

The Constitution of the College of Biological Sciences Student Board

Ratified on 9/20/17

Article I General Items

Section 1: The official name of this organization shall be the College of Biological Sciences Student Board.

Section 2: This Board shall operate as a nonprofit organization in accordance with any and all University of Minnesota policies, as well as federal, state and local regulations.

Article II Board Objectives

Section 1: To build an atmosphere of camaraderie within the CBS community.

Section 2: To provide support to all CBS students so that the concerns of the student body are voiced and recognized.

Section 3: To serve as a liaison between the CBS student body and the CBS administration, faculty, staff, and the University as a whole.

Section 4: To advocate for the CBS student body and increase college engagement through working to improve the undergraduate experience.

Section 5: To assist CBS-affiliated student organizations, which includes Campus Life Programs associated with a CBS department, clubs associated with a CBS major, and other student organization initiatives of interest to CBS students, in promoting directives and financial distributions as outlined in Article VII, Section 5; and to facilitate collaboration between these student groups.

Article III Membership

Section 1: Any current University of Minnesota-Twin Cities undergraduate registered for six or more credits who will be a CBS undergraduate at the time of membership may apply for membership without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.

Section 2: Commitments of membership include, but are not limited to, attending mandatory events, following outlined meeting attendance requirements as detailed in Article IV section 1, and adhering to University of Minnesota Student Conduct Code as outlined by the Board of Regents.

Section 3: Should any board member fail to meet agreed-upon commitments, their membership will be reconsidered. They will elect to be voted upon by the board, where they may be expelled by a two-thirds vote at a meeting announced one week in advance, or have the decision be made by the Executive Committee and the Advisor. Before the vote, the member will be allowed to speak their case, but they must leave for the actual voting portion.

- i. Expulsion is defined as losing membership as a representative on the board.

Section 4: A formal written complaint must be submitted to the President, or if the President is involved, the Vice President, for all proposed impeachments. The President, or Vice President should it come to him/her, shall first attempt to mediate the matter. If mediation fails, or if two weeks have passed since the complaint was submitted, the Board shall vote on the removal as outlined in Section 2 of this article. A copy of the complaint will be brought to all members prior to any meeting at which a vote is to be taken on the matter.

- i. Impeachment is defined as the loss of title and board position.
- ii. Grounds for impeachment are those outlined in Article III section 2 and Article VI.

Section 5: A member against whom a complaint has been submitted shall have the following rights:

- i. To see the written complaint prior to the meeting of the Board at which the complaint will be addressed.
- ii. To respond to the complaint, both orally and in writing.
- iii. To be represented at any hearing or meeting where decisions regarding removal will be made.

Article IV Meetings

Section 1: Full board meetings shall be held once a week, barring any other circumstances that would prevent it. The Executive Officers and any other relevant committees shall meet as necessary. Members are required to attend all board meetings held during the year. Members are allowed two absences per academic semester aside from the University outlined Legitimate Absences. The Secretary is responsible for presenting the previous meeting's minutes to the Board for approval by a two-thirds (2/3) vote of the Board.

- i. Non-legitimate absences include work conflicts, homework or study groups, vacation, undocumented sickness, and other similar situations.

Section 2: The weekly meetings shall be open to the general CBS student body until committee time. From committee time until the end of the meeting, it shall be closed to the general student body.

Section 3: Members are encouraged to bring forth new ideas and feedback at each meeting, and are expected to follow through on commitments. All members of the Student Board are able to

propose Special Initiatives that they would like to see and work on throughout their term under the supervision of the President and Vice President.

Section 4: Quorum shall constitute two-thirds (2/3) of the total number of board members, including the Executive Officers.

Section 5: All decisions that would change the membership of the Board or financial matters must be made by a simple majority vote with quorum present.

Section 6: The Student Board may establish bylaws, which are subordinate to this constitution in the form of deadlines and criteria for any board business. The bylaws must be adopted by a two-thirds (2/3) affirmative majority vote one week after being presented at a regular meeting.

Section 7: The bylaws of the Student Board may be suspended by a two-thirds (2/3) affirmative majority vote of the membership.

Section 8: Bylaws shall have no *ex post facto* effects.

Article V Selection Process

Section 1: Board selection will take place in two rounds. The selection of the President and Vice President will occur first, followed by the selection of the remaining board.

Section 2: Selection Committee:

1. The selection committee for the roles of President and Vice President shall be comprised of the current President, Vice President, and one current board member not seeking a board position for the upcoming year. The board member shall be selected by $\frac{2}{3}$ majority vote prior to elections in the spring.

2. In the event that the President or Vice President is seeking an executive position, the selection committee shall be made up of the current President or Vice President who is not seeking an executive position and two members not seeking board positions for the next year.

Section 3: The newly appointed President and Vice President will elect the remaining Executive Officers, as outlined in Article VI, in addition to selecting the incoming general board members.

Section 4: In case of a vacancy of executive position, the Executive Committee shall select a new officer within two weeks of the occurrence of the vacancy.

Section 5: All board members shall be selected to hold office for the remainder of the academic year in which they are selected. .

Section 6: The installation of new board members and Executive Officers shall occur at the first meeting of the semester following their selection.

Section 7: The Board shall reserve the right to make new additions to membership at the half-term point, as seen fit. Any additions to the current Board shall be determined by the current President and Vice President.

