

CONSTITUTION 2022-2023

ARTICLE I. NAME OF STUDENT ORGANIZATION*

The organization shall be called [BioScholars Program] at UC San Diego.

ARTICLE II. STATEMENT OF PURPOSE*

The BioScholars Program is an academic student organization in the Division of Biological Sciences that is committed to promoting excellence in scholarship, service, and leadership among the Biological Sciences Scholars and the UCSD community.

The BioScholars Program is a learning community dedicated to providing undergraduate students:

- ❖ Support for student transition to UCSD and the Biology community
- ❖ Resources for establishing a connection with biology peers
- ❖ Exploration of issues and opportunities in the sciences and professions
- ❖ Understanding of the diversity of UCSD and the field of science
- ❖ Opportunities to enhance leadership skills
- ❖ Guidance to resources and faculty to assist students on their science journey

ARTICLE III. NONPROFIT STATEMENT*

[BioScholars Program] at UC San Diego is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP*

This organization's primary membership is via application for both incoming and continuing students with a major under the School of Biological Sciences.

A. Timeline

- i. Students may apply to the program during Winter break.
- ii. Students will be notified of dismissal from the program by email at the end of Summer Session II of the academic year.

B. Continuing Members

- i. Students may continue in the program by maintaining a minimum 3.7 cumulative GPA, fulfilling attendance requirements, and remaining below the strike limit.
- ii. The GPA will be reviewed on an annual basis, at the end of Summer Session II, by the staff adviser. Students who do not meet the GPA requirement will be dismissed

from the program.

- iii. Attendance or participation in a minimum of 1 academic event, 1 social event and GBM per academic quarter is required to remain an active member, which is reviewed in spring.
- iv. Any unfulfilled event requirement, unexcused absence or RSVP cancellation within 24 hours of the event will result in a strike. Members have a total of three strikes to use at their disposal for the entire academic term.
- v. Any members without a declared major under the School of Biological Sciences will be dismissed from the program. Exceptions are discussed below.
- vi. BioScholars membership is extended to 5th year students continuing their education at UCSD, either to obtain their B.S., or to obtain their M.S. through the BS/MS program. This extended membership allows for 5th years to serve on the steering committee.

C. Exceptional Admission

- i. Exceptional admission to BioScholars will be considered by application beginning at the end of Fall Quarter and extending until week 1 of Winter Quarter.
- ii. Exceptional admission applications are open to undergraduate students in their second year or above, and to transfer students, given that they have a declared major under the School of Biological Sciences.
- iii. Dismissed members may reapply to BioScholars one academic year after the dismissal, so long as the GPA requirement is met.
- iv. Undergraduate students outside the School of Biological Sciences (SoBS) may apply to BioScholars before the end of their second year so long as they intend to transfer into the SoBS in accordance with the SoBS's capped major policy. After this point, non-biology majors will not be admitted. These members would need to successfully declare a major in Biology under the guidelines of the School's capped major admission requirements, otherwise, be dismissed as a member.
- v. Other biology undergraduate students who meet the GPA requirement through completion of at least one year of coursework at UC San Diego or an equivalent transfer college are also eligible to apply.

D. BioScholars does not discriminate based on protected categories such as race, gender, sexual orientation, religion, etc.

ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS*

A. Frequency of meetings

- i. The Steering Committee will meet on a regular basis, with the timing and frequency of meetings determined by the President.

- ii. The General Body will meet once per quarter.

B. Order of Steering Committee Meetings

- i. Meetings will be run by the president and strictly on the agenda. Old business and reports are discussed first.
- ii. In order to keep things running smoothly, discussion topics should not be brought up out of order and only addressed in its allotted time.
- iii. New business and open discussions not in the agenda can be addressed at the end of the meeting.
- iv. Meeting minutes will be taken by the Secretary, to be distributed electronically to the Steering Committee members within 48 hours of the meeting adjournment.

C. Motions

- i. General motions must be seconded, then discussed and voted on, if necessary.
- ii. Motions for amendments to the constitution can be addressed and discussed but no voting will take place until the next meeting, thereby giving time to review the amendment in question.
- iii. Officers that are not present at the following Steering Committee meeting will be disenfranchised.
- iv. At least half of the Steering Committee members must be present in order for a vote on amendments.
- v. Amendments to the constitution require a 2/3 vote, while all other types of voting require a majority.

ARTICLE VI. QUALIFICATIONS FOR HOLDING OFFICE AND METHODS OF SELECTING AND REPLACING OFFICERS*

Only registered UCSD students may hold office in the organization.

