

Title

“Biotechnology Club Constitution”

Preamble

The Biotechnology Club at Indiana University

The purpose of the Biotechnology Club is to provide to its members a fundamental understanding of the biotechnology industry and to keep members up to date with current events. We as a club will strive to educate members of various career opportunities and provide an understanding of what it is like to work in the field. The Biotechnology Club will also reinforce the science behind the latest technologies. Professional development is also a very important skill which the Biotechnology Club will offer to its members. We will aim to invite guests from the field to discuss their experiences in the industry and offer advice and networking opportunities to members. The Biotechnology Club will notify members of any events at Indiana University which are applicable to biotechnology or any of the goals of the organization. Our final aim is to educate the school population of the biotechnology field and the various advances in the biotechnology science.

Article I: Membership

Participation in the Biotechnology Club must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

All active members must be currently enrolled at Indiana University. Active membership can be acquired by emailing the organization email biotech@indiana.edu with an Indiana University email. There are no dues required for membership and all students are welcome to join. Active members may participate in any voting or any decisions open to the entire club.

Inactive members will include anyone who is not currently enrolled at Indiana University, but still follows the Biotechnology Club media updates, attends meetings, or participates in events hosted by the Biotechnology Club. Inactive members will not have attendance recorded and are not notified directly of any news related to the club. Inactive members will not have voting power for any decisions available to the entire club. Other limitations of inactive members may be decided by the co-presidents and advisor.

Article II: University Compliance

This organization shall comply with all Indiana University regulations, as well as local, state and federal laws.

Article III: Executive Officers

Advisor: While the advisor is not considered an executive member of the Biotechnology Club, the advisor may be regularly involved by ensuring the responsibilities of the co-presidents are carried out successfully. Additionally, they will be a reference to facilitate the club meeting the goals of the students.

Co-Presidents: There are two co-president officers in the Biotechnology Club. The requirements to qualify as co-president of the Biotechnology Club include:

- GPA of 3.0 or higher
- One completed year of undergraduate studies
- Declared Biotechnology major

The co-presidents should be prepared to dedicate themselves to the club when accepting the position in order to fulfill the following duties:

- Make executive decisions
- Supervise executive officers
- Keep in close contact with the advisor for all club and department updates
- Organize club meetings and events
- Develop meeting agendas
- Complete required paperwork for the Biotechnology Club
- Act as key contact for the Biotechnology Club
- Ensure that the Biotechnology Club is compliant to all laws and regulations
- Set the organization's goals, both short and long term
- Strive to increase the growth and reputation of the Biotechnology Club.
- Re-register the organization each year
- Complete or delegate duties of media director and treasurer in either's absence

Treasurer: There is one treasurer officer in the Biotechnology Club. The requirements to qualify as treasurer of the Biotechnology Club include:

- GPA of 3.0 or higher
- One completed year of undergraduate studies

The treasurer should be prepared to dedicate himself/herself to the club when accepting the position in order to fulfill the following duties:

- Preside in the absence of the co-presidents
- Help develop meeting agendas
- Develop and maintain organization budget
- Maintain records of organization spending
- Complete required University paperwork
- Take attendance of meetings and events
- Maintain list of the organization's members

Media Director: There is one media director officer in the Biotechnology Club. The requirements to qualify as treasurer of the Biotechnology Club include:

- GPA of 3.0 or higher
- Web Design experience
- Proficient with digital art software
- One completed year of undergraduate studies

The media coordinator should be prepared to dedicate himself/herself to the club when accepting the position in order to fulfill the following duties:

- Update the organization website regularly
- Design any advertisement for the organization

- Manage the organization's social media accounts
- Compile the biweekly newsletter throughout the semester
- Develop meeting agendas
- Take and distribute meeting minutes
- Complete required University paperwork

All elected officers serve one academic year before they turn over their office, though they may be reelected by club members. The elected officers take office after Indiana University spring graduation. The past officers will mentor the future officers as much as necessary. Past officers do not hold any official power.

An officer may decide to resign from their office by notifying a co-president or advisor to organize an emergency meeting. All officers and the advisor must attend this meeting. During the meeting the resigning officer must discuss why they wish to resign from his/her office. The executive board and resigning officer will discuss and agree upon a plan of action for time period that the office is vacant. At the conclusion of the meeting the office will become vacant. In the case of a vacancy all members will be immediately notified of the position by biotech@indiana.edu. Any members interested in serving the office may email biotech@indiana.edu with a short reply stating their enthusiasm to serve within one week of the notification. The advisor will review all interested members and any other potential candidates he/she deems suitable to fill the office. The advisor will make a selection and arrange a meeting with the selected member. The member must agree to become an officer before the vacancy is filled.

