

**2024 - 2025**



**CONSTITUTION OF THE BIOLOGICAL SCIENCES  
STUDENT ASSOCIATION AT THE UNIVERSITY OF  
CALIFORNIA, SAN DIEGO**

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## **ARTICLE I**

### ***Name***

The organization shall be called the Biological Sciences Student Association at UC San Diego.

## **ARTICLE II**

### ***Mission***

The primary purpose of the non-profit Biological Sciences Student Association (BSSA) is to unify biology majors through volunteering, academic, and social activities that enhance their overall experience as biology students at UC San Diego. We provide them with resources and support which may further their success throughout the undergraduate and graduate years and assist the transition to life beyond the degree. Additionally, the BSSA welcomes new undergraduates to the world of biology, encouraging the initiation of biological and scientific research both at UC San Diego and the surrounding institutions, creating accessible connections to mentors within the field of biological sciences and healthcare while also providing resources to learn about other positions in the biological sciences field.

## **ARTICLE III**

### ***Non-Profit Statement***

The Biological Sciences Student Association at UC San Diego is a non-profit student organization.

## **ARTICLE IV**

### ***Membership Guidelines***

#### **Section A. Membership Eligibility**

- (a). Membership does not include any annual fees, excluding those indicated for special events and/or activities.
- (b). Undergraduate and graduate students at UC San Diego are eligible for membership in the Biological Sciences Student Association regardless of major.
- (c). Students can register for BSSA membership at any of our events using the sign-in forms. This is independent of subscribing to our weekly newsletter.

#### **Section B. Active Membership**

- (a). Requirements for active membership will be determined by the Executive Board at the beginning of the school year. Active Membership requirements may change, however, modification of the requirements within the school year is highly discouraged.

- (b). Active membership requirements shall be stated at the First GBM of the school year and clearly stated on the BSSA website.
- (c). Any changes made to the active membership requirements shall be stated at the next GBM and announced to all members through, but not limited to, email.
- (d). All changes made to active membership may only go into effect at the start of the next Academic Quarter.
- (e). Failure to meet active membership requirements is not grounds for removal of general membership.
- (f). Active membership status will affect senior stole discounts and eligibility for BSSA officership.

### **Section C. Membership Points**

Membership will be associated with point values as determined by the Executive Board at the beginning of each Academic year.

- (a). One (1) point will be awarded for each committee meeting attendance
- (b). One (1) point will be awarded per quarterly Study Social
- (c). One (1) point will be awarded per day spent chalkboarding or flyering for a BSSA event
  - a. A maximum of three (3) points will be awarded per event
- (d). All other BSSA events will be awarded One (1) point per hour the event is scheduled to run
  - a. A maximum of three (3) points will be awarded per event
  - b. Committee members that help with setup and/or cleanup will be awarded One (1) point.
- (e). Drivers will be given One (1) point per event
- (f). Attendance sheets from events and meetings will be maintained as a record for future reference.
- (g). The point system stated in Article IV.C.a to Article IV.C.f may be changed by the Executive Board. Changes within the school year are highly discouraged.
- (h). Membership points do not carry over between Academic School Years.

## **ARTICLE V**

### ***Organization Meeting Guidelines***

#### **Section A. Board Meetings**

- (a). All officer board members are required to attend weekly board meetings.
- (b). At least half of the board members must be present for the meeting to be official.
- (c). Officer attendance will be recorded by the Secretary. Minutes will be documented in the BSSA google drive on a weekly basis by the Secretary and access will be given to all officers for the meeting to be official.
- (d). See Article V. Section C for officer unexcused absence policy.

#### **Section B. Committee Meetings**

- (a). The frequency of Committee meetings shall be up to the discretion of the current presiding chairperson.

- (b). Committee meetings must occur on a regular basis throughout the quarter. A summary of meeting notes will be documented in the BSSA google drive.
- (c). Location, Date, and Time of the recurring committee meetings must be reported and stated in a prior officer meeting or must be shared with the Executive Board.
- (d). Committee member attendance will be recorded by the presiding chairperson, for the purposes of membership points.
- (e). Article V. Section C Unexcused Absences policy may be used at the discretion of the presiding chairperson.

### **Section C. Unexcused Absences**

- (a). Failure to attend one meeting without prior notice of their absence with a plausible excuse will result in a warning.
- (b). After a second unexcused absence, the said board member will be placed on probation. The said board member, the President(s) and/or advisors will meet to explain attendance policies and potential termination.
- (c). A third unexcused absence will result in immediate termination of board duties.

## **ARTICLE VI**

### ***Qualifications for Holding Office***

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.

