

CONSTITUTION OF THE BIOLOGY GRADUATE STUDENT ASSOCIATION INCORPORATED

ARTICLE I. NAME AND PURPOSE

Section 1. This organization shall be known as the Biology Graduate Student Association Incorporated (BGSA Inc.)

Section 2. BGSA Inc. is a new organization patterned after the parent organization BGSA in response to changing economic and membership needs of the parent organization. This constitution of BGSA Inc. supersedes the former constitution of BGSA.

Section 3. The purpose of this organization shall be to help facilitate a positive research experience for students within the graduate program of the Division of Biology. To this end, the BGSA Inc. will strive to: 1) Keep members informed of departmental and Graduate School policies, 2) provide a forum for members to discuss concerns regarding their academic experience, 3) facilitate resolution of conflict expressed by its members via dialog with departmental administration and faculty, 4) enrich the research atmosphere through a variety of activities such as hosting speakers and training seminars, 5) promote inter academic fellowship between BGSA Inc members through extra curricular activities e.g. intramural rec. activities, 6) Provide a forum for the open sharing of ideas in the hopes of establishing professional collaborations between members.

Section 4. BGSA Inc. is a registered organization with the Student Government Association and the Graduate Student Council.

Section 5. The constitution shall be the governing document of all BGSA Inc. activities, so long as it is not in direct conflict with the By-Laws or Articles of Incorporation of Friends of Biology Graduate Students Inc. the not for profit sister corporation of BGSA Inc. which was established for the sole purpose of managing BGSA Inc. finances. In cases of conflict the Articles, By Laws, and Adopted Policies will take precedents over this constitution. However the Articles, By Laws, and Adopted Policies were all patterned after this constitution, and therefore should be consistent with this constitution in all matters related to policy, procedure, and fiscal responsibilities of the both BGSA Inc. and Friends of Biology Graduate Students Inc. Officers listed here in BGSA Inc. serve the same office in Friends of Biology Graduate Students Inc. as the two entities are separate only in recognized tax status Under internal revenue tax code (501c(3) but not in function.

ARTICLE II. MEMBERSHIP

Section 1. Students accepted into the KSU Division of Biology graduate Program are eligible for BGSA Inc. membership.

Section 2. A faculty advisor will be encouraged to attend BGSA Inc. meetings to provide guidance and continuity between years. A faculty advisor will hold the position until s/he seeks replacement or is deemed unsuitable for the position. A new faculty advisor can be nominated and elected by a majority vote at a regularly scheduled BGSA Inc. meeting with at least 10 members present.

ARTICLE III. OFFICERS

Section 1. The officers of this organization shall be: president, vice president, treasurer, secretary, graduate affairs committee (GAC) representative, and Principles of Biology POB manual sales coordinator.

1. President

Duties include:

- A. Provide motivation for BGSA Inc.
- B. Sets the date and time for monthly BGSA Inc. meetings
- C. Represents or appoints someone to represent BGSA Inc. at SGA and SGC meetings
- D. Registers or appoints someone to register BGSA Inc. with SGCA and SGC
- E. Communicates with committees and oversees committee progress
- F. Oversees voting and holds the tie breaking vote
- G. Holds the power to appoint members to committees when vacant
- H. Is aware of all money matters with BGSA Inc. and is one of four officers with access to BGSA Inc. bank account information, and has keys to the BGSA Inc. petty cash safe.
- I. Oversees the BGSA Inc. constitution revisions and in cases of dispute over contextual meaning is the authority on constitutional governance of BGSA Inc. Meaning the presidents interpretation of this constitution is ultimately correct, excepting in situations where the presidents interpretation is in clear disagreement with the wording of this Constitution
- J. Appoint members to hand out T-shirts to visiting scientists and meet with Division guests on behalf of the BGSA Inc.
- K. Appoint interim officer to fill positions vacated for any reason.
- L. An exception to Section 1. 1. K. occurs if the newly appointed member would sit for greater than 70% of the initial term. Under these circumstances a majority vote of the membership is required to approve the president's appointee. An appointee not approved under the above circumstances, must decline the position and the president must nominate a different person for the vacant position.

