## Article I: Name

The name of this organization shall be Bioinformatics and Computational Biology Undergraduate Student Organization (BCBUSO) at Iowa State University (ISU).

## Article II: Purpose

This organization shall facilitate student-student and student-faculty relationships for its members. This organization shall provide opportunities for social interactions between undergraduate students and faculty in the Bioinformatics and Computational Biology(BCBio) program and related programs. This includes, but is not limited to: social gatherings, interdepartmental events, and meetings.

BCBUSO shall provide and promote opportunities for undergraduate students in the BCBio program to engage in research, education, and career-development activities and events. This includes, but is not limited to: organizing seminars and events featuring guest speakers, collaborating with the graduate student organization (BCBGSO), and recruiting for research projects.

## Article III: Statement of Compliance

BCBUSO abides by and supports established ISU policies, state and federal laws, and local ordinances and regulations. This organization agrees to annually complete officer training and advisor training (if required).

## Article IV: Non-Discrimination Statement

ISU and BCBUSO 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 undergraduate students in the BCBio program and related disciplines (such as Computer Science, Genetics, and Biology). Students in the BCBio program will be guaranteed membership. Students in other programs may request membership but will be approved on a case by case basis by the officers.

## Article VI: Risk Management

The President will be responsible for risk management. As the risk management officer, the President will:

(a) help minimize potential risks for club activities,

(b) recommend risk management policies or procedures to BCBUSO,

(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: Terms of Office

The officers (President, Treasurer) of this organization must meet the following requirements:

(a) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

(b) Have a minimum cumulative grade point average (GPA) as stated below 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. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

(d) The President will be a student in the BCBio program.

The term of office will be one full academic year (August to May). There is no term limit for officers. All officers shall comprise the Executive Committee of the organization. The EC shall meet in addition to regular organization meetings.

Voting for next year’s officers shall occur at the first meeting of the spring (second) semester of the current year. The vote will be a simple secret ballot. Every member of the organization shall have exactly one vote per position. The current officers will count the votes. The majority wins.

Officers may be removed from office by ⅔ vote of the other officers and ¾ of the general membership if actions are deemed inappropriate by the membership. Examples of inappropriate actions include but are not limited to; not fulfilling the duties outlined in the constitution and excessive absences in general meetings and/or EC meetings. The officer may meet with the advisor to resolve any issues. The officer is permitted to speak before the EC and the general membership about the charges made concerning her/his performance. The officer will not participate in the deliberation or the vote.

An officer who wishes to withdraw from their position will first meet with the advisor to resolve any issues.

In the event of officer removal or withdrawal, an emergency election will be held. The winner of the simple majority vote will immediately take office.

## Article XIII: Advisor

The advisor of BCBUSO will be an ISU faculty member related to the BCBio program. If no such person is available, the advisor will be an ISU faculty member in a related discipline.

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

The duties of the Advisor are suggested:

(a) Maintain communication with the EC

(b) be aware of and approve financial expenditures with the Treasurer

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

(d) Supervise the President, especially for risk management.

(e) Facilitate the officer removal/withdrawal procedures

The advisor may be removed by unanimous vote of the EC if actions are deemed inappropriate. Inappropriate actions include but are not limited to; not fulfilling duties outlined in the constitution, and being unavailable to advise the EC and students.

## Article IX: Finances

The Treasurer shall oversee and be responsible for all financial transactions. The Treasurer will give an annual financial summary at the final general student body meeting of the spring semester.

All monies belonging to BCBUSO shall be deposited and disbursed through a bank account established for BCBUSO at the Campus Organizations Accounting Office and/or approved institution/office. All funds must be deposited in the appropriate BCBUSO account within 48 hours after collection. The Treasurer and the Advisor must approve and sign each expenditure before payment.

No dues will be assessed for being a member of the BCBUSO

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

## Article X: Ratification and Amendments

The constitution will be updated by the newly elected officers after the election for the next year. The constitution must be updated before the first general student body meeting of the fall semester. The Constitution will require an approval of ⅔ by the EC before being presented to the BCBUSO members. At the first general student body meeting, the members will vote for the ratification of the new constitution. A simply majority vote will be necessary to ratify the new constitution. The Constitution shall be binding to all BCBUSO participants: members, officers, and Advisor.

Amendments to the constitution will be made following this procedure:

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

(b) If a proposed Amendment does not get approved by the EC, the EC 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 BCBUSO members. Approval will require a ¾ majority vote of the present BCBUSO members.

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

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