Chemical Biology Student Group Constitution

**Article I**: *Name, purpose, and Non-discriminatory Policy*

Section 1. Name: The name of the student organization is the Chemical Biology Student Group

Section 2. Purpose: The purpose of this organization is to provide opportunities to bring together individuals working in the broad area of Chemical Biology at the Ohio State University. These opportunities include journal clubs, organization of the Midwest Chemical Biology Symposium and serving as ambassadors to symposium attendees who carry out chemical biology research at other institutions in the Midwest. In addition, we will organize social events and informal scientific discussions to help unify the chemical biology research community at the Ohio State University.

Section 3. Non-discriminatory Policy: 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.

**Article II**: *Membership Qualifications and categorizations of membership*

Section 1. Membership shall be open to all university faculty, staff, and students who show interest related to the advancement and understanding of a higher level of the field of chemical biology as well as people who show strong interest and have expertise in this field from outside of OSU. Any university personnel who attends at least three (3) CBSG meetings per year shall be considered “active members.” CBSG members are awarded voting privileges. Membership will likely consist of undergraduate students, graduate students, faculty, and post-doctoral fellows in the Department of Chemistry and Biochemistry. Membership will be granted by request, in writing by email.

Section 2. Membership to the club may be discontinued at any time throughout the year as requested by the individual. In the event that a member is unruly, obscene, and does not have the best interest of the club at heart, a majority vote of the current members, chair and advisor may dismiss the member from the organization. At the end of each club term, current members may choose to continue their role as a “member” in the club, may nominate themselves as a potential chair candidate, or may discontinue their membership for the upcoming year.

**Article III**: *Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders*

Section 1. Leadership and duties: CBSG will be led by the chair (president) along with a vice-chair (vice-president) and treasurer. These 3 positions are voted on annually by the members of CBSG. Below are the duties of each of the leaders

A. The President of the organization shall work to accomplish the following:

1. Preside over all the organizational general meetings.
2. Authorize all organizational official documents, by signing them.
3. Serve as the organization’s official representative to the University and the public.
4. Act in the best interests of club recruitment.
5. Plan and coordinate all events sponsored by the organization.
6. Ensure that all against organization members are treated equal irrespective of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, veteran status, friendship, or values.

B. The Treasurer of the organization shall:

1. Maintain accurate financial records of the organization in a binder or in an excel sheet that will be subject to review at Board meetings and at the request of organization members.
2. Work in close connection with the President to form the budget.
3. Perform fundraising as necessary to meet the organization’s financial needs.
4. Request funding from the University, when necessary.

C. The Vice president of the organization shall:

1. Acts as president in the absence of the president.
2. Shall be responsible for keeping order in the general meetings.
3. Book rooms throughout the year for meetings and events
4. Ensure attendance of organization members.
5. Responsible for contacting event coordinators, organizations, and colleges for events to participate in.

Section 2. Terms for removal of a board member due to the following reasons:

A. If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization’s advisor.

B. Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization’s advisor.

C. In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the executive board, in consultation with the organization’s advisor, may vote to temporarily suspend a member or executive officer.

Section 3: There shall be no maximum term limit for the chair, treasurer, or vice-chair. However, all officers shall commit to a minimum of 1 academic year of service to the organization.

Section 4. Eligibility: In accordance with the rules of the Office of Student Affairs, all officers must be enrolled for at least two semester equivalents within the current academic year, meet minimum GPA requirements as determined by the Graduate School, and not be on academic of disciplinary probation or suspension.

**Article IV**: *Standing Committees (if needed): Names, purposes, and composition*

There will be no “Standing Committees,” but if one needs to be created, it will be up to the discretion of the CBSG members.

**Article V**: *Advisor(s) or Advisory Board: Qualification Criteria*

Section 1. The organization shall require at least one faculty or staff advisor who is a full-time member of the Ohio State University faculty or Administrative and Professional staff. If deemed necessary, a co-advisor may be appointed.

Section 2. The advisor shall provide guidance and counsel while promoting general welfare to the CBSG organization. The advisor shall attend CBGS events as permitted by his/her schedule. When necessary, the advisor shall help oversee officer transition.

Section 3. The advisor may step down from their position as a result of personal reasons (that may or may not be disclosed to the rest of the club members). A new advisor will be selected according to a majority vote of the rest of the club and fulfill their duties for the duration of the school year. A new advisor may be selected at the end of each school year registration period at the discretion of the CBSG members and officers. If a new advisor is desired, this advisor will be chosen based upon a majority vote of the CBSG members.

**Article VI**: *Meetings and events of the Organization: Required meetings and their frequency*

Section 1: “General Body meetings” will include all members and officers. Meetings will be held at the discretion of the President at various times and places, provided at least 3 days’ notice are given. Meetings may consist of club announcements, scheduling activities or social events, and discussions on current research in the chemical biology field. Meetings will also involve a period of members interacting and exchanging thoughts and ideas on each other’s research.

Section 2: The Midwest Chemical Biology Symposium will be given annually by several prominent researchers focused around chemical biology research in academia or industry and will be nominated and voted on by the members of this organization. The speakers each give one student-hosted lecture open to all interested parties including faculty, staff, graduate, and undergraduate students throughout the OSU community and the Midwest region. Besides giving their seminar, these speakers will be given the opportunity to meet with all interested graduate students, post-doctoral researchers, and faculty during their visit.

**Article VII**: *Method of Amending Constitution: Proposals, notice, and voting requirements*

Section 1: This constitution may be amended by a vote of 2/3 majority of the members present at any General Body meeting.

Section 2: Provision of advance notice of amendment must be posted in notification by email, and announced at the General Body meeting previous to the meeting in which the vote occurs.

**Article VIII**: *Method of Dissolution of Organization*

Section 1. Procedure: The termination of the organization is possible if the 2/3 majority of the organization’s members approve the decision.

Section 2. Funds: After the discharge of its debts and settlement of its affairs, all assets and property of the organization shall be conveyed to the Department of Chemistry and Biochemistry for use in the promotion of the objectives of the organization in the advancement of education and science.