I. **Name and Purpose**
   A. The name of the organization shall be the Department of Chemistry Graduate Representative Committee, to be referred to as ChemGRC.
   B. The purpose of this organization is to be a more formal means by which graduate students may help to shape the Chemistry Department graduate program at Indiana University Bloomington. The ChemGRC can address issues of both academic and social nature that pertain to the graduate student population. The ChemGRC is not a legislative body. Rather, it will aim to foster cooperative and positive relationships and communication between faculty, staff, postdoctoral scholars, and graduate students concerning department policy and focus. In addition, the ChemGRC will promote the professional development of graduate students, support concerns in constructive and tactful ways, and celebrate the academic and professional successes of Indiana University’s chemistry students.

II. **Structure of the ChemGRC**
   A. The faculty advisor for the ChemGRC shall be the Director of Graduate Studies for the Department of Chemistry. The faculty advisor need not be present at all ChemGRC meetings.
   B. There will be three formal offices that members of the ChemGRC will hold: President, Vice-President, and Secretary.
   C. Any additional responsibilities of officers or members of the Committee shall be decided upon by the ChemGRC as necessary.
   D. The structure of the ChemGRC may be reorganized or amended to reflect changes within the Department of Chemistry.

III. **Membership**
   A. The ChemGRC shall be composed of representatives such that each department division has at least one representative. The group promotes participation in the department and will not limit the committee to a specific number of members. A desirable size is 10-15 members.
   B. The included areas are Analytical, Biological, Inorganic, Organic, Materials, and Physical/Theoretical.
   C. Membership to the ChemGRC is open to all graduate students in the Department of Chemistry after completion of the first semester and through the final year.
   D. There is no restriction on time served on the committee.
   E. When a ChemGRC member leaves the committee, he or she should pass on information helpful to the group at his or her final meeting and by adding it to the ChemGRC Dropbox.

IV. **Election and Nomination**
   A. Graduate students interested in participating as a member of the ChemGRC can request membership by filling out the appropriate form.
   B. Present committee members will discuss the addition of the new student as a member. The ChemGRC strongly promotes the growth of the group in conjunction with seeking motivated new members to support its mission in the department.
C. Alternatively, if a current ChemGRC member feels another graduate student in the department would be exceptionally fitting for ChemGRC membership, he or she can nominate the student.

D. Nominations would also be accepted by non-members.

E. The ChemGRC may solicit for new members if there are openings.

F. There are no restrictions on nominations, but it is encouraged to consider division and year of potential members to maintain diversity within the ChemGRC.

G. Nominations should be sent to the ChemGRC president, who will discuss the nomination at the next meeting.

H. Once the ChemGRC has discussed the potential new member, an officer will email the graduate student to ascertain his or her willingness to serve on the committee. The ChemGRC group email will not be used for this communication.

I. After the nominees have accepted or declined the nominations, the committee will be notified.

J. New members will be announced on the ChemGRC website, added to the group email list, and introduced at the next meeting.

V. Officers

A. The primary officers required include President, Vice-President, and Secretary. If the need arises for additional officers, this can be discussed.

   I. However, participation and roles within the committee are strongly encouraged. Even though there may not be an officer title, group members may have special roles (e.g. seminar organization or food purchases).

B. The significance of each ChemGRC member should be stressed. Participation from everyone is important for the committee to be successful. The purpose of the officer roles is as follows.

   I. The officers are leaders for the committee. They are to guide discussion, pose important questions, and assure conclusions are reached amongst the group.

   II. The officers are to uphold an open atmosphere for discussion of any and all subjects. Topics have varying degrees of sensitivity, and it is important to support professionalism and continual sincerity.

   III. The officers are responsible for assuring organization within the group. Organization includes member roles, planning, and topics of discussion.

   IV. The officers are to maintain the mission of the ChemGRC in all activities.

   V. The officers are to preserve confidentiality if needed in special circumstances. They should also impose this upon the entire committee.

   VI. The officers are main contact points for people outside of the committee and should act as relays of information if contacted specifically.

C. The ChemGRC President is to preside over all meetings and ChemGRC matters.

D. The ChemGRC Vice-President is to assist and support the President in all matters.

E. The ChemGRC Secretary is to further assist the President in all matters and document meetings.

F. Officer terms are one year and are limited to four semesters (1 re-election cycle).

G. All officers will be re-elected yearly in the Spring semester. Newly elected officers will shadow current officers until August.
H. Officer nominations, positions and voting are open to all Chemistry graduate students.
I. Voting will take place in an open meeting in the Spring semester, those who are unable to attend will have the option of an absentee ballot.

