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

It is not the purpose of SAC to answer the administration’s questions regarding changes in the curriculum.

**Section 2: Structure of the SAC**
1. The SAC consists of faculty, staff, and student members. There are 2 faculty members, 3 staff members, and 6-10 student members.
2. The faculty and staff members are appointed by the department.
3. The student members are elected members. See Section 3.5 for more information.

**Section 3: Student Membership**

3.1. Officers of the SAC
1. There are a total of 6 to 10 student members on the SAC. Although all members shall be responsible for helping with the organization and execution of social events, each member will also have a specific role, as outlined in Sections 3.1.2-3.1.4. All positions may be continuously rotating.
2. Treasurer. The Treasurer of the SAC shall keep track of the SAC budget and receipts.
3. SHC Organizers. The SHCO shall be responsible for the planning and organization of the SHC series.
4. SSC Organizers. The SSCO shall be responsible for the planning and organization of the SSC series.

3.2. Other Responsibilities of the Officers
In addition to the responsibilities outlined above, the student members will also
divide up the following responsibilities:
1 SAC Liaison to ChemWipes. One member of the SAC, preferably one with experience with his/her own ChemWipes production, will serve as a liaison between the SAC and the first year class. The goal of this position, which was formed at the behest of the department, is to properly inform the first year class of what is expected of the ChemWipes production, and to ensure that progress is being made in a timely fashion. Additionally, tips and pointers will be provided to make the show as smooth as possible.
2 SAC Liaison to Distinguished Women in Science (DWIS) series. One member of the SAC will serve as a liaison to the DWIS coordinating committee. The goal of this position is to keep both committees aware of each other's actions, and to facilitate the DWIS seminar organization process.
3 Summer BBQ Coordinator. One member of the SAC will coordinate the BBQs held each summer. Duties include selecting groups to host BBQs, selecting BBQ dates, and keeping the BBQs within budget.
4 Graduate Student Social Hour. All members of the SAC are expected to help with the graduate student social hour, as needed.

3.3. Business and Amendments
1 All decisions will be made by consensus of the current SAC members. If consensus cannot be achieved, then the issue will go to a vote. A majority of 4 to 2 will win the issue.
2 Amendments to the bylaws will be made by consensus. If consensus cannot be achieved, then the issue will go to a vote. A majority of 5 to 1 will win the issue.

3.4. Term of Office
1 Student members of the SAC serve 18-month terms.
2 At the end of the term of members, they will retire, and a similar number of students will join.
3 Membership changes take place during the months of February and August.
4 A student may not serve consecutive terms.

3.5. Election of New Members
1 Approximately one month to two weeks prior to membership change, the SAC will solicit applicants for the new openings. Each applicant will be required to write a brief paragraph stating their interest in serving on the SAC and any relevant experience.
In the event of too many people willing to join SAC, the joining members will be asked to differ. If no solution is found, the current and outgoing members of the SAC will come to consensus (or vote, if necessary) on which applicant will serve on the SAC.