

**BYLAWS  
OF THE  
SOUTHEAST UNDERGRADUATE RESEARCH CONFERENCE  
BOARD OF DIRECTORS**

**ARTICLE 1  
NAME AND PURPOSE**

**Section 1. Name**

The organization shall be known as the Southeast Undergraduate Research Conference (SURC) Board of Directors (hereinafter referred to as the “the Board”).

**Section 2. Purpose**

The SURC is a regional conference that showcases undergraduate research in the chemical sciences, rotating annually among institutions within the southeast local sections of the American Chemical Society (ACS). The Board of Directors exists to ensure the continuity, stability, and mission fidelity of SURC across hosting cycles. Through its oversight and guidance, the Board supports the conference’s ongoing mission to promote excellence in undergraduate chemical research and to foster professional development.

**Section 3. Responsibility**

The Board of Directors shall:

- Select future host institutions for the SURC.
- Provide an official hosting agreement to be signed by the host institution.
- Maintain and oversee the SURC website and digital registration platform.
- Offer logistical support and strategic oversight to host organizing committees.
- Uphold standards of ethical conduct and professionalism, including the identification and management of potential conflicts of interest.

**ARTICLE 2  
MEMBERS**

**Section 1: Eligibility & Membership**

Membership on the SURC Board of Directors shall be open to a maximum of nine institutions located within the southeastern region as defined by the American Chemical Society (ACS). To be eligible, an institution must be actively engaged in undergraduate research in the chemical sciences. The Board shall make efforts to ensure broad geographical representation, with no more than three institutions from any single state. Additionally, consideration will be given to

institutional diversity, including the inclusion of both Research 1 (R1) and Emerging Research Institutions (ERI), to reflect the range of undergraduate research environments in the region.

## **Section 2: Representation**

Each member institution may appoint up to two faculty representatives to serve on the Board. These representatives must be actively involved in undergraduate research or academic development at their home institution. Representatives serve as the voice of their institution and are expected to participate meaningfully in the activities of the Board.

## **Section 3: Rights and Responsibilities**

All members of the Board shall have the right to attend and contribute to Board meetings, participate in discussions, and support Board initiatives. Each represented institution shall be entitled to one vote on matters requiring formal decision-making, regardless of the number of representatives it appoints. Board members are expected to uphold the mission of SURC and to contribute actively to the planning, oversight, and strategic direction of the conference.

## **Section 4: Term of Membership**

Institutional membership on the Board shall be for a term of three years, with the option for renewal. New membership will be solicited annually, with the goal of rotating approximately three institutions onto the Board each year. Member institutions are responsible for designating their representatives and may reappoint existing members. Representation from future host institutions is strongly encouraged. Terms shall conclude on June 1 of the final year of service.

# **ARTICLE 3 OFFICERS**

## **Section 1: Officer Roles**

The officers of the SURC Board of Directors shall consist of a Chair and a Chair-Elect. These roles are designed to provide leadership, continuity, and organizational oversight for the activities of the Board and the annual conference.

## **Section 2: Term Limits**

Each officer shall serve a one-year term, with the Chair-Elect automatically succeeding to the role of Chair at the conclusion of the term.

## **Section 3: Election and Rotation**

Officer transitions shall take effect on June 1. Elections for Chair-Elect shall occur annually between the conclusion of the SURC conference and June 1. The Board shall conduct elections via a method determined by the Chair, ensuring equitable participation by all member institutions.

In the first year the Board is established in the year 2025, both a Chair and Chair-Elect will be elected by a majority vote in separate elections.

#### **Section 4. Duties of Officers**

- *Chair:* The Chair shall convene and preside over meetings of the Board, coordinate the annual election process, serve as the primary point of contact on behalf of the Board, lead the annual in-person meeting at the SURC conference, and ensure that the Board fulfills its responsibilities as outlined in these bylaws.
- *Chair-Elect:* The Chair-Elect shall support the Chair in all duties, record meeting minutes, ensure continued operation and funding of the SURC website, and perform additional responsibilities as delegated by the Chair. The Chair-Elect shall prepare to assume the role of Chair in the following term.

#### **Section 5. Vacancy or Ineligibility**

In the event that the Chair becomes unable or unwilling to perform their duties, the Chair-Elect shall assume the responsibilities of the Chair for the remainder of the term.

