

Buckeye Biochemistry Program
Student Organization

CONSTITUTION AND BY-LAWS

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THE CONSTITUTION OF THE BUCKEYE BIOCHEMISTRY PROGRAM STUDENT ORGANIZATION

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

Section 1 - Name

The Buckeye Biochemistry Program. Once the student organization has been in good standing with the Ohio State University for two years the committee may vote to change the name to include, "At the Ohio State University." This shall be treated as an amendment (*Article VII*).

Section 2 - Purpose

The Buckeye Biochemistry Program is a student organization whose primary purpose is to promote the advancement of its members in and out of the classroom. The committee will speak on behalf of its members, organize academic, career and social events and strive to improve the overall graduate experience within the Ohio State Biochemistry Program. The student organization will serve as an opportunity for our interdisciplinary students to connect and forge networks for personal and career interactions.

Section 3 – Non-Discrimination and Sexual Misconduct 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 Buckeye Biochemistry Program 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>.

Article II - Membership: Qualifications and Categories of Membership.

Section 1 - Student Memberships

The Buckeye Biochemistry Program is open to all graduate students enrolled within The Ohio State Biochemistry Program. Those students in good academic standing consisting of a grade point average no lower than 3.0 will have full voting rights within the program.

Section 2 - Honorary Memberships

The Buckeye Biochemistry Program student organization will also hold two honorary memberships. These positions will be reserved for the Program Director and Program Coordinator of the Ohio State Biochemistry Program. Honorary memberships allow the individuals to participate in committee meetings and student events, but will not hold voting rights.

Article III - Organization Leadership: Titles, Terms of Office, Type of Selection, Qualifications and Duties of the Leaders.

Section 1 - President

Section A - Terms of Office

The president of the Buckeye Biochemistry Program is an annual term. A student may serve as president for a maximum of two terms. The presidential terms will begin on the first of

September and will terminate on the thirty-first of August.

Section B – Selection

See election procedures in Article IV of the By-Laws.

Section C – Qualifications

The president of the Buckeye Biochemistry Program must be enrolled within the Ohio State Biochemistry Program. The student must have completed his/her entire first year of study, chosen a lab to conduct their dissertation research, and maintained a grade point average no lower than 3.0. Finally, the student must have advanced to candidacy to be nominated for president.

Section D – Duties

The president will call meetings, initiate the next year's elections, sign appropriate paperwork, attend university training and vote on necessary matters. The president will attend and participate in committee meetings. The president is responsible for completing the annual paperwork required for the continued operation of the student organization within the Ohio State University. The president will actively participate in the recruitment of students and will serve as a mentor for first year Ohio State Biochemistry Program students.

Section 2 - Vice President

Section A - Terms of Office

The vice president of the Buckeye Biochemistry Program is an annual term. A student may serve as vice president for a maximum of two terms. The vice-presidential terms will begin on the first of September and will terminate on the thirty-first of August.

Section B – Selection

See election procedures in Article IV of the By-Laws.

Section C – Qualifications

The vice president of the Buckeye Biochemistry Program at The Ohio State University must be enrolled within the Ohio State Biochemistry Program. The student must have completed his/her entire first year of study, chosen a lab to conduct their dissertation research, and maintained a grade point average no lower than 3.0. Finally, the student must have advanced to candidacy to be nominated for vice president.

Section D – Duties

The vice-president will attend and participate in committee meetings and fulfill the roles of the president if the latter is unable to perform those duties.

Section 3 – Treasurer

Section A - Terms of Office

The treasurer of the Buckeye Biochemistry Program is an annual term. A student may serve as treasurer for a maximum of two terms. The treasury terms will begin on the first of September and will terminate on the thirty-first of August.

Section B – Selection

See election procedures in Article IV of the By-Laws.

Section C – Qualifications

The treasurer of the Buckeye Biochemistry Program must be enrolled within the Ohio State Biochemistry Program. The student must have maintained a grade point average no lower than 3.0.

Section D - Duties

The treasurer will balance, maintain and direct the finances of the student organization. This position will also attend and participate in committee meetings. The treasurer must attend university sanctioned training. The treasurer will request all funds and complete audit forms.

