

# Biological Chemistry Student Organization

## CONSTITUTION

### Article I: Name

- 1.1 The name of the organization shall be the Biological Chemistry Student Organization, hereinafter referred to as "the Organization".

### Article II: Purpose

- 2.1 The Organization is a non-profit, educational association, which exists to foster the development and growth of graduate students enrolled in the Graduate Program in Human Biological Chemistry and Genetics (HBC&G) at the University of Texas Medical Branch at Galveston (UTMB). The Organization shall serve to disseminate pertinent information among the Membership and to further the interests of the Membership by promoting participation in University affairs. Activities shall include, but are not limited to, inviting guest speakers, honoring HBC&G graduate students and program faculty, and assisting the HBC&G program faculty in orientation and recruitment initiatives. The Organization shall work cooperatively and collaboratively with the faculty members of the Graduate Program in HBC&G to achieve these goals.

### Article III: Membership

- 3.1 Membership shall be open to students, faculty and staff of the University of Texas Medical Branch (UTMB) at Galveston regardless of age, socioeconomic status, disability, ethnic or national origin, gender, marital status, political orientation, religion, race, sexual orientation, or veteran's status.
- 3.2 There are three designations of Membership: (a) Regular Membership, (b) Special Membership, and (c) Ex-officio Membership.
  - (a) Regular Membership. Regular Membership is open to all students who are declared members of the Graduate Program in Human Biological Chemistry and Genetics. Regular Members shall have the privilege of the floor and full voting rights.
  - (b) Special Membership. Special Membership is open to students who are enrolled in the Basic Biomedical Sciences Curriculum and are supportive of the Organization's stated aims. Special Members shall have the privilege of the floor but not the right to vote.
  - (c) Ex-officio Membership. Ex-officio Membership is open to all faculty members and the program coordinator of Graduate Program in Human Biological Chemistry and Genetics. Ex-officio Members shall have the privilege of the floor but not the right to vote.

**Article IV: Officers**

- 4.1 Officers. There shall be 4 officers: (a) Chair, (b) Vice Chair, (c) Treasurer, and (d) Secretary.
- (a) The Chair. The Chair shall serve as the head of the Organization, preside over regular meetings, coordinate group activities, and communicate with the Membership on all matters. The Chair shall serve as the chief spokesperson for the Organization and shall act as a liaison between the Membership and the UTMB administration. In case the Chair resigns, the Vice Chair shall become the Interim Chair, and the term of office of the Interim Chair shall be consonant with the original term as Vice Chair. The Interim Chair shall appoint an Interim Vice Chair, and the term of office of the Interim Vice Chair shall be consonant with the term of the Interim Chair.
  - (b) The Vice Chair. The Vice Chair shall assist the Chair and preside over meetings in the absence of the Chair. In case the Vice Chair resigns, the Chair shall appoint an Interim Vice Chair, and the term of office of the Interim Vice Chair shall be consonant with the original term of the elected Vice Chair that resigned.
  - (c) The Treasurer. The Treasurer shall oversee all monies secured and held by the Organization and shall maintain an official record of all expenditures. Responsibilities shall include, but are not limited to, maintaining the budget, assisting the Membership in securing reimbursement for personal expenditures related to the activities of the Organization, and representing the Organization to the UTMB Student Government Association Budget Committee. When the Treasurer is not available, only the Chair or the Faculty Advisor may access monies belonging to the Organization. In case the Treasurer resigns, the Chair shall appoint an Interim Treasurer, and the term of office of the Interim Treasurer shall be consonant with the original term of the elected Treasurer that resigned.
  - (d) The Secretary. The Secretary shall take the minutes of the regular and special meetings and shall distribute the minutes to the Membership. The Secretary shall also assist the Chair in facilitating information exchange and correspondence. In case the Secretary resigns, the Chair shall appoint an Interim Secretary, and the term of office of the Interim Secretary shall be consonant with the original term of the elected Secretary that resigned.
- 4.2 Officer Terms. The terms of office of the Chair, Vice Chair, Treasurer and Secretary shall be for one year, beginning on September 1<sup>st</sup> and ending on August 31<sup>st</sup>. No office shall be subject to term limits.
- 4.3 Elections. The Chair, Vice Chair, Treasurer and Secretary shall be elected by a majority of the popular vote of all Regular Members. The Nominations Committee shall solicit candidates in August for the offices of Chair, Vice Chair, Treasurer and Secretary, and a ballot shall be provided to all Regular Members. Candidates for any office must meet the requirements for Regular Membership.

