

# CONSTITUTION OF THE PURDUE iGEM CLUB

Date Prepared: September 13, 2011

Amended: October 31, 2015

## *PREAMBLE*

The following Articles and Bylaws of this document are the official laws of the Purdue iGEM club. They form the Constitution, which is the written law that every member of the organization must follow in order to become and continue to be part of this organization. This means that every member is responsible for knowing the Constitution, its Articles and Bylaws.

## *ARTICLE I*

The official name of this organization is Purdue iGEM, which is an abbreviation for International Genetically Engineered Machines. Other variations include “The Purdue iGEM Team” and “The Purdue Biomakers.”

## *ARTICLE II*

The purpose of the Purdue iGEM club is to serve as the organizational body that houses the Purdue iGEM team. Purdue iGEM will also promote and grow the synthetic biology community at Purdue and provide undergraduate students the opportunity to engage in hands-on activities, discuss current research, and participate in community service events. Members will have the opportunity to meet academic and industry professionals in the field of synthetic biology.

## *ARTICLE III*

Membership and participation are free from discrimination on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.

The primary faculty advisor of Purdue iGEM is considered a non-student member of the organization, with all rights and privileges therein, except for the right to vote or hold office. The executive board can appoint additional faculty and graduate advisors under the same considerations.

Only Purdue University students are eligible for regular or active membership in the organization. Purdue University staff, faculty and graduate students are eligible for adjunct membership, which means they may not vote or hold office.

### New Members

Purdue University students interested in joining the organization must contact the current president and provide proof of affiliation with Purdue University.

## *ARTICLE IV*

Purdue iGEM elects nine officers in the fall semester of each year: President, Vice President, Treasurer, Secretary, Director of Science, Director of the Lab, Director of Human Practices, Director of Public Relations, and Vice President of Programming. The Chief Liaison Officer will be elected in the spring semester.

### Qualifications

To be elected as an officer, you must be a full-time Purdue undergraduate and active member in the club. An active member is a student who has paid due and attends club events. Candidates will be permitted a speech. Chief liaison is the only exception for the rule.

The Vice President of iGEM Team, Treasurer, and Director of the Lab must be at Purdue University over the summer term.

### Elections

Elections for new student officers take place within two months of the jamboree. Each of the positions will be elected at this time. The elections will be held using secret ballot. To become an officer, one must receive the majority of the votes. New officers will take their positions following the end of the spring semester. In the event of a tie, the current officers will hold a secret meeting to determine how to break the tie. Any current officers who have a conflict are prohibited from attending this meeting. All student members of the organization can vote.

## *ARTICLE V*

### General Officer Expectations

It is expected that anyone elected to an executive board position will hold iGEM as a major responsibility and prioritize iGEM commitments and assignments above other clubs. The outlines for positions below provide a general role but it is also expected board members will assist each other in the execution of all duties.

### **Duties of the Officers**

#### President

The president is responsible for the direction of the club. The president will be the foremost communicator with the faculty advisor. The President must be a veteran member of the team and not a new member of the team, that is to say they were involved in the majority of the previous year's events. The President's duties include:

- Determining the content of the meetings
- Being the foremost communicator with university staff and faculty
- Maintaining club rapport and resolving conflict when necessary

### Treasurer

The treasurer *must* keep a thorough record external to BOSO or any accounting officer to verify purchases made by the iGEM team. This officer is responsible for tracking accounts and conducting any transactions with the Business Office for Student Organizations or the ABE Business Office. iGEM-related fees must be made at least a week in advance of the early due date. Treasurer keeps accounts, deposits the organization's funds, and makes expenditures in a manner approved by the Business Office for Student Organizations. Their responsibilities include:

- Event planning forms
- Travel planning forms
- Payee certification forms
- Vehicle rentals and driver certification
- Keeping an accurate running budget for the club
- Managing reimbursements
- Planning for Jamborees; hotels, travel, and other logistics
- Responsible for coordinating fundraising efforts
- Managing dues, revenue, and donations
- Primary contact to sponsors
- Plan and look for new fundraising opportunities and sponsorships
- Grant writing and planning
- Payment process tracking
- Maintain and save all packing slips, receipts, and financial records

### Secretary

The secretary will take notes and attendance for each meeting. The secretary is expected to be able to attend the majority of the meetings for the semester. This officer will send out weekly meeting reminders including the agenda for each meeting at least two days in advance of the meeting. Any paperwork not pertaining to finances must be completed by the secretary. The secretary purchases supplies for each meeting and team-related paraphernalia. Their responsibilities include:

- Keeping meeting minutes and keeping meetings on track
- Preparing the agenda for each meeting
- Managing archive of files and data generated by club
- Keeping track of meeting attendance
- Managing and updating email lists
- Notifying members of all upcoming events and meetings
- Managing efficient production of club swag such as shirts, etc
- Check the Purdue Biomakers email at least every day
- Make sure that all emails to the Purdue Biomakers email account which require a response are responded to within at least a week
- In charge of email list
- Holding members and executive board accountable for deliverables

