**The Constitution of the Chi Upsilon Chapter of**

**Beta Beta Beta Biological Honor Society**

**The College of New Jersey**

revised 10/2020

**PREAMBLE**

We, the Beta Beta Beta (Tri-Beta) Biological Honor Society, are an organization for students in the biological sciences. This prestigious national honor society’s purpose is to promote scholarship in the biological sciences, to promote dissemination of biological knowledge and to encourage research. We hereby establish this Constitution to create the Chi Upsilon Chapter of the Beta Beta Beta (Tri-Beta) Biological Honor Society at The College of New Jersey.

**Article I. Name of Organization and Definitions**

1. The name Beta Beta Beta Biological Honor Society shall serve as the official name of this body in purpose, membership, structure, procedures, power, and legislation. Any provisions established by the Bylaws or other forms of legislation or standing rules that directly conflict with the provisions of this clause are invalid.
2. The Beta Beta Beta Biological Honor Society may be referred to as “Tri-Beta” in all documents pertaining to the Beta Beta Beta Biological Honor Society, including within this Constitution and the Student Government Bylaws.
3. The Beta Beta Beta Biological Honor Society may be referred to as “The Chi Upsilon chapter” in all documents pertaining to the Beta Beta Beta Biological Honor Society, including within this Constitution and the Student Government Bylaws.
4. Throughout this Constitution, the term “TCNJ” shall be defined as “The College of New Jersey”

**Article II. Purpose**

The purpose of Beta Beta Beta Biological Honor Society shall be to function as an honor society and service organization for students of the biological sciences. Its goals are to stimulate interest, scholarly attainment and research in the biological sciences and to promote the dissemination of information and new interpretations among students in the life sciences.

**Article III. Membership**

**Section 1**. Membership shall be divided into three categories: General, Associate and Regular membership. Eligibility in the Chi Upsilon chapter requires completion of the minimum requirements for membership as stipulated by the national office. Associate and Regular members are members of both the National Beta Beta Beta Biology Honor Society and the TCNJ student organization. General members are members of only the TCNJ student organization.

**Section 2.** To be a General member or an Associate member, one must have an interest in the life sciences.

**Section 3.** To be a candidate for Regular membership, one must be either a biology major or a biology minor and have completed at least three biology courses; all other course work must be satisfactory (i.e. student must be in good academic standing). In addition, the candidate must have a GPA of at least 3.0 in all biology courses attempted at The College of New Jersey. When a biology course has been repeated, both grades must be used to calculate GPA. One biology course taken at another institution, with a grade of B or greater, may count for one and only one of the required three biology courses. Advance Placement (AP) credit for biology may not be used to count as one of these courses, even if TCNJ credit is given. Grades from another institution may not be used to calculate biology GPA. Furthermore, to be a candidate for Regular membership, one must have met the attendance and service requirements (outlined in Section 6) for at least one full year.

**Section 4.** It is the duty of the faculty advisor to investigate the qualifications of all candidates for Regular membership.

**Section 5.** Applications for membership in the National Society shall be accepted at the beginning of the spring semester of each year. Invitations to apply for membership shall be distributed at least two weeks prior to the application deadline. Applicants will not be accepted as Associate or Regular members in the National Society until they have attended a formal induction ceremony.

**Section 6.** To remain in good standing, all members of the must attend all general business meetings each semester and participate in at least three units of Tri-Beta sponsored service per academic year. In order for an absence from a meeting to be excused, the member must notify the vice president in writing/by e-mail prior to the meeting. Members unable to attend meetings for an entire semester (e.g., student teaching, study abroad) must apply to the vice president in writing each semester in order to be excused from this requirement. Service units can be distributed as desired by the member between semesters in a given academic year, however, service for each year must be completed within that academic year, except for students who are absent because of study abroad. These students may makeup up to two **units** of service during the semester after they return. Furthermore, the amount of service units for each service event will be decided by the executive board before it is announced to the general membership.

**Section 7.** Any member who meets who meets all attendance and service requirements during an academic year will remain in good standing. Members will be notified of their status in the spring semester of each year. Those members who have not remained in good standing will receive an e-mail from the executive board to inform them of deficiencies in their attendance or service. Any member who is not in good standing at the end of the academic year will be removed from membership roster.

**Section 8.** To earn the privilege of wearing a Beta Beta Beta honor cord at commencement, one must be a Regular member and have met the attendance and service and requirements for at least 4 semesters prior to commencement, irrespective of the date that the member was inducted as a Regular member into the National Society.

