

CONSTITUTION OF THE ASSOCIATION OF BIOLOGISTS
(Approved by membership January 2023)

ARTICLE I. NAME, PURPOSE, AND AFFILIATIONS

Section 1 – This Association shall be known as the Association of Biologists.

Section 2 – The Association is organized for charitable, educational, and scientific purposes under section 501(c) (3) of the Internal Revenue Code, or the corresponding sections of any future federal tax code. The purpose of the Association shall be to promote camaraderie and scientific interaction among Association Members within the Department of Biological Sciences at Texas Tech University, promote scientific interaction among Association Members and members of other universities, and act as a service organization for the Department and University. The Association shall raise funds to support its Members in these activities.

Section 3 – The Association is not affiliated with any local, state, or national organizations.

ARTICLE II. MEMBERSHIP

Section 1 – The Association shall consist of Full Members, Associate Members, and Undergraduate Members.

Section 2 – Membership in the Association shall be open to any graduate student (full or part-time) in the Department of Biological Sciences at Texas Tech University. Membership also shall be open to approved undergraduates. Members must be enrolled and in good standing with the University. Requests for Membership in the Association shall be accepted until the first (1st) Friday in October of the Fall semester and until the first (1st) Friday in February of the Spring semester. Annual Membership shall follow the University fiscal year (1 September to 31 August).

Section 3 – Students not enrolled in the Department of Biological Sciences may apply for Membership with the Association. Non-Biology students must be involved in the research program of a faculty member of the Department of Biological Sciences or have a committee member in the Department of Biological Sciences and have the nomination of one (1) Full Member of the Association. Nominations, as well as a letter of support signed membership application form from the faculty member, are due by the first (1st) Friday in October of the Fall semester or by the first (1st) Friday in February of the Spring semester and shall be evaluated by the Executive Council.

Section 4 – A Full Member of the Association is a person who has paid full dues and participated in the required amount of in-service activities (see By-Laws). The rights of full Membership include: participation in meetings, elections, and activities of the Association, serving as Officers, serving as Appointees, serving on Committees, and eligibility for Association funding.

Section 5 – An Associate Member is one who has not fulfilled all requirements necessary to become a Full Member. Associate Members have the right to participate in meetings, elections,

and activities of the Association. Associate Members cannot hold an office, run for office, serve as Appointees, serve on Committees, nor receive Association funding.

Section 6 – An Undergraduate Member must be involved in the research program of a faculty member of the Department of Biological Sciences and have the nomination of one (1) Full Member of the Association. Nominations, as well as a letter of support from the faculty member, are due by the first (1st) Friday in October month of the Fall semester or the first (1st) Friday in February of the Spring semester and shall be evaluated by the Executive Council. Undergraduates may be considered Full Undergraduate Members with the same requirements and privileges as Full Members (Article II, section 4) or Associate Undergraduate Members with the same requirements and privileges as Associate Members (Article II, section 5).

Section 7 – Special circumstances concerning Membership and disciplinary actions against Members not considered in the Constitution shall be addressed by the Executive Council, and if warranted, the Faculty Advisor.

Section 8 – Anti-discrimination Statement. Texas Tech University Association of Biologists does not deny or define membership status of the organization on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression.

Section 9 – Any member or officer can submit a member in violation of the organization purpose or constitution to the president. Once the president receives the violation it will be reviewed at the next executive board meeting. The executive board can also identify there was no violation and there is no need to move forward with an accountability process. If there is sufficient evidence to find a member in violation, but not enough to warrant probation or removal, a warning will be issued to document the violation. Such warning will be sent via e-mail to the violating member with the organization advisor and president directly copied on the e-mail. If the executive board finds the violation credible then they will schedule a time for the member to come speak to the executive board about the violation.

After the meeting with the member in question the executive board will take a vote on whether to move forward with a warning, probation, removal process or none. A two-thirds vote is required to move the process forward. If the vote passes to move the process forward a vote will be brought to the entire membership for a vote to remove or not. A two-thirds vote is required to remove a member. If the member is not present at the meeting where the vote took place, they should be notified of the vote within 24 hours.