### **Section A. General Officer Responsibilities**

- (a). Must maintain status as an active member
- (b). Must adhere to the principles and policies stated in the BSSA Constitution, including the Statement of Inclusivity in Article XII
- (c). Must attend weekly officer meetings and quarterly general body meetings unless excused
- (d). Must receive approval from the Co-Presidents to submit event proposals for their events at least three weeks prior to event date
- (e). Must be knowledgeable of AS funding, TAP deadlines, and divisional event proposal guidelines
- (f). Must assist with BSSA Tabling throughout the year (Fall Quarter Tabling, Triton Day, etc)
- (g). Lead officers of an event must fill out a post-event evaluation forms (PEEF for AS and BSSA Post-Eval for BSSA) within one week of the event
- (h). Must keep an up-to-date report of event logistics for planning purposes (e.g. Event Document)
- (i). Must be available for officer transition meetings and trainings, and complete an end of the year evaluation of position to assist in officer transition
- (j). Must assist in sale and dispersal of senior stoles during Spring Quarter
- (k). Utilize the BSSA Google Drive as the primary archiving source
- (l). Must participate in all voting procedures and discussion, when deemed necessary by the whole executive board

## **Section B. Positions**

- (a). The officer board will consist of a minimum of eleven members and a maximum of eighteen members.
- (b). Certain board positions may or may not have a co-chair position and availability of these positions will vary each academic year depending on necessity for these positions.
- (c). The Executive board will consist of the Co-Presidents, Secretary, Treasurer, and Logistics Coordinator.
- (d). Non-executive board positions will consist of co-chairs from the following committees: Annual Events, Mentorship, Professional Development, Publicity, Peer Networking, and Volunteer.

## **Section C. Executive Board Eligibility**

- (a). Must be an active member. Refer to Article IV for active membership requirements.
- (b). Must have been a BSSA Committee Member for at least one year.
- (c). All executive board members must have previously served at least one year as a BSSA Committee Co-Chair.
- (d). Must be a junior or higher standing while serving as Co-President or President/Vice President.

## **Section D. Chairperson Eligibility**

- (a). Must be an active member. Refer to Article IV for active membership requirements.
- (b). Additional requirements may be added by current Executive board members.

## **ARTICLE VII**

### ***Risk Management***

The Biological Sciences Student Association at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

The Biological Sciences Student Association at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

## **Section A. General**

- (a). Biological Sciences Student Association at UC San Diego is a registered student organization at University of California, San Diego, but not part of the University itself.
- (b). Biological Sciences Student Association at UC San Diego understands that the University does not assume legal liability for the actions of the organization.
- (c). All off-campus BSSA events will require members to complete a waiver form in order to attend quarterly trips: Hiking, Beach Clean-ups, San Diego Zoo, etc. Waivers will be completed prior to the trips and will provide members with detailed information regarding the events. A transportation waiver will be required for all members participating in the carpool. In addition, a safety waiver form will be provided for all members attending a lab tour hosted by BSSA in the case of exposure to a hazardous material and/or infectious agents. Each event will also have a



first aid kit on hand in case of any injuries. Furthermore, special accommodations will be made to ensure members with food allergies or specific dietary needs are taken into consideration when ordering food catering.

### **Section B. In Case of Interaction with Minors and/or the Elderly**

The Biological Sciences Student Association 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 UC Learning <https://uclearning.ucsd.edu>. The Biological Sciences Student Association 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.

### **Section C. In Case of Handling of Hazardous Chemicals, Material, Equipment, and/or Machinery**

The Biological Sciences Student Association at UC San Diego recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, BSSA at UC San Diego will abide by UC San Diego requirements for students in labs, including policies for minors in UC laboratories, and ensure members receive safety training regarding the use of chemicals and/or machinery before entering the lab. Members must follow any best practices and lab safety protocols for the use of such chemicals, research equipment or machinery, including the appropriate use of Personal Protective Equipment, and should work under close supervision of those trained in the handling of chemicals/use of research equipment or machinery.

## **ARTICLE VIII**

### ***Duties of Executive Officers***

#### **Section A. Shared Executive Responsibilities**

- (a). Adhere to and enforce all BSSA, Center of Student Involvement, and UC San Diego policies
- (b). Must remain fair and impartial during decision making processes and policy enforcement
- (c). Ensure smooth and successful transfer of roles and responsibilities for the next Academic Year
- (d). Advise Executive Board and Chairpersons on all logistical and decision-making processes
- (e). Assist in the planning and oversight of quarterly GBMs
- (f). Hold at least one (1) committee check-in per quarter
- (g). Must assist in the sale of senior stoles during Spring Quarter, if applicable (e.g. selling and distributing stoles on campus)
- (h). All Executive Board members will work on the End of the Year Report for submission to the Staff Advisor and presentation to the Officer Board
  - (1). All financial and attendance records (for Fall and Winter quarters), Fall Events, and Winter Events will solely be the outgoing Executive Board's responsibility to fill out

- (2). Incoming executive board will work in conjunction with outgoing executive board to create the Spring Events, financial records, and Attendance Section of the report
- (3). The previous year's End of the Year Report will be used as a template.

