

**By-Laws of the University of Toledo**

**Council of Biomedical Graduate Students**

**ARTICLE 1. OFFICERS**

Section 1.1 PRESIDENT

The President shall serve as Chair of the University of Toledo Council of Biomedical Graduate Students (CBGS) and shall preside at all of its meetings. S/he shall serve as the official representative of the Council, and shall have ultimate responsibility for the proper observance of all responsibilities delegated to members of the CBGS or of any committee thereof. S/he may appoint chairmen to committees in the event of resignation. S/he shall be designated as the official representative of the CBGS whenever one is required and shall prepare an order of business for each meeting.

The President shall select the faculty advisor(s).

Section 1.2 VICE PRESIDENT

The Vice President shall serve as Chair of the CBGS in the absence of the President, and during such time assume all the duties of that office. S/he shall assist the President in the proper observance of all responsibilities delegated to the members of the CBGS or any committee thereof.

In addition, the Vice President shall serve as the next President once the current term for the President expires.

If the Vice President cannot serve as President, the Secretary shall serve as the next President.

If the Secretary cannot fulfill this role, the Treasurer will serve as the next President.

 If none of the above listed can serves as President the next year, the President shall be elected.

Section 1.3 SECRETARY

The Secretary shall keep a record of the proceedings of all meetings of the Council. S/he shall be responsible for all other correspondence of the Council. S/he shall maintain a current file of all minutes of the meetings of the Council, together with any additional documentation of interest to the Council. The Secretary shall keep a current list of the membership of the CBGS and its representatives.

Section 1.4 TREASURER

The Treasurer shall keep a record of all receipts and expenditures of the Council over the course of the year, and shall maintain an accurate account of all monies raised and disperse them based on a majority vote of the council. S/he will coordinate college-administered receipts and debits with the College of Medicine and Life Sciences Associate Dean of Graduate Programs. S/he shall submit an annual report to the Biomedical Graduate Executive Committee (BGEC).

Section 1.5 PUBLICIST

The Publicist shall manage the CBGS website and social media groups. S/he will serve as the point of contact for the organization issues, and ensure proper communication between all involved parties. In addition, the Publicist shall discuss and monitor all risks pertaining to any event associated with the Council of Graduate Students.

The Publicist position and any executive committee or representative position may be held simultaneously.

Section 1.6 FACULTY ADVISOR(S)

A Health Science Program graduate faculty member(s) will be requested to serve as the faculty advisor for the University of Toledo Council Of Biomedical Graduate Students.

**ARTICLE 2**. **REPRESENTATIVES**

Each Biomedical Science Program (BMSP) of the University of Toledo College of Medicine and Life Sciences is entitled to direct representation on the CBGS. Election or appointment from that student body shall fill representative positions. Lack of representation by any BMSP will not impact their standing on the CBGS; however only filled representative positions will have voting rights.

The representative from the M.D./Ph.D. program shall be chosen from students enrolled in that program.

The representative from College of Pharmacy and Pharmaceutical Sciences shall be chosen by students enrolled in that program.

The at-large representative positions shall also be chosen by students in their respective programs.

Only BMSP representatives shall be eligible for appointment to any committee, internal or external, which provides for representation by students of the College of Medicine and Life Sciences, and to participate in all activities of the CBGS. Representatives shall represent the concerns of their constituencies before the Council, and communicate the proceedings of the Council to their constituents. Although representatives bear particular responsibilities to the graduate students of their program they also shall represent the interest of all graduate students in the College of Medicine and Life Sciences.

**ARTICLE 3.** **VOTING AND MOTIONS**

Section 3.1 Voting

 a. Each representative has one (1) vote.

 b. Except as provided, each officer shall one (1) vote.

 1. The President may only vote in the event of a tie

 2. The faculty advisor(s) has/have no voting rights.

c. Voting may be conducted by voice or by ballot at the discretion of the

 President.

Section 3.2 PROXY VOTING RIGHTS

a. If a representative is unable to attend a meeting of the Council, s/he shall

appoint a graduate student of that program, as a proxy. The proxy shall assume all duties and privileges of the representative for the duration of the meeting. If there is another council member from the same track or program present at the meeting, then the representative is not required to send a proxy.

 b. Each student may only hold one (1) proxy at any one time. The person holding

 the proxy is responsible for getting all information regarding dates, events, and

 notices to their program.

c. For the purpose of calculating one’s attendance for status of membership, no

penalty shall be incurred for a representative who sends a proxy on their behalf to the meeting.

 d. Officers are not entitled to send a proxy.

Section 3.3 Motions

A motion may be proposed by any member of the Council or any committee chair thereof. A motion must be seconded by any member of the Council. Any duly seconded motion shall be passed upon receiving affirmation of a majority of the members present provided that quorum has been called.

