGM and SPM(s)
- Lead meeting(s) or event(s) as delegated by the President

Section 4: The Duties of the Secretary

The Secretary shall keep accurate and up-to-date records of the meetings of Q-ACS, maintain a list of the full Membership, send notice(s) to the Membership as the business of Q-ACS may require, submit a report to the Membership at the AGM, and preside over meetings in the absence(s) of the President and Vice President.

The Secretary shall also:

- Monitor all Q-ACS email inboxes and notify the President/Vice President/Treasurer of important communication(s)/deadline(s)/material(s) within three (3) business days, or sooner if necessary

- If applicable, manage the Q-ACS office space/mailbox in compliance with AMS policies
- Organize and file all official correspondence(s), ensuring a record of communication(s) is retained
- Maintain and organize Q-ACS record(s), including meeting minutes, ACS/AMS reports, etc.; also must provide meeting minutes at least 72 hours in advance of the scheduled meeting
- Assist other Executive Committee members in their duties as requested by the President and/or Vice President, as well as remind all Executive Committee members about upcoming due-date(s)/task(s), e.g., personal performance review completion/submission
- Report the results of Executive Committee member appointment(s) to the AMS Clubs Manager within ten (10) days of the appointment(s)

Section 5: The Duties of the Treasurer

The Treasurer shall have charge of Q-ACS's fund(s), keep accurate and complete record(s) of all financial transaction(s), both incoming and outgoing, make only those disbursement(s) authorized by the President and Vice President, and render an account of all transaction(s) and Q-ACS's financial status annually to the Executive Committee at time(s) established by the President in conjunction with the Vice President and Secretary.

Subsection 5.1: Financial Accountability Clause

A monthly financial audit alongside the President's monthly report to the Faculty Advisor shall be conducted by the Treasurer [e.g., Confirming the (non)-receipt of grant(s), etc.]. Misuse and/or misplacement of fund(s) constitutes misconduct.

Subsection 5.2: Financial Account(s) Clause

Funds for Q-ACS shall be maintained in an AMS Clubs bank account that is presently offered through Scotiabank. Additionally, Q-ACS shall use a Queen's University Faculty of Arts and Science (FAS)-associated bank account/project code as needed (If applicable and in agreement with FAS).

Subsection 5.3: Financial Disbursement(s) Clause

All financial disbursement(s) shall require dual authorization by the Treasurer, President, and Vice President.

The Treasurer shall also:

- Serve as the financial Executive Committee member of Q-ACS
- Maintain all financial records and receive all funds owed to Q-ACS
- Present a monthly financial statement to the President, Vice President, and Faculty Advisor
- Submit a final financial report to President, Vice President, and Faculty Advisor at the end of the Treasurer's term of office
- Sign all cheques on behalf of Q-ACS, with the President's approval
- Support the President in preparing and submitting the AMS Re-Ratification Report and the ACS International Chapter Report

- Meet with the President, Vice President, and Faculty Advisor at the beginning/end of each semester to debrief on the Income-Expense Tracker, AMS Clubs Ledger, and any other relevant financial document(s)

Section 6: The Duties of the Public Relations Director

- Be responsible for promoting all Q-ACS events and initiatives through community outreach and partnerships, working alongside of/with the Social Media Director and Secretary
- In collaboration/conjunction with the Social Media Director, report relevant Q-ACS activities/events/initiatives to ACS Student Communities and other community organization(s)/partner(s)
- Independently enact/facilitate/manage/oversee (bi/tri/etc.)-monthly initiative(s), namely “Which Is Greener?,” with support from additional Q-ACS member(s)

Section 7: The Duties of the Social Media Director

- Manage all communication through social media platforms, including official Q-ACS accounts, groups, and the website; initial content/posts upon hire must first be approved by the President and/or Vice President
- Maintain and update the Chapter’s website with relevant news, event information, photo galleries via a particular event’s Google Drive folder/website listing, etc.
 - Any major website updates/revamping shall proceed only after a simple majority Executive Committee vote, given that the website is the property of the Chapter as a whole. As well, the updated site must be fully operational within one (1) week due to sponsor and/or outreach considerations. Note that the mobile and online versions must be updated in tandem. Unless absolutely/critically necessary, DO NOT change any URL identifications associated with the Q-ACS website.
- Generate engaging social media posts and captions and publish content tailored to each social media platform within five (5) business days of the conclusion of an event/initiative
- Collaborate with the Public Relations Director, Events Director, and other Executive Committee member(s) to ensure coherent/consistent messaging, as well as tailored content creation, e.g., calls for awards, departmental TV slide(s) featuring Q-ACS, event fliers, etc.
- Monitor social media engagement and respond to inquiries as appropriate
- Develop content strategies to increase visibility and member engagement online. As well, engage with Q-ACS-related content, e.g., liking, sharing, etc., using care and discretion

