

The Constitution of the Biology Club at CNU

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 engage students interested in biology in activities that foster intellectual growth and commitment to the scientific community and (b) to provide mentorship and community service opportunities related to the natural sciences.

Article III – Partnerships

The club may take on partnerships with organizations outside of CNU if beneficial for both parties in that it furthers the mission and goals of each.

Current partnerships include: Bluebird Gap Farm

The purpose of this partnership is to provide members with easy access to service opportunities that foster intellectual and creative thinking in the sciences and beyond. Additionally, this partnership aims at providing biology-related educational opportunities to club members outside of the classroom. The club intends to help Bluebird Gap Farm with any urgent projects and help spread a love of science to the community.

Article IV – 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 responsible for contributing event ideas and being 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. All dues will be collected at the start of the fall semester, except for new members who join later in the year. New members are not exempt from dues; they must be paid in full at the time of joining. Dues will be 25 for members that would like to purchase a Biology Club T-shirt.

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 V – Executive Officers

Section 1. The executive officers of the Biology Club shall be as follows: President, Vice-President, Secretary, Historian, 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.

Section 3. In the case of extreme circumstances in which more leadership is needed, new Executive Board positions may be created with the approval of the current officers, given by $\frac{2}{3}$ vote.

Article VI – 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 efficient 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. He/she also 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 meetings and events are held. Additionally, the Vice-President accompanies the President in activities hosted by the university or departments within the university where the club needs to be present.

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

Section 5. The Historian is to keep an accurate record of the history of the club, which includes keeping a labeled and dated record of club events, listing the names of all club members and leaders each year, and saving copies of the club program plans, news clippings, pictures, and more. Moreover, he/she will complete any other tasks as needed by the Executive Board and the club.

Section 6. 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/typed report on the group's budget to the Executive Board at the end of every month. He/she

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, assist in the coordination of fundraising activities, and oversee grant writing.

Section 7. The Public Relations Officer is in charge of updating Instagram, Twitter, Facebook, and any other social media accounts. He/she advertises for Biology Club and departmental events by overseeing the production of flyers and banners and organizing table tents and media outlets. The PR Officer is responsible for keeping inventory of resources available to the Biology Club. He/she plans and organizes publicity for activities and special events; he/she also presides over the recruitment of prospective members. The Public Relations Officer will also perform other such duties as may be required of the Executive Board.

Article VII – 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% 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 VIII – Elections

Section 1. Election of officers shall take place annually three weeks prior to spring finals.

Section 2. Any student is eligible for nomination as an officer of the Executive Board who: (a) is in 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, unless extreme circumstances exist in which all prior officers have graduated. Under normal circumstances, if no executive board member is voted in, then the vacancy will be filled by a member of the general body but must have (a) at least 51% of the total votes and (b) 100% of Executive Board votes.

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

Article IX – Recall of Officers

Officers of the organization may be dismissed for cause if due process is followed, including a secret ballot vote. The club shall be called to a meeting, and the case 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 X – Amendments

Section 1. Amendments to The Constitution of the Biology Club 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 XI – 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 XII – Role of the Advisor

A CNU faculty or staff member shall serve as advisor, if it is decided by the Executive Board that one is needed to promote the success of the club. The advisor of the organization shall provide support, counseling, and guidance in all situations. The advisor is a mediator among other faculty members and the club. He/she shall work closely with the organization in coordinating activities to ensure that they are conducted in compliance with CNU's policies and federal, state, and local laws.