

Beta Beta Beta Organization Constitution

Last Revised: September 16th, 2024

Article I. - Name

The name of this organization shall be the University of South Alabama Chapter of Beta Beta Beta Biological Honor Society, abbreviated as Tri Beta.

Article II. - Purpose

- a. Function as an honor and professional society for students of the biological sciences
- b. Encourage members and facilitate experiences that will stimulate interest in the field of biology, while also cultivating fellowship amongst peers. Tri Beta is to reflect the diversity of the biology field and will make strong efforts to appeal to all biology majors including, but not limited to environmental advocacy, medical careers, research pathways, government jobs, and non-profit organizations.
- c. Expose members to the different fields and specialties of biology including, but not limited to associated research, fieldwork, local organizations, and other opportunities.
- d. Network members with the Biology Department, current students, graduate students, and the surrounding community.
- e. Assist members in becoming more involved with campus activities and community service.

Article III. - Non-Discrimination Policy

Membership in University of South Alabama student organizations is open to all regularly enrolled students. Accordingly, no person may be excluded from membership or leadership in a registered student organization due to race, color, religion, national origin, age, gender (unless exempt under Title IX), sexual orientation, disability, or veteran status; provided, however, that registered student organizations may limit their membership to students who, upon individual inquiry, affirm that they support the organization's religious, political, or other legally protected views, consistent with the First Amendment.

Article IV. - Membership

Section 1:

To be eligible for active membership a student must:

- a. Be a major in biology, medical technology, biology pre-medicine, or biology pre-dental.
- b. Have a 3.0 in biology
- c. Have taken at least three courses in biology
- d. Be in good academic standing with the university
- e. Be willing to contribute time and effort to chapter activities

Section 2:

To be eligible to associate membership a student must:

- a. Have an interest in biology (but can be any major)
- b. Be willing to take an active role in chapter activities

Section 3:

Both categories must comply with the following:

1. Attend a minimum of three meetings, community service events, campus activities organized with Tri Beta, and/or Biology seminars per semester, resulting in a total of six activities attended over the course of the academic year. Attendance for the fall semester shall not be retroactively granted to a potential member who fails to meet the attendance quota in the fall semester yet achieves six attended activities for the year. It shall be the responsibility of Tri Beta to coordinate and facilitate such events and notify members in a timely manner so that arrangements can be made accordingly. Tri Beta will be responsible for coordinating a minimum of 8 activities (meetings, events, and/or activities) per semester in addition to departmental seminars. If this requirement is not met, attendance requirements for membership will be modified accordingly.
2. Payment of dues as required by the national counsel by an assigned date decided by Tri Beta during the fall semester. It is the responsibility of Tri Beta to communicate the due date for payment no later than the second meeting of the semester. Tri Beta holds the right to increase the cost of membership dues based on the growing needs of the organization.
3. To be eligible for graduate membership the student must have finished and undergraduate degree and be currently enrolled in a life science graduate program or be a member of the biology faculty at the University of South Alabama

Section 4:

4. Election to membership shall require:

- a. That the new member be elected to membership by a majority vote of current active members present at an election night meeting.
- b. That the new member repeats the pledge (given at the initiation dinner and taken simultaneously by the whole membership).
- c. That the new member pay initiation dues.

Section 5. Active and graduate members remain members for life registered through the National Office in New York.

Section 6. Associate memberships terminate automatically when undergraduate studies have been completed.

Section 7. Each member is required to pay local dues each semester otherwise chapter activities will be denied him during that semester. However, his membership will not be revoked.

Section 8. Only active members may hold office, vote on chapter membership nominations and national questions.

Section 9. Members will be registered with the national office, receive certificates, decals and a subscription to the journal BIOS.

Section 10:

If a potential member fails to comply with the above-stated criteria, the member shall be considered inactive.

ALL members agree to abide by all university and national counsel rules and regulations while in association with Tri Beta. Failure to do so will result in suspension of membership from the organization.