Section 10 – Member Accountability Process. All associate and full members are representatives of the organization at any school or organization-sponsored event. Any member who willfully breaks any state or federal law (e.g., driving under the influence, soliciting illegal paraphernalia, etc.) during a school or organization-sponsored event will be subject to the process elicited in Section 9. These ramifications apply to any individual at any external conference if funded through organization travel funding.

ARTICLE III. OFFICERS AND ELECTIONS

Section 1 – Elected Officers shall include a President (two Co-Presidents if necessary), Vice President, Treasurer, and Secretary. These Elected Officers shall constitute the Executive Council. Former Elected Officers, along with the Executive Council, shall constitute the Board of Directors. No former Elected Officer is obligated to serve on the Board of Directors.

Section 2 – Presidential nominees must have been a prior Officer or have been approved by the Board of Directors.

Section 3 – All terms for Officers shall be for one (1) year. No Member shall serve more than two (2) terms in the same office.

Section 4 – In elections of Officers, a simple majority shall elect. In cases of multiple candidates, a clear majority shall elect. In the absence of a clear majority, a second ballot shall determine the election of one (1) of the two (2) nominees receiving the greatest number of votes on the previous ballot.

Section 5 – New Officers shall take office at the beginning of the upcoming year (1 August to 31 July). During the summer session, new Officers shall serve as President(s)-Elect, Vice President-Elect, Treasurer-Elect, and Secretary-Elect, and will serve as voting members on the Board of Directors in this capacity. All executive powers are still held by the outgoing Officers until the completion of their term (31 July). Prior to the new membership year, the outgoing Officer for each position shall advise the new Officer on the duties required for said position.

Section 6 – An Officer and/or Board of Directors member may be removed from his/her position by the following procedure:

- i) A written petition, signed by at least one-third (1/3) of the Membership, stating the reason(s) for the dismissal must be given to the Faculty Advisor (official copy) and one (1) member of the Executive Council (archival copy).
- ii) The Faculty Advisor must call an official meeting within ten (10) days of receipt of the petition.
- iii) Following discussion, a simple majority of quorum shall result in the immediate dismissal of the Officer and/or Board of Directors member.

Section 7 – In the event of a vacancy in the office of the President(s), the Vice President shall immediately assume the responsibilities of the Association. Vacancies in the offices of Vice President, Treasurer, and Secretary shall remain vacant until filled according to procedure.

Section 8 – To fill an office vacated during the first (1st) six (6) months of a term, a general Membership election must be held within thirty (30) days of vacancy. In the course of that meeting, a simple majority of quorum shall elect a new Officer who shall serve until the next scheduled election. To fill an office vacated after the first (1st) six (6) months of term, the office shall be filled according to the recommendation of the Executive Council. This recommendation shall be decided upon in a meeting of the Board of Directors and the Faculty Advisor within thirty (30) days of the vacancy.

Section 9 – The President(s) shall serve as the Association’s chief executive officer. These duties include serving as the primary representative to the University, presiding at all meetings, calling and distributing meeting notices, appointing Appointees and Committee Chairs (unless otherwise noted), approving or appointing members of standing Committees, and appointing ad hoc Committees. The President(s) also shall chair the Executive Council and the Board of Directors.

Section 10 – The Vice President shall serve as the Association’s chief operating officer and is to work closely with the Department when it comes to seminar speaker travel. The Vice President also shall assist the Treasurer to prepare a budget for the following membership year to be approved by the Board of Directors, as well as attend the Student Association Budget Interview held each academic year. Within the responsibilities and collaboration with the Student Government Association (SGA), the Vice President is responsible for the funds granted by SGA to be spent for the new fiscal year (September 1st – August 31st). In addition, the Vice President shall perform the duties of the President(s) in the case of the officer’s absence.

Section 11 – The Treasurer shall serve as the Association’s chief financial officer. These duties include administering all fundraising activities each semester, conducting inventory and coordinating with faculty items necessary for fundraising, as well as purchasing material to be sold by the Association. The Treasurer also shall maintain a financial record of activities of the Association and shall provide a financial report to the Association by the April meeting. In addition, the Treasurer shall assist the Vice President to prepare a budget for the following membership year to be approved by the Board of Directors, as well as attend the Student Association Budget Interview held each academic year. The Treasurer shall appoint a chair to the Fundraising Committee.

