

THE CONSTITUTION OF THE CELL, MOLECULAR, AND DEVELOPMENTAL
BIOLOGY GRADUATE STUDENT ASSOCIATION [CMDB GSA]

UNIVERSITY OF CALIFORNIA, RIVERSIDE

November 3, 2006

PREAMBLE

We, the members of The Cell, Molecular, and Developmental Biology Graduate Student Association at UCR, established to provide a graduate student association representing the program in Cell, Molecular, and Developmental Biology, do ordain and establish this constitution and subscribe to the regulations and policies of the University.

ARTICLE I

NAME OF ORGANIZATION

The name of this organization shall be The Cell, Molecular, and Developmental Biology Graduate Student Association at UCR, hereinafter referred to as the "CMDB GSA".

ARTICLE II

PURPOSE OF ORGANIZATION

The purpose(s) of this organization shall be:

- 1.) To create an association that will allow students of the UCR graduate program in Cell, Molecular, and Developmental Biology to participate in the administrative affairs of the program;
- 2.) To foster an open atmosphere conducive towards the advancement of the student's higher education;
- 3.) To provide a forum where members of the organization may voice their opinions and express their views; and
- 4.) To hold events that will promote program identity and unity.

ARTICLE III

MEMBERSHIP PRACTICE

Active membership of this student organization shall be chosen without discrimination on the basis of race, religion, sex, sexual orientation, color, disability, national origin, age, or marital status, and will be composed entirely of UCR Graduate Students from the CMDB Graduate Program.

A. Eligibility for membership

All graduate students currently enrolled in the Cell, Molecular, and Developmental Biology graduate program at UCR shall be eligible for membership.

B. Criteria or qualification for membership

Students must be pursuing an advanced degree in Cell, Molecular, and Developmental Biology at UCR

C. Categories of membership

Categories of membership shall include: Member of the Governing Body, Committee chairperson, and Active member

D. Withdrawal or removal of members

Members may withdraw from the CMDB GSA at any time, and by doing so, forfeit their vote for deciding CMDB GSA policies. Grounds for removal from the CMDB GSA includes, but is not limited to, withdrawal from the CMDB Graduate Program.

The process for removing members from the CMDB GSA will be as follows:

- 1.) Charges or complaint brought against an individual shall be filed
- 2.) Evidence to support complaint shall be presented
- 3.) Individual given an opportunity to argue a defense and offer counter evidence
- 4.) Vote is taken by the CMDB GSA members, where 2/3 vote is required
- 5.) Appeal process for the decision made by vote.

This same process shall be replicated under impeachment of officers

ARTICLE IV OFFICERS

A. List of officers

The governing committee of CMDB consists of five student members in good academic standing, one representative from first year, one from second, and three PhD students from years three and higher who have advanced to candidacy.

B. General duties and responsibilities of officers.

- 1.) Assist with CMDB Annual Conferences
- 2.) Help recruitment activities for prospective graduate students
- 3.) Assist with maintenance of portions of the CMDB website, including the maintenance of student web pages and current student photographs

- 4.) Participate actively in the University's Graduate Student Association (GSA) and on associated campus committees.
- 5.) Maintain liaison with the faculty assisting graduate students with any complaints of a department policy nature that would affect the majority of the graduate students
- 6.) Assist Seminar Committee in finding suitable seminar speakers
- 7.) Assist the Program Director and faculty with regard to holding annual "discussion & evaluation" sessions

C. Qualifications for becoming an officer

UCR students who are currently enrolled and are in good academic standing are eligible for office. Students from first year, second year, and PhD students from years three and up who have advanced to candidacy are eligible.

D. Terms of office

Officers are elected for each academic year. Elections are held in summer and the officers assume their positions during Septemberfest which is organized to celebrate the beginning of the academic year.

E. Procedure for filling vacated offices

A special election will be held. Self-nominations will be made and the election process will be followed as in Article V. D.

F. Procedure for removal of officers

Any officer can initiate the removal of an officer by introducing a motion at a monthly meeting. The remaining members of the governing committee will investigate and present a report to student body. The student body will then vote to determine whether the removal of the officer is warranted.

G. Appeal policy

As in Article III. D., the decision will be made by a vote taken during the regular meeting of the CMDB GSA.

ARTICLE V ELECTIONS

A. Times and period when elections occur

Elections are held every summer. A special election is held when a member resigns before completing the term or removed from the position prematurely.