### **ARTICLE 4 MEETINGS**

#### **Section 1: Regular Meetings**

The Board shall convene regular meetings at least twice per calendar year, typically once in the fall and once in the spring. Additional meetings may be scheduled at the discretion of the Chair or upon the request of representatives from at least three member institutions.

#### **Section 2: Notice of Meetings**

Notice of each meeting shall be provided to all Board members by the Chair no fewer than ten (10) business days in advance, unless urgent circumstances necessitate a shorter notice period. The notice shall include the date, time, meeting format (e.g., virtual or in-person), and an outline of the agenda.

#### **Section 3: Quorum**

A quorum for conducting official business shall consist of representatives from at least five (5) eligible member institutions. Each institution is entitled to one vote, regardless of the number of representatives present.

#### **Section 4: Decision-Making**

Decisions of the Board shall be made by a simple majority vote of the institutions present at a meeting where quorum is met. In the event of a tie, the Chair shall cast the deciding vote.

## **Section 5: Meeting Format**

Meetings may be held virtually, in person, or in a hybrid format, as determined by the Chair in consultation with the officers. At least one in-person meeting per year is encouraged, preferably in conjunction with the annual SURC conference.

## **Section 6: Meeting Minutes**

The Chair-Elect shall be responsible for recording and distributing meeting minutes to all Board members within ten (10) business days following each meeting.

## **Section 7: Asynchronous Voting**

When necessary, the Board may conduct official votes asynchronously outside of scheduled meetings, typically via email or a secure online platform. The Chair or Chair-Elect shall distribute the proposal along with voting instructions and a specified voting deadline of no fewer than five (5) business days, unless urgency requires otherwise. A quorum of institutional responses must be met for the vote to be valid. Voting results shall be communicated to all members within three (3) business days following the close of voting.

## **Section 8: Open Attendance**

Any faculty member affiliated with a current or potential SURC member institution is welcome to attend Board meetings in a non-voting capacity.

# **ARTICLE 5 HOSTING AGREEMENT**

## **Section 1: Purpose of Hosting Agreement**

To ensure the continuity, quality, and mission alignment of the Southeast Undergraduate Research Conference (SURC), a formal Hosting Agreement shall be executed between the Board of Directors and each selected host institution. This agreement shall outline key responsibilities, expectations, and deliverables associated with organizing and delivering the annual SURC conference.

## **Section 2: Responsibilities**

The Board of Directors shall:

- Provide an official Hosting Agreement template to the selected host.
- Maintain and manage the official SURC website and digital registration platform.
- Offer logistical guidance and strategic oversight to the host's organizing committee.
- Review and approve registration pricing changes.
- Receive and review post-conference reports, including attendance metrics, financial summaries, and qualitative assessments.

- Receive and manage any surplus revenue from the conference for the benefit of future SURC events.

### **Section 3: Host Selection**

The Board shall select host institutions based on demonstrated capacity to organize a regional undergraduate research conference in the chemical sciences. Host selection shall also consider factors such as institutional diversity, regional representation, and alignment with SURC's mission. A host institution must designate a faculty member to serve as the Chair of the Organizing Committee, and a signed Hosting Agreement must be submitted prior to formal approval. Efforts will be made to announce the subsequent host at the annual SURC conference to attendees.

## **ARTICLE 6 AMENDMENTS**

### **Section 1: Proposal of Amendments**

Amendments to these bylaws may be proposed by any officer or by written request from representatives of at least three member institutions. Proposed amendments must be submitted in writing to the Chair, who shall distribute the proposed language to all Board members no fewer than ten (10) business days prior to the scheduled vote.

### **Section 2: Adoption of Amendments**

A proposed amendment shall be adopted upon approval by a two-thirds (2/3) majority of the eligible institutions participating in the vote, provided quorum is met. Voting on amendments may occur during a regular or special meeting, or through asynchronous procedures as defined in Article IV, Section 7.

## **ARTICLE 7 RATIFICATION**

### **Section 1: Ratification Process**

The initial ratification of these bylaws shall require the affirmative vote of at least six (6) eligible institutions.

### **Section 2: Effective Date**

Upon ratification, these bylaws shall take effect immediately.