**Section 9.** Except as otherwise provided in this section, student organizations are open and limited to all TCNJ students who meet the criteria of these organizations. No student who meets the other criteria of an organization can be denied membership on the basis of a protected class: age, race, creed, color, national origin, nationality, ancestry, sex/gender (including pregnancy), marital status, civil union status, domestic partner status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability.

Exceptions include:

1. Religious qualifications may be required by organizations whose aims are primarily sectarian.
2. Sororities or fraternities that have been traditionally single sex organizations may limit membership to a single sex or gender expression.
3. Club Sports teams recognized and advised through the College recreation program may limit membership to a single sex or gender expression provided there is a co-existing team of the same or substantially similar sport for the opposite sex or gender expression.

**Article IV. Officers**

**Section 1.** Officers of the organization shall be president, vice president, secretary, treasurer and historian. All officers must be Regular members in good standing at the time of their election.

**Section 2.** The duties of the president shall include being in charge of scheduling and conducting meetings in collaboration with the faculty advisor, Regularly checking the organization’s e-mail account for messages received, sending official e-mails to the membership, and representing the organization to the community.

**Section 3.** The duties of the vice president shall include assisting the president in carrying out his or her duties and to assume all responsibilities in the absence of the president. The vice president shall maintain the list of members in good standing.

**Section 4.** The duties of the secretary shall include keeping minutes of the business meetings and forwarding the minutes to the organization’s webmaster in a timely manner.

**Section 5.** The duties of the treasurer shall include managing all SAF/SFB funds, coordinating with the SFB liaison, and checking the organization’s mailbox in the Office of Campus Life on a Regular basis.

**Section 6.** The duties of the historian shall include keeping of the chapter scrapbook as required by the national constitution, filing the annual Bertholf Award application, and overseeing the refreshment committee.

**Section 7.** The term of office shall be one academic year.

**Article V. Meetings**

**Section 1.** Meetings shall be held as deemed necessary by the officers and/or the faculty advisor.

**Section 2.** At the beginning of the term, a tentative schedule of events will be set for that term. Notification of any event, scheduled or not, shall be given at least one week prior to the event.

**Section 3.** Attendance at meetings is unrestricted.

**Amendments**

**Section 1.** Amendments to either the Constitution or the bylaws shall be presented first to the officers for approval by a simple majority vote.

**Section 2.** If the officers approve the amendment, the amendment is then presented to the general membership to be voted on.

**Section 3.** The amendment shall pass if the general membership present passes it with a two-thirds majority vote.

**Section 4.** Amendments must be submitted to the Governmental Affairs Committee of the Student Government for final approval

1. Amendments should be submitted to sggovaffairs@tcnj.edu no later than five (5) days of approval by the active membership.
2. All submissions for approval must include a copy of the old constitution, the new constitution, and a version that displays all changes, additions, or deletions to the constitution.
3. The Vice President for Governmental Affairs, or designee, will notify an organization on the approval status of the submitted amendment. Amendments are enacted into effect only after Student Government approval.

**By-Laws of the Chi Upsilon Beta Beta Beta Biological Honor Society**

**Article I. Voting Requirements**

Issues pertaining to Regular membership only shall be voted on by Regular members. All other issues are open to voting by Regular, Associate, and General members.

**Article II. Election Procedures**

**Section 1.** Candidates for officers must be Regular members in good standing that are nominated from the floor by any member in good standing. The candidate will be questioned by the members as to his/her abilities. The vote will be taken by a show of hands without the candidate present. A simple majority is needed.

**Section 2.** Elections for the following academic year shall be held each spring but may be called by the president at any time to fill a vacant position.

**Article III. Impeachment, Recall, and Removal from Office**

**Section 1.** An officer who decides to resign must notify the president, vice president and/or the faculty advisor in writing.

**Section 2.** Impeachment shall occur when an officer does not fulfill his/her duties. A grievance letter must be brought to the president, vice president and/or advisor. The general membership shall question the officer at a posted meeting and if it is decided that there are grounds for impeachment, a vote will be taken with the officer in question not present. Two-thirds majority is needed for impeachment.

