

**BIOLOGY CLUB CONSITUTION**  
Eastern Connecticut State University

02/10/06

Mission Statement: To inform and educate students about different aspects of biology and to foster a sense of community among students of Biology and related areas.

#### ARTICLE I- NAME:

The name of this organization shall be Biology Club

#### ARTICLE II- MEMBERSHIP:

This organization shall be open to all students of Eastern Connecticut State University who agree in principle with the objectives of this organization. Active voting members must attend at least two consecutive meetings in order to vote. This does not apply in cases of special elections occurring before two meetings have been held.

#### ARTICLE III- OFFICERS:

SECTION I: The offices of the Biology Club shall consist of a President, Vice-President, Secretary, Treasurer and Public Relations. Elections shall be held during the second week of May, and also December if the officers are not returning for the spring semester (see Article VI). Notices of elections shall be given one week in advance. In order to be elected to any of the above offices a candidate must secure a majority of the votes cast. If the candidate fails to secure a majority of the votes cast, a second ballot must be taken.

SECTION II- OFFICE OF PRESIDENT: The duties of the President shall be to coordinate and unify the work of the Planning Committee, prepare an agenda, call and preside at general executive meetings, sign all papers relating to Biology Club, and appoint other committee chairmen.

SECTION III- OFFICE OF VICE-PRESIDENT: The duties of the Vice-President shall be to assume all duties of the President (Section II) at all meetings which the President cannot attend. Upon vacancy of the Presidency which has been caused by either voluntary or forced resignation of the President, the Vice-

President shall assume the presidency at which time he/she will call for new elections for a Vice-President

SECTION IV- OFFICE OF THE TREASURER: The duties of the Treasurer shall be to disburse funds as directed by the majority vote or in payment of bills approved by the club or Planning Committee, request financial aid from the Student Senate, and to keep an accurate record of all transactions. These receipts and records must be made available for inspection upon request by any club member.

SECTION V- OFFICE OF THE SECRETARY: The duties of the Secretary will be to preside at all meetings at which the President and Vice-President are absent, give notice of planning committee meetings and to keep minutes of these meetings, maintaining up to date membership record, carry out all correspondence so directed by the President, and maintain a file of all letters for inspection upon request. Other duties will be to call emergency meetings of the club at the request of any club officer or member who submits a written request which states the purpose of the meeting.

SECTION VI- OFFICE OF PUBLIC RELATIONS: The duties of the Public Relations Officer will be to provide notice of club events to the entire student body, and provide coverage for the club in the school newspaper, by posters, and the local media. Other duties shall be to attend all meetings of the Student Senate and its sub-divisions which deal with Biology Club matters and to act as a lobbyist at these meetings.

SECTION VII- FACULTY ADVISORS: Faculty advisors will be elected by a 2/3 majority of votes of active members present at the general meeting.

## ARTICLE IV- COMMITTEES:

SECTION I: There shall be a Planning Committee consisting of all officers, committee chairperson, and faculty advisor.

SECTION II: There shall also be other committees formed for other specific purposes and each committee chairman shall recruit workers, organize and supervise their work according to the purpose of the committee.

## ARTICLE V- MEETINGS:

SECTION I: Meetings shall be called for no less than once a month at which time appropriations of funds shall be made by 2/3 majority of votes of active voting members present at a general meeting.

SECTION II: Meetings shall be open to all members of the student body.

SECTION III: Meetings may also be called whenever the President deems them necessary.

SECTION IV: Meetings may also be called by the Secretary (ARTICLE III, SECTION V)

SECTION V: Notices of meetings shall be posted at least 48 hours in advance.

## ARTICLE VI- AMENDMENTS:

This constitution can be amended by a 2/3 majority vote of active voting members at a general meeting.

ARTICLE-VII- Parliamentary Authority

Robert's Rule of Order, Newly Revised shall act as the Parliamentary authority for all meeting's of the club.

ARTICLE VIII- Ratification

This constitution must be ratified by a 2/3 majority vote at a regular meeting and approved by the Student Government Association Budget and Management committee.