



Graduate Biomedical Student Outreach (GBSO)

BYLAWS

Article I. Description

It is the mission of the Graduate Biomedical Student Outreach (GBSO) Committee to bridge the temporal and disciplinary divides between doctoral trainees, faculty, staff and the greater scientific community at the University of Alabama at Birmingham (UAB). GBSO serves to enhance the well-being of all students in the Graduate Biomedical Sciences (GBS) themes, associated programs, and departments through coordinating events that provide counseling and emergency support resources, enrich the academic and social environment, stimulate productive collaboration, and foster a climate that is inclusive of all graduate students in biomedical sciences.

Article II. Purpose and Goals

1. Promote academic achievement by fostering relationships between students in GBS themes, associated programs, and departments.
2. Create opportunities for formal presentation and the academic exchange of ideas.
3. Enhance interaction among students and faculty through social networking events.
4. Contribute to students' well being with a supportive environment, resources, and forums.
5. Engage students with the greater scientific community and industry.

Article III. Membership

Section I

- A. Membership is limited to currently enrolled graduate students in good academic standing as defined by UAB. Additionally, members must be entered into a GBS theme (Biochemistry, Structural, & Stem Cell Biology; Cancer Biology; Cell, Molecular & Developmental Biology; Genetics, Genomics & Bioinformatics; Immunology; Microbiology; Neuroscience; Pathobiology & Molecular Medicine), associated program, or department.
- B. There shall be no more than two [2] members representing any of the eight [8] GBS themes, associated programs, or departments with no less than one [1] member representing any GBS theme allowed to serve at any one time on the GBSO Committee.
- C. Membership is open to all students without discrimination on the basis of race, color, creed, sex, sexual orientation, marital status, personal appearance, age, national origin, gender identity, political affiliation, physical or mental disability, or on the basis of rights secured by the First Amendment of the United States Constitution.
- D. The University of Alabama at Birmingham and Graduate Biomedical Student Outreach prohibit discrimination in admission, educational programs, and other student matters on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, disability unrelated to program performance, veteran status, or family medical history.

Section II

Members may be nominated by any standing member of GBSO, and members shall be elected by a majority vote of attending GBSO members constituting a quorum.

Section III

Members may be nominated by any GBS program director or manager, and members shall be elected by a majority vote of attending GBSO members constituting a quorum.

Section IV

Members intending to step down from the GBSO Committee shall inform the GBSO Executive Committee and GBS program director or manager in March of each year, facilitating sufficient time for membership turnover before officer elections. Every year, outgoing members will be officially relieved of their duties on July 31.



Graduate Biomedical Student Outreach (GBSO)

Article IV. Executive Committee

Section I

The President:

- A. Serve as Chairperson of the Executive Committee.
- B. Appoint appropriate sub-committees and committee chairpersons.
- C. Serve as an ex-officio, non-voting member of all sub-committees.
- D. Perform other duties for the promotion and development of the organization.
- E. Represent GBSO to the public and UAB Officials.
- F. Enact executive decisions when necessary. Executive decisions consist of any decisive action intended to foster the aims and stated purpose of GBSO.

Section II

The Vice-President:

- A. Assist the President in the promotion and development of the organization.
- B. Assist in planning organization meetings.
- C. Serve in the absence of the President.
- D. Oversee all fundraising campaigns, including those involving charitable volunteering and/or donations. Duties are comprised of event scheduling, serving as the source of related information (e.g. donation bin locations, fundraising strategy, sub-committee organization, and documentation), as well as working closely with the Communications Board for effective advertising.

Section III

The Secretary:

- A. Keep an accurate record of all minutes during business meetings.
- B. Supply promptly at least one copy of the minutes and substantiating reports to the President, as well as make copies available to the general membership.
- C. Ensure that the UAB Recognized Student Organization (RSO) Renewal Form, Graduate Student Government (GSG) Application for Student Group Funding, GBS Enrichment Fund Grant Application, and any other executive paperwork are filed in a timely manner.

