

The Constitution of iGEM at Ohio State

The Ohio State University

Article I: Title

The name of this organization shall be iGEM at Ohio State

Article II: Purpose

Section 1: External Affiliation

1.A This organization is affiliated with the International Genetically Engineered Machine (iGEM) Foundation and shall follow all iGEM guidelines. This is an independent, non-profit organization dedicated to the advancement of synthetic biology, education, competition, the development of an open community and collaboration. More information can be found here: <https://igem.org/About>

Section 2: Purpose

2.A To spread the mission and initiative of the international organization, iGEM to The Ohio State University. iGEM at Ohio State is a team that competes at the annual Giant Jamboree. The purpose of this competition and organization is to build a better world by solving problems with the help of synthetic biology. Throughout the year, team members will work together to solve a local problem. This includes community outreach and engagement focusing on synthetic biology topics as well as developing a synthetic biology project to showcase at the Giant Jamboree.

Article III: Membership

This organization does not discriminate on the basis of age, ancestry, color, disability, gender, identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

As a student organization at The Ohio State University, iGEM at Ohio State expects its members to conduct themselves in a manner that maintains an environment free from sexual

misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>.

If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

Section 1: Qualifications and Categories of Membership

- 1.A** Student membership is defined as limited to currently enrolled Ohio State students.
- 1.B** Executive Board members are selected by the returning members with counsel from advisors through a vote. In order to be considered for a leadership position, the applicant must be a member of the organization for a minimum of one year prior to applying. Exceptions can be made to requirements by majority vote by the incumbent Executive Board.
- 1.C** To be considered as a member of the team, applicants must submit an application and, if selected, undergo interviews. To join the team, the applicant must then be approved by the Advisors. Executive Board members and returning members may voice any concerns about team size to the advisors to be considered during the application process.

Section 2: Membership termination

- 2.A** In the event that a member or leader does not meet the general expectations of the organization, such as general body and executive meeting attendance and timely completion of tasks, the organization is able to confront the offender and discuss how to improve situation and/or respectfully ask them to step down in their position within the organization.
- 2.B** The members of the committee to which the offender belongs are able to voice their opinion and debate on what the final proposed course of action should be for the alleged member.
- 2.C** The Executive Board shall have final say on the matter of membership termination.

Article IV: Organization Leadership

Section 1: The Executive Board

- 1.A** Members of the Executive Board are the officers of this student organization. The positions on the Executive Board last for a year. A vote will be recast at the start of each competition year for each position by the returning members and advisors on the team.
- 1.B** The primary leader or president position will be in charge of creating meeting agendas, ensuring the team stays on track of deadlines, looking over weekly timesheets, and keeping track of each sub-team's findings and ensuring they are relevant to the project goals.
- 1.C** The secondary leader or vice-president position will be in charge of outside communication. They will monitor the team email account, instagram messaging and slack messaging with other iGEM teams. They also help the president where needed.
- 1.D** The treasurer will be in charge of funding. They will lead a committee to look for funding opportunities such as scholarships and sponsorships. They will organize the funding opportunities and be the lead communication individual to the funding advisor and vice-president.
- 1.E** The advisor will be a resource for the members of the organization. They will offer guidance when applicable. There may be more than one advisor to guide this organization. In which case, the roles and duties of the advisors will be shared.
- 1. F** In the case of a tie in any decision made by the Executive Board, the advisor(s) will have the final say.

Section 2: Eligibility

- 2.A** Only individuals who have been a part of the organization before the selection process may be eligible to be on the Executive Board.
- 2.B** Advisors must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications.

Section 3: Selection Process

- 3.A** The Executive Board is chosen by the returning members in January after returning members have claimed interest in the position. A vote will be held, where the majority will decide the position. If there is a tie, the advisor holds the right to pick the candidate.

Section 4: Term of Office

4.A Term of office shall begin at the start of the spring semester of the current academic year.

Section 5: Responsibilities and Duties

5.A The president is responsible for the items listed in 1.A.

5.B The vice-president is responsible for the items listed in 1.B.

5.C The treasurer is responsible for the items listed in 1.C.

5.D The advisor is responsible for the items listed in 1.D

5.E Funding committee members are responsible for finding and organizing funding and sponsorship opportunities. They are led by the Treasurer, but can also request assistance from other members of the organization. People can join the funding committee throughout the year.

5.F There will be sub-teams, with a sub-leader consisting but not limited to wet lab team, dry lab team, and human practices team. Members are expected to join one or two of these subteams and research and produce the required deliverables relevant to that topic. The sub-leaders will direct the team and summarize findings to the president.

5.G There will be a visuals committee led by the visual lead. This committee will be in charge of creating instagram posts, producing videos based on the film requirements of iGEM for that year, and designing the wiki. With the wiki being a website of the main deliverable and collection of project summaries for an iGEM project. The visual lead will direct the committee and summarize work to the vice-president.