Section 8: The Duties of The Events Director

- Be responsible for overseeing all Q-ACS events alongside the President and Vice President, including but not limited to planning, organizing, and mobilizing resources with the support of the Executive Committee
- Appoint and supervise Events Lead(s) who shall manage the day-to-day coordination of particular individual event(s)/aspect(s) of event(s)

- Establish and oversee an **Events Sub-Committee** with designated lead(s) who shall be responsible for key area(s), for example:
 - **Awards Lead** – Manage calls for award(s), scoring of nomination(s), and coordination with awardee(s)
 - **Catering Lead** - Manage food and/or beverage arrangement(s)
 - **Venue Lead** - Secure and coordinate event location(s) and logistics
- Ensure effective collaboration/cooperation between the Events Lead(s), Sub-Committee, and the Executive Committee to deliver successful events

Section 9: The Duties of The Professional Development Director

- Direct, facilitate, and organize the Chapter’s Professional-Technical Development Workshop series, alongside the President and Vice President, noting that funding must be obtained/secured prior to any planning/execution
- Track and communicate opportunities for professional development to the Executive Committee and relevant individual(s)/organization(s) with prior guidance/input from the President and Vice President
- Collaborate with other Executive Committee members to promote participation in professional development opportunities and maximize access to such professional development opportunities, especially through seeking and securing funding, e.g., grants and/or sponsorships, in coordination/conjunction with the President and Vice President
- Manage the Chapter’s public outreach initiatives focused on professional development, which presently includes but is not limited to the Monthly Mind initiative

Section 10: The Duties of the Associate Member(s)

The role of Associate Member(s) is to gain working knowledge of basic Q-ACS operations, provide flexible assistance across portfolios, and prepare for potential advancement(s) to formally “titled” Executive position(s). Associate Member(s) shall participate in meetings with full voting rights, engage in training, and be considered for future “titled” Executive role(s) based on performance(s) and/or need(s).

Section 11: Mandatory Succession(s) and Leadership Transition(s)

1. Succession Obligation

At the conclusion of each Executive Committee member’s term, or upon the occurrence of a vacancy, the Executive Committee shall ensure the prompt and orderly succession of that particular position in accordance with these bylaws. Under no circumstance(s) may an Executive position remain vacant beyond **45 calendar days** without an interim appointment that must be approved by a majority vote of the Executive Committee. The President and Vice President are tasked with identifying potential candidate(s) for (potentially) vacant position(s) to train and ensure smooth transition(s) for mentorship and success within the Chapter.

2. **Transition Process**

Outgoing Executive Committee member(s) shall be required to:

- a. Provide a written transition report detailing ongoing project(s), (pending) obligation(s), relevant contact(s), etc.;
- b. Transfer all physical and/or digital asset(s), record(s), etc. belonging to Q-ACS within **14 calendar days** of leaving office; and
- c. Conduct a formal transition meeting with the (interim) successor to ensure continuity of operation(s).

3. **Failure to Appoint or Transition**

In the event that the Executive Committee fails to appoint a(n) (interim) successor within the mandated time frame, the President, Vice President, and Faculty Advisor shall assume temporary authority over the vacant position(s) until a successor/successors is/are confirmed.

4. **Succession Training**

The Executive Committee shall develop and maintain a succession plan that includes training materials, standard operating procedures, etc. for all Executive positions to ensure readiness for (un)expected vacancies.

5. **Office Withholding**

No Executive Committee member may intentionally delay, interfere with, and/or obstruct the appointment(s), election(s), and/or transition(s) of a successor/successors. Such action(s) shall constitute grounds for removal from office.

Article VIII. Duties of the Executive Committee

The Executive Committee shall meet monthly or less/more regularly, as deemed necessary. At least one (1) Executive Committee meeting in April of each year shall be the SPM(s), where Executive Committee member(s) shall be (re-)appointed and governance document(s) shall be amended/reviewed/updated. The Executive Committee shall carry on the business of Q-ACS within the limitations of these bylaws. The Executive Committee shall regularly seek the wishes of Q-ACS's Membership and always strive to honor the Membership and the chemical profession faithfully.

