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**BYLAWS**

**Students for Contemporary Sciences – [School Name]**

**ARTICLE I NAME**

**Section 1.** The name of this organization shall be the Students for Contemporary Sciences – [School Name] Chapter.

**ARTICLE II PURPOSE**

**Section 2.** The purpose of this organization is to provide a forum for undergraduate and graduate students interested in public health and the intersection of how we treat animals and the environment.

**ARTICLE III AUTHORITY**

**Section 1.** This organization is a recognized student organization at [School Name] and adheres to all rules and obligations of the [School Name Student Government Organization]. This includes, but is not limited to, [obligation requirements regarding updates and officer changes].

**Section 2.** This organization is affiliated with The Center for Contemporary Sciences and adheres to the Center for Contemporary Sciences Bylaws for Student Chapters.

**Section 3.** This organization make establish Standing Rules to govern administrative and procedural matters (such as time and location of meetings, etc.). Standing Rules shall not conflict with these bylaws. Standing Rules may be adopted, amended, or temporarily suspended by a majority vote present at an organization meeting where a quorum is present (advance notice is not required).

**ARTICLE IV MEMBERSHIP**

**Section 1.** Membership in the organization shall be open to those regularly enrolled in the undergraduate or affiliated-graduate schools of [School Name]. The membership of the organization will always consist of at least 50% undergraduate students.

**Section 2.** Eligibility for membership or appointed or elected student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability.

**Section 3.** Honorary membership is offered to non-traditional scholars affiliated with [School Name] who are interested in the purpose of Students for Contemporary Sciences. Honorary members may include but are not limited to Postdoctoral fellows and fellows.

**ARTICLE V OFFICERS**

**Section 1.** The officers of the organization shall be the President, Vice President, Treasurer, Secretary, and Events Coordinator.

**Section 2. Powers and Duties of Officers:**

1. The President shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization and shall prepare the agenda for meetings. The President must be an undergraduate student. The President shall be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large.
2. The Vice President shall preside at organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of President if the office becomes vacant.
3. The Treasurer shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare monthly financial reports for the membership. The treasurer must be an undergraduate student. Said records shall be maintained in accordance with generally accepted accounting principles. The Treasurer shall collect and deposit all dues and fees. The Treasurer shall maintain bank accounts in the organization’s name (if needed), requiring signatures of both the Treasurer and President for authorized disbursements.
4. The Secretary shall take minutes at all meetings of the organization, keep these on file, and submit required copies to all organization members. The Secretary shall be responsible for all organization correspondence and shall keep copies thereof on file. The Secretary shall maintain membership records for the organization.
5. The Events Coordinator shall be lead in planning, hosting, and executing organization evens. The Events Coordinator shall communicate with the Center for Contemporary Sciences on approval of new events.
6. If at any point shall a position be vacant, the duties of said position shall be disbursed among other officer positions.
7. Additional elected officials may include Law Student Representative, Medical Student Representative, Public Health Student Representative, Business Student Representative. These roles will be filled if there is interest from graduate students of these respective schools and shall act as a contributing voice of the interests of their respective schools.

**Section 3.** Qualifications necessary to hold office in this organization are as follows:

[School Name] policies require that to be eligible for office, [School Policies].

**ARTICLE VI SELECTION OF OFFICERS**

**Section 1.** The President, Vice President, Secretary, Treasurer, and Events Coordinator are elected annually. Elections are held as the end of each Spring Semester of 4th Quarter and shall take place as a regularly scheduled meeting of the organization at which a quorum is present. At least one week’s notice shall be provided for any meetings at which an election is to be held.

**Section 2.** Nominations for officers shall be made at the regular meetings immediately preceding the election. Nominations may also be made from the floor immediately prior to the election for each office. Members may nominate themselves for an office.

**Section 3.** The officer shall be elected in this order: President, Vice President, Treasurer, Secretary, Events Coordinator, followed by any graduate student representative positions.

**Section 4.** Officers shall be elected by majority vote. If no candidate receives a majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes. In the events of a tie, there shall be a revote. If the result of the revote is still a tie, the election shall be decided by the flip of a coin.

**Section 5.** Votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate by acclamation.

**Section 6.** Officers are able to run for reelection.

**Section 7.** Officers shall assume office on [date] and shall serve for one year.

**Section 8.** Officers may be recalled from office for cause. To initiate a recall election, a petition signed by one-third of the total number of voting members must be submitted at a regular meeting and a recall vote shall be taken at the next regular meeting. The officer subject to recall shall be given written notice of the recall at least 72 hours prior to the meeting at which the recall vote will be held and shall be given an opportunity to provide a defense. A two-thirds vote is required to remove an officer.

