

Eastern Virginia Medical School Biomedical Sciences Student Organization Constitution

ARTICLE I. NAME

The official name of this organization shall be “The Biomedical Sciences Student Organization (BSSO)”, hereafter referred to simply as the Organization.

ARTICLE II. STATEMENT & OBJECTIVES

Section 1: The Biomedical Sciences Student Organization abides by and supports established Eastern Virginia Medical School policies, State, and Federal Laws.

Section 2: The objectives of this Organization shall be:

- (a) To encourage interest in and learning of the biomedical sciences.
- (b) To provide an opportunity for interactions between students and professionals in the biomedical sciences.
- (c) To serve the needs of current and incoming members via seminars, workshops, and conferences.

ARTICLE III. MEMBERSHIP & DUES

Membership shall be open to any student currently enrolled in the biomedical science research programs at Eastern Virginia Medical School by agreeing to follow the policies of the Organization. Members are required to pay dues as designated at the start of the fall semester by the Executive Committee and members that are current on their dues are considered “active” members. The Executive Committee is defined in Article V. Membership is open year round. Membership to the Organization shall not be discriminated on the basis of race, color, age, religion, national origin, sexual orientation, gender, marital status, or disability. Additional memberships may be granted in special circumstances by action of the Executive Committee.

The Executive Committee will establish dues that must be paid by all members. The amount of dues will be determined at the beginning of the academic year by the Executive Committee. Any changes in amount of dues from the previous year must be presented for approval to the non-executive members and these changes must be approved by a seventy-five percent vote of all

active members. Annual dues must be paid by the first meeting of the semester. In the event that the dues are not paid by a member at this time, the member cannot attend any BSSO functions until the dues are paid. Dues will be used to promote the objectives of the Organization as stated in Article II.

ARTICLE IV. MONTHLY MEETINGS

Monthly meetings are tentatively scheduled at the beginning of each semester to occur each month. In the event this date is not available, an alternate date will be arranged by the Executive Committee. A minimum of eight meetings are anticipated for each academic school year.

ARTICLE V. OFFICERS, REPRESENTATIVES & ADVISERS

The officers of the Organization shall be a President, Vice-President, Secretary and Treasurer and shall comprise the Executive Committee. Officer and representative positions are limited to registered students of Biomedical Sciences program. Students not registered at Eastern Virginia Medical School may not vote or hold office. Officers of this Organization must have completed one year of coursework at Eastern Virginia Medical School to be eligible for election. Officers and representatives must also meet the following requirements:

- (a) Have a minimum grade point average (GPA) of 3.00 and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment, and semesters during the term of office.
- (b) Be in good standing with the university and enrolled at least half-time (six or more credit hours) unless fewer credits are required in the final stages of their degree (as defined by the Continuous Registration Requirement) during their term of office.
- (c) Have been an active member of the Organization for the year proceeding their election to office (as defined by article III) and have attended at least 50% of the meetings held in the last year.

A student is ineligible to hold an office should the student fail to maintain the requirements as stated in (a), (b), and (c).

OFFICER ELECTIONS

Nominations for all officers will be received and read no later than two weeks prior to the election date. Nominees are to be notified of their nomination within three days of the nomination and are to accept or decline their nomination within ten days following notification. Elections shall be held in April prior to the final meeting of the Spring semester. Elections will

be coordinated by the Honor Council Representative. Officers will be determined by elections via email. In the event of a tie, a second election will determine the winner, as described above.

OFFICER TERMS

The terms of the officers shall be for one calendar year from May to May. Officers may be re-elected for an unlimited number of terms as long as they meet the requirements stated above. The Executive Committee shall meet in addition to regular monthly meetings as outlined in Article IV. The Executive Committee shall appoint committees as necessary to carry out Organization goals.

EXECUTIVE COMMITTEE DUTIES

President –

- (a) Act as chairperson at all Executive Committee and general meetings of the Organization.
- (b) Prepare the agenda for all Executive Committee and general meetings of the Organization.
- (c) Delegate responsibilities to the appropriate executive member(s) for any arising business.
- (d) Serve as the primary liaison between, and representative of, the Organization to all other faculty and organizations.
- (e) Assume responsibilities not applicable to any member of the Executive Committee or in the absence of the appropriate executive member.
- (f) Serve as the Biomedical Sciences (PhD, MS, and Biotech Masters) class president. This includes assuming all responsibilities of a class president, which includes (but is not limited to) serving as a voting member of the Student Government Association and attending all necessary SGA meetings.
- (g) Sign for the deposit and withdrawal of funds from all Organization accounts only in the event that the treasurer is unable to perform his/her duties.
- (h) Organize the Graduate Student Research Conference. This includes establishing the GSRC committee, allocating jobs to committee members, finding a keynote speaker, and any other duties required of the GSRC president.
- (i) Serve as Representative for other committees until others are elected

Vice-President –

- (a) Assume the duties of the President in the event the President is unable to conduct the duties of the office.
- (b) Coordinate any social and/or educational events.
- (c) Serve as the Biomedical Sciences (PhD, MS, and Biotech Masters) class vice-president. This includes assuming all responsibilities of a class vice-president, which includes (but is not limited to) serving as a voting member of the Student Government Association and attending all necessary SGA meetings.