## **Section B. Co-Presidents**

- (a). Ex-officio member of all bodies of BSSA
- (b). Chief Executive Officer and official representative of BSSA
  - (4). Guide the BSSA board in forming a cohesive vision for the year
  - (5). Ensure that all committees are functioning well
  - (6). Address Officer disputes and any movements for Impeachment
- (c). Must chair the entire BSSA board and preside over weekly Officer Board meetings
  - (1). Should prepare the agenda for weekly Officer Board meetings
  - (2). Should assist and advise chairs in their responsibilities, committee logistics, and event planning
- (d). Must attend Executive Meetings as determined with the advisors
  - (1). Should prepare the agenda for Executive Meetings
- (e). Plan one General Body Meeting per Quarter
- (f). Maintain correspondence with Student Engagement Opportunities in Biological Sciences and BSSA Advisors
- (g). Must formulate and update BSSA's constitution as needed yearly
- (h). Must formulate a financial budget for BSSA in coordination with the whole Executive Board
  - (1). Must formulate and set a budget for the Mentor-Mentee Program Exclusive Events
- (i). Appoint all positions, for their year of executive leadership, upon election
- (j). Appoint the next Co-Presidents at the end of the term
- (k). Re-register the Organization with the Center of Student Involvement
- (l). Oversees the entire process of selling Division of Biological Sciences Graduation Stoles

## **Section C. Secretary**

- (a). Attend weekly officer board meetings
  - (1). Take minutes for weekly officer board meetings
  - (2). Assist and advise chairs in their responsibilities, committee logistics, and event planning
  - (3). Book and arrange the venue for board meetings
  - (4). Prepare and disseminate the officer roster
- (b). Assist the Treasurer in planning two fundraisers per quarter
- (c). Must manage the weekly or biweekly newsletter
- (d). Creates the PowerPoint for quarterly GBMs
- (e). Must keep inventory of all items in the BSSA office
- (f). Collect and store all waivers for BSSA events for at least one calendar year
- (g). Must manage the BSSA email account and forward all emails to corresponding officers
  - (1). Organize and filter through all incoming emails
- (h). Arrange for the orderly transfer of BSSA's records to the incoming Secretary.

- (i). Keep and update a secure list of all BSSA accounts and passwords
- (j). Assist the Logistics Coordinator in planning and running an AS/TAP Workshop for incoming officer board during Spring Quarter when elected

#### **Section D. Treasurer**

- (a). Attend weekly officer board meetings
  - (1). Update the officer board about the financial status and address financial concerns.
  - (2). Assist and advise chairs in their responsibilities, committee logistics, and event planning
  - (3). Advise the Co-Presidents on the organization's financial budget
  - (4). Follow and enforce the Financial Budget, Policies, and Bank Account related matters set forth by the Executive Board under the advice and approval of the BSSA Advisors
- (b). Must coordinate with the organization's advisor (Adriana Elaine Scott Branson) on BSSA finances, See Article XIV for more details
  - (1). Must manage the BSSA phone and Venmo
  - (2). Must enforce all of BSSA's financial policies
- (c). Must maintain a financial record; prepare quarterly budget reports and assist in Quarterly Budget re-evaluations
- (d). Plan at least one fundraiser per quarter,
- (e). Understand AS policy for Operating Funds and apply for this fund when needed
- (f). Must initiate proper voting procedures based on policies stated in the constitution, bank policy, and agreed special policies by the whole executive board and advisors.
- (g). Assists Co-Presidents/or President and Vice President in the process of selling Division of Biological Sciences Graduation Stoles

#### **Section E. Logistics Coordinator**

- (a). Attend weekly officer board meetings
  - (1). Assist and advise chairs in their responsibilities, committee logistics, and event planning
  - (2). Address concerns and issues about membership points
- (b). Must track membership points
  - (1). Responsible for the removal of membership upon member matriculation or loss of UC San Diego student status.
  - (2). Re-evaluate the membership point system at the beginning of every Academic Year
  - (3). Assist in identifying potential candidates for eligibility for holding an Officer Position
- (c). Must manage and update weekly the BSSA website; learn all coding languages and details concerning the upkeep of [bssa.ucsd.edu](http://bssa.ucsd.edu)
  - (1). Description of current BSSA mission statement and BSSA committees
  - (2). Regularly update upcoming events and upload pictures from previous events
  - (3). Post active membership eligibility on BSSA website and any changes the executive board makes
  - (4). Publish the BSSA constitution
  - (5). Update officer page with current bios and pictures
  - (6). Include guidelines for Mentor-Mentee Program
  - (7). Update senior stole sales during Spring Quarter
  - (8). Link to sign up for BSSA newsletter

- (d). Must ensure the renewal of the BSSA domain before the start of the school year
- (e). Assist the Secretary in planning and running an AS/TAP Workshop for incoming officer board during Spring Quarter when elected

## ARTICLE IX

### *Duties of Chairpersons*

#### **Section A. Shared Chairperson Responsibilities**

- (a). Attend weekly Board Meetings
- (b). Committee Guidelines
  - (1). Recommended to form a committee larger than 3 people and smaller than 30
  - (2). Should hold either weekly or biweekly meetings with the committee
  - (3). Committee members should be deeply involved with event planning and have sway in committee decision-making
  - (4). Chairpersons may dismiss a committee member after consulting the Executive Board
  - (5). All committee members must be treated with professionalism and dignity
  - (6). Committee member attendance, flyering/chalkboarding and assistance with setup and cleanup must be tracked in a point spreadsheet within the shared Google Drive, accessible to the Logistics Coordinator
- (c). Mediate in a fair and impartial manner regarding disputes and decision-making processes within the committee
- (d). May fulfill event requirements through joint and collaborative events with other committees
- (e). Advise the Executive Board with feedback concerning events and policy changes
- (f). Remain fair and impartial when voting on all decision-making processes
- (g). Remain informed of all of BSSA's Policies and Motions for funding and decision-making processes
- (h). Follow all of BSSA and AS' Guidelines regarding funding and event planning and communicate all funding expenditures with the Treasurer
- (i). Provide feedback at the end of their term regarding the distribution of roles and responsibilities
- (j). Assist in the sales and distribution of senior stoles during Spring Quarter