Section IV

The Treasurer:

- A. Keep an accurate record of expenses and disbursements.
- B. Arrange for all purchases and orders.
- C. Ensure that GBSO adheres to all current expenditure and reimbursement guidelines issued by UAB, GBS, GSG, and the Graduate School.
- D. Assist members seeking reimbursement for expenses incurred during GBSO activities.
- E. Maintain GBSO non-profit status and tax-exempt documentation.
- F. Manage funds awarded to GBSO by GSG and those within the GBSO Regions Bank account, including checks and debit card purchases.
- G. Present a semi-annual financial report to membership.

Section V

The Communications Board:

- A. Comprised of two [2] co-chairs: Communications Officer and Marketing Officer
- B. Communications Officer:
 - a. Prepare formal public communication materials.
 - b. Publicize GBSO to students in GBS, associated programs, and departments to promote interest in the Committee and contribute ideas toward event planning.
 - c. Communicate with other student organizations on campus for collaboration, particularly for coordinating GBSO co-sponsorship of upcoming events.



Graduate Biomedical Student Outreach (GBSO)

- d. Serve as the point of contact with external groups to promote GBSO fundraising, volunteer opportunities, collaboration, etc.
 - e. Assist the President with all formal communications to the Graduate School, GBS themes, associated programs, and departments.
- C. Marketing Officer:
- a. Synthesize and distribute marketing materials promoting GBSO and/or its sponsored events, including flyers, brochures, and handbooks.
 - b. Manage all social media (e.g. GBSO webpage, Facebook, Twitter, Instagram, etc.).
 - c. Provide technical support for online contests, polls, fundraising campaigns, and related endeavors.
 - d. Promote GBSO branding strategies through the Graduate School, GBS themes, associated programs, and departments, and social media.

Section VI

The Student Support Liaison

- A. Serve as the point of contact for graduate students seeking assistance from UAB Health and Wellness, Women's Center, Schools of Dentistry and Optometry, Graduate School, GBS Office, and any other entities that provide support resources to graduate students in GBS themes, associated programs, or departments.
- B. Maintain current contact information for personnel in offices listed under Article IV, Section VI-A, and ensure that the GBSO webpage remains updated with this information.

Section VII

The Outreach Liaison

- A. Oversee all GBSO outreach initiatives spanning across GBS themes, associated programs, or departments, the Graduate School, UAB, and the scientific community at large.
- B. Serve as the point of contact for graduate students in GBS themes, associated programs, or departments seeking educational outreach opportunities offered through the UAB Office for Undergraduate Research and UAB Center for Community Outreach Development (CORD).
- C. Maintain current contact information for personnel in offices listed under Article IV, Section VII-B, and ensure that the GBSO webpage remains updated with this information.

Section VIII

These officers shall serve on the Executive Committee, perform the duties prescribed in these Bylaws, and perform such other duties as directed by the GBSO Faculty/Staff Advisors not inconsistent with these Bylaws or other rules adopted by UAB.

Section IX

Officers will be nominated by any GBSO member. The standing GBSO Officers shall be elected in May of each year, with new Officers taking their position by June 1, by a majority vote of attending GBSO Committee members constituting a quorum.

Section X

The length of an elected term is to last one [1] year or until voluntary or mutual termination. In the case of voluntary or mutual termination, nominations and elections to fill the vacant position shall commence immediately. The succeeding Officer shall be elected by a majority vote of attending GBSO Committee members constituting a quorum.

Section XI

"Mutual termination" of an Officer's position will occur through a vote of "no confidence" by a majority plus one [1] agreement from **ALL** standing GBSO members. Committee members must be notified at least one [1] week prior to the vote.



Graduate Biomedical Student Outreach (GBSO)

Section XII

Outgoing Officers will be responsible for the detailed briefing of new Officers on all issues that are directly related to the success of GBSO. They are required to hand over all materials and documentation, as well as provide hands-on training to the incoming Officers during June and July each year, in order to ensure a smooth transition of the new Executive Committee.

