

## **Constitution and Bylaws of the Stony Brook Integrative Structural Biology Organization**

### **Article I- Name**

The official name of this organization shall be the “Stony Brook Integrative Structural Biology Organization.” The official abbreviation of the name shall be “SBISB.”

### **Article II- Purpose**

#### *Section A. Mission Statement*

- a. The mission of the SBISB is to enhance and support structural biology research at SBU
- b. The primary functions of SBISB shall be:
  - i. To promote collaborations between graduate students pursuing structural biology research and other members of the scientific community
  - ii. To provide an organization to promote the interests of structural biology

#### *Section B. Stony Brook Student Activity Requirements*

SBISB, as a registered organization at Stony Brook University is committed to promoting a safe and vibrant campus community. In receiving annual recognition through the Department of Student Engagement and Activities, no individual or group affiliated with SBISB will take any action or create a situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with this organization. The leaders and members of SBISB also agree to abide by all aspects of the Stony Brook University Student Conduct Code, University policies and Federal, New York State and Local laws.

### **Article III- Membership**

#### *Section A. Eligibility for membership*

Membership is open to all currently registered, matriculated graduate students of Stony Brook University who have paid the graduate student activity fee and are interested or pursuing structural biology research.

No person shall be denied membership or office because of sexual orientation, nation of origin, race, sex, and physical disability, political or religious beliefs

#### *Section B. Voting criteria*

All members of SBISB who attend two or more of the meetings are entitled to voting privileges and vote equally.

#### *Section C. Removal of members*

Members who are absent from two consecutive general meetings will be considered inactive and removed from the active roster.

### **Article IV- Officers**

The offices of the SBISB shall be those of the President, Vice President, Secretary, and Treasurer. These four shall be members of the Executive Committee and shall have general charge of the affairs of the organization.

All nominees for executive board positions must have a minimum, cumulative grade point average of 3.0 and if elected, must maintain a cumulative grade point average of 3.0.

### *Section A. Terms for officers*

The Executive Committee shall serve for one academic year. A person is ineligible for re-election in the following term after serving two academic years in their respective office. Having served as President, a person is ineligible for election to the Vice Presidency. No person shall be elected to more than one executive board position at any given term.

### *Section B. Duties for officers*

The duties of the Officers and the Executive Committee shall be as follows:

#### **1. President**

The President shall:

- a. Have general charge over the organization
- b. Have the power to convene and preside over all meetings
- c. Represent and advocate for SBISB at all venues in which the organization is involved

#### **2. Vice President**

The Vice President shall:

- a. Assist the President in the execution of his or her duties
- b. Fulfill the responsibilities and duties delegated to him or her by the President
- c. Act in place of the President when the President is not present or is unable to discharge their duties.

#### **3. Secretary**

The Secretary shall:

- a. Record and report minutes of all general meetings
- b. Keep and maintain an active roster of membership
- c. Attend to all correspondence of the organization

#### **4. Treasurer**

The Treasurer shall:

- a. Keep and maintain a budget for the organization
- b. Be responsible for all fiscal related responsibilities of the organization
- c. Collect dues or any fees required for participation in the organization

### *Section C. Vacancy in office*

In the event that the office of President becomes vacant, the Vice President shall succeed to the Presidency and the Secretary shall succeed to the Vice Presidency for the remainder of the unexpired term. If any other vacancy occurs in the Executive Committee, the remaining members of the committee shall appoint a member of the organization to fill the office for the remainder of the unexpired term.

## **Article V- Elections**

### *Section A. Nomination*

By first week of April, a call for nominations to fill the offices of the following year's Executive Committee will be conducted. Any member of the SBISB who has attended three or more meetings is eligible to be an officer of the SBISB. Any active member can nominate SBISB members for each office or self-nominate.

### *Section B. Elections*

The election of a new Executive Committee shall take place at the end of each academic year (first week of May) with newly elected members taking office on June 1. The election of officers shall be by closed ballots solicited from the whole membership and shall be determined by a majority of those voting. In the event of a tie between candidates that received the majority of votes, a re-vote shall be established between the tied candidates.

## **Article VI- Impeachment**

Any officer may be brought up on impeachment charges if they are acting detrimentally to the organization, or has disregarded the responsibilities of their office.

### *Section A. Impeachment procedures*

- a. If a list of charges signed by three-quarters of the officers is submitted to the President, they must call for impeachment proceeding. If the President is being brought up on charges, the petition shall be submitted to the Vice President. Upon receipt of the petition, the President shall suspend the officer and prevent them from exercising all powers and voting rights pending the outcome of the impeachment proceedings.
- b. After proper impeachment proceedings, the officer(s) charged may be impeached by a three-quarter vote of group members. If impeachment passes, the officer shall be removed from their position.
- c. Special elections shall be held upon impeachment of:
  - i. President, the Vice President shall assume the Presidency until a special election is held within a one month period.
  - ii. Vice President, Treasurer or Secretary, a special election shall be held within a month period.

## **Article VII- Meetings**

### *Section A. General meetings*

General meetings shall be held at least once per month at such times and places as designated by the executive committee. Special meetings will be convened at the discretion of the executive committee or the president.

### *Section B. Announcement of meetings*

Meeting announcements including all relevant information (date, time, location) will be conducted through email at least one week prior to the meeting date. Additionally, meeting dates will be posted on the SBISB website and flyers posted at various locations throughout campus.

## **Article VIII- Faculty Advisor**

### *Section A. Responsibilities of the faculty advisor*

The faculty advisor should serve an advisory role to the SBISB. His/her duties may include advising the Executive Committee, participating in SBISB events, and serving as a liaison between SBISB and the university.

### *Section B. Selection of the faculty advisor*

The faculty advisor shall be selected each year by the Executive Committee

## **Article IX- Amendments**

*Section A.* An amendment to the constitution may be proposed either by the executive committee or any member with the approval of a second by some other member. An affirmative vote for the proposed amendment would require a majority vote or by quorum.

*Section B.* A quorum is defined as one-third of the members present or 10 members, whichever shall be less, present in person or represented by proxy.

*Section C.* Robert's Rules of Orders shall govern this club in all cases not outlined in the constitution

*Section D.* The Executive Committee shall have the authority to appoint any special committees, as the demand arises.

## **Article X- Dissolution**

In the event of the dissolution of this group, all accrued funds and assets shall revert to the Graduate Student Organization

## **Club summary**

The purpose of the SBISB is to enhance and support structural biology research at SBU. SBISB will promote collaborations by connecting graduate students in the life sciences at SBU as well as providing education on various aspects of structural biology. We also seek to inspire and empower the next generation of structural biologists through education and outreach. Membership is open to all graduate students engaged in life sciences research at SBU and are utilizing techniques in structural biology.