Section 1: Mandatory Personal Performance Review

All Executive Committee members must complete a designated personal performance review form at the start of each academic term detailing their contribution(s) to the Chapter. These forms shall be submitted to the Faculty Advisor prior to any reappointment(s) and/or evaluation(s). This review process also incorporates Faculty Advisor feedback to provide a comprehensive assessment if/when needed. All records pertaining to the personal performance review results shall be securely maintained for a period of one (1) year by the Faculty Advisor and shared with the President. The President and Faculty Advisor shall review/confirm the legitimacy of the content within five (5) business days of receiving the performance reviews.

Article X. Faculty Advisor

The Chapter, at the AGM, shall (re-)appoint the Faculty Advisor(s), i.e., a Queen's University faculty member/members who is/are a member/members of the ACS and whose duties shall be to advise the Chapter both in local activities/events/initiatives and in relations with the ACS. The Chapter is illegitimate per ACS bylaws without a Faculty Advisor; this role shall never be left vacant, and because of the role's importance, the Chapter may never have fewer than two (2) and no more than two (2) Faculty Advisors at a given time.

Responsibilities of a Faculty Advisor include:

- The Faculty Advisor shall be kept informed of all Chapter activities/events/initiatives, including but not limited to governance meetings, financial matters, event planning, etc. and shall correspondingly advise
- Serve as a mediator in conflict(s) involving Executive Committee member performance and/or team dynamics and facilitate mediation(s) before any disciplinary action(s)/impeachment vote(s) shall be enacted
- Receive and assess personal performance review forms submitted by all Executive Committee members being sure to facilitate discussion(s) with and seek input from the President about these reviews; these reviews should be assessed by the President and Faculty Advisors prior to any (re-)appointment(s) and/or evaluation process(es)
- Mandatorily be present during all (re-)appointment vote(s) of high-ranking Executive Committee members, i.e., President, Vice President, Secretary, and/or Treasurer
- Discuss and collaborate with the President about monthly progress reports summarizing Chapter activities/events/initiatives, responsibilities, and issues
- Meet with the President, Vice President, and Treasurer at the start/end of each academic term to overview Chapter finances/financial document(s), e.g., Income-Expense Tracker, AMS Clubs Ledger, etc.
- Oversee and engage with the Professional Advisor(s)

Article XI. Professional Advisor(s)

The Chapter, at its AGM or at other times throughout the year, may (re-)appoint as Professional Advisor(s) any non-faculty member(s) of the ACS. This/these person(s) shall assist the Chapter in relations with the International and/or Local Section(s) of the ACS, if applicable, and/or with the industrial/non-academic (chemical) communities.

Article XII. Executive Committee Member Impeachment Process

Section 1: Grounds for Impeachment

Executive Committee members may be impeached and therefore removed from office only for valid cause(s), including but not limited to misconduct detrimental to the Chapter and/or its reputation, and/or significant neglect of/dereliction of duties as outlined in the Chapter's Bylaws & Constitution. Impeachment proceeding(s) shall not be used to address matters subject to the University's Student Code of Conduct, such as harassment, discrimination, sexual violence, and/or other forms of prohibited conduct. All discussion(s) and proceeding(s) related to impeachment shall be conducted

confidentially. Progressive retribution [e.g., warnings and/or remediation attempt(s)] should be documented and articulated to the offending individual(s) before removal from office. Note that removal of an Executive Committee member is an absolute last resort form of conflict resolution.

Section 2: Initiation of Impeachment

The impeachment process shall be initiated by the submission of a written impeachment notice stating the specific cause(s) for impeachment to the President. If the President is the subject of impeachment, the notice shall be submitted to the Vice President. If the President intends to submit impeachment notice(s), such notice(s) shall be submitted to the Vice President or Secretary. Timely notification to the Executive Committee and adherence to voting thresholds are mandatory.

Section 3: Preliminary Review

Upon receipt of an impeachment notice/notices, the President and/or Vice President shall promptly confer with the Faculty Advisors to review the validity of the notice(s). The Executive Committee member(s) subject to impeachment shall be notified in writing within 24 hours of the motion to consider impeachment(s) and shall be granted a minimum of five (5) business days to prepare and submit a written or verbal response to the President and Faculty Advisors. No discussion(s) or vote(s) on impeachment(s) shall occur without prior written notice to the affected party/parties and an opportunity for that party/those parties to be heard by the President and Faculty Advisors.

