CONSTIUTUTION OF THE BIOMEDICAL SCIENCES GRADUATE ORGANIZATION

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**ARTICLE I. NAME**

**Section A. Name**

1. The name of this organization shall be the Biomedical Sciences Graduate Organization; hereafter referred to as BMSgo or the BMS graduate organization.

**ARTICLE II. PURPOSE AND GOALS**

**Section A. Purpose**

1. The purpose of BMSgo is to foster the exchange of ideas between graduate students, strengthening the graduate body of BMS department at Iowa State University, provide networking and leadership opportunities for BMS students, and increasing awareness of the biomedical science program within the university and abroad. Because the organization is student run, the focus of the organization will be to benefit the BMS students by providing avenues for academic and professional enrichment.

**Section B. Goals**

1. The goals of BMSgo are:
   1. To increase the awareness of the field of biomedical sciences at Iowa State University and abroad.
   2. To foster the exchange of ideas within the scientific community and between other facets of society (academia, government, and industry) through the area of biomedical research and provide a forum for exchange of scientific information. This includes, but is not limited to social gatherings, interdepartmental workshops, and student body meetings.
   3. To provide outreach and services to its members and the community through interactive platforms.
   4. The BMSgo will provide opportunities for graduate students in the BMS 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.
   5. Establish a mentor-mentee system in an effort to orient and assist new BMS graduate students.
   6. Promote the one-year non-thesis BMS master’s program.
   7. Provide funding for printing the official newsletter of the BMS department, the BMS Herald when needed.

**Section C. Statement of Compliance**

1. BMSgo abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.
2. BMSgo agrees to annually complete President’s Training, Treasurer’s Training and Advisor Training (if required).

**Section D. Non-Discrimination Statement**

1. Iowa State University (and name of organization) do not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information or status as a U.S Veteran

**ARTICLE III. MEMBERSHIP**

**Section A. Requirements**

1. All students pursuing a Masters or Doctoral degree majoring or minoring in biomedical sciences and whose major professor belongs to department of biomedical sciences are automatic members of BMSgo with NO dues.
2. Executive Board Officers of the organization must be full-time graduate students obtaining either a Masters or Doctoral degree or minor in biomedical sciences and must maintain a minimum 3.0 grade point average or above and meet the standards of the University Graduate College requirements
3. Active members are allowed to invite undergraduates or non-students interested in the related field to attend meetings, but will not be allowed to vote on matters being decided upon during the meetings.
4. As a member, one is required to attend organization meetings regularly, pay dues if required, and actively support organization projects.

**Section B. Discipline and Termination**

1. Membership will be revoked by 3/5 vote of officers plus ¾ vote from the general membership if actions are deemed inappropriate by the membership
2. Behavior of the active members of the organization must remain in accordance with the guidelines set by the Graduate Student Handbook.

**Section C. General Statements**

1. Any motion brought forth during organization meetings shall be voted on during the meeting and decided upon by the members present at the meeting.
2. All non-members attending functions for which the organization is providing food or other provisions must pay out of pocket or reimburse the organization.

**ARTICLE IV. OFFICERS**

**Section A. Executive Board Officers**

1. The elected executive committee should consist of at least a President, Vice President, Treasurer, Secretary, One-year Masters representative and Graduate and Professional Student Senator but may also include other positions as the current members agree on.

**Section B. Requirements**

Officers for all positions must

1. Be elected by the second week of the Fall semester.

1. Be a graduate student working towards a Masters or Doctoral Degree or minor in BMS.
2. Have a minimum cumulative grade point average (GPA) of 3.0 and meet that minimum cumulative GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. In order for this provision to be met, at least nine hours must have been taken for the semester under consideration.
3. Be in good standing with the university and enrolled at least half time (four or more credits, unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
4. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).
5. Must attend at least 80% BMSgo executive board meetings.