#### **Section B. Annual Events Chair**

Committee Mission: Annual Event's goal is to oversee and innovate the major keystone events of BSSA. The major keystone events can include but are not limited to: Professor-Student Mixer, Alumni-Student Mixer, Earth Day, and Senior Reception. These events should aim to provide interaction and engagement with BSSA for a large student population.

- (a). Plan at least two events/engagements per quarter aligned with the goals of BSSA and the committee
- (b). Encouraged to oversee and recruit a committee of at least three people
  - (1). Should hold consistent weekly or bi-weekly meetings with their committee
- (c). Should organize the annual *Professor-Student Mixer*, *Alumni-Student Mixer*, *Earth Day*, and *Senior Reception* unless discussed with and given permission from the Executive Board
- (d). Encouraged to plan two *Beyond the Degree* events per Academic Year

### Section C. Professional Development Chair

Committee Mission: The mission of the Professional Development Committee is to Prepare and educate students for their post-undergraduate by building their professional identity and foundational skills. Events held by this committee should aim to help students build their professional identity and navigate Post-Graduation life.

- (a). Encouraged to oversee and recruit a committee of at least three people
  - (1). Should hold consistent weekly or bi-weekly meetings with their committee
- (b). Plan at least two events/engagements per quarter aligned with the goals of BSSA and the committee
  - (1). Themes of events should include, but not limited to; resume, interview, networking, workshops.
- (c). Collaborate with the Division of Biology in planning the annual Careers in Life Sciences event

### Section D. Social Chair

Committee Mission: The mission of the Social Committee is to Increase student engagement by encouraging intrapersonal relationship building and a sense of community within BSSA. Events hosted by this committee should aim to enrich the lives of attendees and help build stronger bonds and connections.

- (a). Should advise and assist the Co-Presidents in planning icebreakers and activities during officer meetings if needed
- (b). Encouraged to oversee and recruit a committee of at least three people
  - (1). Should hold consistent weekly or bi-weekly meetings with their committee
  - (2). Committee members may assist the Social chairs in pursuing the goals of the committee
- (c). Plan two event/engagements per quarter aligned with the goals of BSSA and the committee
  - (1). Should develop and organize quarterly social events, including, but not limited to; *student/faculty/grad movie nights*, and special interest events such as; *zoo trips, Padre games, attending the opera or theater*, etc.
- (d). Recommended to plan one *Study Session* event per Quarter
- (e). Plan one inter-committee social per school year
  - (1). Inter-committee socials would include events that are specifically for committee members of BSSA. Examples would include *Friendsgiving, Beach Day*, etc.

### Section E. Mentorship Chair

Committee Mission: Ease the transition at UC San Diego for new students, such as First-Year Freshmen and Transfer students, with various enriching events. One cornerstone of achieving this goal is to oversee and organize BSSA's Mentor-Mentee Program.

- (a). Encouraged to oversee and recruit a committee of at least three people
  - (1). Should hold consistent weekly or bi-weekly meetings with their committee
  - (2). Committee members may assist the Mentorship Chairs in pursuing the goals of the committee

- (b). Plan two events/engagement per year aligned with the goals of BSSA and the committee
  - (1). Plan events that aim to enrich student involvement with BSSA, academics, and/or college-life, such as, but not limited to: *What I Wish I had Known*, *Finding My Way*, *Scavenger Hunt* etc.,
- (c). Organize at least two Mentor-Mentee focused events per year - excluding the Reveal and Mixer in the Fall Quarter.
  - (1). Plan events that aim to connect Mentor and Mentees further, such as, but not limited to: *Food runs*, *Board game night*, *Minute To Win It*
- (d). Must plan a Mentor-Mentee Reveal and Mixer in the Fall Quarter.
- (e). Organize and maintain the *Mentor-Mentee* program by pairing individuals and organizing quarterly events.
  - (1). Must oversee all details concerning the *Mentor-Mentee* program; this includes Mentorship points and incentives
    - a. Students who meet the active mentorship requirement are eligible for stole discounts
  - (2). Develop a *Mentor-Mentee* program guideline document in which the goals of this program are clearly stated
  - (3). Work with Logistics Coordinator to publish these guidelines on the BSSA website as well as any amendments made throughout the year

## Section F. Volunteer Chair

Committee Mission: The Volunteer Committee is designed to promote student engagement in altruism, giving back to UC San Diego and the greater San Diego community. Events designed by this committee should aim to engage the student body in reaching out and giving back to the community around us.

- (a). Encouraged to oversee and recruit a committee of at least three people
  - (1). Should hold consistent weekly or bi-weekly meetings with their committee
  - (2). Committee members may assist the Volunteer chairs in pursuing the goals of the committee
- (b). Plan at least two events/engagements per quarter aligned with the goals of BSSA and the committee
  - (1). Should organize and inform members of volunteer opportunities throughout the year
- (c). Serve as a liaison between the organization and the following groups, but not limited to;
  - (1). Other student groups at UC San Diego, promoting joint volunteer projects;
  - (2). Other schools and the community with regards to volunteer opportunities such as mentoring and tutoring at Preuss;
  - (3). Other local middle and high schools, promoting joint volunteer projects
- (d). Must maintain accurate records of participants in the various organized association volunteer programs, for possible recognition by the organization and the Division.
  - (1). Must provide waivers for all off-campus activities and on-campus activities that pose any risk identified by the officer board and advisors
    - a. Must give the waivers to the Secretary for BSSA records

## Section G. Publicity Chair

Committee Mission: Publicity Committee aims to promote BSSA and increase student awareness and engagement through advertisement and publicity. The committee is built around the goal of supporting other BSSA committees and increasing student awareness and engagement with the organization.

- (a). Attend weekly officer board meetings
- (b). Encouraged to oversee and recruit a committee of at least three people
  - (1). Should hold consistent weekly or bi-weekly meetings with their committee
  - (2). Committee members may assist the Publicity chairs in pursuing the goals of the committee
- (c). Promote membership to biology majors, through, but not limited to the Student Engagement Opportunities e-newsletter, Flyering and Chalkboarding, Tabling, etc.
- (d). Coordinate the creation of promotional material for the organization's branding, such as; but not limited to Flyers and posters, Apparel, Pens, Banners, etc.
  - (1). Create a graphic explaining BSSA and the previous year's accomplishments for Fall tabling events
- (e). Assist in photographing and documenting all of BSSA's events
  - (1). Ensure that Logistics Coordinator has access to photos to upload them on to the BSSA website
- (f). Assist all committees the production and distribution of marketing materials for their events
  - (1). This includes but is not limited to flyers and Facebook headers
- (g). Any BSSA merchandise, including officer merchandise, should be designed by chairpersons
- (h). Must assist the executive board on all executive board events, including quarterly General Body Meetings and fundraisers

## **ARTICLE X**

### ***Committees and Events***

#### **Section A. Formation of Committees**

- (a). Committees may be formed by any current board member. Only one (1) committee may be formed per chair position unless approved by a majority of officers on the Executive Board.
- (b). It is the responsibility of said board member to recruit members of their committee, either at General Body Meetings via sign-up sheets or via email.
- (c). Committee-meeting minutes should be recorded at each meeting and documented in BSSA's Google drive.

#### **Section B. Committee Responsibilities**

- (a). It is the duty of the committees to contact other board members for publicity (i.e. Publicity chair).
- (b). Committees vote on all decisions for their event, and the committee chair acts as a liaison at board meetings.

#### **Section C. Event Logistics**

- (a). All events must be proposed at Board Meetings before their occurrence. Event documents and logistics must be presented in a comprehensive format and kept on record.
- (b). It is the duty of each committee to apply for, and secure funding and venues for their event. All events are expected to follow the guidelines set forth by the University and the Division of Biology. Events funded by the Associated Student fund must follow guidelines set forth by the AS Council. Events funded by the Division of Biology and the BSSA Bank Account must follow guidelines set forth by the BSSA Board and the Division of Biology at the University of California, San Diego.
- (c). All Events must track attendance and report attendance to the Logistics Coordinator.
- (d). A Post-Event Evaluation must be made for every event. PEEFs must be filled out for every event funded by the AS Fund.

#### **Section D. Event Suggestions and Descriptions**

Events listed below are not required to be strictly adhered to. This section will be included as a guideline and not a strict list of requirements:

- (a). General Body Meetings:
  - (1). General Body Meetings are held once per quarter, during the first or second week. Officers conduct the meetings and inform the members of future events.
  - (2). Members may form committees headed by an officer to discuss event planning. The Fall General Body Meeting welcomes new members; Winter and Spring General Body Meetings may feature guest speakers.
- (b). Freshman/Transfer Reception:
  - (1). The Freshman/Transfer Reception is held the second full week of the quarter at which we introduce new biology students to the Biological Sciences Student Association.
  - (2). This event gives the new students an opportunity to meet and socialize with other incoming biology students.
- (c). Senior Reception:
  - (1). The Senior Reception is held at the end of Spring Quarter. The annual tradition of a themed celebration (i.e. Las Vegas, Margaritas and Salsa)
  - (2). An award ceremony honors the dean, the division, and the graduating seniors. Graduating seniors, faculty, and alumni are invited to attend the reception via email.
- (d). Beyond the Degree:
  - (1). Beyond the Degree seminars are held regularly.
  - (2). One series of seminars provides students with an opportunity to learn about various career options from a panel of alumni, faculty, or other successful individuals in the biology field. A second series will feature student panelists discussing admissions to professional and graduate schools.
- (e). Mentor/Mentee events:
  - (1). Mentor/Mentee program events help ease the transition at UC San Diego for freshmen and transfer students.
  - (2). Mentors and mentees meet at an orientation and continue interacting via email, individual meetings, and quarterly events.



- (3). Mentors and mentees must fill out the application set forth by Mentorship committee to be considered
- (4). Mentees are invited to participate in the program during the beginning of fall quarter.
- (5). Mentor-Mentee Events will be planned and run accordingly to the Mentor-Mentee Program Guidelines.

## **ARTICLE XI**

### ***Election Procedures***

#### **Section A. Timeline**

- (a). The Executive Board must formulate a plan and a timeline for applications no later than Week 4 of Winter Quarter.
  - a. A recommended timeline can be found in Section C.
  - b. The timeline must address Executive, Returning Officer, and New Officer applications
- (b). The Timeline must be approved by a majority vote of the entire BSSA Officer Board.

#### **Section B. Eligibility**

- (a). Eligibility to apply for an officer position includes current BSSA members and active membership.
- (b). A membership point requirement must be set forth. This requirement must deem at least 25 applicants eligible for application. Members must meet this threshold by the time of their submission to be eligible.
- (c). Each officer may recommend one (1) member for consideration. Recommendees are not required to fulfill the membership point requirement.
- (d). Membership Accountability: Each event will have an electronic sign-in sheet at the beginning or end of the event. It is the member's responsibility to sign in on his/her own at the identified laptop station to each event he/she attends.
- (e). The aforementioned system may be changed by a majority vote of the officer board only within the first five (5) weeks of Fall Quarter. Any changes thereafter must be unanimously approved by all officers and both the Faculty Advisor and Staff Advisor. Members must be notified immediately of any changes.

#### **Section C. Application Process**

The application process may be changed from year to year, but the BSSA Board must formulate and amend the constitution in the event of a change. Amendments to the constitution must be decided by a supermajority. Henceforth, the application for the Executive positions will be denoted as the Executive Board Application.

- (a). Executive Application
  - (1). Recommendation
    - i. Application shall be released by Week 8 of Winter Quarter

- ii. Deadline for the application shall be no later than the end of Week 9 of Winter Quarter
- iii. Interviews for the positions shall occur throughout Week 10 of Winter Quarter
- iv. Decisions must be made and released no later than the end of Week 10 of Winter Quarter

(2). Requirements

- i. This application is limited to Returning Officers

(b). Returning Officer Application

(1). Recommendations

- i. Returning Officers will be evaluated, as determined by the Executive Board, similar to new officers for positions for the next school year
- ii. Application shall be released by the beginning of Finals Week of Winter Quarter
- iii. Recommended deadline for the Application shall be no later than the end of Spring Break.
- iv. Interviews for shall occur concurrently with New Officer interviews throughout Week 1 and 2 of Spring Quarter
- v. Results shall be released by Week 2 of Spring Quarter

(c). New Officer Application

(1). Recommendations

- i. Application shall be released by the beginning of Week 8 of Winter Quarter
- ii. Deadline for the Application shall be no later than the end of Spring Break.
- iii. Interviews for shall occur concurrently with New Officer interviews throughout Week 1 and 2 of Spring Quarter
- iv. Results shall be released by Week 2 of Spring Quarter

## **Section D. Voting**

- (a). Selection of the Executive Board will be performed by the previous Co-Presidents
- (b). Candidates for co-chair positions will be selected by the newly elected Co-Presidents.
- (c). Majority vote of the Executive Board will confirm each new officer.
- (d). Only registered UC San Diego students may vote in elections for the selection of the organization's officers.

## **Section E. Term**

- (a). Officers will assume their position at the latest beginning Week 8 of Spring Quarter for the year in which they applied for an officer position, until Week 10 of Spring Quarter of the following academic year.
- (b). Officers must be present throughout the year and cannot be absent for more than a quarter.
  - (1). Officers and applicants planning for early matriculation must notify the Executive Board before they begin their term.

## ARTICLE XII

### *Replacement and Removal of Officers*

#### **Section A. Forfeiting**

- (a). If an elected officer decides to forfeit his/her position, then the first runner up will assume the office. In the case that there is no runner up, an additional election will be held for that position. Decision will be made upon a majority vote.
- (b). Executive Board Members shall assume the responsibility of fulfilling the role until a new officer is elected. If a board member is not able to fulfill these duties, the existing executive board members will evenly distribute pending/ongoing projects.

#### **Section B. Violations**

- (a). If it is deemed that an officer is not fulfilling their responsibilities, which include, but not limited to, multiple unexcused absences from Officer Meeting, hosting a minimum of one event per quarter, attending a minimum of two organization events per quarter (including their own events), and participating in a minimum of one tabling event per year, said officer will be placed on a two week probation period. If no progress is observed, said officer would be processed for impeachment or removed immediately from their position.
- (b). If an Officer is found to have violated the UC San Diego Principal Member Agreement, UC San Diego Policy, and/or Federal Laws, then they are immediately removed from office.
- (c). If an officer is removed from their position due to negligence of responsibilities, the President will assume their responsibilities until another election on Week one of Spring Quarter is held for the position.
- (d). Refer to [XII] Section for further grounds of removal

#### **Section C. Abnormal Circumstances**

In all other circumstances, Officers are subject to removal if deemed necessary by unanimous vote of the Executive Board, the Faculty Advisor, and the Staff Advisor.

#### **Section D. Limits**

- (a). No more than two (2) Officer positions may be left open. In the event of more than two (2) officers deemed necessary for removal, then any open positions must be filled before any more officers may be removed.
- (b). The Executive Board, including the President(s) and Vice-President, are subject to the same procedural review.

#### **Section E. Grounds for Impeachment**

Any officer of the organization may be brought up on impeachment charges if he/she is acting detrimental to the organization or he/she has significantly disregarded the major responsibilities of his/her office.

- (a). If a list of charges, signed by 4 officers, is submitted to the co-president(s) (and vice president, if applicable), they must call for impeachment proceedings.
  - a. If calling for impeachment of Presidents(s) then submit a list of charges to Secretary, Treasurer, or Logistics Coordinator
- (b). Both co-president(s) (and vice president, if applicable) must unanimously call for impeachment proceedings if both co-president(s) (and vice president) have agreed to escalate the situation.
  - a. In the event of impeachment of President(s) and or Vice President: The Secretary, Treasurer, and Logistics Coordinator must unanimously call for impeachment proceedings.
- (c). If the impeachment is escalated, the proceedings are then submitted to the Staff and Faculty Advisors.

## **Section F. Impeachment Procedure**

- (a). Upon receipt and approval by co-president(s) (and vice president, if applicable) of the petition, the co-president(s) (and vice president) may suspend the officer and prevent him/her from exercising all powers and voting rights pending the outcome of the impeachment proceedings.
  - (1). The officer(s) charged must be informed of the proceedings and grounds in which he/she is examined for impeachment.
- (b). The co-presidents (and vice president) will organize a meeting with the four accusing officers, officer(s) charged, and the organization advisors
  - (1). The organizational advisors will hear from both the accusing and the defendant(s) and try to reach a resolution
  - (2). If no resolution can be reached the organizational advisors will decide whether to impeach the officer(s) so charged

## **ARTICLE XIII**

### ***Statement of Inclusivity and Consequences of Violation***

#### **Section A. Statement of Inclusivity**

- (a). BSSA will not tolerate, under any circumstances, actions that discriminate on the basis of any identity, including but not limited to: religion, gender, gender expression, race, sexual orientation, age, ableness
- (b). Any person found violating this statement will be subject to the terms set forth in Article XII, Section B

#### **Section B. Violations**

- (a). Any complaint of a member or officer violating the above statement will be submitted to the President(s) and/or Vice President, including any possible documentation including witness signatures
  - a. The person accused will be informed of the complaint made against them and be given a chance to appeal to the Officer Board if they choose to

- b. In the event of the President(s) and or Vice President violating the statement of inclusivity: The Secretary, Treasurer, and Logistics Coordinator must unanimously call for impeachment proceedings.
- (b). President(s) will address the complaint in an officer board meeting and present any documentation given
- (c). All officers will vote to decide whether the complaint is grounds for membership and/or officership termination

## **ARTICLE XIV**

### ***Community Advisor***

#### **Section A. Selection of Advisor**

The current manager of the Center for Discovering Opportunities in Biological Sciences will be selected as the advisor of the Biological Sciences Student Association.

#### **Section B. Term**

- (a). The term for which the Advisor will serve begins during Week 0 of Fall Quarter and ends after Finals Week of Spring Quarter of the current academic year.
- (b). The advisor may be contacted out of the specified timeframe for counseling and suggestions in preparation for events in the following academic year.
- (c). The position of the advisor will be renewed each academic year and given to the current manager of the Discovering Opportunities in Biological Sciences department.

#### **Section C. Responsibilities of Advisor**

- (a). Subsection 1. Consultation
  - (1). Meet regularly with officers and chairpersons to keep current on projects and events they're planning.
  - (2). Serve as a resource person and, through continued open interaction, pointing out new perspectives and guiding the group toward activities and individual performance.
  - (3). Make appropriate referrals by using knowledge of campus and community resources.
- (b). Subsection 2: Continuity
  - (1). Orient new officers and members to the history and purpose of the Biological Sciences Student Association and help them build upon it.
  - (2). Help members look toward the future by developing long-term goals and communicating them to new members.
  - (3). Encourage creative brainstorming to help an organization generate new ideas.
- (c). Subsection 3: Interpretations of Policy

- (1). Interpret University policies and regulations, as well as state and federal laws relevant to student organizations.
  - (2). Have knowledge of all organization policies, such as constitution, bylaws, and protocols.
- (d). Subsection 4: Supervision
- (1). Intervene when appropriate to prevent the violation of public or institutional policy.
  - (2). Provide feedback on potential risks and violations that BSSA events may pose and suggest alterations to ensure the event is in accordance with the University policies.
- (e). Subsection 5: Financial Supervision
- (1). Work with the treasurer to assure accurate record keeping and budgeting.
  - (2). Manage the Biology Department Recharge Account, as well as keep track of all purchases made by BSSA.
- (f). Subsection 6: Meeting Organization
- (1). Attend all bi-weekly President-Advisor meetings to keep informed and be available for consultation, or to introduce ideas and suggestions.
  - (2). Attend special meetings and events of BSSA, which include but are not limited to the Fall General Body Meeting and Senior Reception.