Section 4 – Secretary

Section A – Terms of Office

The secretary of the Buckeye Biochemistry Program is an annual term. A student may serve as secretary for a maximum of two terms. The secretarial terms will begin on the first of September and will terminate on the thirty-first of August.

Section B – Selection

See *election procedures in Article IV of the By-Laws*.

Section C – Qualifications

The secretary of the Buckeye Biochemistry Program must be enrolled within the Ohio State Biochemistry Program. The student must have maintained a grade point average no lower than 3.0.

Section D – Duties

The secretary will attend and participate in all committee meetings. The secretary of the Buckeye Biochemistry Program student organization will work with the committee members to schedule future meetings. The secretary will also take notes and send a follow up email to the committee summarizing the minutes of the meetings. The secretary will also help the president organize student elections.

Section 5 – Social Chair

Section A - Terms of Office

The social chair of the Buckeye Biochemistry Program at The Ohio State University is an annual term. There is no restriction on the number of terms, consecutively or nonconsecutively, an individual may serve as Social Chair. The social chairing terms will begin on or after the first of September, which shall be at the discretion of the President, and will terminate on the thirty-first of August.

Section B – Selection

See *election procedures in Article IV of the By-Laws*.

Section C – Qualifications

The social chair of the Buckeye Biochemistry Program at The Ohio State University must be enrolled within the Ohio State Biochemistry Program. The student must have maintained a grade point average no lower than 3.0.

Section D – Duties

The social chair will attend and participate in all committee meetings. The social chair will organize social events for the members of the Buckeye Biochemistry Program.

Section 6 – Advisor

Section A - Terms of Office

The advisor position of the Buckeye Biochemistry Program is an annual term. There is no restriction on the number of terms, consecutively or nonconsecutively, an individual may serve as advisor. The advising terms will begin on the first of July and will terminate on the thirtieth of June.

Section B – Selection

The student committee, program director and program coordinator will compile a list of candidates for advisor during the month of June. These nominees will be discussed at a committee meeting and voted on by the elected students, program coordinator and program director. Once a unanimous vote has been recorded the committee will request the nominee to serve a one year term. If the individual refuses such offer, the voting and presentation will continue until the committee has found an advisor.

Section C – Qualifications

The advisor must attend university sanctioned training and be a current faculty of the Ohio State Biochemistry Program.

Section D – Duties

The advisor must attend university sanction training at least every three years, but may attend training annually if desired. The advisor will approve the organization's registration annually, approve all funding requests and serve as co-signer on the organization's bank account. The advisor will attend all committee meetings. If the advisor is not the OSBP Program Director, he or she will coordinate with the director and treasurer to approve funding requests.

Article IV - Standing Committees: Names, purposes, and composition.

Section 1 – Recruiting Committee

The Buckeye Biochemistry Program student organization will participate in recruitment each year. All elected members that serve on the committee will be required to serve on the recruitment committee. The president and/or secretary of the Buckeye Biochemistry Program will also enlist the help of any student from OSBP willing to participate. The role of this committee will be to create and distribute posters promoting the program, volunteering during recruitment weeks, and may be asked to visit local colleges and universities. The chair of the Recruitment Committee shall be the Program Coordinator of OSBP.

Section 2 – Outreach Committee

The Buckeye Biochemistry Program student organization will participate in community outreach projects each academic year. The president and treasurer will be required to participate in meetings and act as a liaison between the OSBP director, students and the Career Day Committee. The chair of the Outreach Committee shall serve a term that expires annually on the thirty-first of August. There is no restriction on the number of terms a person may serve, consecutively or non-consecutively, as Outreach co-chair.

Section 3 – Interdisciplinary Graduate Program Symposium Committee

The Buckeye Biochemistry Program student organization will participate in the annual Interdisciplinary Graduate Program (IGP) Symposium. The president and treasurer will be required to participate in meetings and act as a liaison between the OSBP director, students and the Integrated Graduate Program Committee. The IGP chair shall serve a term that expires annually on

the thirty-first of August. There is no restriction on the number of terms a person may serve, consecutively or non-consecutively, as IGP co-chair.