Section 12 – The Secretary shall act as the custodian of all records and archives of the Association. These duties include recording and filing minutes of all meetings, developing and maintaining Membership records (e.g., dues, in-service and community-service hours, etc.) and fund eligibility, collect Member dues, and keep accurate records of all business conducted by the Association. The Secretary also shall be responsible for contacting Members prior to their obligation of in-service activities, send out letters, emails, updates, and/or announcements. The Secretary shall develop a listserv of all the current members of the organization and serve as the Association’s chief operating officer in regard to management of Member travel/publication requests and determination the amounts of travel/publication awards for members as stated in Article II (Sections 4, 5, and 6).

Section 13 – The Executive Council shall be the administrative body of the Association and carry out all actions as directed by the Board of Directors. The Executive Council also shall decide what in-service and community-service activities are eligible to be used as qualification for Full Membership, as well as recommend Members for Officer vacancies as stated in Article III, section 8.

Section 14 – The Board of Directors shall be the policy-making body of the Association. These duties include interpreting and maintaining the Constitution, as well as recommend Amendments to the Constitution and By-Laws when necessary. The Board of Directors also will set the regular agenda of the Association, standards for the Association’s activities, and guidelines for Officers. The Board of Directors also shall approve the annual budget to decide on the proper disbursement

of the Association's funds. In addition, the Board of Directors shall approve nominees for President in annual elections and fill vacancies of Officers as so stated in Article III, sections 2 and 8, respectively.

Section 15 – Elected Officers of the Association or Members serving in elected leadership positions in the Student Government Association (SGA) shall be exempt from all service requirements during their term. Elected Officers of the Association that do not complete their term will be prorated service hours for months served. Members not in “good standing” with SGA will be prorated service hours for months served in “good standing” according the guidelines of SGA.

Section 16 – Former Officers choosing to serve on the Board of Directors shall not be exempt from service requirements, but they shall receive one (1) hour of in-service activities for each semester served. Attendance in fifty (50) percent of the meetings will be mandatory to receive the service hour each semester. Committee chairpersons shall receive 2 hours of in-service and committee members shall receive 1 hour of in-service for each semester of service.

Section 17- A member of the Board of Directors term will end when the individual is no longer a graduate student at Texas Tech University.

Section 18- Incentive Scholarship for Officers

- a. Officers can apply for \$1000 at the end of their term (August 1-July 31). Applications would be due July 15th and performance will be evaluated by Faculty Advisors, with approved funds allocated the following Fall semester through the Department of Biological Sciences. Scholarships can be used for travel, research, or tuition expenses.
- b. In the event an officer does not complete their term or responsibilities, no funds will be disbursed.

Section 19- Incentive Scholarship for Committee Chairs

- a. The following committee chairs: TTABSS and Grants-in-Aid can apply for \$500 at the end of their term (September 1-August 31). Applications would be due June 15th and performance will be evaluated by current officers, with approved funds allocated the following Fall semester through the Department of Biological Sciences. Scholarships can be used for travel, research, or tuition expenses.
- b. The following committee chairs: Recycling, Fundraising, Outreach, and Social Media can apply for \$250 at the end of their term (September 1-August 31). Applications would be due June 15th and performance will be evaluated by current officers, with approved funds allocated the following Fall semester through the Department of Biological Sciences. Scholarships can be used for travel, research, or tuition expenses.
- c. In the event a committee chair does not complete their term, no funds will be disbursed.

Section 20 – Conditions for Incentive Scholarship for Officers and Committee Chairs

- a. In the event that incentive scholarships to officers and committee chairs would result in a net deficit for that organizational year, no incentive scholarships will be awarded.
- b. If funds are not sufficient for all officers and committee chairs to receive the incentive scholarships, no incentive scholarships will be awarded for that organizational year.

