NSYCC Bylaws
Updated: September 2014

Article I: Name and Purpose of the Organization

Section 1 — Name

The name of this organization will be the "Northeastern Section Younger Chemists Committee," also known as "NSYCC", or “YCC Boston”. The NSYCC is a committee of the Northeastern Section of the American Chemical Society (hereafter known as NESACS) and serves a membership in the region defined as the Northeastern Section by the American Chemical Society.

Section 2 — Purpose

The focus of the NSYCC will be in the following areas:

1. Provide a mechanism to address and solve issues that younger chemists face in academia, government, and industrial settings
2. Provide tools and activities with which younger chemists can network with chemists and scientists in the region defined by and adjacent to NESACS
3. Inform NSYCC members about, and encourage NSYCC member participation in local, regional, national, and international opportunities for career development in the field of chemistry
4. Plan, publicize, participate, coordinate, and host the German Exchange Program as requested by the NESACS
5. Organize and host the Northeast Student Chemistry Research Conference hereafter known as “NSCRC“) each spring
6. Organize and host the Northeastern Section Chemistry Career Fair or Symposium (hereafter known as the “NSCCF”) each spring and as requested by the membership (when feasible)
7. Host regular social functions to foster a sense of community among members within the region
8. Increase the general awareness of the NSYCC and its functions through publicity, fundraising events, and acknowledgement of participants and sponsors.

Article II: Membership, Qualifications, and Non-Discrimination Policy

Section 1 — Membership

Northeastern Section chemists, with less than ten years experience in their careers since their last advanced degree qualify for membership in the NSYCC. The Membership shall include undergraduate students, graduate students, post-doctoral fellows, non-tenured faculty, associates and scientists from colleges, universities, corporations and companies within the section.

Members are encouraged to participate in as many events as possible to support and strengthen the organization. Northeastern Section chemists established in their careers can be considered for associate
membership by registering with the NSYCC secretary. Associate members are not voting members, but are encouraged to offer advice to the executive committee and members (see Article III).

Section 2 — Qualifications

All subdivisions of chemistry, biochemistry, and chemical biology are included within “chemistry” as defined by the ACS, from all academic campuses, corporations, agencies, and companies within the geographic area defined by NESACS.

Section 3 — Non-Discrimination Policy

The NSYCC shall not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, disability, veteran status, marital status, social class, or political belief.

Article III: Leadership: Positions, Duties, Committees, Elections, Removal, Terms and Transition of Leaders

Section 1 — Positions and Responsibilities: The officer positions of the NSYCC shall be Chair, Chair-Elect, Career Chair, Secretary, Treasurer, Webmaster(s), Social Chair(s), and Publicity Chair(s).

Chair: NSYCC will be guided and represented by the Chair. In particular, the Chair will represent the NSYCC to the public and the NESACS board, and will submit a report to NESACS on an annual basis. He/she will set the schedule of, and agenda for his/her tenure as Chair through regular committee meetings. His/her primary responsibility is to organize, raise funds, and host the NSCRC, lead the German Exchange group to Germany (if applicable), and host, accompany and coordinate activities for the German Exchange group when they come to the Boston area. He/she will lead meetings and act as a liaison between the NSYCC and the following: NESACS, section chemistry departments, science departments, corporations, companies and government agencies. The Chair will prepare an agenda for every executive committee meeting. The Chair will mentor the Chair-Elect, the Career Chair, and other active members, assist other officers in the event that they cannot fulfill their responsibilities, and call special elections for new and/or replacement NSYCC officers (see Article III, Section 4). The Chair will organize accommodations for invited speakers and other guests with the assistance of the Treasurer and other representatives of the NSYCC. The Chair should be an active member of all committees, or assign such duties ad hoc to the Chair-Elect.
Chair-Elect: Election to the Chair-Elect position constitutes a two-year commitment to the NSYCC, one in the Vice-Chair position, the following as the Chair. The Chair-Elect assists the Chair and the Career Chair, and leads meetings if the Chair is unable to attend. The Chair-Elect assists the Chair in any manner or activities to help build the NSYCC’s network and professional contacts. Each year, the Chair-Elect should attempt to attend the ACS Leadership Development Institute in order to build key contacts in the section, as well as with other ACS leaders. In the event that the Chair is unwilling or unable to continue service, the Chair-Elect will assume the position of Chair pro tem until mid-term elections for the Chair, and any other vacancy, can be implemented.

Career Chair: The Career Chair is responsible for organizing the Northeastern Section Chemistry Career Symposium (NSCCS) at least every spring. Further, the Career Chair is the public face of the NSYCC during activities surrounding the Career Fair. In particular, the Career Chair is responsible for fundraising, recruiting, and hosting the NSCCS. The Career Chair acts as mentor to one or several volunteers interested in networking and organizing future Career Fairs. Each year, the Career Chair should attempt to attend to ACS Leadership Development Institute in order to build key contacts in the section, as well as with other ACS leaders. The Career Chair should also assist the Chair-Elect in the event the Chair is unable to continue in his/her duties.

Secretary: The Secretary coordinates distribution of each meeting’s agenda, takes meeting minutes or appoints another officer if not able to do so, and maintains an accurate membership list of current members in concert with the webmaster and publicity chair. All record keeping and communications, separate from finances, are maintained and recorded by the Secretary.

