

**Case Western Reserve University
Biomedical Graduate Student Organization**

BYLAWS

Article I. BGSO Members

A. Qualifications Members

Each member shall:

1. Be an enrolled full or part-time graduate student in a SOM biomedical graduate program

Or

2. Be a graduate or professional student at Case Western Reserve University, who applies for membership in the organization

B. Duties:

1. Attend meetings

2. Have the ability to join Committees if and when they are formed.

3. Speak at meetings about ideas and interests

3. Will not have voting rights, those are reserved to Representatives and Officers

Article II. BGSO Representatives

. A. Qualifications, Election, and Term of Representatives

Each Representative shall:

1. Be an enrolled full or part-time graduate student in a SOM biomedical graduate program for which they represent

2. Be elected or appointed by the graduate students of their program

3. They do not have to be GSS Senators but Senators can be appointed to be Representatives

4. Serve a term twelve (12) months in duration, beginning August 1st and ending the following July 31st.

5. Terms of Senators elected or appointed after August 1st shall expire on July 31st.

B. Duties:

1. Attend meetings

2. Report to department the outcome of meetings.

3. Vote in best interest of department

Article III. Officers

A. Qualifications, Election, and Term of For Officer Positions

1. Be an enrolled full or part-time graduate student in a SOM biomedical graduate program

2. The BGSO will elect from its members the following officers, which will serve a term twelve (12) months in duration, beginning August 1st and ending the following July 31st.:

President

Vice-President

Treasure

Secretary

Social Coordinator

3. For at least the first Three Months of the life of this organization, these officers shall be temporarily appointed to organize and establish BSGO and serve until the organization can stand on its own in which there will be an election for permanent officers. This election date will be determined by BSGO members.

B. General Duties of the Officers

All of the BSGO officers shall be responsible for the following:

1. Setting BSGO goals and implementing specific actions based on the directives of the membership;
2. Communicating these directives, goals, and actions to the SOM graduate student body, university administrators, faculty, and the community at large;
3. Reporting to the membership on progress made toward achieving these directives.
4. Provide written information or responsibilities and how they were handled to newly elected officers

C. Duties of the President

1. The general role of the President shall be to act as the official spokesperson for BSGO
2. Specific duties of the President shall be to:
 - a. Call, establish the agenda for, and preside over meetings;
 - b. Maintain final authority on issues until they can be brought to the attention of the membership. When immediate action is necessary, the President shall solicit assistance from the other officers
 - c. Ensure that action is taken on resolutions of the BSGO.
 - d. Organize and direct the BSGO meeting
 - e. Maintains regular contact with administration, informing BSGO of pertinent issues stemming from within the administration

D. Duties of the Vice-President

1. The general role of the Vice-President shall be to assist the President in his or her duties.
2. Specific duties of the Vice-President shall be to:
 - a. Discharge the duties of the President in the President's absence and assume the duties of the President in the event that the President vacates office
 - b. Oversees chairs of all committees by requesting timeline of agenda and updates from Chairperson of each committee. If committee is not productive bring to the attention of the President immediately.

E. Duties of the Secretary

1. Takes notes of each meeting
2. Keep SOM biomedical graduate students informed of upcoming SOM events via emails and postings.
3. Sends out information to SOM biomedical graduate students via emails.
4. Order food for meetings.

F. Duties of the Treasure

1. Manage and allocate all funds
2. Create a report of the budget each year.
3. Planning fundraising events

G. Social Coordinator

1. Organize all social events
2. Assist in coordinating and managing social events involving other schools or programs.
3. Advertising these events.
4. Working with Treasure to plan fundraising events

I. Termination of GSS Officers:

1. An officer may be terminated if he or she has:
 - a. Failed to fulfill the duties specified in these bylaws;
 - b. A conflict of interest due to outside employment or academic commitment;

Article III. Meetings and Conduct of Business

A. Regular Meetings

1. It is intended that a regular BGSO meeting shall be held each month of the academic semester, but no less than three meetings shall be held each semester.
2. The Secretary shall send written notice to all members via email of the time and place of each regular meeting at least ten (10) days prior to the meeting and display announcement of the meeting in such University publications as deemed appropriate.

B. Voting

1. Regular motions presented at a meeting shall require for passage an affirmative vote by a simple majority of those members present.
2. Proxy votes are allowed if submitted to the President.
3. Amendments to the Bylaws or Constitution shall require approval at a meeting by a two-thirds (2/3) majority of those voting members present, in person or by proxy.

C. Conduct of Meetings

1. Meetings of the BGSO shall be chaired by President or Vice-President.
2. Any Motions or Resolutions must be sent to the President or Vice-President at least two weeks before the meeting
3. Meeting will follow agenda which will be sent to all members one week before the meeting