- c. Approval of funds will be based on a simple majority vote for each position. In the event of a tie during the committee chair incentive vote, advisors will make the final decision.

Section 21 – Travel and Publication Funding Incentive for Officers

- a. Beginning with the 2019-2020 officer team, officers who serve for their full term will be waived from service hour requirements to obtain the base level of travel/publication funding (8 hours) from the moment their term has finished until the semester they graduate.
- b. Membership dues must still be paid by retired officers prior to requesting travel/publication funds in order for the base-level service hour waiver to apply.
- c. Retired officers will still be responsible for four (4) in-service hours per year to request the maximum amount of travel/publication funding.
- d. These conditions will not apply to any officer who vacates an officer position prior to the end of the yearly term.
- e. Officers who serve for two terms will be waived from service hour requirements for the maximum level of travel/publication funding (12 hours) from the moment their second term has finished until the semester they graduate.

ARTICLE IV. FACULTY ADVISOR SELECTION AND RESPONSIBILITIES

Section 1 – There could be up to three Faculty Advisors. The advisors are to be the current Department Chair of Biological Sciences and the Graduate Student Advisor of the Department of Biological Sciences. In some instances, a third Faculty Advisor is allowed to transition the new Advisor(s) into their position.

Section 2 – The Association will establish a Faculty Advisor. The Faculty Advisor shall serve as a semi-permanent component of the Association and shall be knowledgeable of the Association's history and University policy to assist during Elected Officer transitions and other aspects of the Association as necessary. The Faculty Advisor also shall intervene during conflicts within the Association and between the Association and the Department and the University, as well as fulfill duties stated herein (see Article II, section 7; and Article III, sections 6 and 8). In addition, the Faculty Advisor shall act as a co-signer of all official documentation of the Association, including, but not limited to, University documents as necessary. The Faculty Advisor shall be a full-time faculty at Texas Tech University.

Section 3 – The Faculty Advisor shall be filled as needed according to the recommendation of the Board of Directors. This recommendation shall be decided upon approval by the Membership.

ARTICLE V. MEETINGS

Section 1 – During each academic year, the Association shall hold a minimum of three (3) regular Membership meetings. The regular Membership meetings shall be at the beginning of the Fall term to organize fundraising and schedule participation of in-service activities, at the beginning of the Spring term to accomplish the same tasks, and a meeting during April of the second term to elect new officers.

Section 2 – The President(s) or any two (2) Officers of the Executive Council may call Membership meetings. The Executive Council must provide notice to Members at least one (1) calendar week prior to the proposed meeting. Prior to each Membership meeting, the Executive Council shall hold a separate meeting to organize business and an outline for the Membership meeting.

Section 3 – Meetings of the Executive Council or the Board of Directors shall be held as indicated in the Constitution and as needed. The President(s) or any two (2) Officers of the Executive Council may call meetings of the Executive Council. The President(s) or any two (2) members of the Board of Directors may call meetings of the Board of Directors.

ARTICLE VI. DECISION MAKING PROCEDURE, QUORUM, GENERAL VOTING, AND PARLIAMENTARY PROCEDURE

Section 1 – Quorum voting: Twenty-five (25) Members of the Association and (to include Officers as noted in Article V, Section 2) shall constitute quorum at Membership meetings. Action by quorum at a regular or special meeting shall constitute action by the Association. Quorum voting will be used for constitutional changes and elections, while general voting will be used for all other decisions.

Section 2 – A three-fifths supermajority shall constitute quorum at meetings of the Executive Council or the Board of Directors. Action by quorum shall constitute action by the Executive Council or the Board of Directors.

Section 3 – The order in which the standard agenda for conducting meetings include: counting quorum, announcements, old business, and new business.

Section 4 – Parliamentary authority and procedures will come from the provisions for rules of order, generally known as Robert Rules of Order, New Revised Version (see document for details).

Section 5 –General voting: All votes will be determined by a majority vote of all eligible voters in the organization present during a meeting or event unless otherwise specified. All votes will be taken by a show of hands unless otherwise specified.

