

Eastern Oregon University

Biology Club

Constitution & By-Laws

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Article I. Name

1. The official name of this organization shall be Eastern Oregon University Biology Club.
2. The society can also be known by the following aliases: EOU Biology Club, EOU Bio Club and Tri-Beta

Article II. Objective

1. The purpose of the Eastern Oregon University Biology Club shall be:
 - a. To inform members on the multiple career options within the fields of biology.
 - b. To provide opportunities for students to gain volunteering/shadowing experience within all fields of biology.
 - c. To present speakers at various meetings to share their biology journey and

- answer questions that the club members may have.
- d. To promote a better understanding and interest of the biology profession with like-minded students and the community.

Article III. Membership

1. Members shall be defined as individuals that are in good standing via the university and attendance at a minimum of fifty percent of general membership meetings. Benefits of membership will include but not be limited to: a variety of educational events pertaining to the field of biology, opportunities for shadowing/volunteering/internship/possible job opportunities, and a network of like-minded students.

Article IV. Dues

1. Dues will be \$15 per student if the student wishes to participate and become a member of the EOU Biology Club.
2. Donations may be accepted.

Article V. Officers

1. All officers shall remain in office for approximately one school year. New officers shall be elected the following spring, with the exception of the first year club (officers were elected Winter 2024).
2. All officers will need to demonstrate strong interest in the Biology field.
3. All officers shall attend every meeting and in the event of an absence it must notify the President and be excused by the President.
4. Must be current students in good standing with the university and enrolled in at least twelve or more credit hours if an undergraduate at Eastern Oregon University. This may be waived if the student is in the last stages of their degree and do not have enough credits left to be enrolled at least part-time.
5. An excused absence must be given to all active club members if they have a time conflict with a class or a school related event that hold higher precedence.

Section 1: President - It shall be the duty of the President to preside over all meetings. The President shall be responsible for the preparation and distribution of agendas for each general membership meeting. The President also serves as chair of the executive committee. The President is to be particularly responsible for the position of the club within the university society and to perform these duties in such a manner as to maintain the club in the highest esteem. The president is responsible for transportation arrangements for club activities.

1. Must be a Junior or Senior to be eligible for this position.

Section 2: Vice-President - The Vice-President will conduct the Presidents duties in event of an absence. The Vice-President is also charged with the procurement of speakers and other special programming incident to the regular general membership meetings. These presentations will consist of special events, information and education speakers.

1. Preference will go towards a Junior or Senior to be eligible for this position. If no Junior/Seniors are eligible then it may go to an underclassman, with preference towards sophomores then freshman.

Section 3: Secretary - The secretary's responsibilities include maintaining all the written records of the club and the minutes of the regular meetings as well as the meetings of the executive committee. Minutes shall also be made available to the general membership. The secretary is also responsible for sending out Thank-you cards to speakers and other individuals in the community deemed necessary by the Executive Committee.

Section 4: Treasurer - The treasurer shall receive all club funds, shall keep full and accurate account of these funds. The treasurer may disburse funds only with the written approval of the president or a majority of the Executive Committee. The treasurer shall keep all accounts current at all-times and a full financial report shall be available upon demand of any club member as well as presented at every meeting. If the treasurer is absent for a meeting the report must be given to a member of the executive committee to read at the meeting.

Section 5: Fundraising Coordinator – The fundraising coordinator is responsible for coordinating and

Section 6: Public Relations Chair- The public relations chair shall maintain the official roster of club members. The Official Roster shall include names, addresses, phone numbers and email addresses of all members in good standing as well as students wanting to join on a separate roster. The membership chair shall notify all members of regularly scheduled and special meetings either in writing, via email, or another form of communication. Such notification shall occur no later than one week in advance. The membership chair shall keep attendance records at all club activities.

Article VI. Faculty Advisor

1. The faculty advisor(s) will remain the advisor until s/he requests resignation or a quorum votes for a new advisor dependent on lack of participation, disciplinary actions, or other acts of concern.
2. The faculty advisor(s) shall support the club and assist in various areas as needed. The faculty advisor(s) is encouraged to assist in seeking out opportunities and events that the club may participate in and bring them to the attention of the executive committee.
3. The faculty advisor(s) may attend general meetings if desired.

Article VII. Committees

Section 1: Executive Committee - The executive committee will consist of all elected officers. The president shall act as head of the executive committee. This committee's responsibilities include organizing club activities and presiding over all club business. It shall also set the general meeting schedule at the beginning of each semester. The committee shall meet prior to the general meetings.

Section 2: Special Committees - The executive board may appoint special committees at its discretion. These committees will be responsible for assigned tasks and will present needed information at general meetings. Such committees will be appointed for a limited term as designated by the Executive Committee.

Article VIII. Quorum

1. A majority of the club (more than 50%) of the members in that are active and in good standing. A quorum is required for any voting procedures within the organization.

Article IX. Voting Procedures

1. Only those members who are considered active are eligible to vote on business matters presented to the club and in each election.
2. Voting may occur either by a show of hands, verbally, or through secret, written ballot. In the event of a tie, the president shall cast the deciding vote.

Article X. Elections

Section 1: Voting for elections – This must be conducted by secret ballot, either written or electronic. A member of the executive committee not running for office shall be responsible for tallying the votes and announcing the decisions.

Section 2: Elected Official Removal – Club officers may be removed

from office upon written request of the officer him/herself, or for non performance of duties by as deemed by two thirds vote of the active members. Any disciplinary actions outside of the club that prohibit the elected official from performing his/her duties warrants removal from his/her held position. The requested removal of elected officers by an active member(s) must be submitted in writing and include specific incidents cited, and presented to the Executive Committee for review.

Section 3: Filling Vacancies – Any vacancy occurring in an elective office due to resignation, removal or any other cause shall be filled by special election for the remainder of the term. Such special elections should occur at the next general membership meeting. In the case of removal or resignation of the president, the vice-president will assume the office of the president and an election shall be held to replace the vice president.

Article XI. Statement of Non-Discrimination

The practices and policies of the Biology Club does not exclude or otherwise discriminate against any individual with respect to his/her terms, condition or privileges because of such individual's race, color, creed, religion, age, sex, sexual orientation, gender identity, gender expression, or status as a Disabled Veteran or Vietnam Veteran.

Article XII . Amendments

1. These By-laws may be amended or revised by a two-thirds vote of the active members. The proposed amendment must be presented to the membership prior to any voting on the amendment. All proposed amendments must also be sent to all members in good standing in writing by mail or email with return receipt.