B. Nominations

Self-nominations are made and the process is monitored by the Biological Student Affairs Officer of the CMDB graduate program.

C. Notification and posting of elections

Once the nominations are made, the list of nominees are sent to all students via email. To select the first year and second year representatives, the list will be sent to first year students and second year students, respectively. To select the three representatives from third year and up the list will be sent to students in third year and up.

D. Election procedures

After the lists of candidates are sent to their respective student populations, each student will submit his or her vote to the Biological student affairs officer, who will tally the votes and determine the highest vote-getters in each group, who will then become CMDB GSA officers. The results will be announced via email and the officers assume their positions during Septemberfest. These officers then comprise the CMDB GSA governing body.

**ARTICLE VI
COMMITTEES**

A. The CMDB GSA Governing Body shall be responsible for appointing, on a yearly basis, CMDB students to the following committees: Student Admissions Committee, CMDB 257 Seminar Committee, Student Entertainment Committee, Executive Committee, Spring Research Symposium Committee, Recruitment Friday Committee, Student Mentoring Committee, and CMDB Luncheon Committee. A student committee chairman should be chosen for the Student Mentoring and Student Entertainment committees by the CMDB GSA Governing Body; other committees also contain and are chaired by faculty members, who are not selected by the student population. These committees shall meet as often as deemed necessary and called for by the committee chair.

- 1.) The student member of the Student Admissions Committee shall be responsible for participating in the admissions process for applicants to the CMDB program.
- 2.) The CMDB 257 Seminar Committee shall be responsible for helping to choose guest speakers for the CMDB 257 seminar series, and for assisting the host for each guest speaker on the day of his or her seminar.
- 3.) The Student Entertainment Committee shall be responsible for planning social events for the CMDB program, as well as the set up and coordination of said events.
- 4.) The student member of the Executive Committee shall serve as a liaison between the Executive Committee of the CMDB program and CMDB GSA as well as to serve as a student voice in meetings of the Executive Committee.
- 5.) The Spring Research Symposium Committee shall be responsible helping plan the Spring Research Symposium including scheduling and choice of guest speaker.
- 6.) The Recruitment Committee shall be responsible for helping to plan and carry out the recruitment day events for visiting applicants.

- 7.) Members of the Student Mentoring Committee shall be responsible for assisting and advising individual incoming first year CMDB students.
- 8.) The CMDB Luncheon Committee shall be responsible for helping to plan CMDB luncheons during such quarters that they are held.

B. Special committees can be formed at which point one is deemed necessary by a vote from the CMDB GSA or the CMDB GSA Governing Body. The purpose and length of the committee shall be determined at which point it is created.

ARTICLES VII MEETINGS

A. Meetings of the CMDB GSA Governing Body

The CMDB GSA Governing Body shall meet once a month at a previously agreed date and time such that all members are able to attend. Meetings of the CMDB GSA Governing Body and the CMDB GSA Advisor shall occur as deemed necessary. Meetings of the entire CMDB GSA shall be called when deemed necessary by the Governing Body or the CMDB Director. Otherwise meetings shall be held at least once per academic quarter.

B. Quorum

For the CMDB GSA, a quorum consists of the next whole number above one half of the total active membership. If a quorum is not present when a vote is necessary, then voting will be delayed until such time as a quorum is present.

C. Meetings shall be conducted according to general consensus.

D. Minutes

Minutes shall be recorded by an appointed person of the Governing Body and include the topics discussed and decisions made during the meetings. The minutes will be emailed to all members of the governing body following the meeting and shall be approved at the next meeting. The chair of the governing committee is responsible for keeping copies of the minutes. At such time that the chair changes the old chair shall pass the copies on to the new chair.

E. Meeting minutes and records

Meeting minutes shall be taken by a member of the governing body designated by the chairman. These minutes shall be reviewed and approved at the next meeting.

ARTICLE VIII FINANCIAL RECORDS

The University shall have the right to audit the financial records of the CMDB Graduate Student Organization. No dues will be taken from members of this organization; however, the CMDB GSA reserves the right to obtain funding from the campus Graduate Student Association (GSA) and/or the CMDB graduate program, and must comply with all funding policies and procedures issued by the funding authority.

A. Dues/membership fees

No dues or membership fees will be required from the members of the CMDB GSA. However, the CMDB GSA reserves the right to designate fees for specific social events held periodically by the CMDB GSA.

