

Constitution of The Biology Graduate Student Organization
Date updated: 04/12/22

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GYWh]cb' 5" This organization shall be named The Biology Graduate Student Organization (BGSO).

GYWh]cb' 6" The Biology Graduate Student Organization is a Graduate student-led organization that performs multiple services for the Department of Biology graduate students while providing opportunities for non-biology graduate and undergraduate students at large, and the University of Miami (UM). The Biology Graduate Student Organization shall be independent of organizations not affiliated with the University of Miami and shall not share bylaws, articles of incorporation or boards of directors with such other groups.

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GYWh]cb' 5" The objectives of The Biology Graduate Student Organization shall be to:

1. Help support the academic mission of the University of Miami by providing opportunities for scholarship to graduate students in the Department of Biology.
2. Foster connections between Departments by inviting other undergraduate and graduate students to social events held by the Biology Graduate Student Organization.
3. Encourage participation in outreach events that teach other students and the public about the natural world using the expertise of biology graduate students.
4. Provide an avenue for Biology graduate students to improve the Department's graduate program and the graduate students' lives.

GYWh]cb' 6" The Purpose shall be to:

1. Hold seminars and symposia that highlight the research of graduate students in the department of biology to a broad range of undergraduate and graduate students at the University of Miami.
2. Foster connections and networking both within the UM biology department, and with other schools and departments.

GYWh]cb' 7" Activities shall include, but are not limited to:

1. Scheduling, designing, and conducting an annual research symposium that highlights contemporary results of research carried out by biology graduate students.
2. Collaborating with the Graduate Student Association and other graduate departments to foster interdepartmental connections between students.
3. Partnering with the Alumni office to host research demonstrations in laboratories in the Department of Biology. Such demonstrations are open to alumni and generate interest in biology as well as providing examples of contemporary biological research.
4. Engaging in advocacy to improve the general state of scientific, and specifically biological, knowledge of all individuals.
5. Planning and implementing social activities for biology graduate students and other affiliates of the organization to promote a healthy work/life balance.

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This Organization shall be affiliated with the Graduate Student Association.

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The Biology Graduate Student Organization shall comply with all University of Miami policies and procedures, including but not limited to those policies set forth in the Student Rights and Responsibilities Handbook, The Student Organization Handbook, IRB, the Hippocratic Oath, as well as local, state, and federal laws.

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General Membership is open to all UM graduate students considered in good standing (according to the criteria in Section B), who must comprise no less than 75% of the General Membership.

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Members are considered in good standing when: (1) they have paid the Graduate Activity Fee; (2) are considered to be full-time Graduate students by their academic department (typically enrolled in 9 credits or more, but may also include 1-credit doctoral candidates in the dissertation writing phase); (3) Have no Incompletes in their Academic Record (or are actively working to convert an Incomplete into a final grade); (4) Have no disciplinary adjudications against them.

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Associate Membership shall be available to faculty, staff, administration, and graduate alumni registered with the University of Miami Alumni Association. Students enrolled on a part-time basis should be assigned associate membership. Associate members are: (1) not required to pay dues; (2) cannot hold an Executive Board position; (3) not afforded voting privileges. All University of Miami undergraduate full-time students may be afforded Associate Membership, but they must comprise no more than 25% of the total membership. Associate members will not have voting rights in the organization.

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The Biology Graduate Student Organization shall not discriminate on the basis of race, color, gender, handicap, age, sexual orientation, political or national origin, religious affiliation, etc. in any of its policies, procedures or practices.

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A quorum of membership for voting purposes shall be reached when 40% of the general members are present.

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The Executive Board shall consist of the following officers: President, Vice President, Treasurer, and Secretary. Additional BGSO positions include GSA senator, GAAC representative, DVP committee, Friday seminar coordinator(s), Monday seminar coordinator(s), webmaster, computer accessibility

manager, good news liaison, bad news liaison, biology graduate student symposium committee, special events coordinator(s), and peer mentoring coordinator(s).

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All Executive Board members must be enrolled Graduate students at the University of Miami, have at least a G.P.A of 3.0., and be in good standing (according to Section B of Article IV).

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The general responsibilities of the Executive Board include, but are not limited to:

- Holding bi-monthly meetings.
- Reporting on a semester basis to the members of the Biology Graduate Student Organization.
- Overseeing daily administrative needs of the organization
- Keeping financial reports, submitting these reports to the Chair of the Department of Biology on a semi-annual basis, and having these available for periodic review by the GSA Treasurer.
- Abiding by The Biology Graduate Student Organization's constitution and Advisor's Guidance.