1. Criteria for Impeachment
	1. Any officer of this organization can be removed from their position through this impeachment and recall process for:
		1. Failure to meet expectations or perform the specific duties of their position as set forth in the organization’s constitution;
		2. Any action that is determined to be contrary to the mission or purpose of the organization as stated in the organization’s constitution; or
		3. Receiving a status sanction of pending suspension or higher from the Office of Student Conduct, the Office of Title IX and Sexual Misconduct, or the Office of Academic Affairs.
			1. This criteria is dependent on the organization requiring all officers to sign a waiver allowing the organization to confirm this status as a written requirement of holding the position.
2. Impeachment Information
	1. An impeachment process is initiated by the submission of information to an executive officer or advisor of the executive board. This information can be shared via any digital or physical means (e.g. email, text, direct message [DM], letter, note, picture, etc.). Any information shared verbally should be re-shared digitally or physically to ensure proper communication of the information.
	2. After this information is received by an executive officer or advisor, that individual will confer with all other members of the executive board, except for a) the individual(s) whom the information is referring; and b) the organization advisor, if the advisor did not receive the information directly; within seven (7) days to review the information and decide on next step options.
	3. A decision on which of the following option(s) to pursue should be made within seven (7) days of that meeting. In the event the executive board chooses Option 1, 2, or 3, the board shall notify the member presenting information to the board immediately upon completion of that option.
3. Next Step Options:
	1. Option 1: No Potential Violation
		1. Executive board decides that the information received does not indicate a potential violation
	2. Option 2: Conversation with officer
		1. The Executive board will coordinate a mutually agreeable time with the officer who is the subject of the information received. The meeting will discuss the information received and ask the officer to share their perspective. The meeting will educate the officer about expectations and responsibilities of the position and resolve without a formal agreement.
	3. Option 3: Conversation with formal agreement
		1. The Executive board will coordinate a mutually agreeable time with the officer who is the subject of the information received. The meeting will discuss the information received and ask the officer to share their perspective. The meeting will educate the officer about expectations and responsibilities of the position and resolve with a written formal agreement delineating measures to address said violation.
	4. Option 4: TCNJ Peer Mediation
		1. Refer matter to TCNJ Peer Mediation services from the Office of the Dean of Students: <https://mediation.pages.tcnj.edu/>.
	5. Option 5: Impeachment and Recall of Officer
		1. In the event a majority of the executive board members (excluding the officers negatively involved in the information received) determine sufficient grounds exist that, if all information submitted is assumed to be true, would constitute grounds for recall, the executive board shall issue a formal charge of impeachment to said officer.
			1. “Impeachment” shall refer to the formal determination that the officer in question meets the criteria for impeachment. If an officer is impeached, they shall henceforth be referred to as the “impeached officer” or “impeached party.”
			2. “Recall” shall refer to the collective vote and decision of the membership on whether to remove the impeached officer.
		2. Upon a vote of impeachment, a recall vote shall be held at the next regularly scheduled organization meeting **at least five (5) days** out from notification, unless the vote is postponed to a later date for good cause.
		3. The officer subject to impeachment shall be advised of the grounds for impeachment; notified of the date, time, location of the recall vote; and provided copies of all documents or other evidence that has been provided to the executive board and/or may be used during the recall proceeding **at least five (5) days prior to the recall proceeding.**
		4. The recall proceeding will be run by the President of the organization or next highest ranking member of the executive board not facing impeachment changes, who shall be referred to as the “presiding officer.”
		5. All recall proceedings will be fully documented by the organization Secretary, or equivalent. If the Secretary is the impeached officer, another member of the executive board will assume this responsibility.
		6. The alleged violation(s) will be shared with the organization at the start of the procedure by the presiding officer.
		7. Information that supports the alleged violations will be presented by the presiding officer or their designee.
		8. The impeached officer will have the ability to present any information they wish to share with the organization.
		9. After all information has been presented, the presiding officer will allow questions from organization members to be asked of the presiding officer or the impeached officer.
		10. After questions have ended, the impeached officer will be given the opportunity to make a final statement and then asked to leave the meeting room.
		11. The organization will vote by secret ballot whether to remove the officer from their executive board position.
		12. A ⅔ vote of members present and constituting quorum will signify removal of office, or recall, of the impeached officer.
		13. The results will be shared with the impeached officer by the presiding officer and advisor to the organization outside of the meeting space.
		14. The presiding officer and officer will return to the meeting space and share the outcome with the organization membership.
		15. The presiding officer will send formal notification of the vote within 24 hours to the impeached officer via email. The notification shall advise the officer of the appeal rights detailed below. If the impeached officer is recalled, and files no appeal to the Student Government, the Impeachment and Recall process is finished.

**Section 3.** In the event that an executive board officer or chair is unable to fulfill their duties, the issue will be discussed with the executive board and advisors. If it is decided that the issue does not follow the constitution or would result in significant decrease in performance, the officer in question will step down.

