

**(Botany and Entomology Undergraduate Student Association)**  
**(December 1, 2017)**

**ARTICLE I**

**NAME OF ORGANIZATION**

**The name of this organization shall be:**

**Botany and Entomology Undergraduate Student Association, hereinafter referred to as BEUSA.**

**ARTICLE II**

**PURPOSE OF ORGANIZATION**

**The purpose of this organization shall be:**

The purpose(s) of this organization shall be to unite those with an interest in plant sciences/botany and entomology under a range of academically relevant activities and opportunities in an attempt to provide our schools, communities, and homes with knowledge from our fields.

**ARTICLE III**

**MEMBERSHIP PRACTICE**

**Active membership of this student organization shall be chosen without discrimination on the basis of race, religion, sex, sexual orientation, color, disability, national origin, age, or marital status, except in cases of fraternity and sorority organization which are exempt by federal law from Title IX regulations concerning discrimination on the basis of sex. Active membership should also be composed of at least 50% UCR Students (undergraduate or graduate).**

**A. Eligibility for Membership**

**All students currently enrolled at UCR shall be eligible for membership.**

**B. Categories of Membership**

**The categories of membership are as follows:**

- **Active Members: Currently registered UCR students who are listed on the Highlander Link roster. Active members can vote in elections and other group matters, can run for officer positions, and can propose amendments.**
  
- **Inactive Members: Members who do not fit or fulfill the above definition of "Active Members."**

**C. Removal of members**

**Members can be removed from the organization for the following reasons:**

1. Inappropriate behavior such as lewdness or vulgarity
2. Harassment (verbal, sexual or physical)
3. Any acts done against any other member in which said member feels threatened or violated
4. Any illegal activity
5. Any action in attempt to deliberately disrupt the functioning of the club

All Active Members have the ability to request the removal of another member. Any Active Member who wishes to have another member removed must present their reasoning in writing to the executive board through an email/electronic or hard copy documentation. Once the complaint/request is brought to the executive board, the following process must take place:

- 1) Charges or complaint brought against an individual
- 2) Evidence to support complaint is presented
- 3) Individual given an opportunity to argue a defense and offer counter evidence
- 4) Vote is taken by the executive board
- 5) A Majority vote will result in the removal of the member in question
- 6) Appeal process for the decision made by vote. Only one level of appeal is required.

## ARTICLE IV

### OFFICERS

#### A. List of officers

The Officers of this organization shall be:

1. President
2. Vice President
3. Treasurer
4. Secretary

#### B. General Duties and Responsibilities of Officers

The President's duties include:

- Lead meetings, plan activities, make sure club operations are proceeding smoothly

The Vice President's duties include:

- Send out club announcements, contact guest speakers

The Treasurer's duties include:

- Keep record of club's expenses and income, manage reimbursements

The Secretary's duties include:

- Contacting personnel for collaboration, meeting minutes and records

#### C. Qualifications for Becoming an Officer

To be eligible to become an officer in this organization, potential candidates must be currently registered undergraduate students at UCR and must be Active Members as outlined in Article III Section B.

#### D. Terms of office

Every officer position will last no more than ONE academic year.

#### E. Procedure for filling vacated offices (OPTIONAL)

When a position is vacated, the executive board will appoint someone—either an Active Member or another officer—to fill the position.

#### F. Procedure for removal of officers

Officers can be removed from the organization for the following reasons:

1. Inappropriate behavior such as lewdness or vulgarity
2. Harassment (verbal, sexual or physical)

3. Any acts done against any other member in which said member feels threatened or violated
4. Any illegal activity
5. Any action in attempt to deliberately disrupt the functioning of the club

**All Active Members have the ability to request the removal of an officer. Any Active Member who wishes to have an officer removed must present their reasoning in writing to the executive board (this could be done through hard copy or an email/electronic). Once the complaint/request is brought to the executive board, the following process must take place:**

- 7) Charges or complaint brought against an individual
- 8) Evidence to support complaint is presented
- 9) Individual given an opportunity to argue a defense and offer counter evidence
- 10) Vote is taken by the executive board
- 11) A Majority vote will result in the removal of the member in question**
- 12) Appeal process for the decision made by vote. Only one level of appeal is required.