5.H Every member is expected to be flexible and willing to help out another committee. Each member is required to edit required writings. Members can be in more than one committee as long as they can balance the work required of each.

Section 6: Attendance

6.A All Executive Board members shall be required to attend all General Body meetings, meetings for their respective committees, Executive Board meetings and any other events for which the leadership of the organization should be present.

6.B All members are expected to attend all general body meetings, meetings for their respective committees and any other events that entire participation is expected.

- 6.C.** Executive Board and general members may be excused from a meeting if they provide notice in a timely manner (no less than 24 hours prior to the meeting). Members are expected to explain why they cannot make it to the team, or the advisor if it is a private matter.

Section 7: Inabilities

- 7.A** If a member of the Executive Board is unable to fulfill a length of term, the Executive Board and advisor(s) shall vote on an officer to assume the position of the member. If a general team member deems an Executive Board member unfit, they can be removed from their position and organization by a unanimous vote from the team or a $\frac{2}{3}$ majority vote with a unanimous advisor vote.
- 7.B** Other vacancies will be filled according to Article IV, Section 3.A.

Section 8: Removal from Office

- 8.A** If an officer has three or more unexcused absences, they will have a meeting with the advisor. If they cannot come to a solution or the problem persists, they will be asked to step down.
- 8.B** If an officer is unable to perform their duties, they will be asked to step down.

Article V: Meetings

Section 1: General Body Meetings

- 1.A** All members of the organization are required to attend all General Body meetings.
- 1.B** In the event that a member has three or more unexcused absences, guidelines in Article III, Section 2 shall be followed.
- 1.C.** Executive Board and general members may be excused from a meeting if they provide notice in a timely manner (no less than 24 hours prior to the meeting). Members are expected to explain why they cannot make it to the team, or the advisor if it is a private matter.
- 1.D** The time and date of General Body meetings will be selected after the President has reviewed all members' schedules and determined a time that is suitable for all members.
- 1.E** The meetings will be hosted weekly. The timeframe will be 1 hour long, but meeting time lengths can be shortened if all objectives for that meeting are met.

Additional meetings may be required throughout the week and weekend to ensure deliverables are met.

- 1.F The organization reserves the right to address member or event attendee behavior where the member or event attendee's behavior is disruptive or otherwise not in alignment with the organization's constitution.

Section 2: Committee Meetings

- 2.A All members of a committee are required to attend all committee meetings.
- 2.B Committee members may be excused from a meeting if they provide notice in a timely manner (no less than 24 hours prior to the meeting). Members are expected to explain why they cannot make it to the team, or the advisor if it is a private matter.
- 2.C The time and date of committee meetings will be selected by the leader of the respective committee.
- 2.D If an individual is working on a project for a committee, they must attend the respective committee's meetings for the length of said project.

Article VI: Advisors

Section 1: Faculty advisor(s)

- 1.A The advisor(s) for iGEM at Ohio State must be members of the University faculty or Administrative and Professional staff.
- 1.B The responsibilities and expectations of advisors include but are not limited to: being the liaison between the professional staff and the organization, mediating conflicts, guiding the organization; faculty/staff membership shall carry with it all privileges, rights, and duties of the organization. Responsibilities also include those listed in Article IV 1.D.

Article VII: Finance

Section 1: General

- 1.A The Treasurer shall be responsible for managing finances with the guidance of the lead advisor.

1.B All parties are ultimately responsible for the finances of iGEM at Ohio State.

1.C All transactions, whether they be deposits or withdrawals, shall be recorded. All withdrawals, including purchases, shall be recorded with as much detail as necessary.

Article VIII: Constitutional Amendment

Section 1: Method of Amending the Constitution

1.A Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting, then read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and should either require a two-third majority of voting members of the organization, present or not.

1.B Any member of iGEM at Ohio State may propose an amendment.

1.C A proposed amendment must outline exact wording and indicate where in the constitution it will be placed.

1.D The constitution should not be amended easily or frequently.

Article IX: Constitution Maintenance

Section 1: Review

1.A The Constitution will be reviewed every spring by the incoming Executive Board.

Section 2: Approval

2.A Before the start of the spring semester, the revised Constitution shall be presented to the General Body for discussion and approval by two-thirds majority of voting members.

Article X: Dissolution of the Organization

Section 1: Method of Dissolution

1.A The Executive Board should come to a unanimous decision that the organization is no longer fulfilling the mission and purpose, and should therefore consider dissolution.

1.B After a unanimous vote by the Executive Board and the advisor(s) to dissolve the organization, it shall be dissolved.

Section 2: Remaining Funds

1. A All remaining funds shall be donated to the iGEM Foundation.

Date of Adoption: 1-11-2021

_____ **Lindsey Shimoda**, President

_____ **Lizzie Chung**, Vice-President

_____ **Ankit Annapareddy**, Treasurer

_____ **Anice Sabag-Daigle**, Advisor

_____ **Allison Howel**, Co-Advisor

_____ **Brian Ahmer**, Co-Advisor