Article V. Advisors

Section I

The Faculty Advisor:

- A. Attend monthly meetings and openly communicate proceedings with the Associate Dean of GBS should he/she be unable to attend as well.
- B. Serve as the liaison between the GBSO Committee and other faculty/staff within all Departments, Schools, and Colleges across the UAB campus.
- C. Perform the following duties as they pertain to the Bi-Annual GBS/JHS Graduate Student Research Symposium:
 - a. Communicate with all GBS Theme Directors to gather their input for the timing and overall planning of the symposium, in order to ensure increased GBS faculty/student participation.
 - b. Work with the GBSO Executive Committee to synthesize and submit in timely fashion the GBS Enrichment Fund Grant Application.
 - c. In the case of funding deficits, assist the President with reaching out to UAB Department Heads and Directors of University-Wide Interdisciplinary Research Centers (UWIRC) for co-sponsorship, as well as investigating other external sources of funding.

Section II

The Staff Advisor:

- A. Attend monthly meetings and provide timely administrative assistance as necessary.
- B. Reserve the conference room for monthly meetings, make sure it is unlocked 30 minutes in advance, and place the order for pizza delivery 30 minutes prior to the start.
 - a. Example: 2015 – 2016 location: SHEL 318. Contact Paula Kiley (SHEL 178B) for the key.
- C. Perform the following duties as they pertain to GBSO sponsored events:
 - a. Distribute GBS-wide emails with the event announcement attached.
 - b. Submit requests for event publicity to the UAB eReporter, GreenMail, Graduate School, Office of Postdoc Education, or other Schools/Colleges/Departments as requested by the GBSO Committee (for which student requests of this nature are not accepted).
 - c. Submit UAB event requests when required (e.g. reserving Unity Park for the Bi-Annual GBS/JHS BBQ Social).
 - d. Punctually perform all travel booking (e.g. flight/hotel) for invited guest speakers. Also work closely with the Financial Advisor to ensure all paperwork required for external reimbursement to the speaker is completed during his/her visit (e.g. W-9 form).
 - e. For supplies, submit requests through UAB Printing, Binding Commitments (Attn: Ken McClure), or any other UAB approved vendor.
- D. In conjunction with the Financial Advisor, ensure that all current GBSO Executive Committee members are aware of the following deadlines three [3] months in advance, with monthly reminders thereafter:
 - a. GBS Enrichment Fund Application – October 30 each year.
 - b. GSG Graduate Student Group Funding Application – First day of classes each Fall. However, it is highly recommended to submit the application by August 1.

Section III

The Financial Advisor:

- A. Attend monthly meetings and provide timely financial assistance when requested.



Graduate Biomedical Student Outreach (GBSO)

- B. Inform all GBSO members of expenditure guidelines as stipulated by UAB, GBS, GSG, and the Graduate School.
- C. Work closely with the Treasurer when handling all expenditures, including submission of invoices or other materials required for reimbursement.
- D. Work closely with the Staff Advisor to ensure all paperwork required for external reimbursement to visiting speakers is completed during his/her visit (e.g. W-9 form).
- E. In conjunction with the Staff Advisor, ensure that all current GBSO Executive Committee members are aware of the following deadlines three [3] months in advance, with monthly reminders thereafter:
 - a. GBS Enrichment Fund Application – October 30 each year.
 - b. GSG Graduate Student Group Funding Application – First day of classes each Fall. However, it is highly recommended to submit the application by August 1.

Section IV

These Advisors shall serve on the GBSO Committee, perform the duties prescribed in these Bylaws, and perform such other duties as required by the GBSO Executive Committee not inconsistent with these Bylaws or other rules adopted by UAB and GBS.

Section V

Advisors will be nominated by any GBSO member and approved by a majority vote of attending GBSO Committee members constituting a quorum.