**Section 9.** If the position of President becomes vacant as the result of resignation, ineligibility or recall, the Vice President shall assume the office of President. Vacancies in any other elected office shall be filled by an election held at the next regular meeting where the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced, and nominations may also be made from the floor at the time of the election. The President may appoint an interim officer to fill the vacancy until the election is held. Shall any positions other than president remain vacant, the duties of said position shall be undertaken by other officer positions.

**Section 10.** Elections can be held in person or virtually through Zoom, Teams, Google Meet, Google Forms, or other online resources.

**ARTICLE VII MEETINGS**

**Section 1.** Regular meetings shall be scheduled monthly during the academic year.

**Section 2.** Special meetings may be called by the President or a majority of the Executive Committee. All members must be given a minimum of a 24 hour notice prior to the meeting time.

**Section 3.** Business cannot be conducted unless a quorum of the membership is present. A quorum for this organization is defined as one-third of the voting membership.

**Section 4.** Proxy voting is not permitted.

**Section 5.** In order to vote a member must be in good standing. *[State what constitutes “good standing.” This may include payment or dues, meeting attendance requirement, academic requirement, etc. If there is an attendance requirement, specific the number of excused and/or unexcused absences that results in loss of voting privileges, and define what constitutes an excused absence, if applicable.]*

**Section 6.** Meetings can be held in person or virtually through Zoom, Teams, Google Meet, or other online meeting resources.

**ARTICLE VIII EXECUTIVE COMMITTEE**

**Section 1.** The Executive Committee shall consist of the elected and appointed officers. *[If an advisor is required by University, the advisor will serve as a non-voting member.]*

**Section 2.** The Executive Committee shall meet weekly during the academic year. Special meetings may be called by the President or a majority of the Executive Committee. All members must be given a 24 hour notice of the meeting. A quorum shall consist of a majority of the Executive Committee members.

**Section 3.** Executive Committee business can be conducted in person or virtually.

**Section 4.** The Executive Committee shall have general supervision of the affairs of the organization between meetings and is authorized to take action when action must be taken prior to the next meeting.

**Section 5.** The Executive Committee shall report to the membership all actions taken between meetings. Except when it is too late to do so (such as when a contract has been executed), any actions taken by the Executive Committee may be rescinded or modified by the membership by a majority vote.

**ARTICLE IX DISCLIPLINE OF MEMBERS**

**Section 1.** When a member believes that another member has engaged in conduct that is detrimental to the organization, a written charge may be filed with the Executive Committee. The Executive Committee shall review the charges and may conduct a preliminary investigation if deemed appropriate. If the preliminary investigation concludes that misconduct appears to have occurred, the Executive commit shall conduct a hearing on the matter. The member alleged to have engaged in the misconduct shall be given a 72 hour notice of the hearing and be given an opportunity to present a defense. By a majority vote, the Executive Committee shall determine whether misconduct occurred. If it determines that misconduct did occur, the Executive Committee shall prepare a report to the membership of its findings and recommended sanctions, which may include expulsion, suspension, or lesser sanction(s) including, but not limited to , a reprimand, removal from office, a fine or corrective remedies.

**Section 2.** The membership shall review the hearing report in executive session, and the member accused of misconduct shall have an opportunity to rebut the information in the report. After providing a statement to the membership, the member accused of misconduct shall leave the room for the remainder of the deliberations.

**Section 3.** The membership shall vote first on whether the member has engaged in misconduct. If by a two-thirds vote, the membership determines that misconduct has occurred, the membership shall then by a two-thirds vote, determine appropriate sanction(s). The accused member shall be immediately notified of the outcome.

**Section 4.** By a two-thirds vote, the membership may reinstate a member who has been suspended or expelled.

**ARTICLE X AMENDMENTS**

**Section 1.** Proposed amendment to these bylaws shall be presented to the membership, in writing, one meeting prior to the meeting where the amendment will be voted upon.

**Section 2.** Bylaw amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.

**Section 3.** A copy of any amendments to these bylaws must be submitted through the appropriate University process.

**[ARTICLE XI ADVISOR(S)**

**Section 1.** The organization shall appoint at least one individual employed as faculty or staff member by the [School Name] to serve as an advisor to this organization as required by [Student Governmental Body Guidelines].

**Section 2.** The faculty/staff advisor will never have control of the organization or its finances.**]**

These bylaws were adopted on [date] and most recently revised on [date].