**Biochemistry & Cellular and Molecular Biology Graduate Student Organization**

**Bylaws**

**I. PURPOSE**

1. Serve as the governing body working toward the best interests of the Biochemistry & Cellular and Molecular Biology (BCMB) graduate students.
2. Facilitate communication between graduate students, faculty, administration, and the community.
3. Provide opportunities for social and intellectual activities.

**II. MEMBERSHIP**

1. Regular membership
Membership is open to all students and faculty/staff members where appropriate, regardless of race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status.

**III. OFFICER ELECTION**

1. Qualifications
Officers are full time students in good standing.
2. Term of Office
Appointments are made annually. Officers will serve for a one-year term, and election will be held at the end of spring. Each member shall take office immediately following election to that position.
3. Positions available:
	1. The chief executive officer of the Student Government Association shall be the President. The President shall have the duty:
		1. Represent the interests, concerns, and needs of the graduate students in the BCMB department.
		2. Ensure effective and efficient operation of the BCMB Graduate Student Organization.
			1. It is expected that the President create an agenda for each meeting so that it can be logged by the Secretary.
		3. Appoint or abolish temporary committees and executive assistants as they deem necessary.
		4. Ensure that the following officer positions are elected by a majority vote of BCMB GSO members present at a predetermined Election Meeting of the BCMB GSO.
			1. Vice President, Treasurer, Secretary, Social Chair, Elections Officer.
			2. These appointments must be approved by a majority of the number present at a BCMB GSO meeting.
		5. Appoint student representatives to the Graduate Student Senate (GSS).
			1. Representatives should include one senator and one proxy member in lieu of the absence of the senator to a GSS meeting.
		6. See that the enactments of the BCMB GSO and GSS are properly communicated with the BCMB administration and student body.
		7. Sit on any university committee to which they are appointed.
		8. Veto those enactments of the BCMB GSO to which they take strong objection.
			1. A written message must explain the reasons for a veto and be provided by the President at the following BCMB GSO meeting.
			2. A vote of two-thirds of the number present at the meeting can override said veto.
		9. Approve the GSO budget and all expenditures in conjunction with the Executive Treasurer.
		10. Perform any additional duties, subject to this Constitution, its Amendments, and the Bylaws of the BCMB GSO.
		11. Train the new President upon leaving the position.
	2. Vice President
		1. Preside over meetings when the President is absent.
		2. Assume the duties of the President if the office becomes vacant.
		3. Communicate and implement the organization’s vision and mission.
		4. Train the new Vice President upon leaving the position.
	3. Treasurer
		1. Manage the budget.
		2. Maintain accurate and up-to-date financial records.
		3. Prepare purchase orders, requisition forms, and supply requests.
		4. Coordinate fundraising drives.
		5. Find funding for events (speakers, socials, recruitment weekend, etc.).
		6. Approve spending of organizational funds.
		7. Train new Treasurer upon leaving the position.
	4. Secretary
		1. Record and archive meeting minutes in a suitable fashion.
		2. Present the minutes to the graduate students’ email server in a timely matter.
		3. Maintain an accurate and up-to-date roster of all graduate students.
		4. Notify all graduate students of upcoming events and meetings.
		5. Reserve all meeting rooms.
		6. Train the new Secretary upon leaving the position.
	5. Social Chair
		1. Responsibilities include organizing events that include but are not limited to:
			1. Picnics/BBQs
			2. Interview Weekend Events
			3. Speakers
		2. Advertise for events and assign helpers in this task.
		3. Be in charge of reservations and be the main contact between vendors and the GSO.
		4. Set-up and organize sub-committees for any social event the GSO plans to throw. Sub-committees include but are not limited to: Food, advertisement, and location scouting
		5. Maintain the GSO Facebook page or other social media as it becomes utilized.
		6. Head the New Student Outreach.
		7. Train the new social chair upon leaving the position.
4. Election
Nominations shall be open the meeting prior to elections. Officers shall be elected by simple majority vote (ballots).
	1. If there are no nominations for the positions, then the position shall be left vacant, besides the position of the President.
	2. If the position of the President remains vacant, then the Vice President will step in to take the position.

**IV. MEETINGS**

1. Frequency.
BCMB GSO shall hold meetings at least once every semester. Additional meetings shall be scheduled as needed. The agenda at these meeting shall be determined by the officers. All meetings shall be open to any member of the UT community.

**V. FINANCIAL STATEMENT**

1. Membership dues
	1. None
2. Funds
	1. Necessary funding will be obtained through the BCMB department, fundraising by the BCMB GSO, and/or funding entities at UTK.
	2. All distribution of funds shall be approved by the Treasurer.

**VI. FACULTY ADVISOR**

1. Advisor will be a full time professor in the Biochemistry & Cellular and Molecular Biology department.
2. Members and officers will nominate the advisor. Advisor shall be chosen upon agreement through a simple majority vote. The nominated advisor has to accept the position.
3. It is the advisor’s responsibility to review the budget and financial statements with the officers.

**VII. AMENDMENTS**

1. These bylaws may be amended in whole or in part, at any time, provided such an amendment has been mentioned in the meeting before voting.
2. Amendments shall be approved by simple majority vote of members and officers at two consecutive meetings.

*Last revised: April 26, 2016*