**Section C. Duties of Officers and Advisor**

1. President
   1. The President is in charge of ensuring the executive committee runs in an efficient manner and should supervise instances for which its efficiency or harmony are lacking.
   2. The President should supervise the use of the organization funds in an appropriate manner.
   3. The President will be responsible for chairing any official meetings held by the organization.
   4. The President should act as liaison between the BMS Graduate students and faculty when required.
   5. President will work with the secretary in assigning a mentor to each incoming BMS Master of Science and Doctoral student and make sure mentor-mentee program works efficiently.
   6. The President will work in conjunction with the Vice President and Secretary in submitting the annual report of the organization to the Student Organization Review Board and BMS students due in March each year.
   7. Must be responsible for holding election for next incoming executives.
2. Vice President
   1. The first duty of the Vice President is to assist the President in the general responsibilities required for the successful management of the organization.
   2. The Vice President will assume the responsibilities of the President upon the occasion of their absence and may temporarily assume the President’s position upon the occasion of the removal of the current President until either a new election year takes place or the vacant position is refilled.
   3. The Vice President may be asked to take minutes in cases for which the Secretary is not a position of the Executive Board.
   4. The Vice President will work in conjunction with the President and Secretary in submitting the annual report of the organization to the Student Organization Review Board and BMS students due in March each year.
   5. The Vice President will be responsible in making sure that all activities done by BMSgo are well operated.
   6. Point (e) includes inviting a guest speaker at least once in a semester. The Vice President can work with BMS department seminar speaker search team. The Treasurer of BMSgo will assist him/her for this particular task.
   7. The Vice President of this organization is designated as the Risk Management officer. The Risk Management officer’s duties include minimizing potential risks for club activities, recommending risk management policies or procedures to officers and members of BMSgo, submitting documentation to ISU’s Risk Management Office for travel and/or the proper handling of food, ensuring that Iowa State University policies are followed at all of the organization’s events and ensuring that necessary waivers and background checks are on file with Risk Management for events (if applicable).
3. Treasurer
   1. The first duty of the Treasury position will be to assist the President and Vice President in the general responsibilities required for the successful management of the organization.
   2. The Treasurer will be responsible for preparing funding requests from the Student Government, administration participating in the BMS department, and/or the organization members.
   3. The Treasurer will be required to sign off on any funds to be utilized by the organization.
   4. The Treasurer is responsible for ensuring all funds belonging to the organization are used for the purposes of the organization and in an appropriate manner as depicted by the membership.
   5. The Treasurer will be responsible for collecting dues, if any.
   6. Also, he/she should work on getting some external funding to support BMSgo activities.
   7. The Treasurer will help the Vice President in inviting a guest speaker for BMS seminars.
4. Secretary
   1. The first duty of the Secretary Position will be to coordinate with the President, Vice President, and Treasurer in the general responsibilities required for the successful management of the organization.
   2. The Secretary will be responsible for preparing and distributing meeting minutes.
   3. The Secretary will be required to attend meetings. In the event of a conflict, the Secretary will notify the Vice President prior to the missed meeting to ensure minutes are recorded.
   4. The Secretary will help the President with mentor-mentee program.
   5. The Secretary will work in conjunction with the President and Vice President in submitting the annual report of the organization to the Student Organization Review Board and BMS students due in March each year.
   6. The Secretary may be asked to assist the President with room requests for meetings.
5. One-year Non-thesis Master Council Member
   1. The council member will represent the one-year non-thesis BMS Masters students in the BMSgo executive board and will be responsible in bringing the issues of non-thesis masters students to BMSgo executive board.
   2. The council member will help secretary with BMS herald for issues related to one-year master program.
   3. The council member will give a brief report to President, Vice-President and Secretary that should be included in BMSGO annual report.
6. Graduate and Professional Student Senator
   1. The first duty of the Graduate and Professional Student Senator will be to attend the Graduate and Professional Student Senate meetings.
   2. The Graduate and Professional Student Senator will be responsible for giving updated reports to the organization.
   3. The Graduate and Professional Student Senator may function as a resource with funding requests and policy changes.
   4. The Graduate and Professional Student Senator should act as a liaison between the BMS Graduate students and Graduate and Professional Student Senate when required.
7. Faulty Advisor(s) must
   1. Maintain communication and meet with officer(s) regularly

Be aware of and approve financial expenditures.

* 1. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center.

