

# Constitution for the MSU Biochemistry and Molecular Biology Club (DRAFT)

## Article I: NAME AND PURPOSE

*Section 1.* The name of this organization shall be: The Michigan State University Biochemistry and Molecular Biology Club

*Section 2.* The Biochemistry and Molecular Biology Club is a student run organization dedicated to advancing the interests of BMB undergraduates. Club activities are organized to encourage students in research, academics, internship opportunities, graduate school applications, career opportunities and fun.

## Article II: MEMBERSHIP

*Section 1.* Membership in the Biochemistry and Molecular Biology Club is open to all MSU undergraduate students. All Biochemistry and Molecular Biology Club events are open to all interested MSU students. In accordance with university policy, the Biochemistry and Molecular Biology Club will not discriminate on the basis of age, color, gender, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight. Also, only MSU students may be officers and/or voting members.

*Section 2.* To become a member of the Biochemistry and Molecular Biology Club, one need only to attend the meetings and be involved. There is no initiation or sign-up requirement. Remaining a member is up to the individual and their preference to continue coming to the meetings and events.

## Article III: OFFICERS

*Section 1.* The offices for the Biochemistry and Molecular Biology Club shall be as follows:

- i. President
- ii. Vice President
- iii. Secretary
- iv. Treasurer

Each office shall be held for one year, from May 1 to April 30.

*Section 2.* a. Nominations for offices will begin in March at a general meeting and will continue until the elections take place at a general meeting in April.

*b.* Before the process begins, the sitting president shall appoint someone to run the election. This person should be a graduating senior who will not be running for a position.

*c.* To nominate someone for a position, there must be a first and a second for the nomination. The nominee must be present at the meeting in order to accept or decline the nomination. Once there are no more nominations for a position at a meeting, the nominations shall be tabled until the next meeting. Nominations will only be closed following the last round of them at the meeting where the election will occur.

*d.* If only one person is nominated for a position by the time the nominations are closed, the person running the elections shall call for a unanimous voice vote. However, if there is more than one nominee, the election shall be done by secret ballot. The winner shall be the person who receives 50% + 1 of the votes.

***Section 3.***

*a. Duties of the President* – The President is the principal officer of the club. They are responsible for leading the club and presiding at all meetings of the general assembly, as well as any special meetings that may be called. When applicable, the President may also appoint members to special committees or projects. Other responsibilities may arise that are not listed here.

*b. Duties of the Vice President* – The Vice President shall assume the responsibilities of the President when the President is absent. The Vice President may also be appointed to oversee certain committees or projects. Other responsibilities may arise that are not listed here.

*c. Duties of the Secretary* – The Secretary will be in charge of keeping all records of the club meetings and other proceedings. The minutes shall be taken in a special book that will be kept by the club for use year after year. The Secretary will also be in charge of bringing up possible amendments and changes to the Constitution to the general assembly for discussion and voting. Other responsibilities may arise that are not listed here.

*d. Duties of the Treasurer* – The Treasurer shall be in charge of making sure the finances of the club are in order and that funds are sufficient for activities. The Treasurer will also make sure all bills are given to the department to be paid. Other responsibilities may arise that are not listed here.

***Section 4.***

*a. Reasons for Officer Removal* – The reasons an officer may be removed from their office are: missing too many

meetings, inactivity, serious legal infractions, expelled from the University, voluntary resignation.

*b. Procedure for Removal* – The issue must be brought up before the general membership and discussed. At the end of discussion, the issue will be brought to a voice vote. Removal from office will be successful if a majority of 50% + 1 is in favor of the removal.

**Article V: OPERATING PROCEDURES**

*Section 1.* All general meetings of the Biochemistry and Molecular Biology Club will take place on either Tuesday or Wednesday evenings at 6 pm in room 101 Biochemistry unless circumstances call for a change in time, place, or venue. Quorum will be determined by the number of people who are in attendance, with at least 2 officers and the advisor present.

*Section 2.* For all meetings, basic parliamentary procedure shall be followed. However, the rules will be relaxed more often than not.

*Section 3.* There are no standing committees for the Biochemistry and Molecular Biology Club. As committees are needed, they shall be formed and will know their responsibilities.

**Article VI. AMENDMENTS**

*Section 1.* Anyone may submit a written proposal for an amendment to the Secretary. They shall review the proposal and decide whether it has bearing to be brought up to the general assembly. If it is acceptable, the Secretary will allow for the proposer to read their amendment to the assembly and discuss it.

*Section 2.* The proposed amendment will be made available to all present at the meeting to allow for discussion on it before it is brought to a vote.

*Section 3.* Proposed amendments shall be passed by a two-thirds vote of the general assembly present.