Article V. - Officers

The officers of the Epsilon Sigma Chapter shall be President, Vice-President, and Secretary, Treasurer, Historian, and Sustainability Officer and shall serve a term of one year. Election of officers will be held at the last regularly scheduled meeting of the year (April). Secret ballots will be required during the election and counting of the votes will be delegated to the President and Faculty Sponsor provided the President is not up for reelection. Ballots will be retained for inspection by any member. Voting will be by a priority system in which each member will be allowed to give three points to his choice for President, two points for Vice-President, and one point for Secretary. The member receiving the most points is declared president, etc. In the event of a tie vote, Faculty Sponsor will cast the deciding ballot. Assumption of duties will begin upon presentation of the new officers.

The executive council of this organization shall be made up of the following:

1. President

- a. Main Purpose: the leader of this organization and as such holds the powers and responsibilities given to such person as outlined in this constitution
- b. Duties
 - i. Schedules and conducts meetings, finalizes all program details, and acts as representative head for all programs, projects, and events.
 - ii. Stays informed about all university organization's procedures and policies and has the ability to communicate Tri Beta's financial statutes as needed.
 - iii. Contacts and schedules guest speakers for club meetings and guides them to the proper location.
 - iv. Guest speakers over the course of the year must appeal to all aspects of biology. Not all can be focused on research, medical, etc. but instead, be a healthy mix of all facets of biology.
 - v. Controls official correspondence between advisor and faculty.
 - vi. Assigns day, time, and location of organization and officer meetings.

- vii. Will find and register for multiple outreach events to advertise the club including but not limited to Biology Bash, Get on Board, and University Day.
 - viii. Dictates tasks to other officers as appropriate to the capabilities and powers to the officer and the needs of the organization
 - ix. Will organize the end-of-the-year officer transition meeting where the new officers will be introduced and guided to club resources. They will keep the Tri Beta Google Drive up to date and transfer the appropriate information at the right time. They will also keep track of and organize useful information for future officers in Google Drive in the document labeled “Resources for Future Officers.”
 - x. In charge of organizing officer meetings. Required to have 1 meeting before each semester to plan and update officers for the Tri Beta Schedule for the year/semester. Any more meetings will be up to the President’s best judgment.
- c. Requirements
- i. Must be an active member of Tri Beta
 - ii. Must have attained active membership in Tri Beta for a minimum of 2 semesters.
 - iii. Must have held an alternative position in the Tri Beta for a minimum of one semester. If said member is elected to such a position yet fails to complete the semester holding that position due to unforeseen circumstances or alternatively fails to attain active status for that semester, then the member is not eligible for the position of President.
 - iv. If the president fails to meet these criteria, they will be dismissed from their position. In such a scenario, the standing Vice President will fulfill this position until the next officer election. Under these circumstances, the new President will appoint a new Vice President to fill the vacancy.

2. Vice President

- a. Main Purpose: Event coordinator, assist the President in their duties, and assist the Sustainability Officer with managing the Community Garden.
- b. Duties
 - i. Acts as Event Coordinator for Tri Beta events. They will design the trip/event and finalize the logistics.
 - 1. They will work closely with the Treasurer to obtain funds to pay for food and/or event costs.
 - 2. They will also work closely with the Social Media and Public Relations Head on flyers and advertising.
 - 3. They will coordinate and get events approved by the President.
 - 4. Each semester, at least 1 event must be a service event approved by AED for AED service credit hours.
 - 5. Each semester, at least 1 event must be in collaboration with another University Organization such as, but not limited to AED, MSSA, Pre-Vet Club, and SGA.
 - 6. Add Tri Beta events, meetings, and activities to the Biology Department Calendar. Will be given access to the calendar by the Tri Beta advisor once elected.

- ii. Maintain the Tri Beta Page on the University department website in conjunction with the Biology Department webmaster(s).
- iii. Acts in the place of the president in the event of the president's absence.
- iv. Stay knowledgeable about all university organization's procedures.
- v. In charge of proper liability forms for Tri Beta events, Garden Days, and activities.
- vi. Gather information regarding upcoming events that the university and its organizations are organizing in the event that Tri Beta would like to participate.
- vii. Works with the Treasurer to organize at least 1 fundraising event per semester.
 - 1. Will aid the Treasurer in organizing club members and officers to assist in running each fundraiser
- viii. Assist the president in arranging speakers for Tri Beta.
- c. Requirements
 - i. Must maintain active Tri Beta Member Status
 - ii. Must be an active member in Tri Beta for at least 2 semesters. If said member is elected to such a position yet fails to complete the semester holding that position due to unforeseen circumstances or alternatively fails to attain active status for that semester, then the member is not eligible for the position of Vice President.
 - iii. If the Vice President fails to meet these criteria, they will be dismissed from their position and the Secretary will fulfill this position until an election can be held to replace the Vice President.

