

Club Bylaws

Student Society for Stem Cell Research at the University of Wisconsin-Madison

I. Charter

1. Student Society for Stem Cell Research Madison was chartered in 2008.

II. Purpose

1. The purpose of this organization is to promote stem cell education and research at the University of Wisconsin-Madison campus and in the state of Wisconsin.

III. Membership

1. Membership in the organization shall be open to all students enrolled at the University of Wisconsin-Madison.
2. Membership shall be validated by providing contact information including an email address and by paying dues.
3. Annual membership is valid for the 12 months from the start of each academic year and semester membership is valid from the date of payment to the day prior to the next academic semester.

IV. Officers

1. Responsibilities
 - a. The two Co-Chairs serve as the chief executive officers of the organization. They preside over all meetings and design agendas for said meetings. The Chairs shall be the official spokespersons of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large. The Chairs shall appoint all committees and committee chairs. The Chairs shall have such further powers and duties as may be prescribed by the organization.
 - b. The Secretary shall take minutes at all meetings of the organization, maintain all organizational documents, and provide copies to all organization members upon request. The Secretary shall be responsible for all organization correspondence, including managing email lists. The Secretary shall maintain records of membership contact information and attendance for the organization.
 - c. The Treasurer shall handle all financial transactions and related activities, including but not limited to: paying bills, signing checks, reimbursing expenses, communicating with monetary affiliated organizations including ASM and banks, seeking monetary sponsorships and grants, planning fundraising events, and preparing monthly financial reports. The Treasurer shall collect and deposit all funds and dues and shall maintain dues payment records.
 - d. The Event Coordinator shall plan all events as directed by the President. The Event Coordinator shall manage event logistics and resources management and shall collaborate with the Treasurer to acquire funding and manage event financials.
 - e. The Outreach Coordinator shall recruit, train, and manage club members to provide outreach activities at all outreach events and shall be responsible for all outreach materials. The Outreach Coordinator shall collaborate with the Secretary for external publications and communications.
 - f. The Campus Representative will serve as the primary social representative of the organization. The Campus Representative shall attend all meetings of the CALS Student Council, communicate between CALS Student Council and SSSCR by providing updates

and feedback to both organizations, and shall be responsible for maintaining and driving social media efforts for the organization.

2. The officers shall comprise the Executive Board, and each officer shall have one vote.

V. Selection of Officers

1. The positions of President, Vice President, Secretary, Treasurer, Events Coordinator, Outreach Coordinator, and Campus Representative shall be elected annually by majority vote. In the event of a tie, the current President votes to break the tie.
2. Elections shall be held during the last general meeting of the spring academic semester.
3. Nominations for officers shall be made at the general meeting immediately preceding the election, through email, or from the floor immediately prior to the election for each office. Members may nominate themselves for an office.
4. All active chapter members and officers are eligible to vote.
5. To be eligible to be nominated or apply for an officer position, members must attend 60% of general meetings, attend one outreach event, and pay dues for the semester prior to the election.
6. Votes shall be cast by a secret ballot. If only one candidate is nominated for a position other than the President, a motion may be made to elect the candidate by unanimous consent
7. A transitional meeting shall be held within one month of the election and not after the last day of classes for the spring semester. Officers from the previous year shall meet with officer-elects at this meeting, and terms of newly elected and appointed officers shall begin immediately after this transitional meeting.
8. An officer may be dismissed by two-thirds vote of the other officers.
9. If an officer position becomes vacant due to resignation, dismissal, or any other reason, the rest of the Executive Board shall decide by majority vote whether to hold an election or to solicit for applications. Notice of this decision shall be communicated to all active club members within two weeks of the vacancy occurring. A new officer shall be determined within one month of the vacancy occurring, and their term shall begin immediately.

VI. Committees

1. The Chairs, or Executive Board by majority vote, may create and dissolve committees and may appoint active members to chair or serve on these committees.

VII. Meetings

1. General meetings shall be scheduled at least once every two weeks during the academic year at a regular time determined by the Executive Board. Meetings shall serve to reconnect with members and provide updates for events.
 - a. At least one officer shall preside over all general meetings.
2. Executive Board meetings shall be scheduled on the weeks of no general meeting.
 - a. The Chairs shall preside over Executive Board meetings. These duties are to be assumed by the Vice Chairs in the absence of the Chairs. If neither Chair is present, then the Secretary shall preside over the meeting.
 - b. At least a majority of board members must be present for quorum, and no business shall be taken up without quorum.
3. Special meetings may be called by the President with at least 24 hours' notice.

VIII. Finances

1. Membership dues are \$15 per year or \$10 per semester.
2. Dues must be paid by the third general meeting of each semester.
3. Organizational funds shall only be used for organizational purposes, and these funds may not be used for personal expenses.

IX. Amendments

1. Proposals to amend bylaws may be submitted by any active member within the organization.
2. All proposals shall be taken up at the next regularly scheduled Executive Board meeting. Voting on bylaw amendment proposals may only be done by officers.
3. Bylaw amendments may be passed by a majority vote of the officers, and approved bylaw changes shall go into effect immediately.
4. The Secretary shall maintain a record of all previous versions of the bylaws.

Approved by Stephanie Hazelbauer, Melissa Breunig, Matthew Tso, Zoe Burns, Nick Propson, Eric Chen, and Jayne Squirrell on February 3rd, 2010.

Amended by Ryan Prestil, Caya McFalls, Eddie Ruiz, Jonathan Doenier, Stephanie Seymour, Joshua Dein, and Mohammad Suleiman on April 18, 2016.

Amended by Jon Doenier, Ethan Mcleod, Jack Hermsen, Lauren Heinrich on April 17, 2017.