Treasurer: The Treasurer maintains all financial records of the NSYCC. This includes, but is not limited to, proposing a budget for the year as directed by NESACS and/or the NSYCC executive committee. The treasurer oversees appropriate use and collection of funds and keeps financial records of all fundraising efforts and expenditures. The Treasurer should oversee any event or meeting where NSYCC expenditures are incurred. The Treasurer, Chair and Chair-Elect convene an audit committee for NSYCC activities funds and fundraising before the beginning of the next Treasurer’s term, in conjunction with the NESACS Treasurer. NESACS is periodically audited externally. Any fundraising events that are non-social are guided and organized by the Treasurer, and are planned in conjunction with the NESACS Treasurer and/or Fundraising Committee Chair.
**Webmaster(s):** With the leadership of the Chair and/or Publicity Chair, the Webmaster(s) maintains the NSYCC web site content as needed. This includes coordination, editing, and uploading content to the site or to the site administrator, as well as coordinating with the NSYCC Secretary to keep the e-mail distribution list of members up-to-date.

**Social Chair(s):** The Social Chairs consist of one to three people, elected as the top one to three people receiving votes for the Social Chair positions. The Social Chair and/or committee suggest events for, plan, organize and budget all social events, as well as those assigned by the Chair and the committee. The Social Committee, in cooperation with the Publicity Chair also contributes new ideas for social events in order to increase membership and/or engage current members that may not be active.

**Publicity Chair(s):** The Publicity Chair(s) is responsible for coordinating the dissemination of news and information to the public under the direction of the top three executive committee members. If a regular electronic newsletter is published via NSYCC, this is the responsibility of the Publicity Chair(s). The Publicity Chair(s) is responsible for maintaining and cultivating all forms of NSYCC’s social media presence, including, but not limited to: Facebook, Twitter and LinkedIn. The Publicity Chair works closely with the Webmaster and Social Chair to publicize all events and coordinates event-publication timing. The Publicity Chair maintains a list of submittal dates (obtained from the NESACS Board of Publications) for publication in the NESACS booklet, *the Nucleus* and coordinates submissions to the booklet.

**Section 2 — Committees and Responsibilities**

**International Exchange Committee:** The International Exchange Committee (IEC) consists of the Chair and additional members of the executive committee and active membership as selected by the Chair. The IEC is responsible for representing the NSYCC to the German Exchange Program. In years when the German Exchange comes to the Northeastern Section, this committee is responsible for planning and executing the entire event as requested by NESACS and the German Exchange Steering Committee. In the event that other international exchanges are developed, this Committee should be prepared to develop, plan, and execute these activities as well.

**Audit Committee:** The Chair, the Chair-Elect, the Career Chair and the Treasurer audit the income and expenditures of the NSYCC when required and submit a report to the Treasurer of NESACS and the appropriate NESACS board member(s) as requested and/or where appropriate.
Annual Report Committee: All executive members and committees submit a report to the incoming Chair within two weeks of the end of his/her term in office if requested. These reports are compiled by the Chair, submitted to NESACS, and posted on the NSYCC website.

Section 3 — Election and Removal Process

Elections shall be held for all executive officer positions online during the months of May-June. The Publicity Chair(s), secretary, and Webmaster announce the upcoming elections online via social media avenues, the website, and the mailing list at least six weeks before the election date. Mid-term elections shall be held as needed (see Section 4) to fill vacant officer positions. Ballots and/or link to the ballot shall only be distributed via direct e-mail to members.

Votes are tallied by at least two members who are not seeking elected NSYCC office during said election. The outgoing Chair is one of the members tallying votes, which shall be distributed to the NSYCC board as well as NESACS. Elections results shall be included in the year-end report. In the event that the outgoing Chair is seeking a position in the election, another outgoing committee member not seeking election shall assume this role. The Chair describes the responsibilities of the available officer position(s) and interested members declare that they intend to seek office, either by nomination or self-nomination.

The election process occurs as follows: Nominees may prepare a short statement to be posted on the NSYCC website for members to view. The voting members review the statements then vote electronically via a web forum. The officer is the member that receives a majority of the votes. If no member receives a majority of the votes, the member receiving the fewest number of votes is removed from consideration and the voting repeated. If a vote results in a tie between or amongst the top nominees, a further period of discussion ensures and the voting repeated. In the event that the tie remains, the outgoing Chair votes to break the tie or recommends a repeat of the process.

Section 4 — Length of Term, Change of Leadership, Removal Process

Officers serve for approximately one calendar year. If the availability, or “willingness to serve,” of an officer changes at any time, the officer may request to be replaced, and the Chair may choose to call a mid-term election. If an officer fails to perform his or her duties to the satisfaction of the executive committee, the officer may be asked to resign by the Chair and another officer, or, in the case of the Chair, the Chair-Elect, the Career Chair and another officer. After one week, if the officer fails to resign, a “no-confidence” vote shall be held by the executive committee, following statements for and against the issue. If 3/4 of the committee votes “no confidence,” the officer is removed, and the mid-term election
rules followed. The length of the replacement’s term is the remaining tenure of the officer who is replaced.

**Article IV: Meeting of the Committee: Meetings, Frequency, Notification and Attendance**

**Section 1 — Meetings and Frequency**

The NSYCC executive committee meets according to the suggestion of the Chair, either electronically or in person.

**Section 2 — Notification**

The Chair announces meetings via e-mail, and when appropriate, notifies the entire NSYCC membership of open meetings. In case of open meetings, e-mails and other publicity means should be utilized to maximize participation from members.

**Section 3 — Attendance**

In order to remain in good standing, NSYCC committee members are asked to attend 3/4 of meetings, with exceptions granted by the Chair via e-mail. If a member is available during meeting times, but cannot attend 3/4 of the meetings, the Chair may request a replacement (see Article III, Section 3).

**Article V: Dues**

Annual dues are not currently assessed.

**Article VI: Procedure to Amend the Bylaws**

In the event that an amendment to these Bylaws is necessary, a committee member must propose such amendment to the committee at least one week before the meeting at which it will be voted upon. After discussion of the amendment, a vote of the executive committee is recorded. The amendment requires a 3/4 vote of the executive committee.