Section 4: Formal Impeachment Proceeding(s) and Vote(s)

If the impeachment notice is not withdrawn after the preliminary review by the President and Faculty Advisors, the President and/or Vice President shall call a special meeting of the Executive Committee to consider formal impeachment(s). This meeting shall be scheduled with a minimum of five (5) business days' written notice to all Executive Committee members, including the accused individual(s) and the Faculty Advisors. An agenda and supporting document(s) related to the impeachment(s) must be circulated to all Executive Committee members at least 48 hours in advance. All voting members, including the Faculty Advisors, must be present. The accuser(s) and accused member(s) may fully participate in the proceeding(s) but shall not vote on the impeachment decision(s). A unanimous vote of the Executive Committee members present is required to pass the impeachment decision(s). During the meeting, the accusation(s) shall be formally presented, and the accuser(s)/accused individual(s) shall be given the opportunity to present a defense.

Section 5: Removal and Post-Impeachment Procedures

- The name(s) of the removed individual(s) and the reason(s) for removal shall be submitted to the AMS Clubs Commissioner within five (5) business days of the decision(s).
- The removed individual(s) may submit an appeal/appeals to the AMS Clubs Commissioner within five (5) business days of removal, contesting the grounds and/or evidence for the impeachment(s).

- The decision of the AMS Clubs Commissioner shall be final and not subject to further appeal(s).
- Additionally, the removed individual(s) may appeal to the AMS Judicial Affairs Office within thirty (30) days of removal on the basis that proper procedures and/or provision(s) for impeachment(s) were not followed.
- The member(s) who are impeached shall be immediately removed from office and permanently disqualified from holding future office(s) in Q-ACS.
- If the dismissal(s) is/are due to evidence of false allegation(s) against the accused individual(s), an internal Q-ACS investigation led by the President, Vice President, and Faculty Advisors shall be initiated. Based on the finding(s), the matter may either be formally closed or escalated into an impeachment process against the individual(s) responsible for the false allegation(s).

Section 5.1: Executive Committee Succession(s)

In the event that the President steps-down/is removed from office, the Vice President shall succeed the President, and the Secretary shall assume the role of Vice President. In the event that the Vice President steps-down/is removed from office, the Secretary shall assume the role of Vice President. In the event that the Secretary steps-down/is removed from office, the Treasurer shall assume the role of Secretary. The Secretary shall remove all past Executive Committee member(s) within (5) five business days from all Chapter accounts (e-mail/Teams/etc.). Note that the above-described succession(s) must proceed through a vote (See Section 3: Quorum and Voting) within two (2) weeks.

Article XIII. AMS Assembly

The AMS Assembly, as the highest legislative body representing students at Queen's University, constitutes the ultimate source of authority for and over Q-ACS. Moreover, the AMS Assembly can set up ad hoc committees with specific terms of reference to investigate financial matters and report to its next meeting. AMS Assembly retains the authority alongside the AMS Vice President of University Affairs, Clubs Commissioner, and the AMS Alternate Judicial Committee to de-ratify any club that violates the mandates of the AMS, the School of Graduate and Professional Students, and/or the Queen's University Code of Conduct.

Article XIV. Funding

In accordance with Section 7.02 of the AMS Constitution, Q-ACS recognizes that it is eligible to receive either or both student activity fees and Assembly Grants. Eligibility for receiving Club Grants shall be restricted to those student organizations receiving funding from neither student activity fees nor Assembly Grants. Any funding received from the AMS shall be spent for the purpose(s) for which the funding was requested.

Q-ACS shall be eligible to fundraise and receive sponsorship(s). Donation(s) in excess of \$5,000 CAD shall in all cases be coordinated through the AMS President and Executive Director and the Queen's University Office of Advancement business office. As a note, Q-ACS shall not accept donation(s).

All members involved in the grant application and management process are expected to act responsibly and transparently. Ultimately, the primary responsibility for grant oversight lies with the Treasurer and the individual(s) submitting the grant application(s). These individuals are jointly responsible for ensuring accurate budgeting, compliance with grant term(s), timely reporting, etc. Should any issue(s) arise during the grant process, these matters shall be handled by the Treasurer, President, and Vice President, in consultation with the Faculty Advisors.