ARTICLE VII. RELATIONSHIP WITH OTHER ORGANIZATIONS

Texas Tech University Association of Biologists has developed a close relationship with ANRS (Association of Natural Resource Scientists) and TechASM (American Society for Microbiology at Texas Tech) in a collaboration to host social events and TTABSS.

ARTICLE VIII. AMENDMENTS

Upon recommendation by the Board of Directors, Amendments to these articles may be adopted at any Membership meeting by a simple majority vote of the Members present and voting, provided that notice has been made available to each Member prior to the meeting.

Last Revision: 20 September 2022

ARTICLE IX. BY-LAWS

Upon recommendation by the Board of Directors, By-Laws may be adopted, amended, or repealed at any regular meeting by a simple majority of the Members voting.

ARTICLE X. APPOINTMENTS AND COMMITTEES

Section 1 – The following Appointments and Committees shall be established: Fundraising Committee, Grants-In-Aid Committee, Recycling Committee, Student Organization Representative Council (SORC) Representative, TTABSS Committee, Outreach Committee, and Social Media Committee.

Section 2 – Appointments and Committees shall be filled accordingly prior to each membership year (1 September), and Members shall serve the entire membership year (1 September to 31 August). Any Full Member of the Association may serve as an Appointee or on a Committee.

Section 3 – Appointees and Committee Chairs (unless otherwise noted) shall be appointed by the President (see Article III, section 9). Appointees and Committee Chairs shall attend meetings of the Board of Directors to report progress when needed. In addition, Appointees and Committee Chairs shall give annual reports in the April meeting of the Membership. Appointees and Committee Chairs shall receive a minimum of two (2) in-service hour and will receive additional service hours, when necessary, upon approval of the Executive Council.

Section 4 – The Fundraising Committee shall be chaired by an approved appointee by the Executive Officers and consist of no more than three (3) Full Members. The Committee shall be responsible for overseeing all fundraising activities of the Association. The Committee also shall be responsible for the inventory before and after lab-kit sales each semester, ensuring Members are working the lab-kit sales (scheduling), and assisting the Treasurer with announcing the sales. In addition, the Committee shall generate new fundraising activities and pursue alternate sources of funding.

Section 5 – The Grants-In-Aid Committee shall consist of no more than three (3) Full Members. The Committee shall organize and coordinate the Grants-In-Aid competition. These duties include advertising the competition, securing faculty judges, and facilitating the competition. The chair of the Grants-In-Aid Committee shall not be eligible for the competition as that could be a conflict of interest.

Section 6 – The Recycling Committee shall consist of no more than three (3) Full Members. The Committee shall oversee all recycling activities of the Association. These duties include

organizing recycling locations, ensuring that all recycling is collected each week, and creating new sustainability initiatives.

Section 7 – The SORC Representative shall represent the Association at all scheduled meetings of the Student Organization Representative Council. The SORC Representative also shall serve as the Association’s representative to the University’s Student Government Association. The SORC Representative shall be the Vice President of TTUAB.

Section 8 – The Texas Tech Annual Biological Sciences Symposium (TTABSS) Committee shall be chaired by an approved appointee by the Executive Officers and consist of at no more than three (3) full members. Additional Committee members will consist of Full Members of the Association and contingent on the necessary duties. The Committee shall organize and coordinate TTABSS. These duties include ensuring all funding, organizing all aspects of TTABSS, advertising TTABSS, and finding both student and faculty participants. The Committee Chairperson shall give monthly update reports to the Executive Council if necessary on the progress of the development of TTABSS.

Section 9 – The Outreach Committee shall be chaired by the Outreach Chair and consist of no more than three (3) Full Members. The Outreach Chair will be responsible for maintaining contact with our volunteer coordinators within the community, as well as researching and advertising volunteer opportunities for our members to participate in. In addition, the Committee shall be responsible for disseminating information about the accomplishments of the Association and its Members. The Committee will also be in charge of taking photographic reports of members at events (i.e. TTABSS, Wine Social, Meetings, etc.).

