

# **The Constitution of the Society of Underrepresented Biologists and Biological Engineers**

Society of Underrepresented Biologists and Biological Engineers (SUBE)

## **Article I: Purpose**

The purpose of this group is to empower underrepresented minority students in the biology and biological engineering departments at MIT by furthering their academic, social, and professional prospects and cultivating a community where diversity and inclusion are necessary and appreciated.

## **Article II: Membership**

1. Any member of the MIT community is eligible to become a member of this organization. One is considered a member of this organization in any given academic term if she has attended at least one club activity and one meeting in the preceding or current term.
2. The responsibilities of the members include providing input for policies SUBE, and voting on all issues brought before members.
3. The organization's membership will at all times consist of at least 5 MIT students and be more than half MIT students.
4. This organization will not discriminate based on any characteristic listed in MIT's Nondiscrimination Statement.
5. SUBE does not charge dues for membership.

## **Article III: Officers**

All elected positions will be held by distinct members unless otherwise specified. The undergraduate chair and treasurer must be distinct and current MIT students.

The elected executive offices of the SUBE Executive Board are:

- A. Undergraduate Chair
  - a. Shall preside over all meetings of SUBE.
  - b. Shall serve as a representative of SUBE.
  - c. Shall develop objectives for the duration of elected term.
  - d. Shall research and process all information concerning the non-institute affairs relating to the general purpose of SUBE.
  - e. Shall represent the interests of the members of SUBE who are pursuing undergraduate degrees.
- B. Graduate Chair
  - a. Shall serve as a representative of SUBE.
  - b. Shall represent the interests of the members of SUBE who are pursuing graduate degrees.
- C. Secretary
  - a. Shall be responsible for the record-keeping of all SUBE meetings.
  - b. Shall supervise communication within the organization.

- c. Shall inform all members of the business of SUBE.
  - d. Shall be responsible for keeping an organization calendar.
- D. Treasurer
  - a. Shall produce and be accountable for SUBE's budget.
  - b. Shall, upon request, make reports of SUBE's financial status at general body meetings.
  - c. Shall, upon request, write proposals for Institute Funding for SUBE.
  - d. Shall assist members in obtaining conference funding.
- E. External Liaison
  - a. Shall establish relationships with relevant industries (ex: biotechnology companies).
  - b. Shall work with other organizations to organize joint events.

The elected representative offices of SUBE are:

- A. Biological Engineering Representative
  - a. Shall be a member of SUBE and the MIT Biological Engineering Department.
  - b. Shall coordinate events and actionables with the MIT Biological Engineering Department.
- B. Biology Representative
  - a. Shall be a member of SUBE and the MIT Biology Department.
  - b. Shall coordinate events and actionables with the MIT Biology Department.
- C. Other Departmental Representative
  - a. Shall be a member of SUBE and any MIT department excluding Biology and Biological Engineering.
  - b. Shall coordinate events and actionables with any MIT department excluding Biology and Biological Engineering that is represented by at least one member of SUBE.

The department representative positions are each separate from and subordinate to the elected executive board, but these roles may be absorbed back into the elected executive board if there is not sufficient interest in the departmental representative positions.

Elections:

1. Elections of new officers will be held in the last full week of April. Special elections will be held for elected officials in the case of impeachment, resignation, or otherwise ineligibility. In the event that there is only interest in a position after an election has passed, that position may be filled by appointment.
2. Any member of this organization is eligible to run for any office.
3. Quorum for elections is two-thirds of the group.
4. Any member is elected if they win a majority of the voting members.
5. If more than two people are running and no one wins a majority, then the person with the fewest votes is dropped from the ballot and votes are recast.
6. The term of office runs from one election to the subsequent election.

7. All elected officials are eligible for reelection.

Removal: Officers may be removed by a two-thirds vote of the members.

#### **Article IV: Meetings**

1. Meetings shall be held at least every month.
2. Meetings shall be presided over by the undergraduate chair, unless they are absent, then the graduate chair shall preside.
3. All decisions shall be made by a majority vote of all members present.
4. Quorum for a meeting shall be one-quarter of the members of the organization.

#### **Article V: Amendments**

1. Amendments shall be presented by any member of the organization.
2. Amendments shall be passed by a two-thirds vote of the members present.
3. Quorum for amending this constitution shall be two-thirds of all members of the organization.

#### **Article VI: ASA Governance Clause**

The Society of Underrepresented Biologists and Biological Engineers agrees to abide by the rules and regulations of the Association of Student Activities, and its executive board. This constitution, amendments to it, and the by-laws of this organization shall be subject to review by the ASA Executive Board to ensure that they are in accordance with the aforementioned rules and regulations.