Section 1: Grant Submission(s) Clause

All ACS grant submissions made on behalf of Q-ACS must be processed through the official Chapter ACS grants account/portal. As a note, under no circumstance(s) shall a personal bank account be used for the submission, receipt, and/or disbursement of grant funds. Q-ACS actively seeks external funding opportunities, including but not limited to grants and sponsorships to support the Chapter's activities/events/initiatives. All such financial engagements must align with the Chapter's mission and comply with both Q-ACS, AMS, and ACS guidelines.

Section 2: Primary Responsibilities

The President and the assisting Executive Committee member(s) who are initiating and/or applying for funding shall hold primary responsibility for the application(s), management, budgeting, and reporting related to these grants, sponsorships, etc. Duties include but are not limited to:

- Preparing accurate budget(s) and funding proposal(s)
- Ensuring compliance with all grant/sponsorship term(s)
- Managing disbursement(s) and documentation of fund(s)
- Submitting required financial and/or event report(s) to the granting body/sponsor(s)

Section 3: Oversight and Accountability

The President and Vice President shall provide oversight and assist in resolving any issue(s) that may arise during the funding process(es) and must be informed of any and all funding activities and ultimately have the authority to review and, if necessary, intervene, in financial action(s)/decision(s) related to internal/external funding matters.

Subsection 3.1: Faculty Advisor Responsibilities Clause

If applicable, especially regarding ACS Student Communities grants, the Faculty Advisors must submit the finalized grant form(s) within twenty (20) business days of receiving written approval of the grant(s).

Subsection 3.2: Reimbursement(s) Process Clause

If applicable, no individual(s) shall be reimbursed for expense(s) related to a grant until the following conditions are met:

1. Written confirmation of the grant's approval has been received by Q-ACS and the Treasurer.
2. The Faculty Advisors have submitted all required supporting documentation in order to receive the grant(s) (If applicable).

Then, reimbursement(s) shall only be processed after the completion and submission of the Chapter Reimbursement Form and receipt(s) to the Treasurer. The Treasurer shall issue reimbursement(s) to the individual(s) within five (5) business days of receiving the completed form and all necessary documentation, including receipt(s).

Article XV. Dues

The annual ACS national dues of a student member shall be sent individually to the ACS or may be transmitted by the Treasurer. Local dues, if applicable, shall be collected annually by the Treasurer. Membership in the Chapter is limited to those who have paid local dues, if applicable.

Article XVI. International Chapter Report

The Chapter shall submit a report of activities to the ACS. This report shall be submitted online in the Spring at least once every three years, ideally every year, in order to be considered for ACS Student Chapter Awards. Additionally, the ACS shall be informed promptly of the result(s) of all appointment(s) of Executive Committee member(s) and the Faculty Advisors.

Article XVII. ACS Student Communities – Professional Meeting Grant

As an official/active ACS International Student Chapter, Q-ACS is eligible to receive Professional Meeting Grants from ACS Student Communities up to two times per year, assuming funding availability/eligibility. Q-ACS can request up to \$225.00 USD for a virtual event, \$500.00 USD for an in-country (i.e., in Canada) event, or \$2,000.00 USD for an out-of-country event (i.e., outside of Canada). Application(s) must be received by ACS Student Communities at least three months before the event begins to be considered. These grants shall only be accessed/used by (dues-paying, if applicable) Q-ACS members with premium (under)graduate ACS membership packages. A (dues-paying, if applicable) Q-ACS member shall petition/request the Executive Committee at least four months in advance with the proposed meeting attendance/budget outline, and the Executive Committee shall decide to award or deny the opportunity to apply by a majority vote. The petitioning/requesting individual(s) shall not cast a vote. In the event that multiple individuals simultaneously wish to apply for the grant such that the maximum of two grants per year would be exceeded, then the President, Vice President, and Faculty Advisor shall make a preliminary determination to decide applicants upon whom the Executive Committee shall vote.

Article XVIII. Amendment(s)

These Bylaws & Constitution may be amended by a vote (See Section 3: Quorum and Voting) of the Executive Committee, provided that the amendment(s) shall have been proposed at least one (1) meeting prior to the time of voting. Such amendment(s) shall conform to the AMS and ACS regulation(s) established for Clubs and ACS (International) Student Chapters, respectively.

Article XIX. Signature du Comité Exécutif

Q-ACS Executive Committee

Q-ACS Executive Committee Signature



ACS Student Chapter
Queen's University at Kingston
Chemistry for Life®



10/02/2026

Date of Amendment

These Bylaws & Constitution shall be reviewed annually at the AGM. Any amendment(s) shall be immediately presented to the AMS for approval through the AMS Clubs Office.