# Constitution ofBiophysics Student Organization

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* Article III: Officers
* Article IV: Standing Committees
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**ARTICLE I: NAME, MISSION, AND NON-DISCRIMINATION POLICY**

* **Section 1 –**  **Name**  
  The name of this organization is the Biophysics Student Organization, hereinafter referred to as “BSO.”

* **Section 2 –**  **Mission**

BSO promotes and provides academic, administrative, and social programs for students enrolled in The Ohio State University’s non-departmental interdisciplinary biophysics program. This organization aims to strengthen the collective identity of biophysicists at OSU and connect students from outside of the program with current students and faculty. BSO strives to foster an inclusive environment for personal and professional development both within the means of the university and beyond.

* **Section 3 –**  **Non-Discrimination 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.
* As a student organization at The Ohio State University, The Biophysics Student Organization 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.

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**ARTICLE II: MEMBERSHIP**

* **Section 1 –**  **Voting Membership**  
  The voting membership is composed of any currently enrolled student in the Biophysics Graduate Program at The Ohio State University. Voting members may hold office, serve on and chair committees, vote on club matters and take part in any other activities of the club.

* **Section 2 –**  **Honorary Membership**  
  The honorary membership is composed of past students of the Biophysics Graduate Program at The Ohio State University. Honorary members may serve on committees and take part in any other activities of the club.

* **Section 3 –**  **Associate Membership**  
  The associate membership is composed of any other currently enrolled student at The Ohio State University who is interested in biophysics. Associate members are non-voting members and may not hold office. Associate membership requires an application to and approval by the Membership Committee. Associate membership expires one calendar year after approval and is renewable.

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**ARTICLE III: Officers**

* **Section 1 –**  **President**  
  The president serves a yearly term and is chosen as the same person elected as president of the Biophysics Graduate Program Student Government. The president is required to fill out, complete necessary training for office, file and sign such paperwork as is required for the continuing operation of the club, and to conduct business in the name of the club as necessary. The president stands as a representative of the students on the Biophysics Graduate Studies Committee and must attend all meetings. The president is responsible for organizing the annual Robert Ross lecturer and Elizabeth L. Gross Faculty award. The president must organize and is responsible for officer voting.
* **Section 2 –**  **Vice President**

The vice president serves a yearly term and is chosen as the same person elected as vice president of the Biophysics Graduate Program Student Government. The vice president is responsible for serving as the Biophysics delegate to the Council of Graduate Students (CGS), attend all CGS meetings and relay all information from CGS to the Biophysics students and BSO, lead acquisitions of activity funds from CGS as desired by BSO, and represent Biophysics graduate students at the university level.

* **Section 3 –**  **Treasurer**  
  The treasurer serves a yearly term and is chosen as the same person elected as treasurer of the Biophysics Graduate Program Student Government. The treasurer is responsible for the finances of the club, has signature authority for club expenses, is responsible for providing financial reports to the club at general membership meetings or as necessary, and responsible for completing necessary training for office. The treasurer shall pay all club debts immediately and shall not allow the club to incur debts for which it does not have the operating funds to pay. The treasurer is responsible for securing donations for BSO.
* **Section 4 –**  **Secretary**  
  The secretary serves a yearly term and is chosen as the same person elected as secretary of the Biophysics Graduate Program Student Government. The secretary is responsible for maintaining communication between the BSO executive committee and its constituents.
* **Section 5 –**  **Second-Year Representative**  
  The second-year representative serves a yearly term and is chosen as the same person elected as the second-year representative of the Biophysics Graduate Program Student Government. The second-year representative is responsible for communicating all information between the second year Biophysics students and BSO.
* **Section 6 –**  **First-Year Representative**  
  The first-year representative serves a yearly term and is chosen as the same person elected as the first-year representative of the Biophysics Graduate Program Student Government. The first-year representative is responsible for communicating all information between the first-year Biophysics students and BSO.
* **Section 7 –**  **Events Director**  
  The events director serves a yearly term and is chosen as (elected or chair/co-chair of the activities committee). The events director is responsible for planning monthly social events, communicating expenses to the treasurer, and being in communication with other interdisciplinary graduate programs regarding their social events.