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The specific responsibilities of the following officers include, but are not limited to:

1. President (1 person)

- Overseeing general meetings of The Biology Graduate Student Organization and meetings of the officers of The Biology Graduate Student Organization.
- Providing a voice for graduate students in the department of biology at faculty meetings.
- Participating in the bi-monthly meeting with other Executive Board members.
- Keeping track and moderating the organization's goals & values.
- Appointing and dismissing board members as necessary, after due process which will include a vote from the rest of the Executive Board and consultation with the Organization's advisor.
- Seeing that the organization is abiding by the organization's constitution.
- Participating in the advising of the organization through his/her participation in meetings with the Executive Board and with the Organization's Advisor(s).

2. Vice President (1 person)

- Assisting the President in all facets of the organization.
- Stepping into the President's role whenever necessary.
- Organizing and assigning graduate students on teaching assistantships to proctor exams as requested by the faculty.
- Participate in the bi-monthly meeting with other Executive Board members.
- Seeing that the organization, including the President, is abiding by the organization's constitution.

3. Treasurer (1 person)

- Participate in the bi-monthly meeting with other Executive Board members
- Authoring, updating, disseminating and archiving written records of the budget, bank accounts, and all monetary transactions.

10. Webmaster (1 person)
 - Run and update BGSO website
11. Computer accessibility manager (1 person)
 - Maintain minimal upkeep of graduate computer lab computers
 - Ensure that requested programs are up to date
 - Clean off unnecessary files and programs monthly
12. Good news liaison (1 person)
 - Send reminder emails for good news submissions by department members (ie. paper acceptances, grant recipients, conference awards)
 - Collect good news and present them at the beginning of weekly Monday seminars
13. Bad news liaison (1 person)
 - Send reminder emails for bad news submissions by department members (ie. paper rejections, grant rejections, and other miscellaneous misfortunes in research) for the purpose of commiseration and acknowledgment that things don't always go as planned.
 - Collect bad news and present them at the beginning of weekly Friday seminars
14. Biology Graduate Student Symposium Committee (4-6 persons)
 - Organize the annual biology graduate student symposium during recruitment weekend in January
 - Coordinate with faculty representatives to ensure proper scheduling and reservations
 - Order all food and beverages for the event
 - Design and create the event program
 - Print posters for graduate students presenting
 - Responsible for all set up and clean up before and after the event
 - Symposium committee members must attend the symposium
15. Special Events Coordinator (1-2 persons)
 - Send reminder emails about social events
 - Set up and cleanup of social events
16. Peer Mentoring Coordinator (1-2 persons)
 - Assign each incoming graduate student a more advanced graduate student to be a mentor
 - Organize an introductory lunch during graduate student orientation week
 - Organize 1-2 other events throughout the year with mentors/ mentees

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The length of the term of office for Executive Board officers shall be for one academic year, beginning August 1 of each Fall.

The length of the term of office for all positions listed above shall be for one academic year, beginning in September 1 of each Fall, with the exceptions of the following positions:

DVP Committee

DVP representatives serve a 3-year term to ensure that there is a constant rotation of experienced students on this committee

Biology Graduate Student Symposium Committee

Symposium committee members serve a 2-year term to ensure that each year has both experienced and novel representatives. This allows for training in the position.

Term Limits: Representatives may run for re-election in their current positions for all positions. However, GAAC and Executive Board representatives may only run for re-election in their current

(5) The Advisor may be renewed or changed each year upon installation of each new Executive Board with written notice to the GSA, and to each/the Advisor(s) involved.

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The process of impeachment of an officer, committee chairs, and filling vacancies should be stated and reviewed on an annual basis.

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- (1) Charges may be brought against an officer by any member of the organization.
- (2) An impeachment will only be executed upon a unanimous vote of the Executive Board, excluding the accused officer.
- (3) The impeached officer shall then be provided due opportunities for defense within 14 days of impeachment.
- (4) A 2/3 vote of the voting body is then required to affect the resignation of the officer.

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- (1) All vacancies in elected positions shall be filled for the remainder of the unexpired term.
- (2) If one or more officers are unable to assume or continue with their duties, the remaining officers shall hold a special election to fill those vacancies under the guidelines for elections in this document. In the event that such an election cannot be held within a reasonable amount of time due to the University not being in session, the remaining officers shall appoint the replacement with the advice and counsel of the Advisor.

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No dues shall be required by The Biology Graduate Student Organization.

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(Provisions for setting regular meetings times, stipulations for calling special meetings, and the officer which has the authority to call special meetings should be included.)

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Meetings shall be held regularly at a time to be specified by the organization at the beginning of each semester. There should be at least 1 meeting per semester.

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Special meetings may be called by the President. The Biology Graduate Student Organization shall be notified by email 7 days prior to the meeting. Every effort will be made to schedule meetings at a time when as many members can attend as possible.