Section 4 – Orientation Committee

The Buckeye Biochemistry Program student organization will participate in welcoming the new cohort of OSBP students to the graduate program. The president and treasurer will be required to participate in meetings and act as a liaison between the OSBP director, students and the Orientation Committee. The chair of the Orientation Committee shall serve a term that expires annually on the thirty-first of August. There is no restriction on the number of terms a person may serve, consecutively or non-consecutively, as Orientation co-chair.

Section 5 – Professional Development Committee

The Buckeye Biochemistry Program student organization will offer professional development opportunities to the students of OSBP at least once each autumn and spring semester. The president and treasurer will be required to participate in meetings and act as a liaison between the OSBP director, students and the Professional Development Committee. The chair of the Professional Development Committee shall serve a term that expires annually on the thirty-first of August. There is no restriction on the number of terms a person may serve, consecutively or non-consecutively, as Professional Development co-chair.

Article V – Method of Removing Officers and Members.

Section 1 – Removing Officers and Advisors

Officers and advisors will remain active on the committee assuming they remain in good academic standing, represent the student organization positively, and regularly attend and participate in committee meetings and events. If a student serving on the committee allows his or her grade point average to drop below a 3.0, he or she will lose voting privileges for the following quarter. If the student is in poor academic standing for two consecutive quarters, attends less than half of the committee meetings, or fails to promote and represent the student organization in a positive light, he or she may be removed permanently from the committee. In order for such action, the entire voting committee (officers, coordinator and advisor) must unanimously agree on the individual's removal. Once a committee member has been removed from office, they may not run in future elections for any position.

Section 2 – Removing Members

Members of the Biochemistry Program student organization will only be removed under the most serious offences. Removing members from the organization will be dealt with on a case-by-case basis and will require a unanimous vote from all committee members. If a student is removed from the organization they may reenroll one year later, but their reentry will likewise require a unanimous vote from the committee. During said dissolution, the student will not be allowed to participate in program events.

Section 3 – Self Removal from the Committee

If a committee member wishes to step down at any point during their term their request will be granted. If the committee member steps down after the first of March the position will remain unfilled until the June elections of that year. If a student wishes to be removed prior to the first of March, his or her position will be filled by hierarchy within the committee. That is, the vice president may fulfill the presidential role, the treasurer may fulfill the vice-presidential role, the secretary may serve as treasurer and the social chair may serve as secretary. The current students may maintain their original position if desired, in which case the next hierarchical position may fill the role. Once the committee has promoted within, a midterm

election will be conducted to fulfill any unoccupied positions. The committee will follow the same protocol outline in *Article III, Section 7, Section A*.

Article VI – Meetings of the Organization: Required meetings and their frequency.

Section 1. The Buckeye Biochemistry Program student organization will meet every other month. Meetings may be cancelled, or extra gatherings may be called as necessary. The president of the organization is responsible for calling the meetings which will be scheduled by the secretary. These meetings will be required for committee members to remain in good standing.

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

Section 1 – Initial Proposal to Amend the Constitution

In the event that a committee member, advisor or program coordinator wishes to amend the constitution they should verbally announce their proposal at an official committee meeting. The secretary will make a note of such request. If the request comes from a student within the organization, they must present it to a committee member, who will present it to the committee. The student initiating such request is encouraged to attend the meeting.

Section 2 – Written Proposal to Amend the Constitution

The committee will ask the committee member (and student member if appropriate) initiating the request to type and present a one page document detailing the merits of his or her position. The document should not exceed one page (Times New Roman, font size 11, single spaced with one inch margins.) At the next meeting the committee will receive the proposal; it will be read out loud by the student initiating it. The committee will have from that date to the date of the next meeting to take the proposal under advisement.

