



Biology Club

CONSTITUTION OF THE BIOLOGY CLUB

Article I: Name

Organization Name: **Biology Club**

Article II: Mission Statement

This student club caters to the various directions of career advancement one can pursue with a degree or interest in Biological Sciences.

The club engages in numerous educational, social, and service activities throughout the year. Among its initiatives, a biweekly seminar series featuring speakers from a multitude of universities and programs, as well as research of faculty and students from both Rowan and other prestigious local universities is a highlight for students in the program. The primary goal of Biology Club is to prepare students and provide them with information on a variety of postgraduate options, such as career choices, medical school, graduate school, or research.

Article III: Membership

Section 1: Requirements

Any student enrolled at Rowan University is eligible to become a member. There are no restrictions in regard to major.

Section 2: Dues

The club does not require members to pay dues.

Section 3: Induction

An individual can become an active member by attending at least **2** club meetings per academic semester and participating in at least **1** service project per academic year.

Section 4: Duration

An individual remains a member of the club as long as he or she attends at least **2** club meetings per academic semester and participates in at least **1** service project per academic year.

Section 5: Rights of Members

1. Vote and/or make suggestions for extracurricular activities and mandatory requirements of the club: such as service projects, fundraisers, and trips.
2. Attend any club-sponsored trips free of charge, assuming that the individual has active membership.

Article IV: Executive Board

The following positions are available for Executive Board (descriptions provided):

- **President:** The President is responsible for the overall management of the Biology Club. The President will conduct each E-Board meeting, as well as scheduled club meetings. The President holds the responsibility of maintaining contact relations with all guest speakers and arranging times during which they may visit. In addition, the President must oversee that designated responsibilities are being upheld by each Executive Board member. The President should communicate frequently with the Advisor of the Biology Club.
- **Vice President:** The Vice President can generally assume the same responsibilities as the President when necessary. The Vice President will be responsible for assistance with posters, flyers, or other advertisements for meetings and/or events, in addition to sending emails to club members with information pertaining to upcoming events.
- **Secretary:** The Secretary is responsible for the completion and timely submission of quarterly progress reports to the SGA Senate Office by the official deadline and keeping an up to date attendance record. The progress reports include club attendance records, meeting minutes, and a record of any activities or fundraisers performed by the club. The Secretary will be responsible for maintaining an email list for the club, as well as sending out notices about upcoming events. The Secretary must also record the minutes of each E-board and general meeting and email them to the Executive Board members.
- **Treasurer:** The Treasurer is responsible for maintaining the balance of the Biology Club's accounts according to the regulations of the SGA, as well as keeping an up to date budget. The Treasurer must also annually negotiate the acquisition and value of club funds with the SGA. The Treasurer holds the responsibility of withdrawing funds from the SGA account when necessary and correctly completing all SGA paperwork.
- **Public Relations Officer:** The Public Relations Officer is responsible for creating flyers, recruiting new club members, and encouraging current club members to attend meetings. The Public Relations Officer is also responsible for maintaining the club's social media accounts and generating innovative ways to build up the reputation of the Biology Club. In addition, the Public Relations Officer will send out reminders for upcoming Biology Club meetings, fundraisers, and events via social media.

- **SGA Representative (Senator):** The Senator must attend all Student Government Association (SGA) Senate meetings and committee meetings in order to avoid obtaining 2 Points for the Biology Club. They must also supply detailed notes of each SGA Senate meeting to the members of the Executive Board about any topics that concern the club. An alternative representative may, if necessary due to scheduling conflicts, be sent to SGA Senate meetings in place of the elected Senator with proper prior notification to the other Executive Board members. In the event that a supplemental funds request is made, the Senator must give a short presentation before the Senate explaining the need for the supplemental funds.
- **Service and Fundraising Coordinator:** The Service and Fundraising Coordinator will be in charge of creating and managing at least one fundraiser per semester, as well as multiple service projects for the club throughout the year. The Coordinator is encouraged and expected to connect with other clubs for joint outreach and service projects. Additionally, the position entails working closely with the Treasurer and helping manage the Club's fundraising account with SGA. The Coordinator will be responsible for keeping track of club service hours and reporting them, in conjunction with the Secretary's progress reports.

Article V: Elections, Eligibility, and Misconduct

Section 1: Position Elections

- The current President of the Biology Club reserves the right to appoint a qualified individual to any position on the Executive Board for the upcoming academic year.
- Current Executive Board members may elect to remain in their positions for the following year at the discretion of the current President and Advisor of the Biology Club.
- An election must be held for remaining positions before the last meeting of the spring semester.
- Those interested in running for a position will fill out a candidate form on Proflink. The candidates will be compiled into one poll, where club members will vote via Proflink form.
- Current Executive Board members may vote in the election.
- Each club member may only vote once.

Section 2: Eligibility for Executive Board Election

- Active Biology Club members are permitted to run for any of the available Executive Board positions.
- Non-members showing an extreme interest in the Biology Club will be permitted to run for any of the available Executive Board positions except President or Vice President. However, this may be overruled at the discretion of the current President to meet the needs of the Biology Club.

- Candidates that will be graduating in the Fall semester of the upcoming academic year will not be eligible to run for office. This may be overruled if the majority of the Executive Board votes for someone to be allowed to serve for one semester, provided that a replacement will be found to be transitioned in for the start of the following semester.
- Candidates that have other responsibilities that will prevent them from attending scheduled Biology Club meetings, events, and Executive Board meetings of the Biology Club, including class and sports commitments, will **not** be eligible to run for office.
- Those holding an Executive Board position are expected to attend all Biology Club meetings and events. A maximum of **2** absences will be permitted per semester. The President and Advisor are to be notified in advance about absences.

Section 3: Executive Board Member Misconduct

- At the discretion of the current President and Advisor of the Biology Club, Executive Board members consistently not fulfilling their described position responsibilities will be given **TWO** written warnings by the current President and Advisor of the Biology Club. After the second warning, the Executive Board member in question will be dismissed from his/her Executive Board position.
- The current President of the Biology Club reserves the right to appoint qualified individuals to any unfilled Executive Board positions after an Executive Board member has been dismissed.
- At the discretion of the Advisor of the Biology Club and other Executive Board members, the current President of the Biology Club consistently not fulfilling his/her described position responsibilities will be given **TWO** written warnings by the Advisor of the Biology Club. After the second warning, the President of the Biology Club will be dismissed from his/her Executive Board position. The Vice President of the Biology Club will then be required to assume the role of President. The new President of the Biology Club will then be required to appoint a qualified individual to fulfill the role of Vice President.

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