



# 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 the interactions 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 and 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, 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.



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- 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. Faculty/Staff Advisor**

#### *Section I*

The Faculty/Staff Advisors shall be nominated by the President and approved by a majority vote of attending Committee members constituting a quorum.

#### *Section II*

Duties of the Faculty/Staff Advisors include:

- A. Attend monthly meetings and act as liaison between the Committee and other faculty/staff.
- B. Provide administrative and financial assistance.

### **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*

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

#### *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*

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

#### *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.



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### *Section III*

As stated under Article IV, Section IV, the Treasurer shall be responsible for managing funds awarded to GBSO by GSG, 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).

## **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 1*

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.