**Section 4.** Mid-Semester Replacement: If an executive board officer has to leave their office before the end of their term in May, they must immediately be replaced with an election at the next general membership meeting.

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**Article IV. Appeals Process**

1. All appeals will be heard by the Student Government Governmental Affairs Committee
	1. For appeals requested by the recalled officer:
		1. The recalled officer can submit an email to sggovaffairs@tcnj.edu within seven (7) days of receipt of formal notification of removal from office.
		2. Appeals may be submitted on the following grounds:
			1. Information presented did not meet the criteria for impeachment.
			2. The organization voted in a manner contrary to the information presented.
			3. There is new information available that was not available when the impeachment procedure occurred.
			4. The organization did not follow its own processes resulting in an unfair impeachment procedure.
		3. The Governmental Affairs Committee will review the appeal at its next scheduled meeting. The Committee can take the following actions:
			1. Affirm the impeachment and recall of the officer;
			2. Identify any error in the process, consideration of information, or new information presented and return the matter to the organization for a new recall proceeding.
	2. For appeals requested by the individual formally submitting information to the executive board:
		1. In the event the executive board takes no action in response to the information submitted (Option 1), the individual may appeal to the Governmental Affairs Committee by submitting an email to sggovaffairs@tcnj.edu within seven (7) days of receipt of the executive board’s decision.
		2. The member must document the information presented to the executive board and identify the impeachment criteria it violated.
		3. If the Governmental Affairs Committee grants the appeal, the executive board must send all archived information and communications regarding the impeachment request.
		4. If the Governmental Affairs Committee upholds the appeal, the executive board must formally issue an impeachment charge to the officer in question and proceed with the impeachment and recall proceedings.

c) For appeals requested by any individual in the organization

i) In the event the executive board fails to adhere to the organization’s constitutional guidelines for impeachment and recall or that the established guidelines for Options 2, 3, and 4 are not carried through completion, the individual may appeal to the Governmental Affairs Committee by submitting an email to sggovaffairs@tcnj.edu at any time during the academic year.

ii) The member must provide any relevant documentation and/or reasoning when identifying the constitutional guidelines violated.

iii) If the Governmental Affairs Committee grants the appeal, the executive board must send all archived information and communications regarding the original information submitted, as well as any documents procured from Options 2, 3, and 4.

iv) If the Governmental Affairs Committee upholds the appeal, the executive board must formally issue an impeachment charge to the officer in question and proceed with the impeachment and recall proceedings.

**Article V. Dissolution**

In the event of dissolution of Beta Beta Beta Biological Honor Society, the assets, if any, will be distributed to an organization that is exempt from Federal income tax as an organization described in 501 (c)(3) of the Internal Revenue Code, contributions to which are deductible, or to the Federal Government or to a state or local government, for a public purpose. All student activities fund (SAF) moneys and assets (if any) shall be returned to the Student Finance Board (SFB).

**Article VI. Distribution of Constitution and By-Laws**

All members shall receive copies of the chapter constitution and by-laws within two weeks of their adoption. New members shall receive copies at the time of their induction.

**Article VII. Financial Provisions**

Initiation fees to the national organization shall be assessed in accordance with the National By-laws. All fees shall be forwarded to the national office.

**Article VIII.** **Committees**

**Section 1.** The elected officers shall make up the executive committee. All actions by the executive committee shall require a simple majority vote by the committee.

**Section 2.** All other committees shall be ad hoc; official actions are initiated by the executive committee.

**Article IX. Requirements of Recognized Student Organizations**

Section A: Maintaining Active Status

1. All organizations must adhere to all guidelines as established in the [Recognized Student Organization Training Manual](https://involvement.tcnj.edu/wp-content/uploads/sites/96/2018/09/Recognized-Student-Organization-Training-Manual.pdf), [Student organization privileges and responsibilities](https://policies.tcnj.edu/wp-content/uploads/sites/247/2018/02/Recognized-Student-Organization-Privileges-Responsibilities-1.pdf), and any other guidelines as communicated by the Office of Student Involvement and Student Government
2. Failure to do any of the above may result in sanctions placed on the organization including referral to student conduct, being placed inactive status and derecognition of the organization.

Section B: Appealing Inactive Status

1. If your organization is placed on inactive status, you will be notified by the Vice President for Governmental Affairs.
	1. The Governmental Affairs committee will hear all appeals at the regularly scheduled meetings during the semester.
2. If your organization fails to appeal within 1 semester of being on inactive status, the organization will be formally derecognized by the Office of Student Involvement and Student Government.
	1. The organization will then be required to apply as a new organization to be granted recognition by Student Government.