B. Budget expenditures

Funding for specific social and/or academic events sponsored by the CMDB GSA, such as parties and academic meetings, will be provided by fees collected for specific events, or from specific funding requests to the Graduate Student Association and/or the CMDB graduate program. The expenditure of any funds designated for CMDB GSA use must be discussed and approved by the graduate student members of the CMDB GSA; a simple majority of CMDB GSA graduate students present during the discussion must vote in favor of the expenditure for approval. In the event of a tie, the chair of the CMDB GSA governing committee will cast the deciding vote. Reimbursements for an approved CMDB GSA expenditure will be authorized by the elected student governing committee, by a simple majority vote of those present at the committee meeting. At least three of the five students on this committee must be present; in the event of a tie, the committee chair will cast the deciding vote. Any funds remaining upon dissolution of the organization will revert to the original funding source(s).

ARTICLE IX ADVISORS

The role of the faculty advisor is to provide guidance and advice on the operations of the CMDB GSA, and serve as a mentor to this group, although the majority of the decision making and goal setting for the organization will remain in the hands of the student membership. The advisor must be informed about and consulted with regard to the on-going business of the CMDB GSA, and will intervene in such business only in conjunction with the student leadership.

A. Selection of advisors

According to the By-Laws of the CMDB Graduate Program, the Director of the CMDB Program has a responsibility to serve as both a guide to the CMDB graduate students and also as a link between the faculty/administration and the students of this program. In keeping with this responsibility, the current Director of the CMDB graduate program will be appointed as the faculty advisor to the CMDB GSA, unless this faculty member is unwilling or unable to serve in this role, or unless the majority of the CMDB GSA student members votes to select an alternative advisor. In such cases, the CMDB GSA will nominate and consider alternative faculty members from the CMDB graduate

program as candidates for this position; the pool of advisor candidates should consist of faculty members that are generally known to the membership of the CMDB GSA, and the alternative faculty advisor will be approved by a majority of the CMDB GSA members.

B. Qualifications

An potential advisor will be considered qualified for the position of CMDB faculty advisor if this person: is a faculty member of the CMDB graduate program, is generally known to the students of the CMDB GSA, and is involved with the regular workings of the CMDB graduate program.

C. Terms of office

The CMDB GSA faculty advisor will serve a term of one year, after which the CMDB GSA student members will evaluate the performance of the advisor and determine whether to re-appoint this advisor for an additional year. If the faculty advisor is the CMDB graduate program director, this advisor will only serve as advisor during their tenure as director. No other term limits will apply.

D. Roles and duties of an advisor

The advisor will provide guidance and advice on the operations of the CMDB GSA, and serve as a mentor to this group. The advisor must be informed about and consulted with regard to the on-going business of the CMDB GSA; as such, the advisor will meet with the CMDB GSA leadership on a regular basis, to be determined by the CMDB GSA leadership but not less than once per academic quarter. The advisor will make suggestions and recommendations; however, the student members of the CMDB GSA will make decisions and set goals for this organization. The advisor will intervene should problems arise within the organization, but only in conjunction with the student leadership.

ARTICLE X AMENDMENTS

A. Proposing amendments

All amendments to this constitution shall be in agreement with University regulations and policies and are not approved until reviewed and signed by a Student Life official. Any student member of the CMDB GSA may propose an amendment verbally during a meeting of the CMDB GSA, or may submit a proposed amendment in writing to the CMDB GSA governing committee at any time. Regardless of the manner in which the amendment is proposed, the amendment will be voted upon in the next CMDB GSA meeting, depending upon the urgency of the amendment.

B. Provisions

Any student member of the CMDB GSA may propose an amendment at any time; this may be delivered verbally during a formal CMDB GSA meeting, or delivered in written form to an officer. Amendments to the constitution shall be approved by a 2/3 vote of the student members present at the CMDB GSA meeting; at least 50% of the total membership must be present at the vote. If the approval or disapproval of an amendment is urgent, it may be voted upon the same day as presentation, but must be approved by a unanimous vote of those present, which shall consist of at least 50% of the total student membership. All amendments shall be in agreement with University regulations and policies and are not approved until reviewed and signed by a Student Life official. A signed copy of the amendments shall be filed at the Student Life office within one week of adoption.

Signed _____ **Dated Filed at Student Life** _____

Title _____ **Student Life Approval** _____

Date voted on by org _____