The Student Research Center (SRC) Bylaws

Article I - Name
The name of the organization shall be the Student Research Center (SRC). This organization’s purpose shall be to inspire, empower and cultivate the nation’s rising health researchers through intensive mentorship and outreach.

Article II - Purpose
The purpose of the organization shall be to:

1. Assist in the cultivation of undergraduate health-related research interests and research skills to equip the next generation of researchers.
2. Increase self-confidence and research productivity through mentorship and support.
3. Create networking opportunities to build partnerships and collaborations amongst students, near-peer mentors and faculty.
4. Create research learning environments for undergraduate students that are welcoming, enabling and productive.

Article III - Membership
1. Applicant Requirements
   a. Must be an enrolled as a student at Morgan State University (part-time students qualify).
   b. Must have a cumulative GPA of at least 2.75 (excluding first semester freshman year; freshman students are advised to apply in their second semester).
   c. Must complete membership application, provide unofficial transcript and go through an interview process under the supervision of the faculty advisor and the executive board.
   d. Must attend a minimum of two SRC events, one SRC community service event, and two SRC meetings per semester to retain membership (Event and meeting requirements are subject to change based on the number of events and meetings held each semester).
   e. Must also participate actively at meetings and events.

2. Loss of Membership
   a. If members do not attend the required number of meetings and events during a semester, a warning email will be sent out under the supervision of the faculty advisor.
   b. If members do not adhere to the terms of the warning email, the executive board under the advisement of the faculty advisor can move to strip the member of his/her membership.
   c. If members do not maintain the GPA requirement, a grace period of one semester will be given to allow students to improve their grades.
   d. If members are unable to meet the GPA requirement after the grace period, the executive board under the advisement of the faculty advisor can move to strip the member of his/her membership.
   e. Members who are stripped of their memberships will be informed through an official termination email. *If you are stripped of your membership, you may reapply after an academic year.*
   f. Members can formally appeal their case to the executive board under the supervision of the faculty advisor.
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Article IV - Governance

Section I – Officers

1. The officer positions for the SRC are president, vice president, secretary, Mr. SRC, Ms. SRC, and the chairs and co-chairs of each committee. The officers for the Student Research Center serve as the executive board.

2. Duties of the officers:

   a. President:
      i. Coordinates all activities of the organization
      ii. Serves as official representative of the organization
      iii. Calls regular and special meetings
      iv. Presides at meetings
      v. Prepares agenda for meetings
      vi. All other duties as assigned

   b. Vice President:
      i. Assumes duties of president, when necessary
      ii. Assists president in coordinating activities
      iii. All other duties as assigned

   c. Secretary:
      i. Maintains accurate and current information of the organization and membership
      ii. Assists president and vice-president with coordination of the organization’s activities
      iii. Keeps accurate minutes of each meeting and forwards copies to the executive board
      iv. Keeps attendance records for meetings
      v. All other duties as assigned

   d. Committee Chair:
      i. Coordinates all activities of the specific committee
      ii. Serves as official representative of the specific committee
      iii. Calls regular and special committee meetings
      iv. Presides at committee meetings
      v. Prepares agenda for committee meetings
      vi. All other duties as assigned

   e. Committee Co-Chair:
      i. Assumes duties of committee director, when necessary
      ii. Assists committee director in coordinating activities
      iii. All other duties as assigned

   f. Mr. and Ms. SRC:
      i. Serve as members of the SRC executive board as non-voting members
      ii. Required to attend two community service events
      iii. Required to attend the MSU coronation and parade
      iv. Acts as liaison to University community
      v. All other duties as assigned

Section II - Officer Elections
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1. Candidate Election Process: (1) Candidates must complete an application and undergo an interview with members of the executive board, faculty advisor and coordinator. (2) Selected candidates will present their proposals to the general body, faculty advisor, coordinator and executive board. (3) Voting will occur electronically once the candidate selection and campaigning processes are completed.

2. Voting Procedure: (1) The SRC members that are eligible to vote (met all SRC membership requirements and have been a member for at least one semester) will vote for the candidates of their choosing electronically. (2) The voting polls will be open for two days. (3) **How a Vote Carries:** The candidate with majority votes at the end of the polling period will be elected.

**Section III - Terms of Office:** Officers will hold office for one academic year.

   April: New officer-elects shadow old officers.