VI. Meetings
A. Three meeting types will be held monthly: officer meetings, committee meetings, and committee meetings with the Director of Graduate Studies.
   I. Extra meetings can be scheduled as needed.
   II. Non-members or faculty are welcome to attend a ChemGRC meeting with opportunities or concerns. They can email the ChemGRC email or an officer regarding scheduling.
B. The purpose of the officer meetings is to summarize the previous meetings and translate to the next upcoming meeting. They will be used to assure that topics and actions preserve the ChemGRC mission. An agenda for the upcoming meeting will be prepared with the intent to address various concerns and fashion them in a way that will effectively result in conclusions at the end of the next upcoming group meeting.
C. The purpose of the committee meetings includes, but is not limited to, the following.
   I. Addressing issues of concern in the graduate education and student life.
   II. Organizing social events for interactions among members of the entire department.
   III. Responding to requests from the Chair, Director of Graduate Studies, or outside faculty or graduate students.
D. The purpose of the committee meetings with the Director of Graduate Studies is the following.
   I. The ChemGRC updates the Director of Graduate Studies on committee activities and asks for ideas and feedback.
   II. The Director of Graduate Studies may give input on his or her own duties and advice pertaining to the ChemGRC.
E. Meetings shall be loosely set for an hour in a designated location.
F. Meetings will have an agenda agreed upon by the officers.
G. Meeting times will be announced on the ChemGRC website.

VII. ChemGRC Charter
A. The ChemGRC charter must be written to reflect the structure of ChemGRC.
B. The charter must be accessible to the chemistry graduate student body. This can be done in the form of a link via the ChemGRC website.
C. If the charter is re-written at any point for any reason it is subject to approval of the majority of ChemGRC members and the ChemGRC advisor.

VIII. Laboratory Contacts
A. One graduate student from each research laboratory in the chemistry department will be nominated as a ChemGRC lab contact.
The contact can represent groups of labs if necessary (i.e. computational labs).

B. An officer will email laboratory contacts about nomination. Upon acceptance, a list of the contacts will be made available on the ChemGRC website.

C. The purpose of the laboratory contacts is to distribute information to research groups. Information may include upcoming travel awards, submission deadlines, openings for ChemGRC seminars, and current polls requiring graduate student participation.

IX. ChemGRC Seminar Series

A. The purpose of the seminar series is to provide opportunities for graduate students to present their own research to fellow graduate students.
   I. These are excellent ways to practice presentations for upcoming job talks or conference presentations.

B. The seminar series promotes development in scientific communication in an informal public setting.

C. Presentations will span all disciplines. For attendees, this promotes an understanding of science outside one’s own research and oftentimes discipline. For presenters, this allows for practice presenting to a diverse audience.

D. Discussions held may also facilitate interdepartmental collaborations amongst graduate students.

E. Submission forms for upcoming seminars will be made available through emails and on the ChemGRC website. They will request student information and an abstract.

F. Talks will be scheduled on a first come/first serve basis and are reserved for graduate students only.

G. Recipients of the ChemGRC Travel Award will be required to present one seminar.

H. Talks will be limited to 30 minutes (25 + 5 for questions) and will be held in C033 on a monthly basis.

I. Refreshments and snacks will be provided by the ChemGRC.

J. Faculty members will not be formally invited to attend the seminars. However, they are certainly welcome.

K. Abstracts for presenters will be posted in Chemistry and Simon Hall.

X. ChemGRC Travel Awards

A. The ChemGRC will provide two $500 travel grants to Indiana University Department of Chemistry graduate students each semester.

B. The spring award will typically be due early June for conferences occurring between 01 June–31 December.

C. The fall award will typically be due early December for conferences occurring between 01 January–31 July.

D. The application will request the following.
   I. Information about the student, a current CV, conference information, professional importance of the conference, potential impact the research being presented, and anticipated financial need.
E. Winners of the travel awards will be required to present at a ChemGRC seminar.

XI. ChemGRC Breakfast Socials
A. The purpose of the breakfast socials is to promote friendly and all-inclusive interactions within the department to include staff, faculty, postdoctoral scholars, and graduate students.
B. Breakfast socials will be held once per semester, typically on a Friday morning.

XII. Recruiting and First-Year Initiatives
A. The ChemGRC will participate in the recruiting of graduate students and first-year orientation at the discretion of the graduate office.
   I. Participation can include question-and-answer sessions, presentations, tours, lunches, etc.
B. The ChemGRC should be aware of the recruiting class and incoming class at large. The purpose of these activities is to promote a welcoming and supportive environment to students beginning their graduate career along with introducing them to current students and faculty.

XIII. ChemGRC Website
A. The ChemGRC website will provide an overview of ChemGRC, including its purpose, members, and upcoming opportunities.
B. The mission statement of the ChemGRC will be clearly stated.
C. Announcements will include upcoming events, deadlines, travel award winners, ChemGRC seminar speakers, and other pertinent departmental news.
D. Pictures will be updated from ongoing ChemGRC-sponsored events.
E. The Charter will be made available.
F. All documents will be made available (i.e. submission forms).
G. Links will provide additional resources, such as websites for careers, Indiana University Graduate and Professional Student Organization, or C500 information.

XIV. Miscellaneous
A. A small budget shall be provided for the ChemGRC activities by the Department of Chemistry. Any funding needed beyond that must be approved following standard Indiana University Department of Chemistry policies.
B. The email list will not be distributed to or be available to anyone outside the ChemGRC. All email messages sent to the ChemGRC in response to committee positions or messages dealing with issues of a sensitive nature shall be kept strictly confidential.
C. ChemGRC should participate in other departmental opportunities that are in accordance to the mission statement or outreach.
D. Things not specified in this charter may be resolved by a simple majority vote of ChemGRC members. In the event of a tie, the President will cast the tie-breaking vote.