# Constitution

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

***Section 1: Name***: This organization shall be known as *Biology Club* at Ohio State, *Bio Club* for short.

***Section 2 - Purpose***

*Purpose Statement*

To foster a vibrant community within the diverse realm of biology, promoting interdisciplinary collaboration. We aim to provide both mentorship and leadership opportunities that empower individuals to excel while exploring the various fields of biology. Additionally, we aim to provide engaging speakers, career guidance, and volunteer opportunities.

*Objectives*

This organization is committed to the following objectives:

1. To promote interconnectivity between biological disciplines as well as introduce members to fields they may otherwise be unaware of, broadening the realm of opportunities.
2. Provide volunteer opportunities for our members, allowing them to gain hands-on experience servicing the community around them.
3. Providing engaging and valuable speakers to allow members to learning opportunities for members.
4. Provide meaningful resources and support members throughout their academic journey

***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.

*Sexual Misconduct Policy:*

As a student organization at The Ohio State University, Biology Club 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.](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](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.***

II.a. As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members and Executive Committee are able to make decisions regarding the membership of community and other non-student members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee.

II.b. Active membership will be determined per academic year via a points system. This system credits 1 point for attendance per event, and 1 credit per semester for dues. To be an active member, an individual must have at least 7 points, with 2 of them from dues.

***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 of the officers 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 Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization’s advisor.

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:*** *Titles, terms of office, type of selection, and duties of the leaders.* Organization leaders represent the Executive Committee and general membership and are elected or appointed from the ranks of the organization’s voting membership. All leadership elections must take place by the end of March, to allow adequate time for shadowing opportunities and passage of information. Except the advisor, all leadership positions and their roles start the first day of the academic year and end on the last.

***Required*** *leadership positions and their roles: All except advisor are elected per academic year*

Primary Leader (President)

Secondary Leader (Vice- President) :

Treasurer:

Advisor

***Optional*** *leadership positions:*

Social Media

 -A small committee of members

Community Outreach

Other member proposed positions must be approved by the executive board via two-third majority vote.

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There shall be 3+ officers on the board, consisting of a Primary Leader (President), Secondary Leader (Vice-President), Treasurer, and others determined by the executive board. Their duties are as follows: The primary leader shall convene regularly scheduled board meetings, shall preside or arrange for other members of the Executive Committee to preside at each meeting in the following order: vice-president, secretary or treasurer. The vice-president shall oversee committees on special subjects as designated by the board, including but not limited to *bio buddies,* the mentorship program. The treasurer shall make a report at each board meeting. The treasurer shall assist in the preparation of the annual budget, help develop fundraising plans, make financial information available to board members and the public and ensure that appropriate financial records are maintained. The social media committee maintains social media websites and promotes awareness of club activities to increase/ retain membership. The community outreach chair shall be responsible for forming connections with other clubs. They may additionally assist in finding volunteer opportunities. The Advisor shall stay in communication with the organization and attend meetings as needed.

***Article V- Election / Selection of Organization Leadership***

Elections will be held in the spring, with nominations starting the following fall. The criteria for eligibility include active membership status or a petition which must be reviewed and voted on by the executive board. Participation in advocacy, community outreach or familiarity with the Organization’s goals and participation in Organization activities will be considered. Elections will be carried out by popular vote one week after the submission/hearing of eligible candidates.

***Article VI – Advisor(s) or Advisory Board: Qualification Criteria.***

Advisors of student organizations 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.

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

1. Active membership is credited to members who have obtained 7 points each academic year. Two (2) of these points *must* come from dues, with each semester paid equating to 1 point. The remaining 5 points can come from any event hosted by Biology Club, with attendance to each event counting for 1 point.

***Article X – Attendees of Events of the Organization: Conduct and removal.***

1. 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.***

1. 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 or three-quarter majority of voting members (a quorum being present) or a majority or two-thirds of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently.

***Article XII – Method of Dissolution of Organization***

Dissolution will occur only if a two-third majority approval of the voting membership provides a notice of

a vote on dissolution 60 days in advance to the membership at which time the organization may

not have any outstanding debts. Upon dissolution of the organization, all existing assets shall

be donated to a charity or saved for future organizations. Upon the official dissolution of the organization, Student Activities staff must be contacted to remove organization information from website. Leadership is responsible for the removal of all social media, websites, and other external sources linked to the organization to avoid future confusion.

By-Laws

By-laws contain the standing (permanent) rules of procedure of an organization. Items in the by-laws may be covered in appropriate detail in the constitution. Provision for amendment of the by-laws should be somewhat easier than that of the constitution as rules of procedure should adapt to changing conditions of the student organization. When amending the by-laws, as with the constitution, previous notice of any changes are required to be given to the membership and should not be changed in the same meeting in which proposed. By-laws are more permanent, however, than passing a general motion, which require only a simple majority vote of voters present at a general meeting of the membership (a quorum being present). By-laws cannot run contrary to the constitution.

*Article 1 – Parliamentary Authority*

 “The rules contained in the Constitution and Bylaws Biology Club shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.”

*Article II- Membership*

No election is required for new members. Leaders so elected shall serve a term beginning on the first day of the next academic term.There are member dues, and members may serve for as long as they are contributing to the organization. Membership is not required to participate in social, volunteering, and general body meetings unless otherwise predetermined by the executive board. If there are issues with a member, they can be voted out by a majority vote (*see Article III – Methods for Removing Members and Executive Officers*).

*Article III- Election / Appointment of Government Leadership*

Those running for office must maintain active status through both semesters. Voting must occur by the end of March to allow for adequate transition time. Petitions and elections must occur within a week of each other. Should an officer no longer hold their position due to special circumstances (resignations, impeachments, etc.), the officer of the current highest ranking will temporarily fill their position and reelection must occur within one week.

*Article IV - Advisor/Advisory Board Responsibilities*

Advisor is expected to communicate reliably with the organization and to stay current with training, as is required by the University to remain in an Advisor position.

*Article V - Meeting Requirements*

The board shall meet at least twice per month, at an agreed-upon time and place. An official board meeting requires that each board member have written notice at least three weeks in advance. Officers are required to attend all board meetings unless they have provided 24-hour notice. Should the officer find themselves unable to attend a meeting, their prepared material must be represented by another. In the event of an emergency (accidents, natural and unnatural disaster, death of a loved one and funerals, ect), will be excused. In this case, the officer must communicate with the primary or secondary leader as soon as possible (within 48 hours after the emergency unless physically unable to).

*Article VI - Method of Amending By-Laws*

By-laws may be amended by proposing in writing and reading the change at a general meeting of the membership and then bring the proposed change up for a vote at the next general meeting with a 2/3 majority vote of the membership present (a quorum being present).