**Article V: Faculty Advisor**

- 5.1 The Faculty Advisor shall be designated as an Ex-officio Member and may serve as a signatory on official forms when other authorized representatives are not available. The Faculty Advisor must be a faculty member of the Graduate Program in HBC&G and shall not concurrently hold the position of HBC&G Program Director.
- 5.2 Faculty Advisor Selection. A candidate for the position of Faculty Advisor shall be elected at a regular meeting in September by majority vote of the Regular Members of the Organization present at the meeting. The Chair shall formally invite the elected candidate to serve as Faculty Advisor, and if the elected candidate declines the invitation to serve as Faculty Advisor, a new vote shall be taken at a subsequent meeting. Nominations for the Faculty Advisor candidate shall be accepted from any Regular Member, and nominees may be added to the list of prospective candidates at any time during this process until an elected candidate accepts the invitation.
- 5.3 Faculty Advisor Term. The term of the Faculty Advisor will be for one year, beginning on October 1<sup>st</sup> and ending on September 30<sup>th</sup>. The position of Faculty Advisor is not subject to term limits. (A continuing Faculty Advisor must be re-elected each year in September by majority vote of the Regular Members of the Organization present at the meeting.)

**Article VI: Meetings**

- 6.1 Regular Meetings. There shall be regular meetings of the Organization at which time pertinent subjects shall be discussed. Any subject may be introduced by any Member present with the permission of the Chair (or Vice Chair when presiding in the Chair's absence). Regular meetings shall be called by the Chair or the Vice Chair with the consent of the Chair.
- 6.2 Special Meetings. Special meetings may be called at any time to address issues of concern to the Membership. Special meetings shall be called by the Chair or the Vice Chair with the consent of the Chair.
- 6.3 Committee Meetings. The chair of any standing committee or ad hoc committee shall call meetings of that committee as required without the approval of the Chair.

**Article VII: Committees**

- 7.1 Standing Committees. There shall be two standing committees: (a) the Program Planning Committee and (b) the Nominations Committee.
  - (a) Program Planning Committee. The Program Planning Committee shall be chaired by the Chair and may comprise any number of Regular, Special, or Ex-officio Members. This committee shall plan the programs and activities for the year, incorporating suggestions from the Membership.
  - (b) Nominations Committee. The Nominations Committee shall be chaired by the Vice Chair and shall comprise any number of Regular Members appointed by the Vice Chair. The Nominations Committee shall include the HBC&G

Program Coordinator (or another Ex-officio Member appointed by the Vice Chair when the HBC&G Program Coordinator is not available). The Nominations Committee shall be responsible for soliciting nominations and conducting the election of the incoming officers. Ballots shall be counted and recorded by the HBC&G Program Coordinator (or other Ex-officio Member) who must certify election results.

- 7.2 Ad Hoc Committees. Ad hoc committees may be formed for a particular task or to address issues of concern to the Membership. Ad hoc committees shall comprise volunteers from the Membership interested in the committee topic. Ad hoc committee members shall elect a chair that reports to the Membership on committee progress and committee recommendations.

#### **Article VIII: Amendments**

- 8.1 Amendments shall be made to this Constitution by a 2/3-majority vote of the Regular Members of the Organization present at the meeting.
- 8.2 Amendments may be proposed by any Regular Member. Proposed amendments must be submitted to all Regular Members in writing and/or via electronic mail at least 14 days prior to voting.

#### **Article IX: Ratification**

- 9.1 This Constitution shall take effect upon ratification by a 2/3-majority vote of the Regular Members of the Organization present at the meeting.
- 9.2 In the event that this Constitution is amended by the procedures outlined in Article VIII, the amended Constitution shall supercede all previous Constitutions upon ratification by a 2/3-majority vote of the Regular Members of the Organization present at the meeting.

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Andrew J. Kurtz, Pre-doctoral Fellow  
Chair/Co-Founder, Biological Chemistry Student Organization

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Date

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Scott A. Larson, Graduate Assistant  
Vice Chair/Co-Founder, Biological Chemistry Student Organization

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Date

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James C. Lee, Ph.D., Professor  
Faculty Advisor, Biological Chemistry Student Organization

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Date