

RSO Constitution

Student Organization Name: Molecular and Cell Biology Undergraduate Student Association (mcbUSA)

Date Prepared: July 26, 2018

Date Approved (LEAD Center staff):

Approved by (LEAD Center staff):

Article I - Name

Molecular and Cell Biology Undergraduate Student Association (mcbUSA)

Article II - Purpose

We, the undergraduate students majoring in Molecular & Cell Biology, with emphases in Biochemistry and Molecular Biology, Cell and Developmental Biology, Neurobiology, Genetics, and Immunology, establish the Molecular and Cell Biology Undergraduate Student Association (hereafter referred to as mcbUSA). Our organization will provide for and encourage the mutual interest shown by members in the biological sciences for the wider UC Berkeley undergraduate community.

Article III - Membership

1. Any undergraduate student of the University of California, Berkeley, who has an interest in molecular cell biology, may be considered as a candidate for membership, provided that he or she demonstrates willingness to devote his or her time to participate and assist in the progress of the Molecular Cell Biology Undergraduate Student Association's sponsored events and programs.

a. Only currently registered students, faculty, and staff may be active members in a registered student organization. Only active members may vote or hold office.

2. Such a candidate, upon submitting a request (either oral or written) for membership to an officer of mcbUSA, will become a member upon;

- a. Displaying interest through participation and assistance in mcbUSA programs and events, and demonstrating his or her intent to uphold the principles of the Constitution.
- b. Showing the ability to cooperate and collaborate with other members to achieve success in a given program or event.

3. We will not haze according to California State Law. We will not restrict membership based upon race, color, national origin, religion, sex, gender identity, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental

disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (including membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services).

Article IV - Officers & Elections

Section A: Titles

The officers of mcbUSA shall encompass the roles of Co-President, Vice President, Treasurer, Secretary, Publicity, and all the Head Coordinators of each Program and Event. The Co-Presidents (one of whom is designated Primary Contact), Vice President, and Secretary shall constitute the Executive Committee, as well as the organization's signatories.

Section B: Election and Tenure

The officers shall be nominated from members within the club. They shall be considered and elected within the last weeks at the end of the academic year or the first weeks of a new academic year. A simple majority of the Quorum (Article V) shall be sufficient to elect an officer. If there is only one nominee, he or she may be elected to office by voice. All officers shall take office and responsibility by the first weeks of the following academic year upon knowledge of election. Officers hold their position for one academic year.

Section C: Eligibility

Any active member of mcbUSA shall be eligible for election to any office, provided that -

1. He or she displays good standing with mcbUSA policy and
2. Has been a member of mcbUSA for at least one semester prior to election
3. Is a currently-registered student, faculty, or staff.

Section D: Office Vacancies

If any office shall become vacant, the Co-Presidents, shall at the earliest possible date, order a special election for the purpose of filling in that office. The elected member shall assume the duties and responsibilities of his or her elected office immediately and hold office until the next regular election.

Section E: Duties of Officers

1. The President will:

- a. Preside at all meetings;
- b. Call meetings at his or her own discretion, subject to the limitations of Article IV.
- c. Appoint the head coordinators of programs with the consent of the officers;
- d. Delegate responsibility of necessary duties of absent members;
- e. See that policies and principles of mcbUSA are upheld
- f. Carry out instructions given to him or her voiced by the majority of members of mcbUSA:
- g. Perform other duties customary to the office of President

2. The Vice-President will:

- a. Help and aid the President
- b. In case of President's absence of disability, assume temporarily the duties of President;
- c. Facilitate communication between officers and the President;

3. The Treasurer will:

- a. Be in charge of finances and all bank transactions;
- b. Collect any fees;
- c. Allocate funds for mcbUSA after the approval of the majority of members.
- d. Have the responsibility to report financial state of mcbUSA to officers and to members.

4. The Secretary will:

- a. Keep records of new membership and proceedings of all meetings;
- b. Facilitate communication between members and officers, and summarize meetings through biweekly minutes.

5. The Publicity will:

- a. See that the members are notified of meetings, events, programs, and other such functions of mcbUSA by means of bulletins, fliers, e-mail announcements, and other such notices placed in proper places

Article V - Meetings

Section A: Time and Place

At least one meeting will be held each month during the academic year, once every week. The time and place shall be determined by consensus mcbUSA and with regards to room reservations.

Section B. Special Meetings

The President may call special meetings, after consulting with the other officers, or upon the wish of more than three officers.

Section C.

For any meeting, a quorum will consist of 25% the active membership.

Article VI - Constitutional Amendments

Section A: Any individual can propose an amendment, but must bring it up to either president beforehand. The topic of amendment will be discussed during the following club meeting and will be voted on at the end of the meeting. An amendment change needs a 2/3-majority vote from the total active members to pass.

Section B: All amendments, additions or deletions to this document must be filed with the LEAD Center in 432 Eshleman Hall.

Article VII - Dissolution

Section A. In the event dissolution is brought up to the co-presidents by at least one-fourth of the members of mcbUSA or both co-presidents determine it may be necessary to dissolve the club, dissolution will be discussed during the next scheduled general meeting time and at the next MCB faculty meeting. Voting on dissolution will be done in person at the meeting after both of these discussions. With a two-thirds majority vote of active members, the club will be dissolved

and the ASUC and the MCB department will be notified. If the organization is ASUC or GA Sponsored, all unspent ASUC funds shall return to the ASUC; all Graduate Assembly funds shall return to the Graduate Assembly. If the organization is defunct for five (5) or more years, any privately obtained funds (including any funds left in miscellaneous accounts) shall be donated to the ASUC.

Impeachment Policy:

In the event an officer is found to be failing to fulfill his or her duties and the expectations of the elected position, any active member of the club may move to impeach the officer. The impeachment process will proceed as follows:

1. The individual will write a formal complaint detailing the officer's failure to fulfill his or her duties. This complaint must be co-signed by two elected official position holders and submitted to the MCB advisor.
2. Upon advisor approval and the notification of the president(s) and officer facing impeachment, a trial will be held during the next regularly scheduled mcbUSA officer meeting. At least half of the active membership must be present, as reported by the secretary, or the trial will be delayed. An official record of the trial proceedings will be recorded by the secretary. The trial will proceed as follows:
 - a. The highest ranking officer(s) not undergoing impeachment will preside over the trial. The plaintiff and defendant may each have up to ten (10) minutes to state their cases.
 - b. The individual who initiated impeachment will make his or her case against the officer.
 - c. The officer undergoing impeachment may state his or her defense.
 - d. Current mcbUSA officers may make statements at the trial. Each side of the case may select up to three (3) witnesses to make a statement of up to two (2) minutes each. The presiding officer(s) may not provide testimony.
 - e. The club will decide on the matter of formally impeaching the officer by a simple majority vote by current, present mcbUSA officers. The presiding officer(s) may not vote, and will be responsible for tallying the vote and delivering the decision. The decision of the club will be effective immediately.
3. If the impeachment succeeds, the impeached officer will have one week to submit written notice as to whether he or she wishes to remain a member of mcbUSA.

Bylaws Fees and Dues

mcbUSA is a nonprofit student organization whose programs are created to benefit the students who interested in majoring in molecular cell biology. Therefore...

Section A: Initiation

New members will not be charged initiation fees. The funding is provided through the Molecular Cell Biology Department of the University of California at Berkeley as well as The ASUC.

Section B: Annual Dues

Members of mcbUSA will not be charged any annual dues.