## ARTICLES V

### MEETINGS

#### A. Quorum

A quorum defines the minimum number of members that must be present in order to vote and make decisions for the group. The quorum for this organization is:

**35% of the Active members plus ONE more Active Member (50%+1 of the Active Members).**

#### B. Types of meetings (OPTIONAL)

Things to consider:

- Are there different types of meetings (general meetings, board meetings, etc.)?
- How often are meetings held (e.g., weekly, monthly, etc.)?
- Who is required to attend each type of meeting? What happens if a meeting is missed?
- Are there special meetings? What are the circumstances under which special meetings may be called? Who can call the meetings?

#### C. Method of conducting meetings (OPTIONAL)

Things to consider:

- What rules shall govern the conduct of business for the organization (General Consensus, Robert's Rules of Order Newly Revised, etc.)?

#### D. Meeting minutes and records

The officer in charge of all meeting minutes and keeping all related records of meetings (including special and emergency meetings) shall be the:

**secretary (other officers will take responsibility if secretary is unavailable)**

Meeting Minutes and other records are vital for an organization's success. Election results, impeachment of an officer, approval of a budget or expense, and passing of an amendment are just a few of the important items that meeting minutes are used to validate/verify. Previous minutes will be read or distributed at the beginning of next meeting. Additions and corrections are to be made at this time and a final approval of the minutes must be made.

## ARTICLE VI

### ELECTIONS

#### A. Times and period when elections occur

Yearly elections will be held every Spring quarter no later than the last week of May. New officers will shadow current officers and will be transitioned through Spring quarter. Newly elected officers will take their positions on the first day of summer.

#### **B. Nominations**

Only active members are eligible for nomination. Any active member can nominate another active member. Any active member can also self-nominate themselves, but must be seconded by another active member.

#### **C. Notification and posting of elections**

Active members will be notified about elections through email, social media, and through announcements at meetings.

#### **D. Election procedures**

The quorum necessary for elections to take place is 50% of the active members plus one more active member. Electronic voting may be allowed and may count toward the quorum requirement. Only active members are able to run for elections and only active members are allowed to vote. A majority of votes will secure an officer position. The newly elected officers will be transitioned throughout the remainder of the Spring quarter, and will officially take their positions on the first day of summer. The President, Vice President, and Treasurer (also known as the Executive Board) positions must be elected via the process outlined above. All other positions may have a process that involves applications and interviews. It is best practice, that the selection of all other officers for the following year be selected by the following year's Executive Board since they will be the ones leading all other officers. This means that Executive Board elections should be done with enough time as to allow the newly elected Executive Board to have enough time to select the rest of their board.

### **ARTICLE VII**

#### **FINANCIAL RECORDS**

The University shall have the right to audit the financial records of this organization. If the organization will receive funding from Associated Student at UCR (ASUCR) or the Graduate Student Association (GSA), the organization must comply with all funding policies and procedures issued by the funding authority.

#### **A. Dues/membership fees**

The membership dues for this organization will be  
**\$0**

#### **B. Budget expenditures(OPTIONAL)**

State what the process for budget expenditures will be

- Things to consider:
  - Is a vote of the members required for all expenditures?
  - Who are the officers/members that are responsible for authorizing all expenditures and reimbursements?
  - Officers should never have complete control of financial matters and the general membership.
  - What is the procedure for disbursement of all remaining funds upon dissolution of the organization?

## ARTICLE VIII

### ADVISORS

#### A. Selection of advisors (OPTIONAL)

Things to consider:

- How is an advisor selected (e.g., by appointment, election)?
- What are the responsibilities of the advisor? What are the groups' expectations for the involvement of the advisor?

## ARTICLE IX

### AMENDMENTS

#### A. Proposing amendments

All Active members can propose amendments at general meetings. Amendments must be proposed to the board and presented to the active members, and will be voted on at the following general meeting.

#### B. Provisions

The Quorum necessary for amendments to the constitution to be voted on shall be no less than 50% +1 of the active members. Amendments to the constitution shall be approved by a 2/3 vote in favor of the amendment. All amendments shall be in agreement with University regulations and policies and are not approved until reviewed by a Student Life official. An updated Constitution must be filed with the Student Life office through the online organization system within one week of adoption. Groups will notify their Organization Advisor in Student Life once the document has been uploaded in the system so that it might be reviewed.