An officer may be removed from office if the following defined criteria are not met.

- Attend meetings on a regular basis (2/3 of total semester meetings) and give notice if he/she cannot attend
- Communicate with his/her fellow officers in a respectful and timely manner in regards to Biotechnology Club matters
- Complete club tasks and more specifically the officers defined duties and in a timely manner or appoint someone else such that the tasks are completed

In order for an officer to be removed from office, all executive officers must meet in person and vote to remove said officer. The officer will be removed from office if a majority of the officers votes to remove them.

If the officers vote to remove an officer, said officer can appeal to the club advisor. The club advisor will then after hearing both the appeal and the case for removal, pass final judgment. The appeal process must be completed within a two week period of removal.

Article IV: Advisor

There is one advisor of the Biotechnology Club. The advisor must be a full time faculty member in the Biotechnology department. The advisor should be dedicated to growth of the Biotechnology Club and furthering the knowledge and understanding of the field to its members. The advisor should be prepared to:

- Provide insights, assistance, and guidance for all Biotechnology Club members
- Act as final judgment in event of officer removal, officer assignment, or any event that cannot otherwise be resolved
- Provide professional connections from outside sources when appropriate
- Ensure the club is functioning within its constitution and fulfilling outlined commitments
- Aid in solicitation of new club members, fund raising, and club organization

Article V: Meetings

The Biotechnology Club hosts weekly meetings. The time and duration of the meeting is determined by the co-presidents prior to the first meeting. The meetings are advertised on the [\[website\]](#) and in the biweekly newsletter emailed to all members. The call-out meeting is advertised at the Student Involvement Fair. Other forms of advertisement may be used such as chalking and flyers.

The co-presidents and advisor have the authority to call and cancel meetings.

The agenda for the meeting is decided by a collaborative effort of the executive board. The advisor may also collaborate to decide the agenda. The co-presidents must give the final approval for each meeting agenda. Any necessary materials which are not collected at the executive meeting must be emailed to both co-presidents no later than 72 hours after the executive meeting. The president will decide if the material is suitable and then pass it to the media coordinator to include in the newsletter and any other advertisement for the meeting. The co-presidents and advisor may call emergency meetings. If an emergency meeting is necessary then the co-presidents and the advisor should be notified. The media director may notify any other members of the emergency meeting as directed by the co-presidents or advisor. The treasurer records the attendance of meetings. If the treasurer is absent then either co-president records the attendance of the meeting.

Article VI: Elections

Elections are held at the end of each academic year during one of the last meetings as designated by the co-presidents. All members will be notified per newsletter and previous meetings up to one month before the election takes place. Nominations for each position must be submitted a week prior to the election by emailing biotech@indiana.edu with the member name and nominated position. Any member may be nominated by anyone in the Biotechnology Club. Previous officers may be nominated for any position. A member can only accept a nomination for one position. Nominees that do not meet the qualifications for a position should withdraw themselves from the election. If a nominated officer does not meet qualifications of the position the runner up will be elected.

The voting is performed through secret ballot and the nominee who receives the most votes for the position is elected to the position. The votes are tallied by all officers and the advisor. The elected members are notified in the meeting and the final newsletter for the semester will include the next year's officers. In the event of a tie, the executive board will determine the winner based on resume and merits.

Article VII: Non-Hazing

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

Article VIII: Dues & Budgets

The treasurer creates and maintains the Biotechnology Club's budget. The advisor may review the budget at any time and make executive decisions regarding the budget. The budget is evaluated at each officer meeting, and revised when necessary. Members may be asked to pay for optional club activities if budget cannot cover all costs.

Article IX: Finances

The treasurer is given responsibility for financial affairs. The organization will apply for a Student Organization Account. The Biotechnology Club will remain in accordance with the Student Organization Accounts office policies and procedures. If the Biotechnology Club dissolves then the advisor will seize the funding for the biotechnology department at Indiana University.

Article X: Personal Gain Clause

This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization.

Individual members may not receive compensation from for-profit ventures or partnerships if acting as a representative of a student organization.

Article XI: Amendments

All eligible voting members will be notified of proposed amendments by email from biotech@indiana.edu. Amendments will be decided by the entire club through a show of hand vote at the meeting specified in the email. A 2/3 vote from all attending members is required to ratify an amendment during the meeting.

Article XII: Ratification

If more than a majority of those present is desired to ratify this constitution, then this article must be included.