Section 3 – Voting

At the next meeting, the committee will vote on the proposed amendment. A committee member may vote one of three ways: “In favor”, “against”, or “majority vote by the student organization body.” The results of this vote must be unanimous. If the committee remains divided, there will be no amendment to the constitution. If the voting is deferred to the student body organization, the vice president will contact the student organization and hold voting, which will last for one week. The students shall receive a copy of the written proposal to take under advisement. The students will vote “in favor” or “against.” Under these circumstances the proposal will be approved if 50 % +1 of the student organization votes and 50 % + 1 vote “in favor.” If the majority of the organization fails to report for voting, or less than half of the students vote “in favor” the constitution will not be amended. If a proposal is rejected, the topic may not be voted on for at least one year from the final voting date.

Section 4 – Amending the Constitution

If a proposal passes, it will be outlined and dated in Article IX. The language should be clearly written and the constitutional article it addresses should be clearly referenced. Amendments to the constitution should themselves be difficult to amend in the future.

Article VIII – Method of Dissolution of Organization

Section 1 – Dissolution of the Organization

Dissolution of the student organization shall be approved as a constitutional amendment and will undergo the same protocol.

A. Initial Proposal to conclude the Buckeye Biochemistry Program student organization: In the event that a committee member, advisor or program coordinator wishes to close the program they should verbally announce their proposal at an official committee meeting. The secretary will make a note of such request. If the request comes from a student within the organization, they must present it to a committee member, who will present it to the committee. The student initiating such request is encouraged to attend the meeting.

B. Written Proposal to conclude the Buckeye Biochemistry Program student organization: The committee will ask the committee member (and student member if appropriate) initiating the request to type and present a one page document detailing the merits of his or her position. The document should not exceed one page (Times New Roman, font size 11, single spaced with one inch margins.) At the next meeting the committee will receive the proposal; it will be read out loud by the student initiating it. The committee will have from that date to the date of the next meeting to take the proposal under advisement.

C. Voting: At the next meeting, the committee will vote on the proposed amendment. A committee member may vote one of three ways: "In favor", "against", or "majority vote by the student organization body." The results of this vote must be unanimous. If the committee remains divided, there will be no dissolution of the program. If the voting is deferred to the student body organization, the vice president will contact the student organization and hold voting, which will last for one week. The students shall receive a copy of the written proposal to take under advisement. The students will vote "in favor" or "against." Under these circumstances the proposal will be approved if 50 % +1 of the student organization votes and 50% + 1 vote "in favor." If the majority of the organization fails to report for voting, or less than half of the students vote "in favor" the program will not be terminated. If a proposal is rejected, the topic may not be voted on for at least one year from the final voting date.

D. Amending the Constitution: If the dissolution amendment has passed, the president will file the appropriate paperwork to terminate the student organization with the university. The committee will be disbanded and relieved of their duties.

Section 2 – Dissolution of the Organization

A. Assets: If the Buckeye Biochemistry Program is terminated while still possessing assets, those assets will be donated to a student organization within the Ohio State University. The committee will vote which program(s) and how to distribute said funds. A onetime majority vote will be used within the committee.

B. Debts: All financial decisions must be approved by the Biochemistry Program Advisor. As such, the Ohio State Biochemistry Program will be responsible for settling any and all debts accrued by the Buckeye Biochemistry Program student organization.

THE BY-LAWS OF THE BUCKEYE BIOCHEMISTRY PROGRAM STUDENT ORGANIZATION

Article I – Parliamentary Authority

The rules contained in Robert's Rule of Order shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the Constitution or By-Laws of this organization.

Article II – Executive Committee

The Executive Committee is the governing body of this organization and the nine voting members of the committee are the President, Vice President, Treasurer, Secretary, Social Chair, Orientation Chair, Outreach Chair, Professional Development Chair, and the Interdisciplinary Graduate Program (IGP) chair.

Honorary members of this organization and the standing committee members, as outlined in Article II of the Buckeye Biochemistry Program Constitution, respectively, may attend Executive Committee meetings, but they will not hold voting rights.

The primary duty of all committee members is to work together in a collaborative environment for the benefit of the entire student organization. The committee members are encouraged to think of themselves as equals in voting and idea generation.

Article III – Special Circumstances for Executive Committee Placement

If the Secretary position becomes empty after anytime after September 1, then the Council of Graduate Students (CGS) Delegate for OSBP shall become the acting Secretary. If the CGS delegate accepts the position, then they will attain voting rights. If the CGS delegate refuses the position, then the IGP Chair will become the acting Secretary. This process will continue until all chairpersons of the standing committees have been exhausted.

