

The Constitution of the Biology Club

Article I - Name

The name of this organization shall be The Biology Club at Christopher Newport University.

Article II- Purpose

The purpose of the club shall be (a) to provide resources and opportunities to students interested in biology by (b) fostering a wide range of student interest and participation in activities and to provide mentorship and community service opportunities related to the natural sciences.

Article III- Membership

Section 1. Any student regularly enrolled in Christopher Newport University may become a member of the Biology Club with voting and office-holding privileges. In order to be an active member and have the privilege to vote, members must be in good standing with the organization and the university.

Section 2. In addition to maintaining a good standing with the university and the organization, members are also responsible for contributing ideas and be willing to volunteer with the Biology Club.

Section 3. Dues of 10 dollars must be paid per academic year to be considered a member in good standing with the organization. New members are not exempt and dues must be paid at the time of joining.

Section 4. The Biology Club shall not haze any prospective member for the purpose of admission into or affiliation with the organization. Members of The Biology Club are free to leave or dissociate without fear of retribution or harassment. The Biology Club shall not discriminate based on race, creed, color, sex, age, national origin, disability, and sexual orientation.

Article IV- Executive Officers

Section 1. The executive officers of The Biology Club shall be as follows: President, Vice-President, Secretary, Treasurer, and Public Relations.. The aforementioned officers shall constitute the Executive Board. The standards for qualification for office-holding privileges are as follows: (a) Must be in good standing with the university (b) have a GPA of a 2.50 or above (c) must be in good standing with the organization including an attendance of 75% and above.

Section 2. In addition to the regular Executive Board stated above, there is an exception with the Presidency. There can be two presidents if (a) $\frac{1}{2}$ or more the Executive Board votes in favor and (b) $\frac{1}{2}$ or more of the organizational members vote in favor. The Presidents will be known as Co-Presidents and will have equal power and responsibility.

Article V- Duties and Executive Officers

Section 1. All Executive Board members are responsible for representing The Biology Club at administrative events.

Section 2. The President or Co-Presidents preside over Executive Board meetings and appoint special committees with the approval of the Executive Board. The President is the official liaison of the Biology Club among other student organizations, faculty, staff, and administration. The President finds and proposes activities for the group related to learning advancement, community service among others and coordinates and proposes in-group activities to strengthen bonds between group members; he/she also promotes communication among all members of the Biology Club

Section 3. The Vice-President is to preside in the President's absence and aid the president whenever possible. Performs other such duties as may be required by the by-laws or resolutions of the Executive Board. The Vice-President is responsible for scheduling facilities where the Biology Club will be held. Also accompanies the President in college activities where the club needs to be present.

Section 4. The Secretary is to attend all general correspondence of the organization and distribute monthly calendars electronically and physically at the first meeting of every month. Responsible for sending out reminder emails **48** hours prior to any Executive Board meetings, general body meetings, and any other Biology Club related activities. Responsible for keeping record of membership attendance. He/She will also perform other such duties as may be required of the Executive Board.

Section 5. The Treasurer is to supervise the financial administration of all revenue periodically to the Executive Board and general body on the financial condition of the organization, and perform other such duties as may be required by the by-laws or resolutions of the Executive Board. The Treasurer records and monitors financial transactions and presents a written report on the group's budget periodically to the Executive Board at the end of every month. Coordinates the following year's budget during the spring semester; along with the President, in order to be presented to the organization. The treasurer is required to propose fundraising activities to the group periodically and assist in the coordination of fundraising activities and also oversees grant writing.

Section 6. The Public Relations Officer is in charge of updating Instagram, Twitter, Facebook and any other social media accounts. Advertises for Biology Club and Departmental events by overseeing production of flyers, banners, organizing table tents and media outlets. Responsible for keeping inventory of resources available to the Biology Club. Plans and organizes publicity for activities and special events. Supervise and preside the recruitment of prospective members. He/She will also perform other such duties as may be required of the Executive Board.

Article VI- Meetings

Section 1. The regular meetings of the Biology Club shall be determined by the President and the Officers. Regular meetings will be held on a biweekly basis during college sessions.

Section 2. Robert's Rules of Order, Newly Revised will be the specific guide to parliamentary procedure.

Section 3. A quorum shall consist of the average number of attendees at a regular meeting.

Section 4. Once the quorum is met, 51 percent of the membership shall constitute a majority when voting on a general club issue or voting for election purposes.

Section 5. Special meetings may be called by the President at his/her discretion and Robert's Rules of Order, Newly Revised will be the specified guide to parliamentary procedure. Special meetings or cancellations will be called by the President or Advisor as needed, and all members should have at least **24** hour notice, by any means possible.

Article VII- Elections

Section 1. Election of officers shall take place yearly during the last week of December.

Section 2. Any student is eligible for nomination as an officer of the Executive Board who: (a) has a good standing with the university (b) has a GPA of a 2.50 and above (c) is in good standing with the organization including an attendance of 75% and above.

Section 3. All Officers must be elected by a secret ballot

Section 4. A Vacancy in any office, except the Presidency, shall be filled only by an election held among the members of the Biology Club

Section 5. The Presidency shall only be filled by a prior Executive Board member. If no executive board member is voted, then the vacancy will be filled by a member of the general board but must have (a) 50% of the votes and (b) 100% of Executive Board votes.

Section 6. For regulations on voting refer to Article VI Section 4.

Article VIII- Recall of Officers

Officers of the organization may be dismissed for cause if due process is followed, including a secret ballot vote. The club would be called to a meeting and the case will be explained and discussed. Grounds for dismissal include dereliction of duties and failure to remain in good standing with the university and the organization. A motion for a recall of an officer requires a $\frac{2}{3}$ vote.

Article IX- Amendments

Section 1. Amendments to this Constitution may be proposed to the voting membership by majority vote of the Executive Board or by petition signed by 1/10 of the voting membership. Amendments shall be declared adopted which are presented at two general meetings and receive a majority favorable vote at both meetings by the voting members present.

Section 2. Any revision to the constitution and/or bylaws must be reviewed by the Office of Student Activities.

Article X- By-Laws

By-laws, not inconsistent with the constitution, may be adopted or amended by $\frac{2}{3}$ vote of the regular or special meetings, providing the by-laws are submitted in writing at least one week previously at either a regular or special meeting of the general membership.

Article XI- Role of the Advisor

A CNU faculty or staff member shall serve as advisor. The advisor of the organization shall provide support, counseling, and guidance in all situations. The advisor is expected to offer advice and be supportive of any Biology Club group activity. The advisor will be a mediator among other faculty members and the Club when needed and encourage and be available for the club when it is required. The advisor shall work closely with the organization in coordinating activities to ensure that they are conducted in compliance with the CNU's policies and federal, state and local laws.