2. Vice President

Duties Include:

- A. Assist the president in the execution of their duties and assume the role of the president in the even the president is unable to perform their duties
- B. Assumes positions on BGSA committees that are unexpectedly vacated
- C. Attends SGC and SGA meetings and or meetings with Division of Biology administration along with the president
- D. Coordinates with committee members, the president and the POB sales representative on fund raising issues.

- E. Is one of 4 officers with access to BGSA Inc. bank account information
- F. Oversees the development and maintenance of the BGSA Inc. web page (WEBMASTER)

3. Treasurer

Duties Include:

- A. Is one of 4 BGSA Inc. officers with access to BGSA Inc. bank account information and along with the president has keys to the BGSA Inc. petty cash safe
- B. Oversees the development and sets the yearly Budget
- C. Along with the POB sales coordinator takes sales receipts to the BGSA Inc. CPA accountant, pays KS, sales taxes, and advises the POB sales rep in matters of BGSA Inc. finances
- D. Provides written or oral reports to the BGSA Inc members and officers as to the state of the budget at monthly meetings
- E. Is responsible for monitoring BGSA Inc. finances and ensuring that BGSA Inc. remains fiscally solvent.
- F. Pays any debts owed
- G. Maintains financial records for BGSA Inc.
- H. Along with president and POB sales rep. promptly deposits any newly acquired BGSA Inc. funds.

4. Secretary

Duties Include:

- A. Records and publishes minutes of all BGSA Inc. meetings
- B. Distributes email notices about upcoming BGSA meetings and events
- C. Reserves meeting rooms for BGSA Inc. meetings and records attendance
- D. Helps the president in setting the agenda for BGSA Inc. meetings
- E. Conduct yearly questionnaire of BGSA Inc. members to determine organization priorities and agendas. Yearly assessment of how well BGSA Inc. is meeting the needs of its membership
- F. Is able to schedule monthly meetings of the BGSA Inc.
- G. Maintains official records of member service to BGSA Inc. for merit based funds dispersal in the form of grants
- H. Assistant WEBMASTER

5. GAC representative

Duties Include:

- A. Represents BGSA to the Division of Biology's GAC
- B. Reports GAC matters to BGSA Inc. at monthly meetings
- C. Is chair of the BGSA Inc. GAC rep support committee

6. POB sales coordinator

Duties Include:

- A. Organize and oversee the bi-yearly POB manual sales fundraiser

- B. Contact Division of Biology in Late Nov. for spring semester late July for fall semester as to the number of students enrolled in POB (BIO 198).
- C. Order the appropriate number of manuals from the publisher at least five weeks prior to the start of sale.
- D. Is one of 4 BGSA Inc. members with access to BGSA Inc. bank records and has access to BGSA Inc. petty cash during the time of manual sales.
- E. During manual sales is to maintain both cash boxes at \$200 cash at all times (\$400 total).
- F. During sales is responsible for removal of cash from sales desk hourly and deposit of daily sales in the BGSA Inc. bank account by 5PM each business day of the sale
- G. Is responsible for contacting book stores and placing signage around campus as to where and when POB manuals will be sold
- H. After the sales week is responsible (along with the president) for getting manuals to students who were unable to purchase them during the sales week.
- I. Pays the publisher after the sale
- J. Pays the state sales tax after the sale
- K. Keeps track of receipts from the sale and networks with the treasurer on manners of finance regarding the sale
- L. Schedules members to work the sales desk and ensures that at least two persons are working the desk at all times during the sale
- M. Chairs the POB manual sales committee
- N. Organizes and keeps track of summer sales and includes those with the fall records. Ensures that the Summer Bill is paid to the publisher before the fall manuals are ordered
- O. Along with the president is the ultimate authority on all matters associated with the POB manual sales fundraiser
- P. Is the guaranteed recipient of at least one BGSA Inc. travel grant allocated for their service. This grant is received over and above any grants earned via service points not associative with their tenure as POB manual sales coordinator. That is to say that should a person accept the role as POB coordinator they do not forfeit any service points earned prior to and post their term as POB coordinator. Earned points are still to be evaluated competitively against all other BGSA Inc. Members in the manner specified. However, during their term as POB coordinator no additional points will be earned. POB coordinators cannot turn in both sets of points during the same semester, but may do so in subsequent semesters.

