**CONSTITUTION & BYLAWS**

**of the Molecular Biology & Interdisciplinary Life Sciences Graduate Student Organization of New Mexico State University**

**ARTICLE I**

**Name**

The name of this organization shall be the Molecular Biology & Interdisciplinary Life Sciences Graduate Program, hereafter referred to as the MBGSO.

**ARTICLE II**

**Purpose**

The object of the MBGSO is to bring the graduate students in the Molecular Biology & Interdisciplinary Life Sciences Graduate Program together as a community by creating opportunities to interact and to network among its members and various entities which will be beneficial to the member’s academic, professional, and social pursuits. This organization also serves to link the members to any appropriate professional and funding opportunities.

**ARTICLE III**

**Members**

Any student enrolled in the Molecular Biology & Interdisciplinary Life Sciences Graduate Program is automatically a member of the MBGSO. Any current graduate student of the NMSU-Main Campus is welcome to join by making the request of any officer of the MBGSO. Except for the President, all members present in meetings are voting members of the organization.

Any member is allowed, and recommended, to attend a Graduate Student Council meeting (here after GSC) during their time in the MBGSO but cannot vote unless they are the program’s representative at that meeting. If attending a GSC meeting where you are not the voting representative, the member(s) should discuss the issues with the voting representative prior to the meeting so the MBGSO and its’ interests are agreed upon.

**ARTICLE IV**

**Elected Positions**

***Section 1.***

The officers of the MBGSO shall be a President, Vice President, Secretary, Treasurer, and Social Media Officer.

1. The President shall coordinate all activities of the MBGSO, shall impartially enforce the Bylaws, shall serve as the official representative of the MBGSO, shall govern all proceedings during general meetings of the MBGSO, is a non-voting member but can break a tie during a decision process, has the authority to make special committees and chairs, and shall call regular and extraordinary meetings when necessary.
2. The Vice President shall assist in running of the organization’s meetings and be a member of all committees of the MBGSO. In the absence or inability of the President to serve in his/her authorized capacity, the Vice President shall perform the duties of the President. In the event the President ceases to be an officer in his/her term of office, the Vice President shall assume the office of the President and all duties thereof.
3. The Secretary shall keep all records and informal minutes of the MBGSO, keep copies of all minutes of committee meetings, keep a record of all general meeting attendance, develops and maintains the MBGSO’s membership roster, and notify members of meetings and meeting agendas.
4. The Treasurer shall oversee the disbursement of all funds coming into the possession of the MBGSO, keep an itemized account of all MBGSO monies and expenditures, and subject this account to an open audit by the MBGSO upon request. The Treasurer shall be responsible for documenting financial procedures and providing the information to the membership about financial policies and procedures. The Treasurer shall provide updates on the organization’s budget, report to the adviser on the financial status of the organization, and attend ASNMSU meetings.
5. The Social Media Officer shall be responsible for maintaining the MBGSO website and social media accounts with accurate information, including but not limited to dates and locations of general meetings for the members.
6. Responsibilities shall not be delegated from one position to another (in ways contrary to the bylaws) except by mutual consent of involved parties and with prior approval of the President. (If the President is one of the affected parties, then the prior approval of the executive board must be sought.) Notice shall be made both verbally and in writing at the next MBGSO meeting after the change. Roles revert back to those stated in the bylaws when a new officer is elected to the affected position.

***Section 2.***

All officers must be full-time students of the New Mexico State University – Main Campus and must be members of the university’s Molecular Biology & Interdisciplinary Life Sciences program. The MBGSO shall elect the officers for the following year from among its membership on the first meeting of the MBGSO in the fall semester. The names of the candidates are announced at the time of meeting and officers shall be elected by a simple majority of the voting members. New officers will assume their duties no later than the second meeting of the MBGSO.

1. In the case where no candidate has been nominated despite a reasonably visible call for nominations or all candidates have voluntarily withdrawn, the MBGSO may vote to combine elected positions provided the MBGSO has at least two elected officials: President and Treasurer.

***Section 3.***

The MBGSO Advisor must be a member of the graduate faculty of NMSU and must be willing to take the position for at least one academic year. The advisor shall be elected by a majority of the voting members present, provided they constitute a quorum. The duties of the advisor are to counsel the organization, attend organization meetings, manage the organization’s activities and finances, and other undertakings as specified in the Advisor Agreement form.

***Section 4.***

An officer may resign by submitting a letter of resignation to the MBGSO Elected Officials. The resignation becomes official upon approval by the Elected Officials and MBGSO Advisor.

***Section 5.***

Any vacancy shall be filled by a special election to be conducted as in a regular election, at the next MBGSO meeting whether regular or extraordinary with the new officer taking office immediately.

***Section 6.***

A petition signed by at least 30 percent of the MBGSO members is sufficient to initiate impeachment proceedings. The impeachment investigation shall be conducted by the MBGSO at large. The MBGSO may unseat any elected official with a two-thirds vote, provided a quorum is present.

**ARTICLE V**

**Executive Board**

The Executive Board shall be composed of the President, Vice President, Secretary, and Treasurer. The meetings of the Executive Board will be organizational in nature. Changes to the organization’s By-laws and policies will be made by the Executive Board but shall require ratification by the members through a vote.

**ARTICLE VI**

**Committees**

Standing and special committees shall be formed as requested by the group. The chair of the committees shall be appointed by the President of the MBGSO.

**ARTICLE VII**

**Meetings**

***Section 1.***

Meetings shall be held at least once per semester during the fall and spring semesters. The schedule of meetings shall be approved by poll at least one week in advance by the majority of the voting members, provided a quorum is present. Extraordinary meetings may be called by the President or by a petition signed by at least 30 percent of the voting members; members shall be notified of an extraordinary meeting via email no less than 24 hours in advance.

***Section 2.***

A quorum shall consist of a simple majority of the voting membership, that is, 50% ± 1.

***Section 3.***

A majority vote of the voting members present is sufficient to pass a motion or act introduced in the MBGSO, except as otherwise specified herein.

**ARTICLE VIII**

**Finances**

There are no membership dues to be assessed by the organization. Financial transactions will be processed through the New Mexico State University Molecular Biology & Interdisciplinary Sciences Program. The funding received by the MBGSO shall be allocated under the guidance of the MBGSO Advisor. Funds will be distributed on a case-by-case basis by the MBGSO Advisor and can be voted upon by the MBGSO as a whole as necessary. If it cannot be decided by the MBGSO Advisor or vote, or if there are any questions/concerns, the NMSU GSC Bylaws should be checked and used as guidance.

**ARTICLE IX**

**Appeals**

Any decision made by a committee may be appealed by any member of the MBGSO. The Elected Positions shall hear the appeal first, unless it is one of the Elected Positions whose decision is being appealed. Further appeal shall be brought before the voting membership of the MBGSO, whose decision is final.

**ARTICLE X**

**Amendment of the Bylaws**

These Bylaws may be amended at any regular meeting of the MBGSO by a two-thirds vote or higher, provided a quorum is present. The amendment must have been submitted in writing at the previous regular meeting or prior to the meeting in which the By-law’s change(s) shall be discussed.

**\*Modified for the MBGSO from the Constitution & Bylaws of the Graduate Student Council of New Mexico State University. \***

New Mexico State University Graduate Student Council. (2016, September 6). CONSTITUTION & BYLAWS of the Graduate Student Council of New Mexico State University. Las Cruces, NM.