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**ARTICLE IV: STANDING COMMITTEES**

* **Membership Committee**

The membership committee is responsible for all the details required to promote and communicate club activities to the current membership, and to identify and recruit potential new members. The membership committee is composed of volunteers from the organization’s membership who are approved by the president. The chairperson of the membership committee will be appointed by the president from among the interested voting members of the committee. The membership committee will review applications for associate membership and approval of such applications will require a majority vote of the membership committee.

* **Activities Committee**  
  The activities committee is responsible for all the details required to execute academic and social events within the organization’s budget that are accessible to the voting members. Also, the activities committee will offer assistance to the Biophysics program during recruitment and other events. The activities committee is composed of volunteers from the organization’s membership who are approved by the president. The chairperson of the activities committee will be appointed by the president from among the interested voting members of the committee. The activities committee must agree to an event by a majority vote and confirm the availability of funds with the treasurer before proceeding with the activity.

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**ARTICLE V: ADVISOR**

* **Section 1 –**  **Advisor Selection**  
  Advisors of student organizations must be full-time faculty members of the university 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 2 –**  **Responsibilities**  
  The advisor is responsible for signing form 10835, or other applicable club-application forms in the "Primary Advisor" slot.

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**ARTICLE VI: MEETINGS**

* **Meeting Frequency**  
  Meetings of the voting membership are held monthly at minimum during Autumn and Spring semesters, at a day and time determined by the BSO president. The president shall announce the set meeting dates and times during the Summer semester. Should additional meetings of voting members be required after the initial meeting schedule announcement by the president, as determined by the BSO officers, all voting members shall be provided a minimum 7-day notice of the decided meeting date/time. Non-voting members are welcome to attend and voice opinions at all meetings of the voting membership.

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**ARTICLE VII: CONSTITUTIONAL AMENDMENTS**

* **Section 1 –**  **Proposing Amendments**  
  Proposing amendments to the constitution must be in writing and may be presented to the membership at any voting membership meeting by any voting member. The amendment will be presented at each voting membership meeting for a period of not less than 60 days, and not more than 90 days (sponsoring member need not attend each meeting) prior to the meeting at which it will be voted upon.
* **Section 2 –**  **Voting**  
  A constitutional amendment requires 3/4 of a quorum of the voting membership to pass and will be carried out as detailed by the By-Laws voting procedures.

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**ARTICLE VIII: DISSOLUTION**

* **Section 1 –**  **Protocol**  
  Dissolution of the club shall be acted upon as a constitutional amendment and shall require the same protocol.
* **Section 2 –**  **Disposition of Assets**  
  Assets of the club will be donated to another non-profit science student organization at the sole discretion of the president.
* **Section 3 –**  **Payment of Debts**  
  It is the treasurer's responsibility to see that the club does not incur debt, which it does not have the operating funds to pay. Debts that are not covered by the existing club funds are the responsibility of the individual who incurred the debt.

# By-Laws of Biophysics Student Organization

* Article I: Parliamentary Authority
* Article II: Membership
* Article III: Voting
* Article IV: Elections and Appointments
* Article V: Standing Committees
* Article VI: Advisor Requirements
* Article VII: Meeting Requirements
* Article VIII: Amendments
* Article IX: Dues and Finance

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**ARTICLE I: PARLIAMENTARY AUTHORITY**   
Meetings of the club shall conduct its business at general membership meetings according to Robert's Rules of Order.