Article IV – Criteria for Establishing a Quorum

Decisions placed before the general membership and the executive committee shall be determined by establishing a quorum. A quorum is present when at least two-thirds of voting executive committee members are in attendance. If less than two-thirds of committee members are present, then a quorum may be established by assembling a general meeting where at least ten members of the student organization body are present. The Chair of a quorum is the President. The Vice President may also serve as Chair if the President is absent. The Chair does count toward establishing a quorum.

Article V – Method of Amending By-Laws

In the event that any member wishes to amend the By-Laws they should verbally announce this proposal at a general meeting or an official meeting of the executive committee. If the request comes from a student within the organization, they must present it to an executive committee member, who will present it in writing when a quorum is present.

The quorum Chair may initiate voting on a motion to amend the By-Laws immediately or defer the vote until the next general meeting. Executive committee members may vote one of two ways: "In favor" or "against." The motion is approved and the By-Laws are amended when two-thirds of executive committee members return a vote in the affirmative. If the motion is rejected, the topic may not be voted on for at least one year from the final voting date.

Article VI—Election Procedures

Section A – Executive Positions: President, Vice President, Secretary, Treasurer, Social Chair, Outreach Chair, Orientation Chair, Professional Development Chair and IGP Symposium Chair

i. Nominations for all executive positions: In the first week of August, the president will initiate the selection procedure by requesting student nominations for all the Buckeye Biochemistry Program executive positions. Students may nominate themselves or another student that they feel exemplify the criteria and meet the constitutional qualifications.

ii. Voting: A meeting will be held at the start of the Fall semester to elect executive positions. One student will be elected to the President, Vice President and Treasurer positions. A program wide vote is only necessary if two or more students express interest in a position. For all other executive positions (Secretary, Social Chair, Outreach Chair, Orientation Chair, Professional Development Chair and IGP Symposium Chair), one to two students can be elected to the position. If exactly two students are nominated for a position, they will be able share the responsibility of the position as “co-chairs.” A program wide vote is only necessary if three or more students express interest in a position. If a vote is necessary, students within good academic standing will be able to cast a single vote for said executive position(s).

iii. Accepting Positions: If only one student has been nominated for any executive position, they will automatically accept and fill the respective position. If a program wide vote takes place, the nominees receiving the most votes for President, Vice President and Treasurer executive positions will serve on the following year’s committee. The two nominees receiving the most votes for Secretary, Social Chair, Outreach Chair, Orientation Chair, Professional Development Chair and/or IGP Symposium Chair executive positions will serve on the following year’s committee as “co-chairs.” In the event of a tie, the current president will select who from the nominees will fill the position in question.

iv. Co-Chair Removal: In the event a “co-chair” steps down during his/her term, the remaining “co-chair” can either select a member of their committee to take their place or chose to serve as the only chair in the executive position. The final decision will be made with agreement from the President and/or Vice President. Otherwise, procedures outlined in Article V Sections 1-2 of the Constitution shall be followed.

Section B – Extraneous Positions

It shall not be in the best interest of the standing committees to turn willing students away from participation. Students who were not selected as an executive officer will be offered the title position “Committee Member” in the standing committee for which they were nominated for. Additionally, students who were not nominated for an executive committee but would like to serve on a committee are encouraged to do so. Committee members are encouraged to attend and participate in committee meetings.

List of Enacted Amendments to the Constitution and By-Laws

Act No.	Title / Description	Date Passed	President
2021-001	A motion to establish the by-laws.	October 13, 2021	Kaitlyn Kray
2021-002	An act to alter the non-discrimination policy.		
2021-003	An act to alter the terms of appointment to the executive committee.		
2021-004	An act to alter election procedures.		
2021-005	An act to amend Article IV.		
2022-001	An act to alter election procedures.	October 31, 2022	Will Higgins
2025-001	An act to clarify the terms of appointment to standing committees	April 18, 2025	Joseph Kanlong