Biostatisticians & Epidemiologists at Michigan State (BEAMS)

Constitution and Bylaws (10-29-2009)
(revised & updated July 2022)

Article I - Name and Purpose

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

Section 2 Objectives - The principle Organization objectives are:

1. To represent the interests of the graduate students in the Department of Epidemiology and Biostatistics and serve as the liaison between graduate students and faculty in the Department.
2. To promote educational and professional development opportunities for students by organizing seminars, presentations, networking, and other social events.
3. Advocate actions that enhance the science and practice of epidemiology, biostatistics, and public health among students.
4. To promote high ethical standards and professionalism in the conduct of research and teaching of Epidemiology and Biostatistics 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 and Biostatistics (hereafter, "DEB"), certificate students in the DEB, post-doctoral students in the DEB and undergraduate students interested in obtaining an advanced degree in epidemiology and/or biostatistics. The Organization will not discriminate on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight. Only registered MSU graduate students from the DEB may be officers and/or voting members.

- Full Membership -Full members are members who are registered MSU graduate students in the Department of Epidemiology and Biostatistics. They are in good standing and have indicated their commitment to promote the objectives of the Organization. They have full rights to vote and are eligible for all benefits the Organization provides, to hold a position in the Executive Board , and to vote on all Organization affairs.
- Guest Members -Guest members are honorary members as deemed by the Organization Executive Board . These are certificate students in the D E B , post-doctoral fellows in the DEB ,and undergraduate students interested in obtaining an advanced

degree in epidemiology and/or biostatistics. They must attend at least one general body and/or Executive Board meeting per quarter 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 DEB who has met the meeting attendance requirement.

Section 3 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 DEB at Michigan State University. See Article V for rules pertaining to amendments to the bylaws.

Article III - Elections and Officers

Section 1 Nomination Procedure – At the start of the fall 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. Nomination procedures may occur outside of the fall semester deadline as deemed necessary by the Executive Board.

Section 2 Balloting - Written ballots shall be received during a general Organization meeting from full members in good standing by the Executive Board and shall be counted by the President and Faculty Advisor. Board members shall be appointed by the President.

Section 3 Officers - The officers of the Organization will consist of President and/or Co-Presidents, Vice-President, and Secretary/Treasurer. These three officers shall comprise the Executive Board . The term of office begins on August 15th and is for the duration of one calendar year unless indicated otherwise by the officer.

Clause A - ***President/Co-Presidents***- The President and/or Co-Presidents will preside at all meetings of the Organization, will be chairperson(s) of the Executive Board, will appoint (with input from Executive Board) 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*** – Vice President - The Vice President shall assume the duties of the President and/or Co-Presidents in the absence or upon the inability of the President/Co-Presidents to serve and shall also perform other duties as assigned by the President/Co-Presidents. The Vice President is also responsible for organizing and disseminating information relating to BEAMS activities and initiatives, when needed, and assisting the President/Co-Presidents as needed. In the event that the Vice-President cannot serve in the President's/Co-Presidents' absence, the Executive Board 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 keep minutes of meetings, issue receipts, and disburse funds for the Organization. The Secretary is responsible for assisting the President/Co-Presidents 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 duties, the Secretary/ Treasurer will assist the President/Co-Presidents and Vice President as needed.

Clause D - Additional officer titles may be created and/or added as deemed necessary by the Executive Board to fulfil the objectives of the Organization.

Section 4 Vacancies/Removal - All vacancies in any unexpired term of an elective office shall be filled through appointment by the Executive Board. 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 general body meetings of the Organization during Spring and Fall Semesters (four during the year in total), or as determined by the Executive Board. Executive Board meetings will be held as needed throughout the year. The time and place of the general body meetings will be sent out on the BEAMS listserv at least 1 week before any meeting. The President/Co-Presidents are responsible for organizing Executive Board meetings and will notify Executive Board members in writing or via verbal communication of any scheduled meetings at least three days in advance. A quorum will consist of more than 50% of members in good standing for general body meetings.

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

Section 3 Process for Disbanding - Disbandment of the organization will require an official vote by all members of the Executive Board, with support from the Graduate Faculty Adviser and Department Chair.

Section 4 Officer and Committee Duties

Faculty Meeting Representative: Responsible for attending, taking notes, and reporting Organization activities at monthly faculty meetings. Responsible for providing the President/Co-Presidents and Vice-President with meeting summaries.

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.

***Council of Graduate Students (COGS) Representative*:** Responsible for representing graduate students in the DEB at all MSU COGS meetings. The COGS representative should summarize all noteworthy events for the Organization and Executive Board members. .

Student Membership Coordinator: Responsible for outreach and recruitment of new members to the Organization. Responsible for ensuring adequate representation of students across the DEB programs and promoting the core values espoused by the MSU Office of Inclusion and Intercultural Initiatives for building inclusive communities.

***Advisory/Curriculum/Graduate Committee Representatives*:** Responsible for representing graduate students on the respective DEB 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 DEB-sponsored fall picnic.

Seminar Committee: Responsible for the arrangements associated with sponsoring seminar speakers. Responsible for assisting 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.

Funding Committee: Responsible for informing Organization members of pertinent funding opportunities and coordinating submission of grants/funding opportunities with the Executive Board as needed.

Section 5 Duties of Advisors – The Graduate Program Director and Department Chair

may serve as faculty advisors to BEAMS. At least one Advisor may attend Organization meetings to provide professional guidance, when requested, to the membership/ executive board as well as lend faculty support BEAMS initiatives.

Section 6 Special Meetings - Special meetings may be called by the Executive Board 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.