Article VI Leadership and Committees

Section 1: The Executive Committee of the Student Board will consist of the following positions; their duties are listed immediately thereafter:

1. President:

1.1.1. The President is the Chair of the Board, whose duties include strategic positioning and conducting meetings for the effective functioning of the Board, as well as representing the Board at all official functions of the College of Biological Sciences. In addition, the President will be responsible for setting the agenda of the Board meeting and any Executive Officer, Committee Chair, and Positional Chair meetings.

1.1.2. The President works in conjunction with the Vice President to ensure committees complete assigned duties on schedule and to their and the Board's standards.

1.2. The President shall only be able to serve in the role of President for one elected term. If the current President came into the position through a vacancy and has only occupied the position for one semester or less, the President shall be able to run for an additional full term, or two semesters.

2. Vice President:

2.1. The Vice President is in charge of working in conjunction with committees, and ensuring that the committee is completing assigned duties on schedule and to their and the Board's standards.

2.2. The Vice President is responsible for all presidential duties in the absence of the President, and shall serve in their place when they are absent or no longer able to fulfill requirements of their position.

Section 2: In addition to the Executive Committee, the Executive Officers of the Student Board will also consist of the following positions; their duties are listed immediately thereafter:

1. Treasurer:

1.1. The Treasurer is in charge of all financial matters. They are responsible for setting the budget for any event, and in the case that a budget is not submitted, the Treasurer is to assign a fixed figure budget.

1.2. The Treasurer is also responsible for keeping and updating all financial records, and collecting and screening all submissions to the Board asking for funding. The Treasurer creates and updates the proposed budget for College of Biological Sciences funding.

2. Secretary:

2.1. The Secretary is responsible for taking minutes and board attendance at every meeting.

2.2. The Secretary will also keep a record book of evaluations, computer files, and paper copies of all materials relating to events and the Student Board in general.

3. At least one or more board members in addition to the Treasurer and Secretary shall be appointed as an official Executive Officer of the Student Board based upon accompanying positional responsibilities and/or duties related to the requirements deemed necessary for the position.

4. The Executive Officers make up the leadership for official business of the Student Board. Examples of official business include signing the constitution and being listed as an officer on the Student Union and Activities Website.

Section 3: Committee Affairs: Committee leadership and organization will be conducted by the following:

1. The President and Vice President shall appoint ad hoc committees that serve for the duration of their designated purpose. They will also be responsible for choosing the Committee Chair(s), who shall serve for the duration of the committee.

2. Committee Chairs must report to the President and Vice President, who may remove Committee Chairs if they fail to meet agreed-upon standards, refer to Section III for impeachment procedures.

Section 4: The College of Biological Sciences Student Board shall appoint a Minnesota Student Association representative as well as representatives for additional boards who report to the Board about all activities relevant to the College of Biological Sciences student body within two weeks after each regular forum meeting. These representatives are selected by the Executive Committee.

Section 5: The Advisor of the Board shall be appointed by the CBS administration.

Section 6: All remaining members are known as General Board Members and have voting rights. They constitute the membership of all the committees.

Section 7: The President and Vice-President may form and dissolve ad hoc committees as they see fit, given the goals of the Board.

Section 8: The President and Vice President may appoint additional Positional Chairs for Student Board initiatives as they see fit. These positions may or may not also be Executive Officers.

Article VII Financial Matters

Section 1: The Board shall not provide monetary gain, incidentally or otherwise to its membership. This does not restrict the payment of wages, salaries, or incentives by the Student Board for services rendered outside the defined duties of membership, pending approval by two-thirds (2/3) board membership.

Section 2: The President and Vice-President shall review the budget that will be proposed to the College of Biological Sciences for funding that is recommended by the Treasurer. The budget approved for spending by the College of Biological Sciences must be presented to and acknowledged by the Board within the first three board meetings of the academic year.

Section 3: Any amount of board money over \$25.00 to be spent outside of a proposed event budget must first be referred to the President, Vice President, or Treasurer. Any lesser amount may be spent without such oversight. This stipulation does not apply to Event Committee spending within an allocated budget.

Section 4: Should the Board dissolve, residual assets shall be held for one semester then returned to the College of Biological Sciences, unless a new Student Board is appointed in that semester.

Section 5: The Student Board shall allocate a portion of its budget for financial directives used to assist CBS affiliated campus life programs, student groups associated with a CBS major, and other student groups with academic, career exploration, or research initiatives that are related to the interest of CBS students. Each individual student organization is eligible for one grant per semester, exceptions to this will be determined by a 2/3 majority of the board. The application policy, selection criteria, stipulations, and requirements for distributing these funds, known as the "CBS Student Board Grant Initiative", shall be determined by the Executive Committee and Advisor. The application must consist of a general application, presentation at a Student Board meeting, and approval of the application by two-thirds (2/3) majority of the Board, as well as any additional requirements deemed necessary by the Executive Committee and Advisor of the Student Board.

Article VIII Amendments

Section 1: Amendments to the Constitution of the Board shall be made by a two-thirds (2/3) vote of the active members present at any meeting where a quorum is reached.

Section 2: Amendments to the Constitution shall be presented, by an active member, to the

members at least one regular meeting before they are to be voted on.

Ratified by Sophia Vrba, President (name, position)

Signature:  Date: 9/13/17

Ratified by Connor Navis, Vice President (name, position)

Signature:  Date: 9/13

Ratified by Matthew Freeman, Treasurer (name, position)

Signature:  Date:

Ratified by Heena Shah, Secretary (name, position)

Signature:  Date: 9/13/17

Ratified by Kaela Juarez, Student Engagement Chair (name, position)

Signature:  Date: