**Texas A&M University**

**College of Veterinary Medicine and Biomedical Sciences**

Biomedical Sciences Association

Constitution

Article I: Name

This organization shall be known as the “Biomedical Sciences Association” and may also go by “BSA”.

Article II: Objectives

The objectives of this organization shall be to:

1. Promote and advance public awareness of the capabilities of the Biomedical Sciences graduate.
2. Develop a close association of interested students through group meetings and socials.
3. Enhance the image of Biomedical Sciences students on the Texas A&M University campus and in the surrounding community.
4. Increase member awareness of career oriented subjects and enhance their marketability to professional schools.

Article III: Membership and Dues

1. All students enrolled at Texas A&M University with an interest in the Biomedical Sciences curriculum shall be eligible for membership in this organization upon payment of annual membership dues. To be considered active in a fall or spring semester, a member must meet the specified requirements as defined below.
2. Basic requirements that must be met to become and remain an active member of BSA will be as follows:
	1. Pay annual dues to BSA by the posted deadline.
		1. Annual dues will consist of $40 in a format accepted by the organization.
		2. Membership for the academic school year runs fall through summer and expires at the end of each summer.
		3. Members who join in the spring must still pay the full $40.
	2. Attend a minimum of three meetings, a minimum of two socials, and perform a minimum of ten hours of community service each semester (fall and spring).
	3. Submit the Active Member Form off the BIMS website to the BIMS office by the posted deadline each semester (fall and spring).
		1. The form must document all meetings and socials attended and community service performed for the semester.
		2. Meetings, socials, and community service where the member signed in with a BSA officer do not need to be signed off on. ECHO meetings unattended by a BSA officer and outside community service do need the signature of a supervisor.
3. Inactive Status – Any member not completing the above requirements will be considered inactive for that semester. If a paid member is considered inactive in fall, a reactivation fee of $10 will be charged to stay active in the spring. If a returning member fails to pay annual dues in the fall, they are considered inactive until they do so. The member in question is to be informed in advance of these expectations.
4. Suspension of membership – Any member in violation of any Texas A&M University Student Activities rules of conduct (hazing, liability, disruptive conduct, etc. found here: <http://studentactivities.tamu.edu/orgmanual/policies#membership>) shall be notified of the infraction by university email. Within five business days after notification, the member will be allowed to present his or her case before the Executive Committee and Selections Committee. Removal of the member will be decided by a simple majority vote of 50%+1, and the member will be notified of the decision within 72 hours. Removal will be based on the aforementioned rules of conduct.

Article IV: Officers

1. The officers of this organization must meet the following requirements:
	1. Be an active member of BSA by meeting all requirements listed in Article III.
	2. Have a minimum cumulative and semester grade point ratio (GPR) as stated below and meet that minimum cumulative and semester GPR in the semester immediately prior to the election/appointment, the semester of election/appointment, and semesters during the term of office.
		1. For undergraduate students, the minimum cumulative and semester GPR is 2.50. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least six credit hours must have been taken during the course of either the full or two summer session(s).
		2. For graduate level students the minimum cumulative and semester GPR is a 3.00. In order for this provision to be met, at least four hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least four credit hours must have been taken during the course of either the full or two summer session(s) unless fewer credits are required as they complete the final stages of their degree.
	3. Be in good standing (see 27.1.4.) with the university and enrolled:
		1. At least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring or fall semesters) during the term of office. Students enrolled in the Blinn TEAM program are also eligible to hold an office, as long as the student is meeting all applicable Blinn TEAM requirements and is in good standing with the program.
		2. At least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
	4. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in Article IV, Section 1 a-b).
	5. A candidate for office on the Executive Committee of the Biomedical Sciences Association shall be classified as a sophomore, junior, or senior student at the time of the election during the academic year in which elected. Candidates must be experienced in and familiar with the organization and its objectives and programs. In addition, the candidate must have been active for at least one semester immediately prior to applying for an officer position.
2. The Executive Committee Officers and General Officers –
	1. The Executive Committee of BSA shall consist of the President, Vice President, Treasurer, Historian, two University Affairs Officers, Human Medicine and Veterinary Medicine Branch Secretaries, and Human Medicine and Veterinary Medicine Branch Vice Presidents.
		1. The Executive Committee of BSA shall be chosen by a Selections Committee consisting of at least one BSA Advisor and the retiring officers. At least three persons shall conduct interviews for Executive positions. Candidates shall submit their applications and go through an interview process with the Selections Committee. The Selections Committee ranks and chooses the new officers with the Director of Biomedical Sciences’ approval.
		2. The President of BSA shall serve as the Chairman of the Executive Committee. Advice from BSA Advisors is required for Executive Committee proposals and decisions. BSA Advisors will act as mediators if need be.
		3. The Executive Committee shall transact all business relevant to the operation of BSA. It is the responsibility of the President to designate when the Executive Committee shall be called to order.
	2. The Executive Committee will maintain three to four General Officer positions each for both the Human Medicine and the Veterinary Medicine Branches of BSA.
		1. General Officers shall be chosen in a similar process. A Selections Committee for General Officers will consist of at least two members of the Executive Committee and a BSA Advisor. Candidates shall submit their applications and go through an interview process with the Selections Committee. The Selections Committee ranks and chooses the new officers with the Director of Biomedical Sciences’ approval.
3. The duties of the officers of BSA shall be those usually performed by such officers and set forth by the Executive Committee. Duties include but are not limited to: organize meeting dates and times, schedule accommodations, arrange for food and beverage, arrange speakers for branch meetings, email communication to members, actively participate in all BSA events, actively communicate with the BSA Advisors and Executive Officers, and promote the association’s mission. Itemized duties are listed below.
	1. President – organize general meeting dates and times, organize officer meeting dates and times, arrange for food and beverages for the first general meeting and officer meetings, schedule accommodations for such, email communications to members about such, check all officer emails, attend new student conferences to recruit new members, update the BSA website, actively participate in all BSA events, actively communicate with BSA Advisors and Executive Officers, and promote the association’s mission. The President will also complete annual training as given in Article IV, Section 3 c) as a backup signature authority for the Treasurer.
	2. Vice President – plan and coordinate community service activities, schedule accommodations for such, email communication to members about such, check all officer emails, attend new student conferences to recruit new members, actively participate in all BSA events, actively communicate with BSA Advisors and Executive Officers, and promote the association’s mission.
	3. Treasurer – complete annual training on fiscal requirements (http://studentactivities.tamu.edu/orgmanual/finances ), sign off on and approve check requests and approval-to-charge forms, authorize other financial forms and requirements, maintain balance of account, comply with audits, maintain financial ledger, deliver forms and deposits to SOFC, check all officer emails, attend new student conferences to recruit new members, actively participate in all BSA events, actively communicate with BSA Advisors and Executive Officers on delegation of funds, and promote the association’s mission.
	4. Secretaries – enter membership forms into spreadsheet at the beginning of each semester, file membership forms in respective branch folders, update spreadsheet of active and inactive members at the end of each semester, keep notes at officer meetings, oversee maintenance of the BSA test bank by delegating duties to compile and arrange, update BSA listserv, reply to membership questions, email communication to members about membership, check all officer emails, attend new student conferences to recruit new members, actively participate in all BSA events, actively communicate with BSA Advisors and Executive Officers on membership issues, and promote the association’s mission.
	5. University Affairs Officers – contact various people on and off campus to arrange socials, organize intramural sports, arrange for food and beverages for such, schedule accommodations for such, email communication to members about such, check all officer emails, attend new student conferences to recruit new members, actively participate in all BSA events, actively communicate with BSA Advisors and Executive Officers, and promote the association’s mission.
	6. Historian – record the activities of BSA events in print and photo, update the BSA Facebook page and website, email communication to members about such, check all officer emails, attend new student conferences to recruit new members, actively participate in all BSA events, actively communicate with BSA Advisors and Executive Officers, and promote the association’s mission.
	7. Branch Vice Presidents – set branch meeting dates and times, arrange for food and beverages for such (or delegate said duties), schedule accommodations for such (or delegate said duties), email communication to members about such or at the request of the President, check all officer emails, attend new student conferences to recruit new members, actively participate in all BSA events, actively communicate with BSA Advisors and Executive Officers, and promote the association’s mission.
	8. General Officers – arrange gifts for speakers to branch meetings, arrange for food and beverages and supplies (plates, cutlery, napkins, cups, etc.) for such as delegated, schedule accommodations for such as delegated, aid in any other activity delegated by the Executive Committee, check all officer emails, attend new student conferences to recruit new members, actively participate in all branch BSA events, actively communicate with BSA Advisors and Executive Officers, and promote the association’s mission.
4. Attendance –
	1. Any officer who must miss an assigned meeting or activity should provide at least 24-hours’ written notice via email to the President. The officer should delegate the duties they miss to another officer. An officer can only miss two assigned meetings or activities for any reason within one semester.
	2. An officer must have a University Excused Absence for any further missed meetings, activities, or assigned duties.
5. Discipline of officers –
	1. Any officer in violation of any Texas A&M University Student Activity rules of conduct (Article III, Section 4) shall be notified of the infraction and disciplined as given therein.
	2. Officers who fail to comply with attendance rules or to perform their assigned duties listed above shall be notified of the infraction by university email. Within five business days after notification, the officer will be allowed to present his or her case before the Executive Committee and Selections Committee. Removal of the officer will be decided by a simple majority vote of 50%+1, and the officer will be notified of the decision within 72 hours. If the officer is not dismissed, then they will have the duty to maintain the test bank for the calendar month after the hearing.
6. In the event that an officer is unable to serve his or her full term, whether due to suspension of membership, removal as an officer, or other reasons –
	1. President – The Vice President shall assume all presidential duties thereof.
	2. Vice President, Treasurer, Secretary, University Affairs Officer, or Branch Vice President – A temporary officer shall be elected at the next Executive Committee meeting to fill the empty position for the unexpired term.
7. Terms for all offices are one semester. An officer may reapply for his or her current position at the end of a term. All re-applicants must complete the application process as outlined in Article IV, Section 2 a, i) and b, i).

Article V: Advisor Expectations

A student organization advisor must be a Texas A&M University employee as defined by the Human Resources Department and must advise at a level consistent with the categorization of the organization. To advise a registered organization, one must be a faculty member, professional or associate staff member, or graduate assistant. It is critical that the advisor be familiar with the activities of the organization and have (or be willing to obtain) an appropriate level of experience, resources, and knowledge related to those activities and the mission of the organization.

An advisor meets with the officers of the organization to discuss expectations of roles and responsibilities. In order to stay connected with the organization, the advisor regularly attends meetings and is available outside those meetings for advice and consultation related to the operations of the organization. The advisor assists the organization in developing realistic goals for the academic year. This will contribute to the educational and personal development of the students involved.

An advisor performs his or her greatest service by facilitating opportunities for students to exercise initiative and judgment within a proper measure of autonomy when coordinating events and activities. In keeping with this approach, the advisor should participate in event planning and attend events when possible or when identified as necessary through the planning process.

Recognized student organizations at Texas A&M University are required to coordinate financial transactions with the Student Organization Finance Center (SOFC). An advisor regularly receives statements from the SOFC and should be aware of the organization’s financial status via review of these statements and approval of expenditures. Completion of the online education process for the SOFC is required of all organization advisors.

An advisor is aware of the University Student Rules & Regulations and other institutional guidelines that establish expectations for student behavior and activities. The advisor ensures that the group and its officers know where rules and guidelines are published, what the rules are, why they exist, and the consequences for choosing to operate outside their parameters. As an employee of Texas A&M University, an advisor is expected to report all rule violations or potential violations to the appropriate university officials. The advisor is familiar with the organization’s constitution and all other governing documents, so that he or she may advise effectively.

Article VI: Awards

The BIMS Scholarship Committee shall disperse as many BSA scholarships as possible (typically 10-12), pending available BSA funding and approval of the Executive Committee. These awards will be given according to the criteria posted on the Continuing Student Scholarship application and the BIMS website.

When Kaplan or Princeton Review full or partial scholarships (i.e. discounted courses) are available, they will be awarded to active BSA members who were also active for the previous semester, both conditions as defined in Article III, Section 2-3. Recipients will have the highest numbers of community service hours as determined by the Active Member Forms they submitted at the end of the previous semester. The BSA secretaries and advisor shall review the active member lists early in the spring and fall semesters, as applicable.

Article VII: Meetings

1. BSA shall hold one to two general meetings each semester. These meetings shall be organized and called by the Executive Committee.
2. The Human Medicine and Veterinary Medicine Branches will schedule a minimum of three individual meetings per semester.
3. Emergency Executive Committee meetings of the BSA may be called by the President as deemed necessary for the maintenance of the organization.

Article VIII: Handling of Association Funds

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Student Organization Finance Center. All funds must be deposited within 24 hours after collection. An advisor to this organization must approve and sign any expenditure before payment. <https://studentactivities.tamu.edu/orgmanual/finances#sofc>

Every expense associated with BSA must be pre-approved with a “budget sheet” that includes expected expenses. The form must be approved by the Treasurer or the President and a BSA Advisor. The final receipts must be submitted for reimbursement. No cash advances will be approved or allowed.

Article IX: Amendment

This constitution may be amended at any Executive Committee meeting of BSA by a simple majority vote (50%+1) of the active members present and voting. Notice of proposed amendments or changes should first be reviewed by a BSA Advisor and the Director of BIMS. The amendment must be submitted in writing to the President prior to the Executive Committee meeting, at which time the amendment shall be reviewed by the Executive Committee. If the Executive Committee votes to amend the constitution, the new constitution will then take effect immediately.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President

Madison Bartock

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BSA Advisor (Primary)

Meredith Permenter

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BSA Advisor (Secondary)

Dr. Tawfik Omran