

Bioengineering Interdepartmental Graduate Program Mini-Graduate Student
Association (BIG-GSA)
University of California, Riverside
12th September 2011

PREAMBLE

We, the members of the Bioengineering Interdepartmental Graduate Program Mini-Graduate Student Association (BIG-GSA) at the University of California, Riverside (UCR), established to promote the welfare of the Bioengineering graduate student community at UCR, do ordain and establish this constitution and subscribe to the regulations and policies of the Graduate Student Organization (GSA) and University.

ARTICLE I
NAME AND MISSION

Section 1: Name

The name of this organization shall be the Bioengineering Interdepartmental Graduate Program Mini-Graduate Student Association hereinafter referred to as BIG-GSA.

Section 2: Mission

The BIG-GSA shall serve, represent and promote the interests and welfare of the Bioengineering graduate student community at UCR. It shall encourage community representation and involvement in relevant university decision-making and shall strive to enhance the general quality of life and education for all members. It shall foster healthy communication between the student body, faculty, administration, alumni, and the local community and beyond. The BIG-GSA shall also sponsor, support and be responsible for events open to the community.

ARTICLE II
MEMBERSHIP

Section 1: Eligibility for Membership

All graduate students within the Bioengineering Interdepartmental Graduate (BIG) program are by default, members of the organization. Those not a member of BIG but affiliated with the department through interdisciplinary means may choose to opt-in anytime throughout the academic year.

Section 2: Categories of Membership

a. Active Members

To be considered active, all members are expected to attend at a minimum of 60% of all general meetings/events per quarter, each quarter throughout the academic year. In addition, members must be those who are currently enrolled and in good standing with

the Department of Bioengineering. Only active members will be allowed to vote, run for election and hold office. All members at the beginning of the academic year begin with an active membership status.

b. Non-active Members

Non-active members are those who attend less than 60% of all general meetings/events held per quarter, each quarter throughout the academic year. Non-active members are also those who are not in good standing with the department and thus will not be allowed to run for election or hold office.

c. Removal of Members

Members who are deemed as detrimental to the organization and who are not in good standing with the Department may be removed from the organization by a 2/3 majority vote by the executive council in addition to a required recommendation by the faculty advisor.

ARTICLE III EXECUTIVE COUNCIL

Section 1: Definition

The executive council consists of the President, Vice President, Secretary, Treasurer, Finance Chair, Programs Chair, Parliamentarian and the GSA Representative(s).

Section 2: Duties of Executive Council – Bylaws

This section provides strategies as to how each officer shall run their respective position

a. President

- i. Shall provide a vision and direct the executive council and membership to ensure proper implementation of internal and external constructs
- ii. Shall make verbal and written statements to the executive council and membership regarding BIG-GSA policy, goals and objectives
- iii. Shall arrange and chair executive council and membership meetings
- iv. Shall communicate with the faculty advisor on a regular basis
- v. Shall provide a quarterly report summarizing the goals, setbacks and future plans to be distributed to the executive council and membership
- vi. Shall produce an official transition report at the end of term

b. Vice President

- i. Shall assist the President and manage the internal affairs of the executive council and membership
- ii. Shall preside over the meetings in the absence of the President
- iii. Shall preside over the Finance Chair and Programs Chair to effectively raise monetary funds and arrange social and retention programs respectively
- iv. Shall communicate with the executive council and President to ensure effective intra-council working relations
- v. Shall produce an official transition report at the end of term

c. Secretary

- i. Shall assist the President and Vice President as called
- ii. Shall maintain accurate, detailed and a hard and soft copy of meeting minutes of all executive council and membership meetings
- iii. Shall develop and publish an operational calendar of all meetings and events
- iv. Shall attend GSA meetings in absence of the GSA Representative
- v. Shall produce an official transition report at the end of term

d. Treasurer

- i. Shall maintain the organization's financial accounts
- ii. Shall work in conjunction with GSA and the Student Life financial team to thoroughly understand and implement financial policy
- iii. Shall work in conjunction with the Finance Chair to implement fundraising events
- iv. Shall produce an official transition report at the end of term

e. Finance Chair

- i. Shall identify funding sources within and outside of UCR
- ii. Shall provide an avenue for fundraising events in conjunction with the Treasurer and executive council
- iii. Shall manage volunteers and solicit involvement at fundraising events
- iv. Shall produce an official transition report at the end of term

f. Programs Chair

- i. Shall provide an avenue in conjunction with the executive council to organize social events for the membership of BIG-GSA
- ii. Shall manage volunteers and solicit involvement at all events
- iii. Shall produce an official transition report at the end of term

g. Parliamentarian

- i. Shall serve as a resource on the governing documents and policies of GSA, BIG-GSA and UCR
- ii. Shall serve as a resource to ensure effective usage of parliamentary procedure throughout executive council and membership meetings
- iii. Shall produce an official transition report at the end of term

h. GSA Representative

- i. Shall attend all GSA council meetings, accurately represent BIG-GSA at all times and report back to executive committee the meeting immediately following the GSA council meeting
- ii. Shall solicit input from the executive board and membership while ensuring all verbiage reported at GSA council meeting has been approved by the executive council prior to meeting
- iii. Shall produce an official transition report at the end of term

Section 3: Qualifications

Any active member is eligible to become a member of the executive council as outlined in Article II Section a. An individual may not hold more than one position throughout the academic year.

Section 4: Elections

Active members are eligible to run for an office. All positions will be first elected and if remain vacant, appointed according to Sec.6. Elections shall be by secret ballot whether online or in-person and must occur no later than Week 8 of Spring Quarter. Transition of the new executive council will occur between Weeks 8-10 of Spring Quarter.

Section 5: Terms of Office

The service for each officer is one academic year. Each officer must maintain an active membership status throughout the entire term and are required to attend all events including but not limited to: general meetings, fundraising events and programming events respectively unless excused by the President. If an officer obtains a non-active membership status or fails to attend all events, the officer in question may be terminated at the discretion of the executive council by a majority vote.

Section 6: Vacant Executive Office Positions

Any vacant officer position(s) must be filled via a special election within four (4) weeks of the vacancy. If the position(s) remain vacant following the election, the President and Vice President will nominate and the executive council will appoint a member into the position(s).

ARTICLE IV
GENERAL MEETINGS

Section 1: Membership Meetings

General membership meetings/events shall be held at a minimum of three (3) times a quarter where all members and non-members are welcome to participate. The meetings shall be governed by the President and shall be free from discrimination against race, ethnicity, religion, sexual orientation, relationship status and disability.

ARTICLE V
FINANCIAL RECORDS

The University shall have the right to audit the financial records of BIG-GSA. The financial records shall be made available for review by any member of the Association upon request. There are no dues or fees required by the membership.

ARTICLE VI
FACUTLY ADVISORS

Section 1: Selection of Faculty Advisor and Terms of Office

The faculty advisor for BIG-GSA shall be annually selected by the executive council and may be re-selected indefinitely.

Section 2: Responsibilities and Qualifications

The BIG-GSA faculty advisor must be a core faculty member of the Department of Bioengineering at the University of California, Riverside.

ARTICLE VII
AMENDMENTS

Amendments may be proposed by any active member and shall require a 2/3 majority by the membership along with a 2/3 approval by the executive council. Both the President and Vice President have veto power and must be in unanimous agreement to reject a proposed amendment. For amendments to take effect, they must be approved by the faculty advisor. The amendments shall be added to the constitution four (4) weeks following approval.