3. Secretary

- a. Main Purpose: In charge of official forms of communication, monitoring member attendance, and managing membership status
- b. Duties
 - i. In charge of Tri Beta meeting and event attendance
 - ii. Controls official correspondence to members and the greater University population by sending emails and advertisements on InvolveSouth and DailyDigest. They will also be responsible for contacting Biology Professors to advertise to their classes and/or in the Biology Department mass email system.
 - iii. Before each meeting and event, the Secretary will send out at least two emails about the upcoming meeting or event and provide any important updates that members need to be tracking or may be excited to hear. The first email will be sent out 5-7 days before the day of the meeting or event. The second email will be sent out the day of the meeting or event, early in the morning.
 - iv. Keeps track of active members and members who are close to eligibility and encourages them to fulfill the requirements to become active members. Eligibility is based on activity attendance as outlined in Membership and dues payment.
 - v. At the end of each semester, update active membership and clear out inactive members from InvolveSouth.
 - vi. At the beginning of each semester, they must contact 6 professors who would have students who may have an interest in Tri Beta and our values. They can be included in, but not limited to, the Departments of Biology, Geology, Biomedical,

and/or Marine Sciences. Students interested in activism or advocacy may also be addressed.

- vii. Acts as student liaison if any members or potential members have questions
 - viii. Works closely with the President and Vice President to help with official means of communication such as InvolveSouth emails and the Daily Digest.
 - ix. Helps with paperwork for trips, events, dues, etc.
 - x. Responsible for taking meeting minutes during officer meetings.
- c. Requirements
- i. Must maintain active Tri Beta Member Status
 - ii. Must be an active member for at least 1 semester
 - iii. If the Secretary fails to meet these criteria, they will be dismissed from their position and the Treasurer will fulfill this position until an election can be held to replace the Secretary.

4. Treasurer

- a. Main Purpose: Collect dues, follow SGA requirements, collect t-shirt sizes, order t-shirts, fundraise, and manage organizational finances.
- b. Duties
- i. Keeps record of all monies that are given to, raised, or spent by the organization. This is organized in a Google sheet to be seen by the sponsor, president, vice president, fundraiser coordinator, and Treasurer.
 - ii. Responsible for organizing at least 1 Fundraising event per semester
 - 1. The treasurer will work in partnership with the Vice President to set the time, place, and details of each fundraiser.
 - iii. Must attend all mandatory SGA meetings for club Treasurers and be knowledgeable about all SGA funding and procedures.
 - iv. Fills out all appropriations forms
 - v. They are also responsible to collect dues and make appropriate records of payments from members. They are also to encourage members to fulfill the payment to become active members. To do this, they will work closely with the Secretary.
 - vi. Provide a financial statement for all organizational activities for approval by the organizational officers at the end of each semester.
- c. Requirements
- i. Must maintain active Tri Beta Member Status
 - ii. Must be an active member for at least 1 semester
 - iii. If the Treasure fails to meet these criteria, they will be dismissed from their position and the President and Vice President will fulfill these duties until an election can be held to replace the Treasurer.

5. Sustainability Officer

- a. Main Purpose: Act as the Liaison between Tri Beta and the USA Sustainability Committee. The Sustainability Officer will maintain and coordinate the Community Garden committee and work with the VP, SGA, and Sustainability Committee to advance South's efforts towards sustainability.