Section VI

The length of an elected term is to last until voluntary or mutual termination. In the case of such termination, nominations and elections to fill the vacant position shall commence immediately. The succeeding Advisor shall be elected by a majority vote of attending GBSO Committee members constituting a quorum.

Section VII

“Mutual termination” of an Advisor’s position will occur through a vote of “no confidence” by a majority plus one [1] agreement from **ALL** standing GBSO members. Committee members must be notified at least one [1] week prior to the vote.

Section VIII

Outgoing Advisors will be responsible for the detailed briefing of new Advisors on all issues that are directly related to the administration of GBSO. They are required to hand over all materials and documentation to incoming Advisors in timely fashion, as well as provide informative support as requested by the new Advisor.

Article VI. Meetings

Section I

Regular meetings shall be held once a month at times and locations as stipulated by the President or Vice President and require a quorum to be called to order.

Section II

Regular meetings will follow the procedure set forth below:

- A. Attendance
- B. Report by the President
- C. Sub-committee reports
- D. Vote on all Committee motions and decisions
- E. Any other business put forth by members
- F. Dismissal by the President



Graduate Biomedical Student Outreach (GBSO)

Section III

Meetings are open to all Committee members or prospective members. Notification of meeting times and locations shall be announced at least one [1] week prior to the meeting.

Section IV

Special meetings are allowed as stipulated and presided over by the President or Vice President.

Section V

Sub-committees are encouraged to meet outside the regular GBSO meeting once per month at a time and location as stipulated by sub-committee chair(s).

Article VII. Management of Funds

Section I

All funds raised by the GBSO Committee, as well as stipulations for use, must be approved by the Executive Committee.

Section II

As stated under Article IV, Section II, the Vice President shall be responsible for organizing all GBSO fundraisers. The amount and allotment of collected funds shall be reported to **ALL** standing GBSO Committee members in the form of semi-annual expenditure summaries.

Section III

As stated under Article IV, Section IV, the Treasurer shall be responsible for managing funds awarded to GBSO by GSG and GBS, as well as those within the external GBSO Regions Bank account. As such, the Treasurer will provide **ALL** standing GBSO members with expenditure summaries on a semi-annual basis.

Section IV

The Executive Committee shall be responsible for synthesizing and submitting the GSG Application for Student Group Funding by August 1 each year. Upon receipt of GSG funds, the Treasurer and Financial Advisor shall manage all reimbursements by any of the following methods:

- A. Submit to GSG (1) all invoices and/or receipts, (2) event announcement, (3) scanned copy of the event sign-in sheet, and (4) STEPP funding form. GSG will then pay the vendor(s) directly.
- B. Write a check from the external GBSO Regions Bank account for event expense(s). Submit to GSG all items listed within Article VII, Section IV-A. GSG will then issue GBSO a reimbursement check.
- C. Transfer money from GSG directly to the GBS state or flexible spending accounts for collaborative endeavors sponsored by GBS and GBSO.

Section V

In the event that GBSO is disbanded, all funds awarded from GSG, as well as monies accumulated in the GBSO Regions Bank account, shall be donated to a charity of choice, other UAB graduate student group(s), and/or the GBS Enrichment Fund as decided by a majority vote of attending GBSO members constituting a quorum.

Article VIII. Quorum

Section I

A quorum shall consist of an assemblage of a majority of GBSO committee members (fifty [50] percent plus one [1] vote).



Graduate Biomedical Student Outreach (GBSO)

Article IX. Amendments

Section I

Amendments to the constitution may be proposed by any standing member of the GBSO Committee. Proposed amendments must be presented in writing to **ALL** standing members of GBSO and will be ratified by a majority plus one [1] agreement from all attending GBSO members.

Article X. Ratification

Section I

Ratification of all parts of the GBSO constitution shall occur by a majority plus one [1] agreement from all attending GBSO members and shall take effect immediately.