   May: New officer-elects appoint members to committees for next year, plan for new membership recruitment in the fall, set goals with other officers, etc.

   September: Induction of new officers will take place.

**Section IV: Vacancies in Officer Positions**
The Vice President usually assumes the President's position for the remainder of the term if the President position is vacant, and so on for the other offices.

**Section V: Recall/Impeachment of Members and Officers**
Recall/Impeachment of Members: A member may not be recalled/impeached arbitrarily. Specific reasons for initiating recall/impeachment proceedings must be specified in the bylaws. Common reasons include a significant amount of unexcused absences from meetings/activities, violation of rules explained in the Student Handbook or failure to abide by the policies of the club/organization, and conduct unbecoming the organization.

Reasons for Recalling/Impeaching Officers: Officers are subject to recall/impeachment for malfeasance in office. Malfeasance shall be defined as –

   1) Not carrying out the requirements of office
   2) Breaching the Student Code of Conduct
   3) Willfully disobeying Morgan State University Rules and Regulations governing student organizations

Procedure for Recall/Impeachment of Officers: Recall/Impeachment procedures will be initiated at the request of majority active members. Minimum due process must be followed: The accused person must be **provided written charges and an opportunity to defend him/herself** before the officer or committee authorized to act in the organization. A hearing will be conducted at a meeting with only executive board members for the presentation of evidence.

   1. Those requesting a recall/impeachment of officer(s) shall be given ten minutes to present their case.
   2. Those officers being recalled/impeached will have ten minutes to question their accusers.
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3. Those officers being recalled/impeached will have twenty minutes to rebut the charges presented against them.
4. The executive board members will have ten minutes to question those being recalled/impeached.

The majority executive board members voting in a recall/impeach at the end of the hearing is necessary to remove any office. The accused member/officer must be notified in writing of their status after the decision is made whether to remove the member or officer from the club or organization.

Article V - Meetings

Meetings will be open to all organization active and associate members, faculty, staff, and non-member students. A notice of at least two weeks will be given prior to all meetings. The meetings are to be organized and controlled by officers and active members.

Indicate:
1. The organization will meet bi-weekly.
2. Meeting times will be determined by either a vote at start of year or a doodle poll.
3. Members will be notified by a member of the secretary if the time of the regular meetings needs to be changed or if there needs to be a special meeting.
4. Members must attend at least two meetings, one community service event, and two organization events (fund-raisers, social events, etc.) per semester, and the president and advisors should be contacted if a member cannot participate for a good reason.
5. There are at least six required general body meetings, and the executive board must be present for the meeting to be official.
6. What constitutes a QUORUM: 40% of the organization's active members must be present for the organization to conduct business. However, for special events, such as elections or disciplinary proceedings, 40% of the organization's active members must be present for the organization to conduct business.

Article VI - Committees

The committee should report on its work and progress to the organization. The committees for this organization are:

1. Planning and Logistics
   a) Develop ideas for future events
   b) Scheduling of events
   c) Soliciting ideas
   d) Community service implementation
   e) Draft committee research

2. Public Relations and Communications
   a) Maintain social media
   b) Develop a website for the SRC
   c) Create recruitment materials
   d) All SRC promotion
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Article VII - Finances

There is no financial obligation or dues required for this organization. Funds may be generated from any or all the following:

Section 1 – Fundraising
Fundraisers must be approved in advance by the faculty and staff advisors and the Office of Student Activities, and all raised funds must be deposited into the organization’s on-campus account. The organization should get approval from the Office of Student Activities before soliciting businesses in the community or other external constituents, such as parents, alumni, etc.

Article VIII – Advisor and Coordinator

Section 1: Selection
Every student organization is required to have a full-time faculty and staff person willing to serve as an advisor and coordinator before the Office of Student Activities will recognize a group as an official student organization.

Section 2: Duties
To reserve rooms, vans, etc., the advisor and/or coordinator must sign appropriate forms. The advisor is also required to attend or find a person approved by the university to attend out-of-town events in which the student organization participates. The advisor's role is not to run the organization, but to give advice to members and officers and to facilitate an experience rich in opportunities for intellectual, cultural and personal growth. The coordinator will represent and fulfill the duties of the advisor as necessary.

Article IX - Amendments

A. The constitution and by-laws may be amended by the majority executive board members and ¾ of the active general body.
B. Voting on amendments must be conducted two weeks after amendments are distributed to the general body.