

Committee Board Charter

Article I - Purpose

The Committee Board will serve to assist the President of the Biology Council of Majors in oversight of the organization's Committees. This Charter will outline the process to add, remove, or change Committees as well as to elect Boardmembers.

Article II – Scope

This Board is subject to the jurisdiction of the Biology Council of Majors. As per Article IV Section A of [the Constitution of the Biology Council of Majors](#), the duty of overseeing all Committees rests with the President, who is responsible for enforcing this Charter.

Article III – Boardmembers

There will be three (3) distinct members on the Committee Board, each with equal status. With the exception of the President, all members of the Biology Council of Majors are eligible for a Boardmember position, regardless of whether they hold other positions on the Council.

All Boardmembers shall be elected to a term of one year starting and ending on May 1st.

Elections will be held between April 15th and April 30th. In addition, in the case that a vacancy occurs, a special election will be held to fill the position.

At least 7 days' notice shall be given to all members of the Biology Council of Majors before the annual election meeting or the special election.

Nominations shall be initiated from the floor, and elections shall be done by a ballot where the person with the most votes wins.

Boardmembers may be removed by a 2/3 vote of the members present at a meeting. Before the vote, the individual(s) proposing to remove the Boardmember will explain the reasons for the proposed action, and the Boardmember will have the opportunity to respond.

Membership on this Board will not be denied because of race, color, age, sex, gender identity or expression, sexual orientation, physical or mental disability, disabled veteran or veteran status, national origin, or religion.

Article IV – Legacy Committees

Several Committees have the status of “Legacy” and are not entirely subject to modification nor require renewal. These Committees and their objectives are listed below.

a. The Bioethics Debates Committee (BDC)

The objective of the BDC is to organize and advertise the debates.

b. The Catering and Food Committee (CFC)

The objective of the CFC is to provide food at meetings and events.

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c. The Lab Tours Committee (LTC)

The objective of the LTC is to organize and advertise the lab tours.

Additional Committee(s) may be given “Legacy” status by Amendment, should the Executive Board deem the Committee(s) vital to the ideal functioning of the Council.

Article V – Creating a Committee

With the exception of Legacy Committees, all Committees must be created by the Committee Board. This requires an official meeting between all three Boardmembers, one officer of the Biology Council of Majors, and an eligible appointee. Official meetings may be held at any time at the Board’s discretion.

At the meeting, the officer and the appointee will make a case for the creation of their Committee. They must present the following information: *i.*) the name of the Committee, *ii.*) the name of the sponsoring officer, *iii.*) the name of the appointee, *iv.*) the start date of the Committee, *v.*) the end date of the Committee, *vi.*) the objective of the Committee, and *vii.*) the name(s) (if any) of the official Assistant(s) of the Committee.

The Boardmembers will then vote on whether they wish to accept the new Committee. If the vote passes, then the officer becomes the Sponsor of the Committee and the appointee becomes the Chair of the Committee.

After the creation of a new Committee, the Boardmembers are responsible for making the information about the Committee accessible to the Biology Council of Majors (e.g., posting the information on the website and emailing members with an announcement).

Article VI – Modifying a Committee

All Committees are subject to modification by the Committee Board. This requires an official meeting between all three Boardmembers, the Sponsor of the Committee, and the Chair of the Committee or (if none) the Acting Chair or (if none) a new appointee. Official meetings may be held at any time at the Board’s discretion.

At the meeting, any member may make a case for the change of the Committee. With the exception of necessary Committees, the changes may include any or all of the following: *i.*) the name of the Committee, *ii.*) the Sponsor, *iii.*) the Chair, *iv.*) the start date of the Committee, *v.*) the end date of the Committee, *vi.*) the objective of the Committee, and *vii.*) the official Assistant(s) (if any) of the Committee. For Legacy Committees, any or all of options *ii.*, *iii.*, or *vii.* may be changed.

The Boardmembers will then vote on whether they wish to make the presented modifications. If the vote passes, then the Committee is modified.

After the modification of a Committee, the Boardmembers are responsible for making the information about the change accessible to the Biology Council of Majors (e.g., changing the information on the website and emailing members with an announcement).

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Article VII – Removing a Committee

With the exception of Legacy Committees, all Committees are subject to removal by the Committee Board. This requires an official meeting between all three Boardmembers, the President of the Biology Council of Majors, the Sponsor of the Committee, and the Chair or the Acting Chair. Official meetings may be held at any time at the Board's discretion.

At the meeting, the Boardmember(s) will make a case for the removal of the Committee. The Sponsor and the Chair will have the opportunity to respond.

The Boardmembers and the President will then vote on whether they wish to remove the Committee. If the vote passes unanimously, then the Committee is dismantled.

After the removal of a Committee, the Boardmembers are responsible for making the information about the change accessible to the Biology Council of Majors (e.g., changing the information on the website and emailing members with an announcement).

Article VI –The Appointment and Duty of Chairs

All members of the Biology Council of Majors who hold no officer position are eligible to chair up to three (3) Committees. The Boardmembers will appoint Chairs upon the creation or modification of a Committee during an official meeting as outlined in Articles V and VI.

The Chair of a Committee has the following duties:

- To ensure that the objective of the Committee is met
- To announce activities of the Committee at the general meetings
- To recruit Assistants for the Committee at the general meetings
- To communicate frequently with the Sponsor of the Committee
- To attend official meetings requested by the Committee Board

If a Committee Chair feels no longer capable, the Chair may resign and promote an Assistant to the position of Acting Chair. The Acting Chair must attend an official meeting with the Committee Board within two weeks of promotion to secure their position.

If a Committee Chair fails the duties proscribed here, the Boardmembers may vote unanimously to remove the Chair. Before the vote, the individual(s) proposing to remove the Chair will explain the reasons, and the Chair will have the opportunity to respond.

Article IX – Enactment and Amendments

This Charter shall be enacted on March 9th, 2015, following the approval of majority of all members present at an Executive Board meeting and the selection of emergency Acting Boardmembers who will serve a temporary term until May 1st. This Charter may be amended or disestablished by a 2/3 vote of all members present at an Executive Board meeting, pending advisement with the Faculty Advisor of the Biology Council of Majors.