



North Carolina State University

Department of Student Development
Division of Student Affairs

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December 8, 1994

Christina Thomas
Biochemistry Club
616 University Towers
111 Friendly Dr.
Raleigh, NC 27607

Dear Christina:

We have reviewed your organization's constitution and officers list and everything seems to be in proper order. You are now a registered student organization at North Carolina State University entitled to all privileges entailed in that status.

Understand that this registration in no way gives the University or Student Government responsibility for any financial liability which may be incurred by your group. Your status does, however, give you the opportunity to approach the Student Senate with a request for funds, and it gives you certain on-campus solicitation privileges.

Please be aware that we ask each student organization to update its file whenever there is a change of officers and at the beginning of each school year. Failure to do so will result in a loss of registration.

If the Department of Student Development can be of assistance to your group, please do not hesitate to call on us. Good luck with your new group.

Sincerely,

A handwritten signature in dark ink, appearing to read "R. S. Bryan, Jr." with a stylized flourish at the end.

Robert S. Bryan, Jr.
Associate Director
Student Development

cc: President, Student Government
Dick Parham, Reservations, Student Center
Catherine Kuhary, Registration and Records
Reservation, African-American Cultural Center

CONSTITUTION
OF THE BIOCHEMISTRY CLUB
NORTH CAROLINA STATE UNIVERSITY

Rev. 11/94

Article I - Title

The club shall be known as the Biochemistry club (BCH Club).

Article II - Purposes

The purposes of the Biochemistry Club shall be:

1. to coordinate the academic and social activities for the members of the club;
2. to provide as orientation point and support system for new Biochemistry majors;
3. to provide a forum for the shared interests of Biochemistry majors and alumni;
4. to inform students of relevant information concerning the department and the field of Biochemistry;
5. to promote, encourage and honor leadership, internship, and academic excellence in the study of Biochemistry.

Article III - Membership

Section 1. Membership will be open to all students undergraduate and graduate.

Section 2. Membership drives will be held during the first month of each semester. Applications will be accepted until the end of the first club meeting each semester.

Section 3. The three types of memberships are as follows:

Active Membership-any student that attends at least one meeting a month and participates in activities.

Inactive Membership-any student that does not attend one meeting a month or participate in activities.

Alumni Membership-any student having graduated from their program of study and is no longer a member of the student body at NCSU.

Section 4. All members of the club will be required to submit an information sheet. All members must inform the secretary of any changes.

Section 5. Active membership dues will be set by the general membership at the first meeting of each new school year. All members will be required to pay dues.

Article IV - Entitlements and Privileges of Membership

Section 1. Active members are entitled to vote on all business matters concerning the club.

Section 2. Inactive members will be placed under one of two categories by the executive committee, consisting of President, Vice-President, Secretary and Treasurer, in the event of absenteeism for more than three consecutive meetings. Those two categories are temporary inactive and permanent inactive. Temporary inactive may have their status changed back to active membership by fulfilling the requirements. Temporary inactives will be changed to permanent inactives by the same executive committee in the event of the member in question fails to respond to notification of his/her status.

Section 3. Alumni are entitled to participate in club activities but do not have voting privileges.

Article V - Officers and Elections

Section 1. The elective officers of this club shall be President, Vice-President, Secretary, Treasurer, CALS representative and chair positions to be elected on a semesterly basis as non-executive heads of committees.

Section 2. Officers shall be elected by ballot to serve a one year term. Their term of office shall begin immediately after elections to be held during April of each year. Nominations will be held in March.

Section 3. If any officer is unable to complete his or her term in office, a new officer will be appointed by the executive committee to be ratified by the vote of the membership. If the office of president is vacated, the Vice President assumes the Presidency.

Section 4. The President shall preside at all meetings and carry out all the duties required by the Constitution or action of the club.

Section 5. The Vice-President shall be responsible for assuming the duties of the President in his or her absence as well as assist in the daily matters of the club.

Section 6. The Secretary shall be responsible for the maintaining of records of the club. He or she shall keep a record of the minutes, a file of committee reports, and complete required correspondence for the club. The Secretary will maintain, update and organize all membership applications and information.

Section 7. The Treasurer will be responsible for maintaining the finances of the club.

Section 8. A CALS representative will be responsible for attending inter-college meetings. The CALS representative will work closely with the Treasurer.

Article VI - Finances

Section 1. All money collected by the club will be deposited in a bank account under the name of the NCSU Biochemistry Club. Authorization by the President and Treasurer will be required for all the expenditures of funds.

Section 2. All expenditures must be authorized by the Executive Committee. The Faculty Advisor will break ties.

Section 3. Funds will be allocated in the following areas:

1. social and academic activities
2. conventions
3. newsletters
4. operating expense

Article VII - Amendments

Section 1. All amendments to this Constitution or By-Laws shall be subject to the Student Government.

Section 2. The President may call Executive Committee meetings at any time. However, meeting dates and times must be agreed upon by the other officers in advance.

Section 3. A quorum will be the majority of members present provided that at least tow member of the Executive Committee are present.

Section 4. Special meetings may be called by the Committee Chairs upon their own initiative or upon the written request of ten percent of the membership.

Section 5. The order of business of this club shall be:

- Call to order
- Reading and Approval of the Minutes
- Treasurer's Report
- Committee Reports
- Unfinished Business and General Orders
- New Business
- Announcements
- Adjournments

Section 6. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the club in cases to which they are applicable and in which they are not inconsistent with this Constitution and any special rules or order the club may adopt.

Article VIII - Committees

This club shall have committees as needed to be appointed by the membership. The membership of these committees shall be decided prior to the second regular meeting.

Article IX - Faculty Advisor Selection

The club will have a faculty advisor chosen from faculty in the Department of Biochemistry. The Advisor will be selected each April by the newly elected officers.