**Graduate Bioinformatics Council Constitution**

# **Article I: Name**

The organization shall be called the Graduate Bioinformatics Council at UC San Diego, herein called “GBIC” at UC San Diego.

# **Article II: Statement of Purpose**

The objective of the GBIC shall be to represent and advance the career, community, and outreach interests and objectives of the students of Bioinformatics and Systems Biology (“BISB”) PhD programs. These programs include the Bioinformatics & Systems Biology (BISB) and Biomedical Informatics (“BMI”) doctoral tracks.

# **Article III: Non-Profit Status**

GBIC at UC San Diego is a non-profit student organization.

# **Article IV: Membership**

Any person duly recognized as a graduate or professional student in the BISB PhD programs at UC San Diego shall be a full member of GBIC. Subject to applicable qualifications, all members shall be eligible to hold office in the GBIC or any of its subordinate organizations.

# **Article V: Frequency of Meetings**

There will be at least three general body meetings (GBMs) throughout the year, one in each academic quarter. Within the organization, these meetings will be known as “Journal Clubs”. Additionally, all GBIC members who hold an office will host monthly meetings to organize events and other GBIC-sponsored activities which are open to all GBIC members.

# **Article VI: Qualifications for Holding Office**

Any GBIC member can hold office. If someone graduates or leaves in the middle of their term, they will work with the other officers to fill the position by appointing another individual. Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization’s officers.

## **Major Positions**

The major positions of GBIC consist of eight (8) individuals: President, Director of Internal Affairs, Director of External Affairs, Director of Finance, Director of Outreach, Director of Community Events, Director of Recruitment and Onboarding, and Director of Student Wellness. These are the only elected positions.

## **Other Positions**

The number of required individuals for a particular position other than President, Director of Internal Affairs, Director of External Affairs, Director of Finance, Director of Outreach, Director of Community Events, Director of Recruitment and Onboarding, and Director of Student Wellness, can be changed by the appropriate Director with the consent of the President. Additional positions can be created at the discretion of the appropriate Director, with the consent of the President.

## **Executive Board**

* President
  + The goal of this office is to oversee the organization, run meetings, and ensure that organizational tasks are being completed in a timely manner. In addition, their duties include acting as the organization’s Secretary (e.g. taking minutes during meetings), handling all official emails and forms, communicating with the BISB PhD program Webmaster to update online materials, and managing GBIC-related listservs. They may employ a subcommittee of members to accomplish these tasks or delegate these duties to other Directors.
* Director of Internal Affairs
  + The goal of this office is to promote community within GBIC and the BISB/BMI programs. Their duties include organizing the Bioinformatics Exchange (BEx) event and town hall meetings. They should employ a subcommittee of members to accomplish these tasks.
* Director of External Affairs
  + The goal of this office is to be the organization’s liaison to alumni and industry, and to maintain the GBIC website. Their duties include communicating with alumni and industry contacts to attend various events, working with the Director of Finance regarding sponsorship opportunities for the organization and its events, and updating any additional GBIC websites and calendar resources. They may employ a subcommittee of members to accomplish these tasks.
* Director of Finance
  + The goal of this office is to act as a liaison between the fund manager for the BISB PhD Program and the organization, and to coordinate with other officers to oversee all GBIC financial activities, including reporting on revenue, working with the President to manage “Department Per Capita” (DPC) funding provided to the BISB department by the GPSA, budgeting, disbursing funds to any of the Directors, garnering industry sponsorships for the organization, implementing financial policies, and improving financial processes. They may employ a subcommittee of members to accomplish these tasks.
* Director of Outreach
  + The goal of this office is to promote GBIC participation in outreach programs with a specific focus on improving diversity in our graduate program and in STEM in general. Their duties include working with outreach organizations in San Diego to facilitate BISB involvement, organizing BISB outreach events, planning BISB representative involvement in diversity-focused conferences, and representing BISB students. They should facilitate subcommittee meetings and communicate activities to GBIC.
* Director of Community Events
  + The goal of this office is to facilitate communication of GBIC with any and all bodies as well as to organize social events for BISB students. They may employ a subcommittee of members to accomplish these tasks.
* Director of Recruitment and Onboarding
  + The goal of this office is to facilitate the transition into the PhD program. Their duties are concerned with incoming and first year students including: organizing recruitment events for interview weekend, appointing a first year representative, and facilitating peer mentorships within the BISB PhD program. They may also employ a subcommittee of members to accomplish these tasks, including the First Year Representative position.
* Director of Student Wellness
  + The goal of this office is to promote the well being of students in the program. Duties include organizing wellness-based programs and events, speaking about mental health and resources during bootcamp, and coordinating the annual student wellness survey. They may employ a subcommittee of members to accomplish these tasks.
* Steering Committee Student Representatives
  + The goal of this office is to represent the student body during BISB steering committee events. Duties include collecting student opinions and concerns and sharing them during steering committee meetings, plus sharing meeting notes to the student body.
  + 2-3 Representatives
* Graduate Student Association Representatives
  + The goal of this office is to promote BISB representation to the UC San Diego graduate student body. Duties include attending bi-weekly GSA meetings and sharing relevant discussed information with the program.
  + 2 Representatives
* Student Representatives will serve on other BISB Graduate Committees as appropriate (DEI, Colloquium, Budget, Admissions, Bootcamp, others). These committees recruit student representatives on their own, without the involvement of GBIC.

## **Eligibility**

Any eligible member of the organization (see Article IV) can run for office.

## **Voting**

Elections for the following year will be held during the Spring quarter and at the beginning of the Fall quarter. Unfilled positions with elections in the Spring are filled in the Fall elections. Voting is completed via Google form, and all GBIC general members may vote based on the candidates’ submitted statements. Vacancies remaining after normally scheduled Fall elections may be filled by special election or appointment by GBIC Executive Board (see Article VI for candidate qualifications).

## **Term Length**

Most positions will start at the end of Spring quarter following elections and end the following Spring quarter after elections. Students may hold as many terms at a particular position as desired, but must be re-elected each year to the position.

## **Removal from Office**

If a majority of individuals holding major positions believe that a particular member in office is not fulfilling the duties of their positions, they can be removed from their elected position and replaced by another eligible member through the discretion of the other major position holders. Removal can only be carried out if the individual is not accomplishing their duties. Differences in opinion of how to carry out a position are not grounds for removal of office.

# **Article VII: Risk Management**

There are no anticipated risks related to medical, bodily injury, or exposure to hazardous materials associated with participation in GBIC activities. GBIC at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the university itself. GBIC at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

# **Article VIII: Community Advisor**

The Community Advisor shall be appointed by the GBIC officers and will be tasked with supervising the organization, as well as serving as a liaison between the BISB PhD program administration and faculty and GBIC officers. The advisor shall be a faculty or staff member affiliated with the BISB PhD program, and will serve at the beginning of Fall quarter and end the following Spring quarter after GBIC elections. The Community Advisor may hold as many terms as desired, but must be re-appointed by the GBIC officers each year to the position.