American Society for Biochemistry and Molecular Biology Constitution

***Article I - Name, Purpose, and Non-Discrimination Policy of the Organization.***

**Section 1 - Name:** American Society for Biochemistry and Molecular Biology (Also known as ASBMB at Ohio State)

**Section 2 - Purpose:** Ohio State’s ASBMB (American Society for Biochemistry and Molecular Biology) chapter aims to promote academic fellowship and service outreach among undergraduate students interested in fields pertaining to biochemistry, molecular biology, and biology; to encourage all students in the advancement of science; and foster growth through career development programs. Most importantly, the Ohio State chapter of ASBMB works to provide an inclusive community which students may rely on throughout their own academic career.

**Section 3 - Non-Discrimination Policy:** “The Ohio State University is committed to building and maintaining a diverse community to reflect human diversity and to improve opportunities for all. The university is committed to equal opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law.”

ASBMB at Ohio State 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, ASBMB 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.

***Article II - Membership: Qualifications and categories of membership.***

This organization’s membership is limited to undergraduate students enrolled at Ohio State University. Potential members must attend the informational meeting (held in the first week of September) and sign up for ASBMB registration through the ASBMB website. Executive members have the final decision on who is allowed to become a member.

Benefits of being a full member of the organization include access to chapter resources, professional development seminars, discounts through ASBMB, access to annual awards and funding, etc.

In order to be a full member, a student must:

1. (1)  Attend the first informational meeting held in the fall semester and create an ASBMB account. This account must be registered on the ASBMB website to the OSU chapter
2. (2)  Attend 50% of chapter meetings in each semester
3. (3)  Attend 2 service events throughout the year

Dues for a member consist of only $10 for ASBMB registration and marginal overhead costs. The exact value fluctuates each year but should exceed $15 per year.

***Article III – Methods for Removing Members and Executive Officers***

III.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 (4 of 7) of the executive board in consultation with the organization’s advisor.

III.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 board may act for removal of an elected officer upon a majority (4 of 7) of the executive board in consultation with the organization’s advisor. The general body may also act for removal of an elected officer by:

1. (1)  Submitting a formal letter to exec and the organization’s advisor for removal
2. (2)  Brining the removal to a chapter vote at any meeting, needing 70% of the student body to

be present for the vote. If 70% or more of the chapter is present for a vote, ≥ 75% is needed for a removal of an officer.

III.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.

***Article IV - Organization Leadership:***

Each of these positions makes up the executive board as official officers for ASBMB. These members are annually elected by the general student body and these members serve 1 full academic year as executive members. The cycle starts in autumn semester with terms ending in spring semester.

In order to be elected for an executive position, the student must be a full member from the previous year. This student must also submit the interest form to the current president in the spring semester prior to officer changing. The president will create a list of students wanting to run for executive positions for the next academic year.

In the first chapter meeting in April, the active executive board will host a vote among all active members. If over 50% of the student body is present at the meeting, then the student receiving the most votes from these voting students is elected as the next exec position for the upcoming academic year.

Required leadership positions: President:

1. Organize the chapter and renew the chapter status each year (via application)
2. Work with Exec to find guest speakers
3. Lead exec meetings and chapter discussion on a biweekly basis
4. Oversee exec to ensure and smooth semester
5. Attend the annual ASBMB meeting
6. Work to keep the website updated
7. Send out interest form exec the next year

Vice President:

1. Assist President as needed
2. Help organize events/meetings (mainly work with president and professional development chair to find speakers)
3. Communicate effectively with board/members
4. Help drive the organization forward with new ideas
5. Work to ensure members are actively engaged in the club
6. Update the constitution and goals each year

Treasurer:

1. Create and manage bank accounts for the OSU chapter of ASBMB
2. Keep logs of dues, funds, and expenses for the club
3. Come up with fundraising ideas in the event of funds needed
4. Communicate with social outreach team and president about available funding for events
5. Manage money for the club wisely to keep dues to $10 per person

Secretary:

1. In charge of keeping track of members who join and status within chapter
2. make carmen page for materials to be posted
3. Compile information on guest speakers and researchers to send out to the chapter to

familiarize the chapter with the speakers work prior to event

1. Book rooms for exec meetings/chapter meetings/ podcast
2. Send out reminders for events and service opportunities

Recruitment:

1. Put up recruitment flyers around campus
2. Put together a table and poster for the involvement fair
3. Reach out to advisors of bioscience programs to get flyer on weekly emails
4. Enhance ABMB social media presence
5. Ensure inclusivity and diversity of club

Professional Development:

1. CVs help
2. Applications for Fellowships, Grants, and Internships
3. SOP help
4. Research and Poster Presentations
5. CV Workshop
6. Practice Poster/Research Presentations

Service Chair:

1. Organize at least 3 service events per semester
2. Plan and execute these service events
3. Work to recruit volunteers for these service events
4. Record member attendance at all community service events and report attendance to the Vice President
5. Perform 1 fundraiser event per year to lower overhead costs (in junction with treasurer)

***Article V – Advisor: Qualification Criteria.***

The Advisor of ASBMB 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. The advisor should work closely with the executive board to ensure all necessary actions and observations are maintained. **Most importantly, the advisor must be an active member of the ASBMB society. It is through this advisor that the students are added to the OSU ASBMB chapter on the ASBMB website.**

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

IX. Must attend the informational meeting as well as 50% of events hosted (in each semester) is required for membership each academic term except for summer.

***Article X* – Attendees of Events of the Organization: Required events and their frequency**

X. 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.

***Article XI* – Method of Amending Constitution: Proposals, notice, and voting requirements.**

XI. Any proposed amendments should be presented to all undergraduate members in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the next chapter meeting, in which a vote will be taken to introduce the change. This vote should require 50% of members (a quorum being present) to vote yes for the change. The constitution should not be amended easily or frequently.