Section 10 – Committee members shall receive a one (1) hour of in-service activities for each semester served and will receive additional service hours, when necessary, upon recommendation of the Committee Chairs and approval of the Executive Council. Committee Chairs will receive two (2) hours of in-service activities for each semester served and will receive additional service hours, when necessary, upon recommendation of the Committee Chairs and approval of the Executive Council.

ARTICLE XI. DISSOLUTION OF THE ASSOCIATION

Upon the dissolution of the Association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

ARTICLE XII. STATEMENT OF NON-PROFIT STATUS

No part of the net earnings of the Association shall inure to the benefit of, or be distributable to its officers, directors, members, advisors, or private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article I, section 2 hereof. No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the Association shall not carry any other activities not permitted to be carried on 1) by an association exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding sections of any future federal tax code, or 2) by an association, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding sections of any future federal tax code.

Signed this ____ day of _____, _____.

Signature of Association President

Signature of Faculty Advisor

SUBSCRIBED AND SWORN TO BEFORE ME by the said

_____ and _____

on the ____ day of _____, _____.

NOTARY PUBLIC in and for The State of Texas

BY-LAWS

BY-LAW I. MEMBERSHIP DUES

Each Member is required to pay dues of fifty dollars (\$50) per academic year to be eligible as a Full Member. Dues paid by five (5) pm the first (1st) Friday in October shall be discounted to forty dollars (\$40) per academic year. Members who join the Association at the beginning of the Spring semester must pay a full year’s dues by five (5) pm the first (1st) Friday in February. The Executive Council shall have authority to waive dues or approve due payment arrangements should a Member be able to show financial hardship.

BY-LAW II. FUNDING ELIGIBILITY

Section 1 – Each member must participate in a minimum of eight (8) hours of service activities per academic year (as directed by the Executive Council; Article III, section 13) to be eligible for funding (set by the Board of Directors; Article III, section 14). Service hours for funding

eligibility can be any combination of public community service or organizational in-service. Two (2) hours of service activities each semester must be lab-kit sales. Members of the Fundraising Committee shall be exempt from the lab-kit sales requirements. Members not able to complete the lab-kit sale hour requirement will be able to make up hours through other service activities, but must first be approved by the officer team.

Section 2 – Members who have not completed in-service requirements shall be ineligible for funding. Duties from the current semester may be made up without penalty upon approval by the Executive Council, however, cannot be made up through lab sales. Members who miss a scheduled in-service activity without finding a replacement shall lose one (1) hour of in-service activity equal to the amount plus one (1) additional in-service hour. Excused absences must be approved by the Executive Council.

Section 3 – Association funding must be used for research involving the University.

BY-LAW III. TRAVEL FUNDING

Section 1 – Only Full Members attending meetings in either the role of presenter or as an officer of a professional organization (including committee member) shall be eligible for travel funding. However, first (1st)-year graduate students that are Full Members may request travel funding for their first (1st) conference or workshop without fulfilling the presentation or officer requirements. Exceptions may be made upon approval by the Executive Council. A first-year graduate student is a graduate student in their first year of their degree, regardless of whether or not they have previously received a graduate degree. This includes students that have previously obtained a graduate degree from Texas Tech.

Section 2 – Only Full Members will qualify for base-level funding. Base-level funding will be established by the Board of Directors.

Section 3 – Additional travel funding can be obtained through in-service activities. Members may complete four (4) hours per academic year of approved in-service activities in order to receive additional travel funding. Only Full Members will be eligible for this additional travel funding.

Section 4 – Travel funds may be dispersed prior to completion of in-service and/or community-service requirements (e.g., during the Fall semester or early part of the Spring semester). However, if in-service and community-service requirements are not met upon completion of the membership year, the Member will be required to make up missing hours during the following year. Missing hours cannot be made up through lab-kit sales, and must be approved by the officer team. Missing hours from the previous year must be made up before any service hours can be applied to the subsequent years' service hour requirement.

Section 5 – Members who receive travel funding from the Association may only use this as a reimbursement for travel and attendance expenditures for scientific meetings or workshops. The Association is not a scholarship granting organization as that is beyond the purpose of the organization (see Article I, section 2).

