

# Graduate Epidemiologists at Michigan State

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## Constitution and Bylaws (10-29-2009)

### Article I - Name and Purpose

Section 1      Name - The name of this organization shall be the Graduate Epidemiologists at Michigan State (GEMS).  
(This organization shall hereinafter be referred to as Organization.)

Section 2      Objectives - The principle Organization objectives are:

1.              To serve as a liaison between graduate students and faculty in the Department of Epidemiology.
2.              To promote educational and professional development, seminars, presentations, and other events.
3.              To promote high ethical standards and conduct among Organization members.

### Article II – Membership

Section 1      Membership - The membership of the Organization will consist of any interested registered MSU graduate student in the Department of Epidemiology, certificate students in the Department of Epidemiology, post-doctoral students in the Department of Epidemiology and undergraduate students interested in obtaining an advanced degree in epidemiology. The Organization will not discriminate on the basis of age, color, gender, handicapper status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight. Only registered MSU graduate students from the Department of Epidemiology may be officers or voting members.

                  \*Full Membership -Full members are members who are registered MSU graduate students in the Department of Epidemiology. They are in good standing and have paid yearly dues. They have full rights to vote and are eligible for all benefits ORGANIZATION provides, to hold a position in the Executive Committee, and to vote on all ORGANIZATION affairs.

                  \*Guest Members -Guest members are honorary members as deemed by the ORGANIZATION Executive Committee. These are certificate students in the Department of Epidemiology, post-doctoral fellows in the Department of Epidemiology and undergraduate students interested in obtaining an advanced

degree in epidemiology. They must have attended at least 2 general body meetings and be active participants in ORGANIZATION activities.

- Section 2      Eligibility for Voting - Only full members in good standing will be eligible to vote in elections. A Full member in good standing is a registered MSU graduate student in the Department of Epidemiology who has paid yearly dues.
- Section 3      Dues - Dues shall be payable to the Organization. Annual payment of membership dues of amount decided by a simple majority at the fall semester meeting. Timely payment of dues will allow a Member to remain in good standing.
- Section 4      Bylaws - Anyone requesting a copy of this Constitution from any officer of the Organization will have access to copy. Additionally, a copy will be posted in the office of the Graduate Secretary in the Department of Epidemiology at Michigan State University. See Article V for rules pertaining to amendments to the bylaws.

### **Article III - Elections and Officers**

- Section 1      Nomination Procedure - In the Spring Semester, any full member in good standing may nominate him/herself or be nominated by another full member in good standing for one or more elected positions, but may be elected to only one position. Approval of the nomination shall be obtained from the said candidate.
- Section 2      Balloting - Written ballots shall be received during a general ORGANIZATION meeting from full members in good standing by the Executive Committee and shall be counted by the President and Faculty Advisor. Committee members shall be appointed by the President.
- Section 3      Officers - The officers of the Organization will consist of President, Vice-president, and Secretary/Treasurer. These three officers shall comprise the Executive Committee. The term of office begins on August 15th and is for the duration of one calendar year.
- Clause A -      **President** - The President will preside at all meetings of the Organization, will be chairperson of the Executive Committee, will appoint (with input from Executive Committee) all chairpersons for the various committees, will have general supervision of the Organization officers, and will perform all other duties incident to this office.

- Clause B - ***Vice President*** - The Vice President shall assume the duties of the President in the absence or upon the inability of the President to serve, and shall also perform other duties as assigned by the President. The Vice President is also responsible for organizing and publishing the ORGANIZATION newsletter and blog and assisting the president as needed. In the event that the Vice-president cannot serve in the President's absence, the Executive Committee shall appoint a President pro tempore.
- Clause C - ***Secretary/Treasurer*** - The Secretary/Treasurer will be responsible for the files and records of the Organization. This officer will collect dues, keep minutes of meetings, issue receipts, and disburse funds for the Organization. The Secretary is responsible for organizing and publishing the ORGANIZATION newsletter and blog and assisting the President and Vice President as needed. The Secretary/Treasurer is also responsible for assisting the graduate secretary in organizing information sessions and recruiting volunteers to man display boards at University Fairs for undergrads interested in graduate school. Along with these Secretary/ Treasurer will assist the President and Vice President as needed.

Section 4 **Vacancies/Removal** - All vacancies in any unexpired term of an elective office shall be filled through appointment by the Executive Committee. All appointees must be a Member of the Organization in good standing. Additionally, an Officer may be removed from office by a majority vote of Full members in good standing.

## **Article IV - Operating Procedures**

Section 1 **Meetings** - There will be at least four meetings of the Organization during Spring and Fall Semesters (four during the year in total), or as determined by the Executive Committee. The time and place of the meetings will be posted on the bulletin boards and sent out on the Department's listserv at least 1 week before any meeting. A quorum will consist of at least 5 members in good standing.

Section 2 **Rules of Order** - Robert's Rules of Order will be used to facilitate the meeting process.

Section 3 Officer and Committee Duties

***Faculty Meeting Representative:*** Responsible for attending, taking notes, and reporting ORGANIZATION activities at bimonthly faculty meetings. Responsible for providing the President and Vice-President with meeting summaries for inclusion in the newsletter.

***Program In Epidemiology(PIE) Meeting Representative:*** Responsible for attending, taking notes, and reporting ORGANIZATION activities at monthly PIE meetings. Responsible for providing the President and Vice-President with meeting summaries for inclusion in the newsletter.

***Council of Graduate Students (COGS) Representative:*** Responsible for representing graduate students in the Department of Epidemiology at all MSU COGS meetings. The COGS representative should summarize all noteworthy events for the ORGANIZATION newsletter.

***Advisory/Curriculum/Graduate Committee Representatives:*** Responsible for representing graduate students on the respective Department of Epidemiology faculty committees.

***Safety Officer:*** Responsible for working with the faculty safety officer to coordinate safety information dissemination and instruction and inspections in the Department.

***Picnic Committee:*** Responsible for coordinating and advertising ORGANIZATION and Department of Epidemiology sponsored fall and spring picnic.

***Seminar Committee:*** Responsible for the arrangements associated with sponsoring seminar speakers. Responsible to assist graduate secretary in organizing informational orientation for new graduate students

***Travel Grant Committee:*** Responsible for organization, review of applications, and award decisions for travel money generated by Organization fund-raising.

Section 4 Duties of Advisors - At least one Advisor is requested to attend Organization meetings to provide professional guidance to the membership upon request.

Section 5 Special Meetings - Special meetings may be called by the Executive Committee at any time, provided due notice is given.

## **Article V - Amendments to Constitution**

These Bylaws may be altered or amended by a majority vote of a quorum of over 50 percent of members in good standing or 10 members in good standing, whichever is less, present at any regular, or special meeting of the Organization. A member who will be absent from the meeting may file an absentee ballot. Any member may propose changes in accordance with Robert's Rules of Order.