**Constitution of the Bioinformatics and Computational Biology Graduate Student Organization**

**Preamble**

We, the members of the Bioinformatics and Computational Biology Graduate Student Organization, do hereby establish this Constitution in order that our purpose is realized to the fullest extent.

**Article I: Name**

The name of this organization shall be Bioinformatics and Computational Biology Graduate Student Organization at Iowa State University (ISU), henceforth referred to as BCBGSO.

**Article II: Purpose**

*Section 1: Social Branch*

The Social Branch of BCBGSO will provide opportunities for social interactions between graduate students and faculties in the Bioinformatics and Computational Biology (BCB) program in order to increase interdepartmental communication within the BCB program and provide a forum for exchange of scientific information. This includes, but is not limited to: social gatherings, interdepartmental workshops, and student body meetings.

*Section 2: BCBLab Branch*

The BCBLab Branch of BCBGSO will provide opportunities for graduate students in the BCB program to engage in research, education, and career-development activities. This includes, but is not limited to: organizing seminars featuring guest speakers and recruiting for collaborative research projects.

**Article III: Statement of Compliance**

BCBGSO abides by and supports established ISU policies, State and Federal Laws, and local ordinances and regulations. BCBGSO agrees to annually complete President’s Training, Treasurer’s Training and Advisor Training (if required).

**Article IV: Non-Discrimination Statement**

ISU and BCBGSO do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S. veteran.

**Article V: Membership**

Membership is open to all graduate students in the BCB program at ISU and will be automatically renewed annually based on the BCB program graduate student listing. BCB graduate students will be given a one week opt-out period at the beginning of the school year to forfeit their membership in BCBGSO. Subsequent to the opt-out period, requests for membership forfeiture will be handled on an individual basis by the BOD (as defined in Article VII).

**Article VI: Risk Management**

The President (as defined in Article VII, Section 4(b)) will be responsible for risk management of BCBGSO. As the risk management officer, the President will:

(a) help minimize potential risks for club activities,
(b) recommend risk management policies or procedures to BCBGSO,
(c) submit documentation to ISU’s Risk Management Office,
(d) ensure that ISU policies are followed at all of the organization’s events, and
(e) ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

**Article VII: Board of Directors**

*Section 1: Eligibility*

(a) To be a director on the Board of Directors (BOD) for BCBGSO, the BCB graduate student must have a minimum cumulative grade point average (GPA) of 3.00 and meet that minimum GPA in the semester immediately prior to the election/appointment (as defined in Article VII, Section 2), the semester of election/appointment, and semesters during the term of service.

(b) The BCB graduate student must also be in good standing with the university and enrolled at least half time during the term of service (four or more credits) unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirements.

(c) The BCB graduate student will be ineligible to hold a position on the BOD should the student fail to maintain the requirements as prescribed above in (a) and (b).

*Section 2: Election/Appointment*

(a) The current year’s BOD will seek potential candidates for the President position between the Fall and Spring semester of the school year. The current year’s BOD will vote in a close ballot that constitute as 50% of the final vote tally.

(b) The Presidential candidates will then be voted on by the general student body of BCBGSO during the first meeting of the Spring semester. The voting results of the general student body will constitute as the remaining 50% of the final vote tally. In the unlikely event where there is a tie, the current year’s President will make the final decision as to which candidate will become the elected President. The elected President will be announced as soon as the final vote tally has been made.

(d) During the Spring semester, the next year’s President will participate as a non-voting member of the current year’s BOD to learn the mode of operation of the current year’s BOD. Before the last general student body meeting of the school year, the next year’s President will make appointments for the remainder of the BOD.

(e) The next year’s BOD will be announced during the last general student body meeting and the current year’s BOD term will expire at the end of the meeting.

*Section 3: Term of Service*

All BOD members (as defined in Article VII, Section 4), except for the President, have a 2 year term limit, starting at the final general student body meeting in which the position is announced. The President has a 1 year term limit, without counting the time he/she serves as a non-voting member of the BOD during the period described in Article VII, Section 2(c).

*Section 4: Director Duties*

(a) In general, Directors may act in any duty within the BOD as so decided by the BOD. All operations within the BOD will be conducted on a project-to-project basis where one BOD member will be project lead and at least one other BOD member will be a project member. Both the project lead and project member(s) will be responsible for the project that they are in charge of coordinating.

(b) The President serves as the primary coordinator of the BOD. As a member of the BOD, the President does not hold any executive power to make decisions on behalf of the BOD. All matters dealing with BCBGSO will be decided by the BOD collectively. The President’s duties include, but are not limited to: organize and preside over the BOD meetings, represent BCBGSO on campus, maintain communication with the Advisor, duties described in Article VI, duties described in Article VII, Section 2(c), and duties described in Article VII, Section 5(a).

(c) The Treasurer duties include, but are not limited to: maintain accurate record of BCBGSO transactions, arrange and discover funding opportunities for BCBGSO, cosign BCBGSO checks along with the Advisor, and any other duties described in Article XI.

(d) The Director of Information Technology duties include, but are not limited to: maintain and administer BCBGSO laptops, maintain BCBGSO website, and maintain BCBGSO social media accounts.

(e) The Director of Outreach duties include, but are not limited to: development and deployment of BCBGSO hosted workshops and seminars as well as the recruitment of speakers for such events.