Section 6 – Any full member is eligible for a set amount of funding as decided by the Board of Directors each year. This amount can be used for travel and/or publication costs (or a combination of both).

Section 7 – Guidelines for travel will follow all rules set forth by the Department and University.

BY-LAW IV. PUBLICATION FUNDING

Section 1 – All Full Members are eligible for publication funding so long as the total funding awarded to an individual does not to exceed the total member funding amount set by the Board of Directors.

Section 2 – Only Full Members will qualify for base-level funding. Base-level funding will be established by the Board of Directors.

Section 3 – Publication funds may be disbursed as reimbursement to existing institutional FOP/research accounts or to the first author upon submission of manuscript invoice or receipt after acceptance of manuscript to the journal. Application for publication funds must include the signature of the graduate student's principal investigator (PI). Full Members must have completed their 8 service hours and paid dues before being eligible for publication funding.

Section 4 – Publication funding may be awarded in conjunction with travel funding, so long as the total amount of funding awarded to a member does not exceed the maximum amount of individual funding as determined at the beginning of the fiscal year by the Board of Directors. (i.e. if the maximum amount of funding is \$550, members may receive up to \$550 total, but may divide the \$550 between publication and travel funding upon secretary approval).

Section 5 – Members who receive publication funding from the Association may only use this for publication purposes of a manuscript of which they are a first author on. Publication funding may be used for any ancillary fees related to publication, including, but not limited to colored figures, etc.

BY-LAW V. ELECTION PROCEDURE

Section 1 – The general election shall be held during the April/May meeting of each year. The newly elected Executive Council shall be introduced at this meeting.

Section 2 – Nominations for Officers shall be made by the Membership during the seven (7) days prior to the general election. Members may be nominated to more than one office and may run for more than one office. Election procedure will be decided by current officers each year. Nominations are to be sent to the current President(s). Following nomination, the President(s) shall contact each nominee for acceptance or decline of the nomination. Nominees shall not be disclosed to the Membership until the end of the nomination period.

Section 3 – Officer Elections shall occur in the following order: President(s), Vice President, Treasurer, and Secretary.

BY-LAW V. TEXAS TECH ANNUAL BIOLOGICAL SCIENCES SYMPOSIUM (TTABSS)

Any student may participate in TTABSS and qualify for awards.

BY-LAW VI. GRANTS-IN-AID

Section 1 – Any Full Member who gives a presentation at TTABSS (with the exception of the Grants-In-Aid Committee Chair) shall be eligible for Grants- In-Aid, including the Association's President(s). Exceptions will be considered by the Executive Council.

Section 2 – In the case of participation by the President(s), the President(s) must provide notice to the membership at the first (1st) Spring meeting. Prior to the announcement of the Grants-In-Aid competition to the membership, the Board of Directors shall meet and determine the appropriate process of application the President(s) must follow to be eligible for the Grants-In-Aid competition under the guidance of the Grants-In-Aid Committee (see Article IX, section 5).

BY-LAW VII. FINANCIAL PROCEDURES

Section 1 – Texas Tech University Association of Biologists finances (dues, fundraising, and SGA) is managed by the Treasurer and Vice President (SGA funds only) and monitored by the Executive Council, Board of Directors, and the Faculty Advisors of the organization.

Section 2 – Each time new Elected Officers take over the new fiscal year for the organization, the current officers are responsible for writing a letter to the Texas Tech Federal Credit Union for removal and addition of officers to the account. The document needs to be signed and approved by one of the two Faculty Advisors. The Elected Officers are encouraged to change the card information and pin number to best avoid and potential theft action.

Section 3 – Dues are to be collected by the Treasurer and records of membership fees paid should be recorded and given to the Secretary of TTUAB. This also include fees takes from TTABSS. The Vice President is to manage the funds given to the organization by the Student Government Association.

Section 4 – Semester reports of the financial situation should be presented by the Treasurer to the Executive Council, Board of Directors, and to the membership at each meeting.

BY-LAW VIII. LEGAL AGREEMENT

Texas Tech University Association of Biologists agrees to abide by all federal, state, and local laws; and by the Texas Tech University Policies and Procedures.