### Vice President of Research

The Vice President's duties include:

- Responsible for planning workshops for general members at the beginning of the year
- Responsible for planning lab training modules for general members
- Promote and coordinate projects beyond iGEM project
- Coordination with alumni advisors

### Vice President of iGEM Team

The Vice President of iGEM Team is responsible for developing and communicating the direction of the project. The VPiT must be a veteran member of the team and not a new member of the team, that is to say they were involved in the majority of the previous year's events. The VPiT will be responsible for all tasks relating to the iGEM team including, but not limited to:

- Planning and direction of the research part of the project
- Responsible for overall experimental design within the project
- Communicating the direction of the science project to the entire organization
- Ensure comprehension of wetlab project to all team members
- Managing all deadlines and due dates for the competition
- Assembling the calendar of events for the competition year
- Contacting iGEM headquarters
- Communication and collaboration efforts between team and third parties (initial research, contacting professors, etc.)
- Act as primary contact during intern application, interview, and selection process
- Coordinate logistics during intern applications and interviews including, but not limited to, distributing and collecting applications, scheduling interviews, and coordinating necessary training and paperwork for summer

### Vice President of Programming

The Vice President will assume the roles of the President in the instance of his/her absence. The Vice President of Programming is responsible for organizing and executing club events. Their responsibilities include:

- Reserving rooms for meetings, callouts, events, etc.
- Ordering food for events
- Brainstorming new events for Purdue iGEM to host
- Handles execution of events
  - Professional development
  - Networking
  - Community Service
  - Social
  - Fundraising

### Director of the Lab

The Director of the Lab is responsible for maintaining the iGEM lab space. Their responsibilities include:

- Responsible for ethical and safe conduct in lab
- Ensure comprehension of wetlab protocols to all team members
- Communication and collaboration efforts between team and third parties for lab-related efforts (protocols, equipment, training, materials, etc.)
- Maintaining the lab notebook
- Maintaining protocol archive
- Managing lab supplies and equipment
- Keeping stock of lab equipment and reagents
- Managing safety certifications of any member working in the lab

### Director of Human Practices

The Director of Human Practices is responsible for leading the Human Practices portion of the iGEM project. Their responsibilities include:

- Initiation and implementation of project-related outreach programs with third parties
- Foremost communicator for all third parties relating to human practices
- Work with the VPiT to ensure real world applications of the project are incorporated from the beginning of the project development cycle
- Maintaining the safety portion of the project
- Responsible for creating and managing the human practices committee

### Chief Liaison

The Chief Liaison officer is elected from the incoming iGEM class and acts as a contact with the current board. Their responsibilities include:

- General meeting icebreakers
- Acting as a liaison between new members and the executive board
- Assisting the Vice President of Programming in running club meetings

### Director of Public Relations

The Director of Public Relations is responsible for increasing the presence of Purdue iGEM on campus. Their responsibilities include:

- Identification and creation of channels to network with alumni, industry, and Purdue faculty
- Management of social media accounts
- Check the Purdue Biomakers Facebook and Twitter accounts at least every other day
- Make sure that all messages to the Purdue Biomakers social media accounts which require a response are responded to within at least a week
- Recruitment of new members
- Coordination and distribution of marketing materials
- Responsible for taking pictures and documenting club events

Alumni Advisor(s)

The alumni advisor position is open to any previous member who is willing and able to act as an advisor to the club, offering their past experience and advice for the new board. The position will be elected based on whether the person wants to and will be appointed based on a yes/no vote.

Their responsibilities include:

- Attendance of a few exec board and/or general meetings
- Offering advice for new exec board
- Maintaining history and traditions of the club

Impeachment Clause

If it is found that any member of the executive board is not fulfilling their responsibilities, a meeting will be held with the faculty advisor in which they will defend their position while the other executive board members vouch for or against the person maintaining their role. The accused person will be removed from their position if the majority of the remaining executive board members and the faculty advisor vote for impeachment.

Upon impeachment, the president will decide how/if a new member will fill the vacant position. If the president is impeached, the vice president will take this responsibility.

*ARTICLE VI*

Amendments to the constitution are allowed. The president has the power to amend the constitution with approval from the Treasurer, but it may also be amended by popular vote of club members. The president, treasurer, and faculty advisor must sign to approve the written amendment, which will then be turned over to the Office of the Dean of Students for approval.

All amendments to the constitution and bylaws are subject to the approval of the Office of the Dean of Students. They MAY NOT take effect until they have been approved.

The signatures of the president and advisor, the date of adoption, and spaces for the date of University recognition and signature of the Dean of Students Office should appear at the end of the constitution and are required before final recognition.

9/13/2011

Date of Adoption

[Signature]

President's signature

[Signature]

Treasurer's signature

[Signature]

Advisor's signature

3-11-16

Date of Recognition

[Signature]

Office of the Student Activities and Organizations