- b. Duties
 - i. Act as Sustainability Committee's Community Garden Manager
 - 1. Will organize and maintain the Garden Committee. This involves planning and running at least 3 Garden Days in conjunction with the garden committee per semester
 - a. Committee will be comprised of but not limited to the Tri Beta Sustainability Officer, Tri Beta President, interested Tri Beta members, and other interested students
 - b. Committee members will be responsible for assisting with the upkeep of the garden through a schedule managed by the Sustainability officer
 - c. Committee members will have the authority to coordinate garden and sustainability projects with the Tri Beta Sustainability Officer.
 - d. The committee will meet before each Garden Day at least 7 days prior to organize tasks and projects to be completed.
 - i. Supplies for the subsequent garden day will be requested prior to the conclusion of each meeting through the Tri Beta Sponsor and/or the Sustainability Committee Representative (Bill Guess)
 - 2. Will work closely with the Sustainability Committee and Grounds Department in the maintenance and purchase of supplies for the Garden.
 - 3. Organizes Garden Days by deciding the date, time, and docket of chores that the garden requires.
 - 4. Works with the Social Media and Public Relations Head to advertise Garden Days
 - 5. Organizes the volunteers by reaching out to local organizations, and student organizations. MUST MAKE SERVICE HOURS OFFICIAL ON SOUTH SERVES.
 - 6. Works with the Garden Committee to create the plan for plants each year and season.
 - 7. Communicate with JagPantry to donate the produce.
 - ii. Work in partnership with VP to successfully execute volunteer events in collaboration with the SGA that promote environmental awareness and sustainability on campus
- c. Requirements
 - i. Must maintain active Tri Beta Member Status
 - ii. Must be an active member for at least 1 semester
 - iii. If the Sustainability Officer fails to meet these criteria, they will be dismissed from their position and the President and Vice President will fulfill these duties until an election can be held to replace the Sustainability Officer.

6. Historian

- a. Main Purpose: Increase awareness and visibility of Tri Beta on campus. Advertise club's meetings and activities.
- b. Duties
 - i. Responsible for coordinating all advertisements for Tri Beta meetings and activities, on and off campus.
 - ii. Responsible for creating flyers to post on social media and hang around campus regarding meetings and activities. They will also organize who will hang up flyers and remove them as necessary.
 - iii. Runs and maintains an active Instagram account to advertise Tri Beta's activities.
 - iv. Consistently updates Instagram highlights.
 - v. Creates a member or alumni spotlights once a month.
 - vi. Takes reasonable requests from other officers when they need help with advertisements. The other officers must give the Historian at least 5 days notice before the advertising must start.
 - vii.
 - viii. Takes pictures of members at events, meetings, and trips
 - ix. Keep Tri Beta's InvolveSouth page updated with photos, flyers, etc.
- c. Requirements
 - i. Must be an active member for at least 1 semester
 - ii. If the Historian fails to meet these criteria, they will be dismissed from their position and the Secretary will fulfill these duties until an election can be held to replace the Historian.

*In the event that an officer is dismissed from their position, the election should be held within two (2) weeks of the dismissal.

Article VI. - The Demerit System

If any three officers feel as if another officer is not fulfilling their duties, they can bring it to the club's sponsor. All demerits can only be officially given by the sponsor after they have spoken with the offending officer and with the officers who are frustrated with their behavior. Demerits will be organized on a spreadsheet that can be seen by all officers of the organization. Once an officer has reached two demerits, the highest non-offending officer will discuss their actions with the offending officer. Upon three demerits, the offending officer will be removed from their position and the steps towards re-election will begin.

**ALL officers are required to attend at least 5 meetings/events. Officers must make attending all Tri Beta meetings a priority. However, they can miss meetings with a reasonable excuse. They must inform the President or Vice President as soon as possible once they realize they cannot make the meetings. An UNEXCUSED absence will automatically result in a demerit. Upon a second UNEXCUSED absence, the officer will receive an additional 2 demerits and will be removed from their position. An officer who attends only 4 meetings will be removed from their position.

** If an officer resigns, the remaining officers will hold an election to fill the resigned position at the next appropriate meeting. Members may vote in this election. If a current officer would like to run for the resigned position, they may do so if their current position can be filled.

** At least THREE officers are required to be at all meetings and events held by the Tri Beta. However, officers should make Tri Beta events a priority to attend.