I. THE STEERING COMMITTEE and DUTIES

- Consists of 10 positions as follows:

1. President

- i. Must be an active member.
- ii. Must have been an officer of BioScholars for at least one year.
- iii. Shall create agendas for Steering Committee meetings and General Body Meetings.
- iv. Shall serve as executive officer of association and chairs all steering committee, general, and special meetings.
- v. Shall follow-up with officers' responsibilities.
- vi. Shall appoint committee heads, as needed.
- vii. Shall preside over the election of officers and ensure the smooth transition of information and materials to the newly elected officers

for the upcoming academic year.

- viii. Shall make decisions for the association that do not require discussion or voting by the Steering Committee or General Body.
- ix. Reviews important emails sent among Steering Committee members, to the general body of BioScholars, and to those outside BioScholars.
- x. Shall develop and organize the fall retreat for the Steering Committee with guidance from the Staff Adviser and the approval of the President.
- xi. Shall develop and organize a spring leadership retreat to aid the transition from current officers to the officers-elect with guidance from the Staff Adviser and the approval of the President.

2. Vice President

- i. Must be an active member.
- ii. Must have been an officer of BioScholars for at least one year.
- iii. Shall create agendas and carry out the President's roles if the President is unable to attend a given meeting.
- iv. Shall publicize events to students in the General Body.
- v. Shall maintain the BioScholars website and Google account to facilitate communication and the development of a community among the Bioscholars.
- vi. Shall be responsible for sending out a weekly newsletter to the general body.
- vii. Shall update and maintain the BioScholars social media as well as the UCSD BioScholars website.
- viii. Shall write up a recap of each quarter, including events, attendance, successes and failures, lessons learned, and any areas for improvements.

3. External Chair

- i. Must be an active member.
- ii. Recommended, although not required, to have at least one year of previous BioScholars officer experience.
- iii. Shall be in charge of the Biotechnology Consulting Competition, or BioTechathon, a 2-day event where all UCSD students may compete to answer a consulting question from a local Biotechnology company. This includes, but is not limited to:
 - a. securing funding for cash prizes, securing a biotech company to collaborate with,
 - b. securing judges for the competition,

- c. working with other on-campus organizations to plan for the competition day.
 - iv. Shall oversee any external activities or contacts including, but not limited to, lab tours, the website, alumni events, faculty panels, 'Teatime with Faculty' events, etc.
- 4. Internal Chair
 - i. Must be an active member.
 - ii. Recommended, although not required, to have at least one year of previous BioScholars officer experience.
 - iii. Shall help oversee any internal interactions of the group including, but not limited to, socials, volunteering opportunities, elections, etc.
 - iv. Shall oversee the BISP 170 Seminar, an accredited UCSD course offering led and designed by BioScholars. These efforts include, but are not limited to:
 - a. choosing a seminar topic and theme,
 - b. recruiting a sufficient number of qualified guest speakers and lecturers to present on the designated topic,
 - c. designing and approving an appropriate grading system.
- 5. Outreach Chair
 - i. Must be an active member.
 - ii. Recommended, although not required, to have at least one year of previous BioScholars officer experience.
 - iii. Shall help oversee any outreach efforts of the group including, but not limited to, volunteering opportunities, organization partnerships, etc.
 - iv. Shall oversee the STEM Outreach Program, a 4-week project where UCSD Bioscholars go to Preuss High School to teach students how to analyze and comprehend scientific research papers. This includes, but is not limited to:
 - a. contacting the science advisor of Preuss High School to set up dates and times for the program,
 - b. approving head facilitators and members to be a part of the program,
 - c. and approving the scientific research papers that will be used during the program.
- 6. Volunteer Chair
 - i. Must be an active member.
 - ii. Recommended, although not required, to have at least one year of previous BioScholars officer experience.

- iii. Shall oversee the Volunteer Committee application cycle, and develop applicant criteria and interview schedule.
- iv. Shall oversee the Volunteer Committee, a designated group of members aimed at providing service and volunteer opportunities to the general membership. These efforts include, but are not limited to:
 - a. contacting local volunteering organizations,
 - b. creating and hosting volunteer events,
 - c. hosting regular committee meetings, at the discretion of the chair,
 - d. arranging and accounting for logistical preparations like transportation, funding, and waivers.

7. Secretary

- i. Must be an active member
- ii. Shall keep records of and take attendance during all meetings, help prepare agendas and other documents, as well as manage all contact lists and rosters.
- iii. Shall post the minutes after each Steering Committee meeting to Google Drive account within 48 hours of a meeting.
- iv. Shall coordinate room reservations with the Staff Adviser for events not scheduled through Associated Students.
- v. Shall prepare and disseminate the officer roster each year (name, email address, and phone number).
- vi. Shall arrange for the orderly transfer of association records to the incoming secretary.
- vii. Shall designate another officer to take minutes if unable to attend a meeting.
- viii. Shall maintain a running list of tasks, follow-up with officers, and report back to the President on progress.

