

THE CONSTITUTION OF THE GENETICS, GENOMICS, AND BIOINFORMATICS
GRADUATE STUDENT ASSOCIATION [GGB GSA]

UNIVERSITY OF CALIFORNIA, RIVERSIDE

July 7, 2008

PREAMBLE

We, the members of The Genetics, Genomics, and Bioinformatics Graduate Student Association at UCR, established to provide a graduate student association representing the program in Genetics, Genomics, and Bioinformatics, 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 Genetics, Genomics, and Bioinformatics Graduate Student Association at UCR, hereinafter referred to as the "GGB 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 Genetics, Genomics, and Bioinformatics 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 GGB Graduate Program.

A. Eligibility for membership

All graduate students currently enrolled in the Genetics, Genomics, and Bioinformatics graduate program at UCR shall be eligible for membership.

B. Criteria or qualification for membership

Students must be pursuing an advanced degree in Genetics, Genomics, and Bioinformatics 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 GGB GSA at any time, and by doing so, forfeit their vote for deciding GGB GSA policies. Grounds for removal from the GGB GSA includes, but is not limited to, withdrawal from the GGB Graduate Program.

The process for removing members from the GGB 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 GGB 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 GGB consists of four student members in good academic standing, one representative from second, and three PhD students from years three and higher who have advanced to candidacy.

The positions of the governing committee will consist of:

- 1.) President
- 2.) Vice President
- 3.) GGB Student Affairs Officer
- 4.) Secretary

B. General duties and responsibilities of officers.

- 1.) Assist with GGB Annual Conferences

- 2.) Help recruitment activities for prospective graduate students
- 3.) Assist with maintenance of portions of the GGB 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.

D. Terms of office

Officers are elected for each year. Elections are held in June and the officers assume their positions immediately. Officers can hold no more than two terms in the same office.

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 GGB GSA.

ARTICLE V ELECTIONS

A. Times and period when elections occur

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

B. Nominations

Self or member nominations are made and the process is monitored by the GGB Student Affairs Officer of the GGB graduate program.

C. Notification and posting of elections

Once the nominations are made, the list of nominees are sent to all students via email. E-mail votes will be tallied by an appointed member of the GGB. Results will then be e-mailed to all GGB members and Faculty

D. Election procedures

Officer elections will be held at the end of May. After the lists of candidates are sent to their respective student populations, each student will submit his or her vote to the appointed member, who will tally the votes and determine the highest vote-getters in each group, who will then become GGB GSA officers. The results will be announced via email and the officers assume their positions at the start of the summer quarter. These officers then comprise the GGB GSA governing body.

**ARTICLE VI
COMMITTEES**

A. The GGB GSA Governing Body shall be responsible for appointing, on a yearly basis, GGB students to the following committees: Student Admissions Committee, GGB Seminar Committee, Student Entertainment Committee, and Fall Research Symposium Committee. These committees shall meet as often as deemed necessary and called for by the committee chair.

1.) The GGB Student Mentorship Committee shall be responsible for aiding students new to the GGB program as well as assigning specific GGB students to help mentor and guide the incoming class.

2.) The GGB Seminar Committee shall be responsible for helping to choose guest speakers for the GGB 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 GGB program, as well as the set up and coordination of said events.

4.) The Fall Research Symposium Committee shall be responsible helping plan the Fall Research Symposium including scheduling and choice of guest speaker (if any).

5.) The Recruitment Committee shall be responsible for helping to plan and carry out the recruitment day events for visiting applicants.

B. Special committees can be formed at which point one is deemed necessary by a vote from the GGB GSA or the GGB 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 GGB GSA

Meetings of the GGB GSA Governing Body and the GGB GSA Advisor shall occur as deemed necessary. Meetings of the entire GGB GSA shall be called when deemed necessary by the Governing Body or the GGB Director. Otherwise meetings shall be held at least once per academic quarter.

B. Quorum

For the GGB 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 GGB Graduate Student Organization. No dues will be taken from members of this organization; however, the GGB GSA reserves the right to obtain funding from the campus Graduate Student Association (GSA) and/or the GGB 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 GGB GSA. However, the GGB GSA reserves the right to designate fees for specific social events held periodically by the GGB GSA.

B. Budget expenditures

Funding for specific social and/or academic events sponsored by the GGB 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 GGB graduate program. The expenditure of any funds designated for GGB GSA use must be discussed and approved by the graduate student members of the GGB GSA; a simple majority of GGB 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 GGB GSA governing committee will cast the deciding vote. Reimbursements for an approved GGB 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 GGB 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 GGB 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 GGB Graduate Program, the Director of the GGB Program has a responsibility to serve as both a guide to the GGB 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 GGB graduate program will be appointed as the faculty advisor to the GGB GSA, unless this faculty member is unwilling or unable to serve in this role, or unless the majority of the GGB GSA student members votes to select an alternative advisor. In such cases, the GGB GSA will nominate and consider alternative faculty members from the GGB 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 GGB GSA, and the alternative faculty advisor will be approved by a majority of the GGB GSA members.

B. Qualifications

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

C. Terms of office

The GGB GSA faculty advisor will serve a term of one year, after which the GGB 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 GGB 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 GGB 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 GGB GSA; as such, the advisor will meet with the GGB GSA leadership on a regular basis, to be determined by the GGB GSA leadership but not less than once per academic quarter. The advisor will make suggestions and recommendations; however, the student members of the GGB 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 GGB GSA may propose an amendment verbally during a meeting of the GGB GSA, or may submit a proposed amendment in writing to the GGB 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 GGB GSA meeting, depending upon the urgency of the amendment.

B. Provisions

Any student member of the GGB GSA may propose an amendment at any time; this may be delivered verbally during a formal GGB 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 GGB 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 _____