**Each year, the president will hold at least two (2) mandatory officer meetings. The first may occur during the planning period during the summer. The second will be to plan for the spring. These meetings will be held at the best convenience for all officers. ALL officers are required to attend these meetings. Meeting in person is encouraged however remote accessibility will be provided if necessary. If an officer misses one (1) mandatory meeting without an excused absence, that officer will immediately be dismissed.

Article VII. - Tri Beta Sponsor

- I. Section 1. Advisor Employment Requirement
 - A. The official advisor to the organization must either be a faculty member or a full-time staff member at the University of South Alabama.
- II. Section 2: Qualifications
 - A. The official sponsor(s) of the organization must be a faculty or staff member belonging to the Biology Department.
- III. Section 3: Replacement
 - A. In the event that the current organization sponsor(s) is unable to continue serving in this position the organization will need to select a replacement
- IV. Section 4
 - A. A willing candidate or candidates will be nominated by the members of the executive council to then be voted upon by the current active members.
 1. They shall be elected based on a majority vote (50% plus one vote) by active members.
 2. Once elected, Sponsor(s) may serve in this capacity indefinitely or leave office at the end of any desired term.
 - a) The sponsor may be removed from the position by a unanimous vote of the current executive council. In the event of removal of an advisor(s) the executive council will follow the order of replacement.
 3. If the need arises for a new advisor in the middle of a term, the officers will find an appropriate faculty member within two weeks or as soon as possible.

Article VIII. - Meetings

The President is responsible for establishing the dates of organizational meetings at the beginning of each semester prior to the first week of classes. This includes day, time, and place.

Meetings will last for a minimum of one hour and will be scheduled biweekly. In the event of conflicting holidays meetings may be held back to back to alleviate scheduling issues while maintaining the minimum number of meetings per semester (7)

Meetings will begin with the highest-ranking officer in attendance calling the meeting to order by introducing the current officers before beginning announcements or the planned activity (i.e.: game, speaker(s), workshop, etc.)

Article IX. - Finances

Section 1: The organization treasurer is responsible for collecting and management of all organization funds.

Section 2: Initial dues for active or graduate members is \$50.00 of which \$50.00 is sent to the national office and none is kept by the local chapter. Initial dues for associate members is \$50.00 of which \$40.00 is sent to the national office and \$10.00 is kept by the local chapter. An Associate member may be promoted to an active member when qualifications are met and will subsequently be charged \$15.00 for the promotion. All members are required to pay \$25.00 a year at the beginning of the semester after their initiation if they wish to continue participation in local chapter activities.

Section 3: All organization funds will be held in an account at the University of South Alabama Federal Credit Union at 103 Hillcrest Rd, Mobile, AL 36608 or within the Tri Beta FOPAL at the University of South Alabama.

Section 4: In the event of dissolution of the organization, all funds will be designated to be surrendered to the USA Department of Biology for the use of undergraduate scholarships.

Section 5: All accounts, financial records, and transactions of the organization are subject to audit or review by the Dean of Students Office at their discretion.

Article X. - Bylaws of Tri Beta

1. The executive council shall be elected annually in the spring semester from nominated candidates. Up to five (5) applicants per office and an individual can run for up to 3 positions. They shall be elected based on a majority vote (50% plus one vote) by active members. The election will be held on a Google form with applicants submitting a written election campaign to a designated officer. This way more members can vote since not everyone can make one meeting. You must be an active Tri Beta member to vote. The newly elected officers shall start their term in the summer semester of each year after a shadowing period during which the newly elected officers work with the incumbent officers during the remainder of the spring semester. This shadowing period should involve at least one (1) event and one (1) meeting.

2. Following elections the new Tri Beta council is required to have a council meeting prior to the upcoming academic year to review officer roles and expectations. It is the responsibility of the new Tri Beta President to organize this meeting.

Article XI. - Amendments

This constitution shall only be amended by a majority vote of the executive council.

All amendments that contradict the National By-Laws as published in “Beta Beta Beta – Biological Society – 1978” are invalid.

-Emily Parrish

A handwritten signature in black ink that reads "Emily Parrish". The signature is written in a cursive style with a large initial "E" and a long, sweeping underline.

Tri Beta President

(256)-225-0582
