

## **American Society for Biochemistry and Molecular Biology (ASBMB) at UW-Stout**

### Article I: Name

The name of this organization shall be American Society for Biochemistry and Molecular Biology (ASBMB) at UW-Stout.

### Article II: Purpose

The purpose of this Organization shall be to provide support and encourage opportunities for students to network with professors at University of Wisconsin-Stout, as well as providing opportunities for students to be prepared for biochemistry and molecular biology, both in academics, industry, and government.

### Article III: Affiliations

Section 1: The Stout chapter belongs to the national organization of the The American Society for Biochemistry and Molecular Biology (ASBMB).

### Article IV: Membership

Section 1: Membership is open to all registered students in good standing at the University of Wisconsin-Stout. All student organization members must maintain a minimum of a 2.5 grade-point average (on a 4.0 scale) to be eligible for participation in a Recognized Student Organization. Any student who falls below the required minimum will be set on probation with the option to voluntarily resign. Any student on probation who fails to raise their grade-point average after one semester will be asked to resign from the organization. Grade-point average will be checked and reviewed by the existing President and Advisor each semester.

Section 2: ASBMB@UW-Stout will not discriminate against membership of any individual based upon race, gender, religion, ancestry, age, veteran status, marital status, sexual orientation, income, physical ability or political ideology, unless specified in the governing document of the organization or pursuant to an exception recognized by University, local, state or federal laws / ordinances.

### Article V: Officers

Section 1: Officers of the Organization shall be as follows:

- President
- Vice President
- Treasurer
- Secretary
- Public Relations Officer

## Section 2: Duties of Officers.

### a) The duties of the President shall be to:

- Preside over all Executive Board and regular membership meetings
- Conduct monthly meetings
  - Create agenda
  - Make room reservation
  - Any other necessary task
- Represent ASBMB University of Wisconsin-Stout Chapter to the Stout Student Association and Involvement Center, The American Society for Biochemistry and Molecular Biology meetings (when financially feasible), and wherever a representative of the organization is requested.

### b) The duties of the Vice President shall be to:

- Fulfill presidential duties shall the president be unable to do so\
- Train officer board and members on Orgsync
  - Request training if needed
- Assist the President in administering the business of the ASBMB University of Wisconsin-Stout Chapter.

### c) The duties of the Treasurer shall be to:

- Keep a record of all financial and historical documents. The Treasurer shall submit all financial records to the Financial Affairs Director of SSA when required for audit.
- Sign all financial documents.
- Collects chapter fees and keeps an accurate record.
- Prepares a budget with Executive Board members and presents it to the chapter for approval
  - Submits to SSA

### d) The duties of the Secretary shall be to:

- Take brief minutes of each meeting and take care of any major correspondence concerning the organization as a whole.
- Record meeting times, members present, meeting content, and future meeting ideas for every meeting.
- Keep track if meetings reach quorum requirements and if minimum 2/3 vote is reached during any voting.  
Keeps a list of all chapter members.

### e) The duties of the Public Relations Officer shall be to:

- Advertise our presence on campus through posters and informing staff member of ASBMB@UW-Stout
- In charge of updating Facebook page and OrgSync.

- Responsible for providing ASBMB@UW-Stout with the National Society for Biochemistry and Molecular Biology newsletter at chapter meetings.
- Provides chapter with other relevant reading materials (paper or web documents) to keep members up to date in the world of biochemistry and molecular biology.

Section 3: Election of Officers:

Elections for all positions on the Executive Board will be held at the end of Spring Semester. In order to apply for a position, the member must fill out an application for the position they wish to run for, and will turn it into the current President. Members running for a position will use this meeting to describe what they plan to do for ASBMB@UW-Stout, their answers in the application will be put up for members to view and decide who to vote for. Voting will take place over the next week, and the methods will be determined at the discretion of the officers. The winner is decided by a majority vote. If a member is running unopposed, they may be given that position immediately unless there is a majority vote of no confidence among present members.

Section 4: Officers shall take office the next semester and shall serve for a period of one year.

Article VI: Removal of Officers

President:

Removal of the President must come from at least a two-thirds vote from all members of the organization or with a 50% declaration from the other officers with valid claims of misconduct by the President. An emergency meeting will be held at the discretion of these officers and the advisor to settle the impeachment procedures. Claims of misconduct will be publicly stated for all members to hear at said meeting, at such time the President may attempt to argue their actions. Also during said meeting, the advisor of the organization will act as an impartial third-party mediator. At such time the vote to impeach will be completed with a secret vote by all attending members.

Vice President:

If the Vice President is not indicated in the misconduct of the President then he or she will be promoted to the position of President and may select a new Vice President from the Membership. If the Vice President falls under claims of misconduct, the impeachment laws based on the President in Article VI: Section 4 of the constitution will be enforced.

Demotion of Any Other Officer:

If an officer is held in misconduct, a demotion claim can be raised by either the President, or at least 50% of the other officers. If a demotion claim is raised, then the officer held in question may argue their actions to the remaining officers. During this argument, the advisor of the organization will act as an impartial third-party mediator to help handle any dispute. Afterwards, a vote will be held between officers. At least a two-thirds vote is needed to demote and remove an officer from the Executive Board.

#### Complete Removal of Members:

Any member may announce the misconduct of any other member. This will bring about a review process by the Executive Board of the organization. Both sides are allowed to argue their case before the Executive Board at which time the board will discuss the decision, with the final decision up to the discretion of the President. During these situations, the advisor of the organization will act as an impartial third-party mediator.

### Article VII: Replacement of Officers

Section 1: In the case where the Presidential Office is vacant, the Vice-President will immediately fill the position.

Section 2: All other executive board positions found to be vacant shall be filled by election or appointment immediately.

### Article VIII: Advisor

Section 1: There shall be one principal advisor that must be a member of the University of Wisconsin-Stout faculty full-time. Additional advisors from the faculty will be permitted but not required.

Section 2: Advisors will be selected by the executive board based off of recommendations from the Applied Science program and organization members.

Section 3: The advisors shall act as mentors to all members of the organization, and offer their knowledge and experience to aid their students in the field of biochemistry and molecular biology. Advisors may also propose organizational changes, events and activities, and anything else that they feel could aid in the continued professional growth of the organization's members. This includes acting as a neutral third party amongst any issues the members or officers may have.

## Article IX: Meetings

- Section 1: The regular meetings of the voting membership shall be held at least twice a month.
- Section 2: Special meetings of the organization may be called by the President, or by the Executive Board, or upon the written request any members of the organization.
- Section 3: A quorum shall consist of 50% of the regular members.
- Section 4: A quorum shall be present in order for any official business to be conducted. Official business shall include elections of officers, setting of dues and any other major decisions affecting the Organization.

## Article X: Amendments

- Section 1: All amendments to this constitution require one-week notice to being discussed and voted upon.
- Section 2: All amendments require a 2/3 vote of a quorum for adoption.

## Article XI: Committees

- Section 1: The organization shall develop committees as needed to handle necessary business and tasks.
- Section 2: Committees shall be organized by the officers, and shall be composed of volunteers from the membership constituency.

## Article XII: Finance

- Section 1: Dues: \$10 shall be collected by all members of the organization. The amount of dues will be determined annually by an executive board vote.
- Section 2: The Treasurer is responsible for all organizational monies the organization must comply with all university and SSA policies.
- Section 3: The organization shall set up an agency account through the university. Note who will have access to the agency or bank account and always include the advisor as an authorized user.
- Section 4: SSA Budget: All student organizations awarded a budget through the SSA must comply with all policies and procedures set forth by the Financial Affairs Committee of the SSA.