**ARTICLE 4.** **MEETINGS**

A notice prior to the date of a meeting shall be given at least seven (7) days in advance by the President. In the case of special meetings, at least seven (7) days or as soon as possible shall be the required notice. Additional meetings may be scheduled by vote of the Council or at the discretion of the President. Meetings may be canceled by prior vote of the Executive Committee. The order of business will be:

 1. Call to order

2. Roll call

3. Reading and approval of the preceding meetings minutes

4. Financial report

5. Committee reports

6. Old business

7. New business

8. Adjournment

**ARTICLE 5. REMOVAL FROM THE COUNCIL**

Any officer or representative may be removed for just cause. Just cause will be determined by the Council at a special meeting called for such action. The member in question is entitled to be present at that meeting to offer an explanation. Two-thirds of those present must vote for removal of the member in question. One established cause for removal from the Council includes an inability to attend 75% of the regularly scheduled monthly meetings of the Council without providing a College representative as his/her proxy.

## ARTICLE 6. RESIGNATION

In the event that a member who is currently serving his/her prescribed term should find that he/she:

1. Is unable to complete his/her term;
2. Is no longer qualified to serve in his/her office or carry out the duties of the office; or
3. Is in violation of any section of the Constitution or By-Laws with regard to duties or qualifications,

He/she should in good faith promptly resign his/her office and motion for his/her replacement.

Notice of resignation must be given in writing to the Faculty Advisor. Following resignation, a replacement will be elected by the CBGS.

## ARTICLE 7. ELECTIONS

Section 7.1 NOMINATIONS

Nominations for all representative positions and all elected officers shall be open to the entire BMSP graduate student body with the restrictions set forth within these By-Laws and Constitution. Election nomination shall occur no later than May 1 with election and installation of officers occurring not later than July 1, with an exception for the first-year representative. It is recommended that nominations be accepted as early as the Research Forum each year, with nomination forms displayed and collected in a prominent location at the forum.

Section 7.2 ELECTION

The College of Medicine and Life Sciences graduate student body as a whole shall elect officers to CBGS. Each BMSP shall separately elect representatives at the end of the prescribed term. In the case that a BMSP does not elect a representative, one may be appointed from that program by the executive committee.

Section 7.3 VOTING FOR OFFICER POSITIONS

Each member of the College of Medicine and Life Sciences graduate student body enrolled in a BMSP graduate student body shall be allowed to cast one vote for each of the elected officer positions. This excludes post-doctoral fellows and students registered for programs outside of the BMSP.

Section 7.4 VOTING FOR REPRESENTATIVES

Each member of a College of Medicine and Life Sciences graduate student body in BMSP shall be allowed to cast 1 vote to fill the electorate from that program/track.

Section 7.5 IN THE EVENT OF A TIE

In case of a tie for either an officer or representative position, a revote will be cast. Should a tie occur a second time, a coin will be flipped by a nonbiased party selected by the current President along with the approval of the two participants.

Section 7.6 NOMINATIONS, ELECTION AND VOTING FOR First-Year REPRESENTATIVE

Nomination for the first-year representative shall occur within (2) weeks from start of the fall semester. Elections shall be held one (1) week following the close of nominations. Only first year students may vote for the first year representative.

**ARTICLE 8. FINANCES**

A Budget Committee may be established to be responsible for preparing the budget for all Council activities in the academic year in which the budget shall take effect. The budget shall be prepared in cooperation with the College of Medicine and Life Sciences.

**ARTICLE 9. DUES**

There shall be no dues required for membership.

**ARTICLE 10. AMENDMENTS**

These By-Laws may be amended as follows: a proposed amendment may be made by any representative of Council as a duly seconded motion. If the motion is passed by a vote of the majority of the Council members present at a meeting where quorum has been called, the Secretary shall then submit a text of the proposed amendment to all members of the Council. Ratification by a majority of the membership present at the following meeting where quorum has been called shall be required for adoption. Ratification shall be in writing, and shall be submitted to the College of Medicine and Life Sciences Biomedical Graduate Executive Committee.

**ARTICLE 12. PROCEDURE**

Should any question arise as to proper procedure, the latest edition of Roberts Rules of Order shall apply to the extent it does not conflict with the Constitution and By-laws of the CBGS and polices of The University of Toledo.

**ARTICLE 13. ADOPTION**

These By-Laws and any amendments shall be effective immediately upon passage by a majority vote of the CBGS and College of Medicine and Life Sciences Biomedical Graduate Executive Committee (if a quorum is declared).

At no time may this document be in conflict with any policies or procedures contained in the Policy Manual for The University of Toledo, the Bulletin and Handbook of the Graduate Student. For additional guidance policies should also be consistent with those in the Student Organization Policy Manual.

11/1/1999

Revised 9/13/2000

Revised 10/3/2001

Revised 10/1/2003

Revised 12/27/2004

Revised 7/8/2005

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