Section 2. Officers will be selected at the November meeting to begin service prior to the end of the fall term. All positions serve for one year terms, except for the POB manual sales coordinator who serves a 1.5 year term. This is to allow the current coordinator to train the new coordinator as to the duties involved with the sale. Hence during the spring sale there will be two active POB manual sales

coordinators. The previous year's coordinator takes precedence over the newly elected coordinator.

Section 3. Officer nominations will take place in October with elections to be held electronically after the November meeting. Nominations can be made in any way. Nominees will be informed electronically via email. All nominees accepting the nominations will then be asked to provide a brief bio on themselves to be included on the electronic ballot.

Section 4. Winners of the election will be announced at the November, but not later than the December meeting.

Section 5. Officer transitions will take place at the January meeting.

Section 6. Any officer may be removed from their position for conduct deemed inappropriate or for failure to perform their duties as described in Article 3 section 2, by a 2/3 majority vote of BGSA members at a regularly scheduled meeting with at least 10 BGSA members in attendance. The vacancy must be filled as soon as possible by a simple majority vote as outlined above (Article 3 section 3) for normal officer elections.

Section 7. Special provision. A simple majority vote at a BGSA meeting with 10 or more members in attendance will be considered sufficient to dissolve the previous organization and instate the new organization BGSA Inc. under this constitution. With the ratification of this new constitution and for purposes of continuity all currently seated officers of BGSA are considered to be carried over to their same positions in the new BGSA Inc. The first scheduled election for new officers will be held during the fall semester 2008 in the manner outlined in Article 3 of this constitution.

Section 8. The executive board consists of all elected officers of BGSA Inc.

ARTICLE IV: DUES AND FUNDRAISING

Section 1. Membership is free

Section 2. The budget must be set in the fall semester prior to elections for new officers but after all bills from the fall POB manual sale have been paid in full.

Section 3. The budget must be approved by a 2/3 majority vote of all members present at a regularly scheduled meeting with 10 or more members present.

Section 4. Deviations from the approved budget exceeding 15% of the total budget must be voted on at a regular BGSA Inc. meeting with 10 or more members present. Simple majority approval is sufficient to accept deviations of the approved budget.

Section 5. Funds will be obtained through the POB manual sales fundraiser. Other fundraisers are allowed as requested and approved by simple majority vote of the membership.

Section 6. Funds will be spent on travel grants, finishing grants, T-shirts, social activities, awards and other items approved by the BGSA Inc. members. All officers are prohibited from receiving travel grants during the time they are seated as officers. All recipients of BGSA or Friends of Biology Graduate Student Funds must have some meritoriously earned points at the time of receipt of the award. All earned points are cumulative over the tenure of each graduate student, until such time as they use the points to obtain an award. At such time their points drop to zero. An exception to this is those students near the end of their tenure at KSU. They may request that a single point be held back from consideration for award so that they will remain eligible for a finishing grant.

ARTICLE V: MEETINGS

Section 1. Meeting day and time will be chosen by simple majority vote of all members present at the first meeting of the fall semester. The first meeting of the fall semester will be called and scheduled by the president and must be called no later than Sept. 15.

Section 2. Meeting dates will be set by the president or secretary after consulting the president or vice president.

Section 3. The president or vice president along with at least 10 members (including the president or vice president) must be present for the meeting to be considered official and for voting to take place.

Section 4. Meetings will be conducted by the president or vice president if the president is not in attendance. Only the president or vice president may call for an official vote on BGSA Inc. club business. However, should a vote be deemed necessary by the membership and not be called by either the president or vice president a $\frac{3}{4}$ majority vote of all members present in favor of a vote will constitute an executive officer call for a vote. The issue must then be immediately voted on by all members present at the meeting.

Section 5. Meetings will follow a town hall or courtroom discussion format with the highest ranking executive officer (normally the president) acting as chair.

Section 6. Meeting minutes will be posted on the web within 1 week of the meeting.

Section 7. a regularly scheduled meeting will be any monthly meeting called by the president or secretary on behalf of the president at which the president or vice president must be in attendance along with at least 9 other BGSA Inc. members.

ARTICLE VI: COMMITTEES

Section 1. Committees shall be established as needed and may include but are not limited to, fund raising committees, award and travel committees, social event committees and faculty award committees.

Section 2. Committee membership will be on a volunteer basis, and terms shall be 1 year or until the committee is disbanded.

