The Biomedical Sciences Club

A Club of the A. T. Still University of Health Sciences
(Revised: 03-20-12)

Mission

The Biomedical Sciences Club (BSC), was founded with the specific objective of enhancing the knowledge and experience of students in the biomedical sciences graduate program at A. T. Still University of Health Sciences in the area of biomedical research. Our objectives will be accomplished by:

- Further expose the members to topics related to research
- Increase exposure of the Master’s Program at ATSU and in the Kirksville community
- Provide opportunities for individual leadership development
- Promote scholarship and encourage intellectual development between students
- Encourage high standards of ethical behavior that will continue throughout the careers of the member whether it is in the basic sciences and/or in a clinical practice
- Provide assistance for student member research opportunities, specifically for feedback in presentations and collaboration in research at ATSU

Officer Duties

The officers of the club shall be the president, vice president, secretary, treasurer, and first year representative. Terms of the offices shall be one year for all officers. **Within two weeks of being elected, the bylaws will need to be read and signed by the newly elected executive. This copy will be kept on file by the secretary.**

Section I: Duties of the President

1. The President shall preside at all meetings, appoint all committees not otherwise provided for, and appoint officers to fill permanent vacancies.
2. She/He shall arrange guest lecturers for meetings when scheduled. The guest lecturer eligibility is not exclusive to faculty or staff of the A. T. Still University of Health Sciences.
3. She/He shall handle any other duties or issues necessary for the proper functioning of the organization.
4. She/He is responsible for recruiting.
5. She/He will inform and update the faculty advisor(s) of missed or upcoming information, meetings, and events.
6. She/He will inform other executives of official correspondences addressed to the President.

Section II: Duties of the Vice President

1. The Vice President shall perform the duties of the president in the absence of the latter.
2. She/He shall assist the president in recruiting new members for the club at the beginning of each school year.
3. She/He shall be responsible for procuring provisions for club functions when appropriate.
4. She/He shall be responsible for risk management for all events.

Section III: Duties of the Treasurer

1. The Treasurer shall preside over all financial matters and financial record keeping.
2. She/He shall keep an itemized account of all receipts and disbursements.
3. She/He shall keep record of the financial standing of each member of the society.
4. She/He shall keep the president informed of the financial status of the club on a monthly basis.

Section IV: Duties of the Secretary

1. The Secretary shall keep record of all meetings, attendance at the meetings, and guest speakers at the meetings.
2. She/He shall keep a member list, including names, phone numbers, addresses and office held if applicable. The list is to be submitted to the Office of Student Affairs by October of each year and updated when necessary.
3. She/He shall be responsible for sending club correspondence (e.g. thank you cards) as necessary.
4. She/He shall be responsible for public relations (contact lists, birthday lists, sympathy)
5. She/He shall be in charge of compiling the annual report to apply for the Distinguished Organization Award for Service and Performance. (information for awards can be found at http://www.atsu.edu/student_affairs/kirksville/leaders/organizationawards.htm)
6. He/She shall be responsible for contacting alumni members to verify their intent of continuing membership.

Section V: Duties of the First Year Representative

1. The First Year Representative will be elected solely by the first year master’s students.
2. She/He should be a liaison between the first and second year masters students and voice to concerns and opinions of the first year master’s students.
3. She/He will attend a “things you need to know” meeting to be held by the executive team, within the first fourteen days of election.
4. She/He will present all Biomedical Students with a “things you need to know” information session within the first month of election. She/He will also be the liaison and responsible for regularly providing guidance and updates in all of these areas for all Biomedical Students.

Section VI: Chair Positions

1. All chair positions should be filled by 1 first-year and 1 second-year member.
2. Interested parties will provide a letter of intent and position fulfillments will be decided
upon by the president.
3. She/He will report to the President.
4. Positions include:
   a. Social Activities
   b. Science Mentoring
   c. Sean Martin Winnerfest (3 chairs preferably)
   d. Historian/Photographer

**Elections**

Elections for the offices of President, Vice President, Secretary, and Treasurer will be held either at the last meeting of the school year, or at an additional meeting to permit the attendance of new officers at the leadership conference each spring. Elections for the office of First Year Representative and any previously unfilled positions, will be held at either the first meeting of the school year, or an additional meeting to permit inclusion of all new officers in fall organization photos. The format for electing officers will be open nominations or volunteering and explained in a letter of intent, followed by a secret written ballot to be counted by the presiding President, Secretary, and/or sponsor, providing those individuals will not be affected by the vote results. If there are insufficient candidates to run for available positions then the President or sponsor may appoint candidates following elections, at the inception of the new year. As all due paying members are eligible to run for office, all due paying members are eligible to vote.

**Meetings**

Lunch meetings will be held as scheduled by the Student Government Association-ATSUKirksville Organizational Presidents Committee (OPC). The officers may call additional meetings and all responsibilities of scheduling these meetings will belong to the President or other appropriate officer.

**Membership**

To be eligible for membership, one must be currently enrolled in the osteopathic and/or graduate college at ATSU.

**Membership Dues**

Dues are $25.00 each year for the first two years and free for the remainder of each members education at ATSU, should the member so choose. Dues are subject to change by a two-third vote from the Biomedical Sciences Club members. The money collected from dues is used to provide snacks at meetings. Dues can also be used for any other necessary purchases approved by the appropriate executive members.

**Faculty Advisor**

The Biomedical Science Club will have at least one advisor who holds faculty status at ATSU.
The advisor(s) is expected to actively participate in club events and attend club meetings. In the event the faculty advisor misses a meeting or event, the President will meet soon thereafter to update and inform the advisor of recent affairs.

**Constitutional Amendments**

Amendments to the Biomedical Sciences Club constitution shall be brought forth and approved by a two-thirds vote of members, as defined above.

**Alcohol/Drug Policy**

There will be no drugs associated with or alcohol served at club events.

**Non-Discrimination Policy**

The Biomedical Sciences Club will not discriminate on the basis of race, color, religion, national origin, sex, gender, age, sexual preference, or disability.