

**Biology Peer Mentoring (BPM)
BYLAWS**

ARTICLE 1.-NAME

The name of this organization shall be the Biology Peer Mentors, as referred to as BPM, of Clarion University.

ARTICLE 2.-PURPOSE

Section 1

We are forming this organization in order to aid freshmen biology majors with their transition into the Clarion University biology department. The creators of this organization became aware of the gaps a new student can fall into. By providing a structurally sound support system like BPM, we hope to retain more biology students and get them excited about their major. This organization is also in place aid any biology major or minor who needs assistance.

Section 2

The benefits of this organization include:

- A. Providing underclassmen with a peer mentor to answer their questions about:
 - 1. Biology courses and concentrations within biology
 - 2. Degree audits
 - 3. Career path and preparation
 - 4. Professional development
 - 5. Internships and coops
 - 6. Life on campus and in Clarion
- A. Creating a bridge to their faculty advisor and aiding faculty advisors during course registration.
- B. Aiding them with professional development questions/plans.
- C. To foster social activities between mentors, mentees, the biology department, and the campus as a whole.
- D. This organization will provide members with a support system of peers, give them leadership experience, help them build a resume, help them build social ties within the biology department and Clarion University, and lead them to helpful resources on campus.

Section 3

The primary purpose of this organization is to encourage biology students to be actively engaged in their academic career early on. New students often do not utilize their faculty advisors. We would like to fill in the gap between new students and their faculty advisors by creating a bridge of peers between them. This will help new students realize the valuable resources that their faculty advisors are and give them a peer resource to answer questions about student life and provide insight into the dynamic of the department. The Clarion University Biology Department prides itself on its friendly community. BPM aspires to draw more new students into this helpful and supportive community. To accomplish this goal, the members of BPM will put on programs and social activities. BPM also plans to help students use valuable on campus resources outside of the biology department such as career services.

Section 4

The secondary purpose of this organization is to promote organizations like this one in other academic departments. Many universities have campus-wide peer mentoring programs in place. The members of BPM believe that peer mentoring programs are very beneficial to new and veteran students. We hope that by promoting this organization and holding programs open to the entire campus, we will inspire students and faculty in other departments to join our organization and help us broaden it.

ARTICLE 3.-MEMBERSHIP

There are no official requirements or qualifications needed to join BPM. Members will be expected to answer questions about professional development, the biology major/concentrations, aid faculty advisors at registration times, and organize programs to help underclassmen become more involved in the Biology Department. The goal of this organization is not to be a tutoring service. If a member believes an individual requires tutoring in a course, they will refer the individual to the Department of Academic Enrichment. This organization is open to all Clarion University students in order to promote peer mentoring in other academic departments. Although BPM is beginning in the biology department, our goal is to someday see this in place across campus. Anyone is welcome to join and encourage their friends and classmates to join. Members should be excited about helping others and being active in creating programs and social activities.

ARTICLE 4.-DUTIES AND ELECTIONS OF THE OFFICERS

Section 1. Officers

A. Co-Coordinators: There will be two student positions for co-coordinator. The responsibilities of these two positions are comparable to that of a president. We believe the needs of the organization are best addressed by two students in charge. Co-coordinators are responsible for:

2. Holding elections for the next academic year
3. Leading organization meetings
4. Overseeing other club officers and committees and making sure their duties are performed
5. Overseeing organization programs and social activities and the planning of these events
6. Communicating regularly with the faculty advisor
7. Overseeing fundraising planning and activities

H. Treasurer:

9. Handling organization budgets and the organization account
10. Working with co-coordinators on fundraising
11. Reconciling the costs of organization programs and social activities with the organization's budget
12. Handling the money received from fundraising and depositing it into the organization's account

M. Secretary:

14. Recording the minutes of every organization meeting and distributing them to all members of the club via email.
15. Assisting the co-coordinators with the distribution of organization information to members and potential members

P. Activities Chair:

17. Working with co-coordinators on organization programming and conducting social activities
18. Conducting programs and social activities with the help of organization members
19. Help the co-coordinators form ad-hoc committees for events and programs
20. Program and social activity advertising
21. Working with treasurer on the finances of programs and social activities

Section 2. Officers will be elected in the spring of each academic year for the following academic year. Student-blind elections will be held by the organization's advisor.

Section 3. The election will be a majority election. The organization member with the most votes will receive the officer position. The vote count will be overseen by the two co-coordinators and the faculty advisor to insure a majority vote and fair count.

ARTICLE 5.-ROLE OF CAMPUS ADVISOR

Section 1. The advisor selected is an individual interested in and devoted to the cause of this organization. He or she's main responsibility is to counsel the officers of the organization, attend at least one organizational meeting a month, and help organize programs.

Section 2. The faculty advisor will have the power to organize votes for the removal of officers but cannot dismiss organization members without a vote. He or She will be responsible for aiding officers in fulfilling organizational obligations. He or she will also be responsible for organizing student-blind officer votes during the spring semester.

ARTICLE 6.-MEETINGS

Section 1. There will be at least four, formal, organizational meetings per semester. There will likely be additional meetings and subcommittee meetings for activities and programs.

Section 2. Quorum: There must be at least fifty percent of the total number of members of the organization present (officers or non-officers) for discussion about organizational decisions to be made at a meeting.

Section 3. Robert's Rules of Order will be followed for the organization of meetings, and a 2/3 majority vote will be required for organization decision-making.

Section 4. Procedure of meetings: "The rules contained in the current edition of ***Robert's Rules of Order Newly Revised*** shall govern the convention in all cases to which they are applicable and in which they are not inconsistent with the bylaws of the Society and these standing rules."

Section 5. If a special meeting needs to be called other than those already scheduled, a 2/3 majority vote will be required at an organized meeting in the favor of scheduling a special meeting.

ARTICLE 7. FINANCES AND FUNDING

Section 1. There will be no dues for members of BPM.

Section 2. This organization does plan to request funding from student senate for the organization of programs and for the attendance of professional development events for members.

Section 3. The club plans to conduct a number of fund-raising activities to provide money for social activities and programming.

ARTICLE 8.-AMENDING, SUSPENDING, AND ACCEPTING

Section 1

In order to amend the bylaws, a majority vote must be reached in the organization (officers and non-officers). The faculty advisor should also be in support of the amendment in order for the vote to proceed. The bylaws may be changed when a problem or inconsistency is brought to the attention of the officers or the faculty advisor. The bylaws may also be changed to allow for more officer or committee positions, or to change the duties of these positions. The bylaws may be amended if the name of the organization, membership requirements, meeting procedures, election procedures, or finance procedures need changed.

Section 2

All changes to the bylaws must be submitted for approval to the Student Senate, the Vice President of Student Affairs, and the President of Clarion University. The Student Senate, the Vice President of Student Affairs, and the President of Clarion University must all approve the suggested changes to the bylaws before they may come into effect.

ARTICLE 9.-RATIFICATION

These Bylaws, and its amendments, shall become effective upon ratification by the members of Biology Peer Mentors and following the approval of the Student Senate of Clarion University of Pennsylvania, the Vice President for Student and University Affairs, and the President of Clarion University.