Section 3. The travel grant and awards committee shall be an exception to article VI section 2. The travel grant and awards committee shall consist of at least three and at most five individuals elected by from the membership at the time of officer elections, and again in April. They shall serve on this committee for a term of one semester, and not more than three semesters total. While serving on the travel grant and awards committee, committee members are not eligible to receive BGSA Inc. fund awards or grants. It is recommended but not required that travel grant and awards committee members represent a cross section of the research being conducted by the members of BGSA Inc.

Section 4. Committees failing to meet at least once between 4 regularly scheduled BGSA Inc. club meetings will be automatically disbanded and no travel awards points will be granted to members of those committees. Members of a committee that fail to make it to two committee meetings shall be dropped from the committee roster and receive no travel award points for their participation in said committee.

Section 5. Exceptions to article VI section 4 can be partitioned at regularly scheduled BGSA Inc. meetings and granted with either 1 approval by the president or 2 simple majority vote of the members in attendance.

Section 6. Participation in committees shall earn BGSA members points toward travel grant and other merit based BGSA Inc. financial awards at a rate specified in the policies/criteria of the BGSA Inc. travel grant and awards committee. These policies are separate from this constitution and can be altered as deemed necessary by the Travel Grant and Awards committee with the approval of the majority of the BGSA Inc. membership, or unanimous consent of the BGSA Inc. Executive board (Officers). It is understood that all funds are to be dispersed to the benefit (social or academic) of graduate students within the division of Biology. It is further understood that the disposition of those funds be based on demonstrable need for the funds by the recipient of the funds, in a manner consistent with state and federal law governing the disposition of funds of a 501c tax exempt organization and BGSA Inc. travel grant committee policies.

ARTICLE VII: AMENDMENTS

Section 1. The articles of this constitution are subject to amendment given a 2/3 majority vote of BGSA Inc. members at a regularly scheduled meeting (defined above).

Section 2. The bylaws of BGSA Inc. may be amended as necessary by a 2/3 majority vote of BGSA Inc. members at a regularly scheduled meeting.

Section 3. Special meetings may be called to discuss changes to the constitution or its bylaws; however, $\frac{3}{4}$ majority vote is needed to enact changes at special meetings (not regularly scheduled meetings). At least 10 members and two officers must be present at special meetings in order for amendment changes to be considered valid.

Section 4. A special meeting is any meeting not meeting the criteria of a regularly scheduled meeting outline above.

Section 5. Amendments may not be made to this Constitution retrospectively. They may only be made prospectively after the situation leading to the requirement for Constitution Amendment has been dealt with under the governance of the Constitution as amended at the time the instance leading to the need for amendment is resolved, unless no resolution is possible without first amending the Constitution.

BGSA BYLAWS

ARTICLE I: GOVERNANCES

Section 1. All official action taken by BGSA Inc. must be discussed at a regularly scheduled meeting and approved by a 2/3 majority vote of the membership.

Section 2. The exception to article 1 section 1 shall be any action taken by three or more of the executive board on behalf of BGSA Inc.

Section 3. If participation in BGSA Inc. fall below the number needed to fill all officer positions, BGSA Inc. shall be dissolved.

Section 4. At The time of dissolution all funds in BGSA Inc. bank accounts will be used to settle all debts incurred by BGSA Inc. After payment of debts any remaining funds will be donated to a charitable 501c organization. The charity to which funds will be donated will be selected by any remaining BGSA Inc. members, and/or the faculty advisor of the BGSA Inc. Should no BGSA Inc. members be available, nor a faculty advisor is in place, then the current chair of the Division of Biology shall have proprietorship of all BGSA Inc. funds, with the understanding that those funds shall be disposed of to a suitable 501c organization.

ARTICLE II: MOTIONS

Section 1. Changes to this constitution must be made as motions at regularly scheduled BGSA Inc. meetings. Such motions must then pass by a 2/3 majority vote of the membership.

Section 2. Official action to be taken by BGSA Inc. on behalf of the graduate students by BGSA Inc. should be raised as motions at BGSA Inc. Except under the provision of article I section 2.

Section 3. Other exceptions to the rule of motions are: 1) committee reports and activities shall constitute motions for action, 2) matters of finance directly related to the POB manual sales, 3) matters of finance related to other BGSA Inc. committee activities, 4) amendments to the constitution added under article II section 1 & 2.