**Section D. Election of Officers and Advisor**

1. Election of Officers
   1. Election of officers will require a majority vote from the general membership. If a candidate fails to receive a majority of votes, a run-off election will be held with the top two candidates that received the most votes. Members interested in becoming an officer must meet academic requirements as established by the Student Organization Recognition Policy.
   2. The term of office will be one full year. In the event that a one year non-thesis graduate student is appointed as an Executive Committee member, the Executive board may appoint may appoint someone to take on his/her duties in the interim between graduation and the election for the following year or divide the duties amongst themselves.
   3. All officers shall comprise the Executive Committee of the organization. The Executive Committee shall meet in addition to regular organization meetings. The Executive Committee shall appoint such committees that are needed to carry out organization goals.
   4. The executive committee elections should be held once a year by the second week the Fall semester. If an election does not take place within the established time, the existing executive committee may be retained to the following year upon the agreement of the existing membership body.  The official end of each committee term will end the first Monday after elections.
   5. Members of the elected committee must be nominated by the existing members of the organization, must be full-time BMS graduate students and must not be graduating within the election year in which they are to serve.  If those nominated wwdo not wish to join the executive committee the announcement should be made publicly and a call for re-nominations should take place within one week of the refusal.
   6. Voting during organization meetings should be open unless at least one member feels ballot voting would be more appropriate.
2. Appointment/ Election of Advisor
   1. The advisor must be a Faculty or Staff member of the Iowa State University BMS Program and may be nominated by the faculty or students.
   2. The executive committee will appoint an advisor. Appointment of the advisor will require a majority consensus from the general membership. If a candidate fails to receive a majority of votes, a run-off election will be held with the top two candidates that received the most votes.
   3. Nomination and appointment of the advisor will be held as needed with elections occurring no later than 14 days before the beginning of the Fall semester with the term of office being amendable for multiple years if agreed upon by the advisor(s) and executive committee. A year long term runs August 1st to July 31st.
   4. In the event that the advisor wishes to cease being the organizations advisor a written statement must be submitted to the organization’s president no later than 8 weeks prior to the end of the term explaining their intention and basis. The official end of the term for an advisor will be the second Monday of the Fall semester.

**Section E. Termination of Officers and Advisor:**

1. Officers and advisor(s) may be removed from office by ½ vote of the executive board and ¾ of the general membership if actions are deemed inappropriate by the membership. The officer/advisor is permitted to address the Executive Committee and general membership about the charges made concerning his/her performance. The officer/advisor is not permitted to participate in the deliberation of the Executive Committee regarding the charges.

* Officers may be removed from office by ½ votes of the other officers and ¾ of the general membership, if actions are deemed inappropriate by the membership. Such as:

         mis-using their status to their own personal gain

         not attending to their assigned duties

         using inappropriate language or language that is discriminating

1. Termination of the Graduate and Professional Student Senator will occur after failure to attend three consecutive Graduate and Professional Student Senate meetings.

**Section F. Replacement of Officers and Advisor:**

1. Replacement of any officer after resignation or termination of running term officer will be done by appointing a BMSgo member directly by the president. The president is not required to have consensus with other committee member while appointing new officer.
2. If a candidate is needed to be appointed (replaced) for the post of President, then vice president and advisor together can directly appoint a BMSgo member for the post of president.
3. Replacement of advisor can be done by general agreement within the executive committee.

**Section G. General Statements**

1. Members of the executive committee cannot hold committee position for more than two consecutive terms.

**ARTICLE V. FINANCES**

**Section A. Dues**

1. Dues are not assessed to members at this time, but may be instituted at the discretion of the organization with amounts determined by June 1st for the current fiscal year (September 1st to August 31st).
2. The organization may establish reasonable dues that must be paid by all members. The amount of the dues will be determined at the beginning of the academic year by the Executive Committee and presented to the general membership for a ¾ vote. Dues, when applicable, must be paid by the third week in the semester. The treasurer shall maintain all financial records and shall countersign with the president for all organization transactions.

**Section B. Reimbursements**

1. All purchases must be made via an intramural purchase order or the organization’s P-card. According to Iowa State University regulations, club members will not be reimbursed for purchases made via any other method.

**Section C. Dissolution of the Organization**

1. Upon dissolution of the organization all monies received from Iowa State University funding sources (i.e. GPSS) and other external sources will be given back to such entity.
2. Monies from fundraising will be donated to an appropriate group based on a majority of the active members.

**Section D. General Statements**

1. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 24 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

**ARTICLE VI. AMENDMENTS AND RATIFICATION**

1. This constitution may be amended and subsequently ratified at any time, with the unanimous approval of the President, Vice President, and Treasurer and with a simple majority of the membership, not counting abstainers. Members will be given one week to consider amendments. Ratified amendments to this Constitution must be uploaded to the Student Organization Database within ten (10) days.