CONSTITUTION OF THE ASSOCIATION OF BIOLOGISTS
(Approved by membership 25 August 2016)

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 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 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 – Member Resignation or Removal Process of any general member (Full Member or Associate Member) is determined solely on the basis of the individual themselves. Resignation of the member will not lead to a reimbursement of their membership fees.

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 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.

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 regards to management of Member travel requests and determination the amounts of travel 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.

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, AND PARLIAMENTARY PROCEDURE ~~QUORUM~~

Section 1 – 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.

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).

ARTICLE VII. RELATIONSHIP WITH OTHER ORGANIZATIONS

Texas Tech University Association of Biologists has developed a close relations with ANRS (Association of Natural Resource Scientists) and TechASM (American Society of Microbiologists 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: 26 August 2016

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, Seminar Committee, Student Organization Representative Council (SORC) Representative, TTABSS Committee, Lab Manual Sales Committee, and Webmaster 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 at least two (2) 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 at least 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.

Section 6 – The Recycling Committee shall consist of at least three (3) Full Members. The Committee shall oversee all recycling activities of the Association. These duties include organizing recycling locations and ensuring that all recycling is collected each week.

Section 7 – The Seminar Committee shall consist of at least three (3) Full Members. The Committee shall organize all socials for seminars of the Department. These duties include organizing supplies and ensuring that all socials are prepared each week. The Seminar Committee will report to the Secretary.

Section 8 – 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 9 – The Texas Tech Annual Biological Sciences Symposium (TTABSS) Committee shall be chaired by an approved appointee by the Executive Officers and consist of at least 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 10 – The Webmaster Committee shall be chaired by the Webmaster and consist of at least two (2) Full Members. The Webmaster will be responsible for maintaining the Association's website per direction of the Executive Council. The Webmaster shall be an appointed position. The Committee also shall be responsible for maintenance of the graduate biology poster. In addition, the Committee shall be responsible 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 11 – 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 four (4) hours of in-service activities each semester (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). Two (2) hours of in-service activities each semester must be lab-kit sales. Members of the Fundraising Committeeshall be exempt from the lab-kit sales requirements.

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. 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 without fulfilling the presentation or officer requirements. Exceptions may be made upon approval by the Executive Council.

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 community-service activities. Members may complete four (4) hours per academic year of approved community-service activities in order to receive additional travel funding. Only Full Members will be eligible for this additional travel funding. Community-service activities will not be applied to the in-service requirements of Members.

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 ineligible for any future Association funding until these requirements are fulfilled or until repayment.

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. The Association is not a scholarship granting organization as that is beyond the purpose of the organization (see Article I, section 2).

Section 6 – Guidelines for travel will follow all rules set forth by the Department and University.

BY-LAW IV. 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 V. GRANTS-IN-AID

Section 1 – Any Full Member who gives a presentation at TTABSS 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 VI. 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 VII. 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.