

Cell & Molecular Biology Student Association Bylaws

ARTICLE I –Name

Section 1: Title

The Cell and Molecular Biology Student Association is a student organization under the Cell and Molecular Biology Graduate Program at Colorado State University.

ARTICLE II –Purpose

The Cell and Molecular Biology Student Association is an organization that brings together our students for personal growth, graduate education, and navigating a life in academia. It allows for graduate students to develop unique personal and professional qualities, which helps to further translate into overcoming challenges and achieving goals. Each member affiliated with the organization will take pride in leadership and represent CSU and the Cell and Molecular Biology Program with professionalism and enthusiasm.

ARTICLE III –Membership

Active membership is open to all CMB students and grants the right to vote and hold office in The Cell and Molecular Biology Student Association.

Section 2: Associate Members/Alumni Members

Associate membership is open to faculty. Associate members may not vote or hold office. Alumni membership is open but alumni members may not hold office or vote.

Section 3: Membership Rules of Order

Members should be respectful of one another in meetings and outside of meetings.

Members will be professional and dress in industry attire during professional events.

Members will be open minded and respectful of various ideas and opinions.

Members should act professional and be a good representative of the Cell and Molecular Biology Program at all events.

As a recognized student organization at Colorado State University, our organization shall not deny membership to any student on the basis of race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy.

ARTICLE IV –Elected Officers

Section 1: Officers

This executive board will consist of only active CMB student members.

President, Vice President, Secretary/Administrator, Treasurer, Social Media Chair, and the Diversity Committee.

Section 2: Duties of Officers

President –Duties include writing the agenda, running meetings, spearheading event planning and delegation responsibilities, contacting industry professionals for special events. The President also serves as the main point of contact between CMB, CMBSA, faculty, and staff at CSU.

Vice President –Duties include standing in for the President if absence occurs, assisting the President, keeping meetings running with efficiency, and overseeing committees.

Secretary/Administrator –Taking minutes during meetings, sending out minutes within two days of last meeting, keeping a running event calendar for members, collection and recording of any forms or dues, enforcing policy manual requirements.

Treasurer - The Treasurer oversees all financial inquiries and maintains the CMBSA financial accounts. The Treasurer may also be responsible for spearheading our fundraising events for CMBSA activities.

DEI & Outreach Committee - The CMBSA DEI & Outreach Committee (DEIO) ensures that students from diverse backgrounds (minorities, international students, women, LGTBQ, etc.) feel welcome at CSU and within CMB. This is achieved by organizing events that attract and retain diversity within CMB. CMBSA-DEIO provides opportunities to students with different backgrounds to display their identity in both professional and non-professional environments. The DEIO is committed to providing a free and safe space for minority representatives to express their problems, concerns, and requests for CMB and acting as the liaison as issues arise.

Social Media Chair - The Social Media Chair is a new position that will support the CMBSA with increased social media presence and help maintain the CMB website.

Section 3: Election of Officers

Elections will take place every two years at the beginning of fall semester, or as officers step down from their role. In the event that an officer graduated in the middle of their term, the current executive board can appoint an interim. Officer positions are only open to students who will be returning for the full academic year. Elections for officers will be decided by a majority vote from all active CMB students and faculty through a secret ballot. Two people may be allowed to hold one position (i.e., co-vice president). The diversity committee positions may have multiple members if interest is large, in the case that the diversity committee becomes larger than 2 people, the committee may act as a separate committee under CMBSA (i.e., hold events that are diversity committee sponsored, may request a faculty advisor of their own, may request funds of their own). Graduating students and officers are allowed to vote. Officers will serve the position for the whole of the academic year. Officers must be in good academic standing to be voted in and must hold status while serving. The election process will include each nominee submitting a short statement outlining their interest in the position and what they plan to accomplish with their role.

Section 4: Removal of Officers

Officers may be removed if duties are not being performed or for disciplinary actions. All removal procedures should follow due process, including adequate written notice of 7 days minimum, the right to speak on one's behalf, and right to an appeal. The process will take place at a special hearing open for all officers to attend.

ARTICLE V –MEETINGS

Section 1: Business Meetings

Meetings will be held monthly on the third Tuesday of each month at 1:00 pm in MRB 463. Time and day is subject to change from semester to semester depending on the schedules of the members. Members will vote for meeting times. The time and date that works for 2/3's of members will be the one chosen for regular scheduled meetings.

Section 2: Executive Board Meetings

Executive meetings will take place as needed. They will include at a minimum the President and advisor but recommended to include all executive members and the advisor. The meetings will take place in the advisor's office.

ARTICLE VI –Advisor

Section 1: Qualifications

The advisor must be a recognized CSU employee as a faculty or staff member. The advisor does have the right to vote.

Sections 2: Duties

The advisor duties include being present at scheduled meetings, advising members with issues/topics brought up in business meetings, aiding with communication between students and faculty, and advising with financial responsibilities.

ARTICLE VII –Amendments

Amendments may be proposed at regular business meetings. They may be proposed, discussed, and then voted upon by a 2/3's majority. This constitution may be amended at any regular business meeting of the organization by two-thirds vote of active membership, provided that the amendment has been submitted to the membership in writing at least one week prior to the business meeting.

ARTICLE VIII –Financial Structure

Record keeping will be done by the Treasurer and overseen by the designated advisor. Additionally, appropriate compliance will be overseen by the advisor.

Current 2022-2023 Executive Member Bylaw Acknowledgment:

Please type your name in below to acknowledge the above CMBSA bylaws

President – Valerie Seitz

Co-VP – Casey-Tyler Berezin, Joseph Stewart

Secretary – Victoria Nieciecki

Treasurer – Naly Torres

Diversity Committee – Thomas Lee, Xutong Shi, Tymofiy Lutsiv, Kayl Ecton, Carlos Juarez, Connor King

Social Media Chair – Logan Dean