8. Treasurer

- i. Must be an active member.
- ii. Shall work with representatives of the alumni association, Associated Students (AS), and the School of Biological Sciences (SoBS) to manage the finances of the society.
- iii. Shall also be charged with creating new sources of funding from organizations that are not necessarily affiliated with UCSD.
- iv. Shall prepare financial reports and organize fundraising events as requested by the Vice President, President, or Staff Adviser.
- v. Shall be lead in charge of TAP forms and making sure they are filled

out in a timely manner.

- vi. Shall collect forms for and receipts of spending by the students.
- vii. Shall find prices if requested for all scheduled events.
- viii. Shall be responsible for coordinating with the secretary in order to reserve rooms for events scheduled through Associated Students.
- ix. Shall maintain a detailed spreadsheet in order to ensure that BioScholars is financially sound.
- x. Shall act as an intermediate between the BioScholars Program and its UCSD Account and shall be responsible for completing payment and order forms in order to obtain funds from that account.
- xi. Shall deposit any extra money or donations directly into the BioScholars Program UCSD Account.
- xii. Shall solely sign contracts under the name “BioScholars Program at UC San Diego”, “Biological Sciences Scholars Program at UC San Diego”, or “BioScholars”.
- xiii. Shall coordinate with the group fund manager at AS before signing any contracts.
- xiv. Shall manage electronic banking for the USE Credit Union checking account, including the associated electronic payment accounts (ie. Venmo).
- xv. Shall keep receipts of all transactions made with the USE Credit Union checking account.

9. Activities Co-Chairs

- i. Must be an active member.
- ii. Shall create events, both academic and social, with a frequency to ensure that there are adequate opportunities for general members to fulfill attendance requirements.
- iii. Shall ensure that each official BioScholars event is photographed and documented with the assistance of the Steering Committee members.
- iv. Shall maintain the BioScholars image gallery and provide photos for the Communications Chair to post to the website.
- v. Shall help to foster a sense of community for students allowing them to relate to others in their academic studies.
- vi. Shall promote high spirits and enthusiasm within BioScholars.
- vii. The number of Activities Co-Chairs selected to serve on the steering committee for the duration of the entire officer term is at the discretion of the president.

10. Committee Heads

- i. Committee heads may be added as needed. Officers can create positions under their offices to facilitate planning projects and achieving goals, as well as create committees including the general membership toward this end.

II. SELECTION PROCEDURE

A. Term

- i. Officers shall serve a term of one year, officially starting at the beginning of summer and ending at the conclusion of Spring Quarter.
- ii. The maximum term of office for the same position is two years.

B. Selection

- i. Interested members must submit their written applications during Spring Quarter.
- ii. Every qualified candidate must undergo an in-person interview with current officers.
- iii. Final decisions will be made by the steering committee, with the position predecessor input.
- iv. Only registered UCSD students may vote in elections for the selection of the organization's officers.
- v. Decisions will be released before the end of Spring Quarter. The new officers start their term directly after the end of Spring Quarter.
- vi. The officers-elect are subject to eligibility requirements (i.e. 3.7 GPA and attendance of the minimum number of official events), reviewed at the end of Spring Quarter. In the event that the selected candidate does not meet said requirements, additional applications will be accepted and reviewed by the Steering Committee after the Fall GBM.

ARTICLE VII. RISK MANAGEMENT*

[BioScholars Program] at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

[BioScholars Program] at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

1. Possible Risks

- i. Working with minors in the STEM Outreach Program at Preuss High School.
- ii. Physical injury as a result of participation in physically-taxing volunteer events.
- iii. Accidental automobile injury incurred in transit to the aforementioned events.

2. Reducing and avoiding Risk

- i. Members participating in the STEM Outreach Program will be made aware of training on child abuse prevention via the Center for Student Involvement.
- ii. Members participating in the STEM Outreach Program will be made aware of education and/or training on Child Abuse Neglect Reporting Act (CANRA) as deemed necessary by correspondents with Preuss High School.
- iii. Members participating in physically-taxing volunteer events will be provided relevant information pertaining to sufficient preparation for the event (inc. inclement weather, appropriate attire, etc.).
- iv. Members participating in physically-taxing volunteer events will be made aware of amenities offered by the host group to mitigate potential injuries.
- v. Members being transported to events by automobile by other BioScholars members must sign a waiver releasing the BioScholars Program of liability in the event of an accident.

ARTICLE VII. SECTION 1. IN CASE OF INTERACTION WITH MINORS AND/OR THE ELDERLY

[BioScholars Program] at UC San Diego is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via the Center for Student Involvement, online or in person (in person by request only). [BioScholars Program] will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.