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**ARTICLE II: MEMBERSHIP**

* **Section 1 –**  **Voting Members**  
  The voting membership is composed of any currently enrolled student in the Biophysics Graduate Program at The Ohio State University. Voting members may hold office, serve on and chair committees, vote on club matters and take part in any other activities of the club.
* **Section 2 –**  **Honorary Members**  
  The honorary membership is composed of past students of the Biophysics Graduate Program at The Ohio State University. Honorary members may serve on committees and take part in any other activities of the club.
* **Section 3 –**  **Associate Members**  
  The associate membership is composed of any other currently enrolled student at The Ohio State University who is interested in biophysics. Associate members are non-voting members and may not hold office. Associate membership requires an application to and approval by the Membership Committee. Associate membership expires one calendar year after approval and is renewable.
* **Section 4 –**  **Membership Period**  
  Membership terms shall be for a period of one year and may begin at any time.
* **Section 5 –**  **Termination of Membership**
  + Inappropriate conduct, as defined by university rules and regulations governing public conduct on campus shall be grounds for termination of membership.
  + Termination of membership for above reasons does not require a vote by the membership and may be carried out by notice in writing to said member by the president.
  + A voting membership meeting may be called for terminating a person's membership by submission in writing to the president and membership committee a signed petition stating the grievance with the member. The petition must have at least 25 voting members' signatures and must be presented at least 30 days in advance of the proposed meeting.
  + If the above petition is correctly presented, 9/10 of a quorum of the voting membership shall be sufficient to terminate said member's membership.

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**ARTICLE III: VOTING**

* **Section 1 –**  **Votes**
  + All votes by the voting membership shall be carried out at voting membership meetings, and are open to the voting membership of the club.
  + Voting shall be by a show of hands, with votes counted by two members of the membership committee who are selected beforehand by the president.
  + A re-count of the vote may be called by 2/3 of a quorum of the voting membership.

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**ARTICLE IV: ELECTIONS AND APPOINTMENTS**

* **Section 1 –**  **Timing**  
  Elections and appointments shall be the first order of business at meetings at which they are required. During an election year, the president and all cabinet members (i.e. all other officer positions) will be elected by September 1st . Newly elected board members will begin the responsibilities of their appointment by September 8th.
* **Section 2 –**  **The President**  
  The president shall be chosen by the voting membership by September 1st from among any eligible candidates who choose to represent themselves at said meeting. The president must be of the voting membership.
* **Section 3 –**  **Officer Removal**

If at any time an officer loses status as a voting member as described in Article II of the organization by laws, either by membership termination or by becoming un-enrolled in the Biophysics Graduate Program, the individual will be immediately removed from the office.

* **Section 4 –**  **Interim Officership**  
  An interim president may be appointed by the above voting procedure at any time should the incumbent resign, graduate, or otherwise no longer be of the voting membership.
* **Section 5 –**  **Appointments**  
  Should the BSO election process fail to fulfill any of the described Officer positions in Article III of the BSO Constitution, the president may appoint a member of voting status to the vacant officer role. Should a member be appointed to any position and fail to perform to the satisfaction of the executive committee, they may be replaced at any time by the action of majority vote of the executive committee.

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**ARTICLE V: STANDING COMMITTEES** (*S*ee *Constitution*)

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**ARTICLE VI: ADVISOR REQUIREMENTS** *(See Constitution)*

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**ARTICLE VII: MEETING REQUIREMENTS**

* **Section 1 –**  **Meeting Schedule**  
  Meetings of the voting membership are held monthly at minimum during Autumn and Spring semesters, at a day and time determined by the president. The president shall announce the meeting schedule to all BSO members, as described in Article II, during the Summer semester.
* **Section 2 –**  **Announcement**  
  All voting membership meetings shall be open to the full membership.

* **Section 3 –**  **Quorum**  
  A quorum of the voting membership shall be defined as 75% of the voting membership, or 40 people, whichever is smaller.

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**ARTICLE VIII: AMENDMENTS**

* **Section 1 –**  **Proposal**  
  Proposed amendments to the By-Laws must be in writing, and may be presented to the membership at any voting membership meeting by any voting member. The amendment will be presented at each voting membership meeting for a period of not less than 60 days, and not more than 90 days (sponsoring member need not attend each meeting) prior to the meeting at which it will be voted upon.
* **Section 2 –**  **Voting**  
  A By-Laws amendment required 3/4 of a quorum of the voting membership to pass.

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**ARTICLE IX: DUES & FINANCE**

BSO does not collect annual dues for its members. In accordance with Ohio State University, the fiscal year for BSO is from July 1st of current year until June 30th of the following year.