This is the general information to govern the NCCU PREM Club. The club is sponsored by the Departments of Chemistry and Physics at North Carolina Central University and funded by the National Science Foundation. Though the club is targeted towards chemistry and physics majors, all STEM related majors are eligible.

Purpose

The purpose of the NCCU PREM Club is to provide students with a way to participate in materials science-related research and interact with like-minded peers at our own and other institutions.

Mission

The mission of the NCCU PREM Club is to enrich the collegiate experience in the Chemistry and Physics Department by engaging in community service and academic research and seminars to help students to progress academically and professionally.

Goals

The NCCU PREM Club has a number of goals, including:

1. Responsible for getting information out about events, conferences, research labs, graduate programs and activities in the Chemistry and Physics Department
2. Developmental seminars and programs to promote academic success.
3. Facilitate concerns between students and faculty.
4. Serve as a resource for students by offering tutoring assistance, lab experience, community service, and interaction with other institutions and professionals in STEM fields.
5. In Truth and Service, we will make it our utmost responsibility to serve the community around us by completing two community service projects a semester.
6. Continue the tradition of Truth and Service by mentoring incoming freshmen and sophomore STEM majors.
Meetings

The club will host monthly executive board and general body meetings.

General Body Meetings

The first general body meeting of the 2021-22 school year will be August 24, 2021. The meeting will be held at 10:45 am in Mary Townes 1223.

- Regular Meetings: last Tuesdays of the month
  - Some dates will be adjusted due to holidays and/or school breaks
- Meetings are at 10:40 am in Mary Townes 1223

Executive Board Meetings

The executive board meetings will be planned in advance but will either take place during 10:40 am break on Tuesdays and Thursdays or be held in the evenings depending on the schedule availability of the board members.

Voting

- Only currently active members may vote at meetings or during elections.
- The Secretary and Treasurer will verify membership and share with the President and Vice President
- The Treasurer will make the official count of votes during executive board and general body meetings.
- The advisors will count ballots for elections.
- Items pass or fail based on the simple majority of votes cast.

Elected Officers

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Community Outreach Coordinator
6. Social Media Coordinator

Officer Duties

1. President

- Ensure that organization is registered with the University and meets all other requirements to operate as a student organization.
- Confer with executive committee members, committee chairs, and advisor(s) to discuss issues, coordinate activities, or resolve problems.
- Analyze operations to evaluate the performance of the club in meeting objectives or to determine areas of potential cost reduction, program improvement, or policy change.
- Direct, plan and implement procedures to ensure continuing operations and increase productivity.
- Negotiate or approve contracts or agreements.
• Review reports submitted by officers and members.
• Coordinate with advisors for appropriate approvals.

2. Vice President

• Assist the President in endeavors to meet the club’s mission and goals. Serve in the absence of the President*.
• Coordinate the committee chairs to ensure that committee activities are completed and in line with the mission, goals, and departmental policies.
• If the position of President is vacated, this person will assume the position of President.
• Set up and maintain a filing system for records and correspondence.
  o Takes an audio recording of meetings.
  o Records major announcements/official votes in bullet format for distribution.
  o Maintain attendance records for Executive Board and General Body meetings.
  o Distribute incoming correspondence at the direction of the President.
• Complete forms in accordance with organizational procedures.

3. Secretary

• Maintain a safe and central repository for properties.
• Set up meetings and make sure that the rooms are restored after meetings/events.
• Compile an annual written narrative and visual account of the club’s activities
• Make copies of printed materials for distribution.
• Sit next to the President to give advice during meetings.

4. Treasurer

• Coordinate the financial activities within budget limitations to funding operations, maximize investments, or increase efficiency.
• Inform the President on errors in parliamentary procedures.
• Take the voting count during official votes.
• Only votes in the case of a tie-breaker.
• Budgeting for activities and managing direct deposits for research payments.

5. Community Outreach Coordinator

• Help to develop outreach opportunities with Education Coordinator
• Manage documentation for outreach and paperwork for volunteer hours
• Communicate with places of community outreach under the guidance of the Education Coordinator
• Assist in the implementation of the mentorship program within the club

6. Social Media Coordinator

• Maintain the club's social media presence at the direction of the President and approval of advisor(s).
• Responsible for recording the photos that are compiled and used as a visual account of the club’s activities.
Committees

A. Executive Board
B. Community Service
C. Public Relations
D. Mentoring Partnership
E. Student Resources

Member Roles

- Appointed by the President with the approval of the Executive Board.
- Sets tone for committee work.
- Oversees the logistics of committee operations.
- Sets the agenda for committee meetings.
- Manages committee tasks among committee members.
- Makes a serious commitment to participate actively in membership roles.
- Recruits members to serve on the committee.
- Educates members about committee goals and activities.
- Keeps time at meetings.

Member Duties

A. Executive Board

The member of the executive board are the elected officers: President, Vice President, Secretary, Treasurer, Community Outreach Coordinator, Social Media Coordinator

- Attend all meetings.
- Meet to develop the general body meeting agenda and make recommendations to be taken to the general body.
- Submit all reports in a timely manner.
- Transition materials, records, passwords, etc. to the student leaders in the next academic year.

B. Community Service

- Organize community service activities for the club that promote campus and community wellness.
- Ensure that activities are registered with the Community Service office.
- Submit materials so that participants receive community service hours.

C. Public Relations

- Prepare promotional materials about club activities.
- Distribute promotional materials to club members, campus, and community.
- Prepare press releases to announce club accomplishments in publications (e.g. Echo, PREM monthly newsletter, Social Media, Honors EBlast, etc.)

D. Mentoring Partnership
● Implement and manage a student mentoring program.
● Recruit high achieving junior and senior majors to serve as mentors for freshman and sophomore majors.
● Set up mentor partnerships both at NCCU and with the NSF partnership schools
● Collect data on mentor experience from both partners at the end of the academic year.

E. Student Resources
● Develop and maintain a repository of student resources to support success in the classroom and in the laboratory.
● Student resources may include study materials/groups/ tutoring, internship sites, summer research opportunities, etc.

Removal from Office and/or Active Membership

As active members of the club, you are leaders and role models for your peers. Also, you have agreed to a set of duties and to support the club’s mission. Officers and other active members of the club should behave in a professional manner at meetings, in class, and on campus. If an officer or member does not uphold their responsibilities and/or has issues with professionalism, they can be removed from office and/or active membership.

The executive board and/or the general body may make recommendations for removal to the advisors. The advisors will review the recommendation and make the final decision about removal, suspension, or remediation.

Office Vacancy

If an office becomes vacant during the year, the position will be advertised to current members and applications will be submitted. The president will appoint someone to finish the term of the vacant office from the pool of applicants with complete applications. The appointment must be approved by the advisors and executive board.

Advisors

The club advisors will support the club and oversee their activities. Their role is to ensure that the club is fulfilling its mission and following appropriate policies. They provide advice, guidance, opportunities, and suggestions for the officers and members. Also, they serve as the liaison between the club and other faculty. All activities and official correspondence must be approved by advisors.

The calendar of activities should be developed at the beginning of each semester to ensure that advisors can be in attendance at all activities.

Advisors will maintain close communication with the executive board.

• Dr. Fei Yan (fyan@nccu.edu)
• Dr. Marvin Wu (mwu@nccu.edu)
• Mr. Richard LaBennet (rlabennet@nccu.edu)