BIOETHIKOS

SCHOOL OF PROFESSIONAL STUDIES | COLUMBIA UNIVERSITY

BY-LAWS 2017-2018

Article I - E-board officer selections

E-board officer selections will be held each semester, as necessary, to maintain a full e-board. Each officer's term begins two (2) weeks before the last day of classes of the semester which s/he is elected in, and lasts until graduation, impeachment, or resignation. The maximum term for any e-board member is two (2) years.

The procedures of the elections are as follows:

1. An announcement will be sent to all club members to notify of available positions.
2. Members interested in a position must submit background information and an appropriate statement of interest for a primary (and secondary, if desired) position. Only current members in "good standing" with the club are able to apply for a position. Additionally, current executive board members may apply for open positions.
3. The names of candidates will be distributed to all club members. At this time, any member will be able to anonymously disclose any comments regarding any of the candidates.
4. The current e-board will review the applications in conjunction with submitted comments, hold interviews, and vote on the positions.
5. All club members will be notified of election results.
6. Elected officers will begin their term and enter the transitional overlap period between incoming and outgoing officers.

In the event that a semester begins with vacant e-board positions, the current e-board officers may hold an amended election to fill these vacancies within one month of the start of the semester.

Article II - Duties of officers

The duties of the officers of the e-board are outlined below. These descriptions are the lower limits of the expectations of officer duties. Failure to comply with these duties may be grounds for dismissal from the e-board.

President: The President will preside over all regular meetings of the club and will maintain communication with the club's faculty advisor and SPS Administration.

Vice President: The Vice President will preside over all regular meetings of the club and will maintain communication with the club's faculty advisor and SPS administration in the absence of the President. The Vice President will create the agenda for each e-board meeting.

Treasurer: The Treasurer will keep record of the club's budget and semesterly expenses. The Treasurer will also maintain and track the funds allotted by the University and collected by the club through events and fundraising.

Secretaries: The Secretaries will take accurate and detailed minutes and records at each club gathering, including e-board and full board meetings, and distribute these minutes within 48

hours to all club members and the advisor. If the Secretaries are unable to attend a meeting, they are responsible for delegating the task of minute-taking to another member of the e-board. Additionally, the Secretaries will be the primary upkeepers of the club's social media pages.

All board members are responsible for the coordinations of events, social media presence, and general website. Additionally, all board members will assess and respond to questions, concerns, and suggestions of the general members in a timely manner.

Article III - Committees

The e-board may form temporary committees, as deemed necessary, for special projects or purposes. These committees may contain general members and must have at least one full board member as a Point of Contact (POC). Once a POC has been established, the responsibilities and lengths of commitments should be clearly defined.

Article IV - Amendments

Amendments to any governing document of the club are encouraged to ensure that the documents fully support the developing needs of the club. Amendments may only be made once a semester. The e-board must come to a unanimous agreement on amendments to governing documents. Once the agreement has been reached, a meeting will be held, and a two thirds majority vote of approval must be obtained from the "good standing" general body present (in person and/or online). The e-board must provide a minimum of two (2) weeks of presentation to the general members.