

**Constitution of the
Association of Tulane University Cell and Molecular Biology Graduate Students**

Article I: Name

The organization herein constituted shall be called the “Association of Tulane University Cell and Molecular Biology Graduate Students” and abbreviated “ATCG”.

Article II: Object

ATCG shall serve as the voice of the graduate students of the Cell and Molecular Biology Department of Tulane University. The goals of ATCG are as follows:

1. to accurately assess and represent the needs of its membership to its department, school, and university;
2. to enhance the academic, professional, and social development of its membership;
3. and to liaise with other student government associations.

Article III: Members

The membership of ATCG shall consist of all currently enrolled graduate students of the Cell and Molecular Biology Department of Tulane University. All members are automatically considered voting members and no dues shall be assessed.

Article IV: Offices

Section I: Duties

The offices of ATCG consist of a Speaker and two Representatives. Together these offices constitute an Executive Committee. The duties of the officers are as follows:

1. The Speaker shall serve as the formal interface between ATCG and external entities and be responsible for presenting all official ATCG correspondence to the appropriate entities. The Speaker shall prepare the agenda, coordinate the date and time, announce, and lead all official ATCG meetings. Due to the Speaker’s role, they shall relinquish their ability to vote on all ATCG matters save in the case of anonymous ballots or in the case that their vote would break a tie.
2. The Representatives shall be responsible for keeping track of the needs, concerns, and opinions of the membership. The Representatives shall survey the membership, tally votes, and prepare reports on specific concerns as needed. The Representatives shall jointly be responsible for planning, organizing, and coordinating all non-meeting ATCG events. Additionally:
 - a. The Senior Representative shall be a student who has completed two or more years of graduate study. It shall be the responsibility of the Senior Representative to maintain physical and electronic copies of all important documents pertaining to the organization and distribute copies of these documents as needed.

- b. The Junior Representative shall be a student who has completed two or fewer years of graduate study. It shall be the responsibility of the Junior Representative to take minutes at ATCG meetings as well as maintain an up to date roster of the membership with phone and e-mail contact information.
3. In order to encourage honest discussion, all officers have a duty to protect member anonymity. All needs, concerns, opinions, etc. privately expressed by any member to any officer shall be considered anonymous unless the officer obtains explicit permission otherwise from that member.
4. By default, the officers of ATCG shall also serve as the departmental representatives to the Graduate Studies Student Association (GSSA).

Section II: Elections & Eligibility

All officers shall be elected for a one year term (June-May). Elections shall be by anonymous ballot at the second scheduled ATCG meeting of the Spring semester. To be eligible for nomination members must affirm that they are capable of fulfilling the duties of the office to which they are nominated and that they do not intend to graduate within the elected term.

Section III: Impeachment and Special Elections

Officers failing to fulfill their duties may be impeached by a two-thirds majority anonymous ballot at any meeting, and a new officer should be elected to replace them immediately. In the event that any office becomes/remains vacant, it falls upon the remaining officers to fulfill the duties of that office and call for a special election to fill the vacant office in a timely fashion. In the event that all offices are vacant, the membership shall be compelled to call for a meeting, appoint an election moderator, and fill the offices.

Article VI: Committees

This constitution provides for the formation of an Executive Committee consisting of the three officers of ATCG. The Executive Committee is empowered to call for the creation of specific sub-committees as needed to serve the interests of the membership.

The Executive Committee shall meet and correspond informally throughout the year to work towards the objectives listed in Article II. All sub-committees shall meet on their own schedule to discharge their duties in a timely fashion.

Article V: Meetings

ATCG shall routinely hold meetings twice a semester. The first meeting must be held within the first six weeks of the semester. The second meeting must be held within the last six weeks of the semester. The Executive Committee may schedule additional meetings as necessary. Notification must be sent out to all members at least two weeks prior to a meeting. There shall be no formal quorum requirement for the meetings apart from the attendance of the Executive Committee.

Article VI: Amendments

This constitution may be amended by a two-thirds majority vote. All proposed amendments must be submitted in writing and distributed to the entirety of the membership at least two weeks prior to a vote being called.

This constitution was ratified by a unanimous vote of the graduate students of the Department of Cell and Molecular Biology as of midnight August 19th, 2016.