## **ARTICLE XV**

### ***Financial Management***

#### **Section A. Statement of Financial Goals and Policies**

- (1). Subsection 1. Allocation:
  - (1). The Biological Sciences Student Association (BSSA) should allocate its funds to projects that target the Biological Sciences undergraduates.
- (2). Subsection 2. Use:
  - (1). BSSA's Executive Board will focus its attention on activities that directly benefit the Biological Sciences undergraduates.
- (3). Subsection 3. Purpose:
  - (1). The purpose of these By-laws is to ensure that BSSA will allocate its funds fairly and without bias.

## **Section B. Responsibilities of the Treasurer**

- (1). The Treasurer shall work in conjunction with the committee requesting money to make allocation recommendations to the Executive Board.
- (2). Shall ensure that committees comply with Financial By-laws.
- (3). Shall work to inform the Executive Board, and Committees about the funding process.
- (4). Shall notify committees about the status of their funding requests.
- (5). Shall take charge of Quarterly Budget Allocations. A timeline for handling Quarterly Budget Allocations may appear as follows:
  - (1). Second Week (2nd): Remind all Committee Chairs of the budget allocated for that Quarter.
  - (2). Eighth Week (8th): collect additional budget request forms and receipts from past events.
  - (3). At the end of the term, shall provide a detailed financial report to the Executive Board, including a record of all expenditures throughout the term of office, any requests that have not yet been voted upon by BSSA, any outstanding Post- Event Reports, and the final monetary amounts remaining with each account at that time.

## **Section C. Funding Procedures**

- (1). Subsection 1. Submitting of an Additional Funding Request
  - (1). To qualify for additional BSSA funding, a committee must file an Additional Funding Request form with the Treasurer two weeks prior to the event, or in an amount of time deemed reasonable by the Executive Board.
    - i. Submission of additional BSSA funding must be made through an official BSSA form prepared by the Treasurer.
  - (2). The chair of the committee should be present at the Executive Board meeting. Failure to do so may result in either a postponement or denial of funding.
  - (3). After a committee has been notified by the Treasurer on the status of its funding request, the committee is responsible to pick up allocated reimbursements; refer to Article XIV.C.3.
- (2). Subsection 2. Processing an Additional Funding Request
  - (1). The Treasurer, President(s), and Vice President must review all additional funding requests for the purpose of making a recommendation to the Executive Board.

- (2). Any additional funding requests for a specific item of funding that results in the total requested additional funds being one hundred dollars (\$100) or more must also be reviewed by the BSSA Advisor for additional recommendation to the Executive Board.
- (3). When voting, the Executive Board shall consider any recommendations given by the Treasurer or the BSSA Advisor.
- (4). All additional funding requests require the approval of a majority vote of the Executive Board.
- (5). If the Treasurer or the BSSA Advisor recommends not funding a request, approval of funding shall require a two-thirds (2/3) affirmative vote.
- (6). The Treasurer shall notify the committee of the action taken by the Executive Board regarding its additional funding request.

(3). Subsection 3. Reimbursement Policies

(1). Three Purchase Methods

- i. VISA cards
- ii. Biology Department Recharge Account
- iii. Personal Expenditure to be Reimbursed as Described Below
  1. A reimbursement form must be submitted to the Treasurer along with the original receipt. The committee shall keep a copy of the receipt for its own record.
  2. Method of payment shall be indicated clearly on the reimbursement form.
  3. Submission of the reimbursement form shall be turned in to the Treasurer within two weeks after the event. Failure to do so may result in the delay of the reimbursement process or disqualification for the reimbursement.

(4). Subsection 4. Requirements of any Committee Receiving Funding from BSSA

- (1). The committee must submit a follow-up report evaluating the event within seven (7) days of the event. Failure to do so may result in the suspension of any future funding to the committee.
- (2). If the event is canceled, the fund will be carried over to the following term.

(5). Subsection 5. Failure to Follow Procedures

- (1). Failure to follow stated policies and procedures will result in cancellation of funding without voting and will be considered when future funding is requested.



## **ARTICLE XVI**

### ***Meeting Ordinance***

#### **Section A. Order of Meetings**

Meetings will be run strictly on the agenda prepared by the executive board, specifically the co-president(s) (or vice president).

#### **Section B. Topics**

In order to keep things running smoothly, discussion topics should not be brought up out of order and only addressed in its allotted time.

#### **Section C. Outstanding Topics**

New business/open discussions not in the agenda can be addressed at the end of the meeting.

## **ARTICLE XVII**

### ***Motions***

#### **Section A. Process**

General motions must be seconded, then discussed, and voted on, if necessary.

#### **Section B. Amendments**

- (a). 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.
- (b). All officers must be informed and receive a copy of the proposed motion/amendment.
- (c). All Amendments must be voted upon and implemented by the decision of a supermajority.

#### **Section C. Officers Not Present**

Officers that are not present at the following board meeting will not be disenfranchised.