Treasurer –

- (a) Collect the Organization dues.
- (b) Maintain the financial records, inventory of the Organization's assets, and all other books or records deemed important by the Executive Committee of the Organization and all of its committees.
- (c) Prepare a budget and/or financial statement at the beginning of each term and revise it if necessary.
- (d) Coordinate all fundraising activities.
- (e) Advise the Executive Committee in terms of budget targets, allocations, and funds available for proposed activities.
- (f) Report income, expense, and balance information to the active members as requested.
- (g) Sign for the withdrawal and deposit of funds from all Organization accounts as needed.

Secretary –

- (a) Record minutes of all executive and general meetings and have copies available for posting on the Organization web site (location: EventMedley).
- (b) Maintain the current and past membership lists.
- (c) Inform members of Organization events and keep track of all incoming and outgoing Organization emails.
- (d) Organize and assist in development of promotional materials.
- (e) Maintain records of the constitution and any proposed and/or approved amendments.

REPRESENTATIVE DUTIES

Honor Council Representative –

- (a) The Honor Council Representative will uphold the EVMS Honor Code.
- (b) The Honor Council Representative will manage and maintain the integrity of Organization Elections as specified in the Constitution.
- (c) The Honor Council Representative will act as a contact for their peers to report honor code violations.
- (d) The Honor Council Representative will attend Honor Council meetings as directed by the chair of the Honor Council.
- (e) The Honor Council Representative cannot serve on the Organization Executive Committee
- (f) The Honor Council Representative, when needed, shall report on relevant and appropriate issues to the Executive Committee so that they may disseminate the information to the Organization.
- (g) The Honor Council Representative will explain, shortly after being elected, the Honor Code Violation Process to the Organization to make sure that the process is understood.

(h) An Honor Council Representative will attend Organization meetings and report on relevant and appropriate issues.

(i) The Honor Council Representative shall serve a one-year term, with the ability to serve multiple terms if re-elected. Elections for this position shall be held at or immediately following Executive Committee Elections.

(j) The Honor Council Representative shall maintain a 3.0 GPA, and will be removed from their position if placed on academic probation

Phoenix Committee Representative

(a) The Phoenix Committee Representative will represent the Biomedical Sciences (PhD & MS) on the Phoenix Committee

(b) The Phoenix Committee Representative is required to attend all Phoenix Committee meetings and perform duties associated with the Phoenix Committee including acting as a resource for students within and outside of the Biomedical Sciences Program.

(c) The Phoenix Committee Representative when needed, shall report on relevant and appropriate issues to the Executive Committee so that they may disseminate the information to the Organization..

(d) The Phoenix Committee Representative will attend Organization meetings and report on relevant and appropriate issues.

(e) The Phoenix Committee Representative shall serve a one-year term, with the ability to serve multiple terms if re-elected. Elections for this position shall be held at or immediately following Executive Committee Elections.

(f) The Phoenix Committee Representative shall maintain a 3.0 GPA, and will be removed from their position if placed on academic probation

ADVISER SELECTIONS

The adviser for the BSSO will be a position given automatically to the Biomedical Sciences (PhD, MS, and Biotech MS) program chair.

ADVISER DUTIES

(a) Maintain communication with the Executive Committee.

(b) Ensure that the Organization is operating in conformity with the standards set forth by Eastern Virginia Medical School.

OFFICER REMOVAL

In the event that an officer is judged to be deficient in his/her duties, as decided by an unanimous agreement of the remaining officers he/she may be removed from office by at least a seventy-five percent vote of all active members, including the Executive Committee. The officer is

permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance prior to these deliberations.

OFFICER REPLACEMENT

In the event that an officer wishes to relinquish his/her position in the Executive Committee of their own accord, is removed as stated above, or is unable to maintain the requirements to hold a position as stated in Article V then candidates for a replacement officer must be nominated and voted on no later than the meeting following the previous officers leave of office. The replacement shall be agreed upon by a seventy-five percent of the active members within two Organization meetings.

ARTICLE VI. FINANCES

All funds belonging to this Organization shall be deposited and disbursed through a bank account established for this Organization at the Eastern Virginia Medical School Student Affairs Office. All funds must be deposited within one week after collection.

In the event of dissolution of the Biological Sciences Student Organization, all funds from the Organization account will be donated to a designated charity as agreed upon by seventy-five percent of the active members. In the event no charity can be agreed upon, all funds will be donated to the Biomedical Sciences Program at Eastern Virginia Medical School to be used for scholarships, speaker stipends, or activities associated with educational outreach in the biological sciences.

ARTICLE VII. AMENDMENTS & RATIFICATION

RATIFICATION

The constitution shall become ratified upon approval by a seventy-five percent vote of the membership.

AMENDMENTS

This Constitution may be amended by a two-thirds vote of at least fifty percent of the members of the Organization on two separate votes. New amendments must be read by the Executive Committee and distributed to members at least one week prior to initial voting. The final vote will be held at least one week after the initial vote and requires at least two-thirds vote of at least fifty percent of the members of the Organization. An amendment may be adopted without a second reading if it was unanimously passed by at least seventy-five percent of the active members on a first reading. Upon ratification of a new amendment to the Constitution the Executive Committee shall have one month to produce an updated version. If a proposed amendment is defeated twice it cannot be resubmitted for one semester. All proposed amendments will remain on file with the Executive Committee.

Last Ratified: 8/25/2020

Approved by Executive Committee:

President: Diana Bohannon

Vice President: Austin Adkins

Secretary: Nigeste Carter

Treasurer: Caitlin Clark