ARTICLE VIII. COMMUNITY ADVISOR

1. Staff Adviser

a. Selection Process

- i. The Staff Adviser is assumed to maintain their position in the organization into the following academic year unless otherwise notified.
- ii. Upon vacancy, members of the Steering Committee will search among staff within the Division of Biological Sciences for a suitable replacement for the following academic year.

b. Role

- i. Provides support and guidance throughout a student's undergraduate career.
- ii. Along with the President, reviews important emails sent among Steering Committee members and to the general body of BioScholars.
- iii. Receives information and feedback from the Steering Committee.

- iv. Provides individualized mentoring for each scholar.
- v. Supports and helps implement decisions made by the Steering Committee.
- vi. Serves as a liaison with the Division of Biological Sciences.

2. Faculty Adviser

a. Selection Process

- i. The Faculty Adviser is assumed to maintain their position in the organization into the following academic year unless otherwise notified.
- ii. Upon vacancy, members of the Steering Committee will search among faculty within the Division of Biological Sciences for a suitable replacement for the following academic year.

b. Role

- i. Helps guide the Steering Committee so that the BioScholars Program provides an appropriate balance between intellectual and social stimulation.
- ii. Provides some wisdom about organizing group events that will work.
- iii. Provides a faculty member's perspective about classes and the biological sciences.
- iv. Provides academic and career advice.
- v. If needed, acts as a liaison between members of the biology faculty and students in BioScholars, including providing advice about how to excel as an undergraduate student in a research lab.
- vi. Supports and helps implement decisions made by the Steering Committee.
- vii. Shall review and offer advice concerning external communications with faculty.

ARTICLE IX. FINANCIAL MANAGEMENT

1. Funding Guidelines

- i. If event requires funding, the Treasurer must be notified of the event at least 5 weeks prior to event so treasure may have adequate time to apply for Associated Students' (AS) Funding.
- ii. Information shall be provided on location, date, and time of event.
- iii. A line-by-line description of items that need to be funded as well as the estimated amount needed for each item must also be provided.
- iv. The Treasurer must submit request for funding at least 25 days in advance to AS and must also submit the same request to the Division of Biological Sciences through the Division of Biological Sciences funding request Google form.
- v. The Treasurer is responsible for obtaining approval from EH&S if food is served at events and also purchase event insurance if homemade food is served at events.
- vi. The Treasurer will notify the BioScholars Steering Committee whether funding by either Division of Biological Sciences and/or Associated Students has been allocated

- to event 3 weeks prior to the event.
- vii. Even if no funding is required, the Treasurer is responsible for filling out the “TAP” form online if any event larger than a meeting occurs.
 - viii. Once funding is allocated, the Treasurer can retrieve money by filling out the “payment form” to associated student or by submitting appropriate receipts to AS or Division of Biological Sciences for reimbursement.
 - ix. Reimbursement receipts must be concise and must contain line by line expenses.
2. Bank Usage Guidelines
- i. The checking account, “BioScholars”, established at the USE Credit Union is to be accessed only by the President, the Vice President, the Treasurer, and/or the faculty advisor.
 - ii. All decisions regarding usage of the bank account (including deposits and withdrawals) are to be made only while Steering Committee meetings are in session.
 - iii. Decisions regarding usage of the bank account must be agreed upon unanimously by the members of the Steering Committee present at the time of the meeting in which the decision is made.
 - iv. Receipts of all deposits and withdrawals are to be kept by the Treasurer, along with printed copies of the relevant meeting notes during which the decision for the bank transaction was made.
 - a. Meeting notes must contain signatures from the President and the faculty adviser to officiate the transaction.
 - v. Deposits and withdrawals can only be made by the President, the Treasurer, or the faculty advisor, with clear approval from the other two persons.
 - vi. The total balance within the checking account must equal \$0.00 at the end of the ongoing academic year.
 - vii. Upon election of the new Steering Committee in spring, relevant information regarding the bank account (inc. account number, safeword, etc.) will be relayed from the current President and Treasurer to the new President and Treasurer.
 - viii. The current Treasurer will ensure that all personal information used with the bank account will be removed and replaced with information from the new Treasurer upon the end of term.
 - ix. Procedures for handling misuse of the organization’s bank account are as follows:
 - a. Embezzlement of organizational funds are defined as the withholding or redirection of funds from previously agreed-upon uses, as outlined in the relevant Steering Committee meeting notes.
 - b. Such actions will be policed by requiring the Treasurer to report a successful/unsuccessful transaction at the next Steering Committee meeting, with receipt of a successful transaction presented to the Steering Committee members.

- c. Consequences for misuses of financial funds include:
 - i. Revocation of position in the Steering Committee,
 - ii. Revocation of membership in the BioScholars Program
 - iii. Prohibition of reapplication to the BioScholars Program,
 - iv. and/or Filing of an official police report to local law enforcement.