(f) The Director of Social Activities duties include, but are not limited to: organize events for BCBGSO members, assist the President with duties described in Article VI, and publicize the social activities of BCBGSO on campus.

(g) The Director of Research Consulting duties include, but are not limited to: all matters described in Article II, Section 2.

(h) The Director of Administration duties include, but are not limited to: maintain BCBGSO membership directory, assist the President with duties described in Article VI, and assist with any BOD member’s administrative needs.

*Section 5: Removal/Replacement*

(a) Potential reasons for removal/replacement of a BOD member may include, but not limited to: frequent time conflicts, at risk for academic probation, and/or simply want to withdraw for personal reasons.

(b) Proposal for the removal of a BOD member, other than the President, will be presented to the President in private. The President will develop a plan of action with the Advisor, usually starting with a private meeting to resolve any issues with the BOD member before a hearing with the other BOD members. If removal of the BOD member is deemed necessary, the President will make a new appointment to replace the removed BOD member with the consent (2/3 votes) of the remaining BOD.

(c) Proposal for the removal of the President will be presented to the Advisor. The Advisor will hold a private meeting with the President to resolve any issues before a voting by the remaining BOD member. Removal of the President will require a minimum of 2/3 votes from the BOD. If removal of the President should occur, the BOD will elect a new President from the BOD. The new President will make a new appointment to replace the vacated spot on the BOD with the consent (2/3 votes) of the remaining BOD.

**Article VIII: Advisor**

*Section 1: Eligibility*

To be the Advisor for BCBGSO, the ISU faculty member must be an active research faculty in the BCB program.

*Section 2: Appointment*

The Advisor is appointed by the chair of the BCB program; however, the BOD (as defined in Article VII) reserve the right to reject the appointment.

*Section 3: Term of Service*

There is no limit to the term of service for the Advisor.

*Section 4: Advisor Duties*

(a) Maintain communication and participate in BOD meetings regularly

(b) Be aware of and approve financial expenditures with the Treasurer (as defined in Article VII, Section 4(c))

(c) Attend necessary compliance training session as described in Article III

(d) Supervise the President (as defined in Article VII, Section 4(b)), especially for risk management as described in Article VI

(e) Facilitate any BOD removal/replacement activities as described in Article VII, Section 5.

*Section 5: Removal/Replacement*

Whenever deemed necessary by the simple majority of the BOD, a motion to remove the current Advisor will be brought to the chair of the BCB program. The chair of the BCB program will then appoint a new Advisor for the BCBGSO. If for whatever reason the position of the Advisor is vacant, the chair of the BCB program or a person appointed by the chair of BCB program will serve as the Interim Advisor until a suitable permanent replacement is found.

**Article IX: Finances**

*Section 1: Financial Transactions*

(a) The Treasurer (as defined in Article VII, Section 4(c)) shall oversee and be responsible for all financial transactions. The Treasurer will be give an annual financial summary at the final general student body meeting of the Spring semester.

(b) All monies belonging to BCBGSO shall be deposited and disbursed through a bank account established for BCBGSO at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited in the appropriate BCBGSO account within 24 hours after collection. The Treasurer and the Advisor (as defined in Article VIII) must approve and sign each expenditure before payment.

*Section 2: Membership Dues*

No dues will be assessed for being a member of the BCBGSO.

*Section 3: Dissolution of BCBGSO*

In the event that BCBGSO is dissolved, any remaining organization funds will be made available to the BCB program with the stipulation that the funds will be used to benefit BCB graduate students.

**Article X: Ratification and Amendments**

*Section 1: Constitution Ratification*

(a) The Constitution will be updated by the newly inaugurated BOD during the period after the announcement of the new BOD (Article VII, Section 2(d)) and prior to the first general student body meeting of the Fall semester. The Constitution will first require a 2/3 approval by the BOD before being presented to the BCBGSO members at least one week prior to the first general student body meeting of the Fall semester.

(b) At the first general student body meeting of the Fall semester, only a simple majority vote of the present BCBGSO members will be necessary for the ratification of the newly updated Constitution. The Constitution shall be binding to all BCBGSO participants: members (as described in Article V), BOD (as described in Article VII), and Advisor (as described in Article VIII).

*Section 2: Constitution Amendments*

(a) All proposed Amendments to the Constitution must be presented to the BOD no later than one week prior to a general student body meeting. The BOD will consider the proposed Amendments and require a 2/3 approval by the BOD before moving the proposed Amendment to the upcoming general student body meeting.

(b) If a proposed Amendment does not get approved by the BOD, the BOD will contact the submitter of the proposed Amendment and give explanation as to why the Amendment was rejected. If the submitter is still dissatisfied with the rejection after the explanation, the submitter can opt to get on the agenda for the next general student body meeting to present the amendment for voting directly to the BCBGSO members. Approval will require only a simple majority vote of the present BCBGSO members.

(c) If a proposed Amendment does get approved by the BOD, the approved Amendments will be presented to the BCBGSO members at the next general student body meeting and will require only a simple majority vote of the present BCBGSO members for approval.

*Section 3: Submission to Student Activities Center*

Ratified Constitution and any subsequent Amendments will be submitted within 10 days to the Student Activities Center for approval.