



I. NAME

Rutgers Biomedical and Health Sciences-Newark - Stem Cell Education Society

II. MISSION

The Stem Cell Education Society (**SCES**) is a Rutgers student network dedicated to educating students, scientists, medical professionals, and the general public so as to promote an understanding and acceptance of emerging technologies with stem cells. Together, SCES aims to eliminate misconceptions about all stem cells without bias. With the emergence of stem cell therapies around the world in diverse field, the timing is critical to increase awareness of stem cells. To be clear, SCES is not an advocacy group for any particular stem cells. Rather, we will be limited to the facts, based on peer-reviewed articles.

III. MEMBERSHIP CATEGORIES

- Active Membership
- Associate Membership
- Board Membership

IV. MEMBERSHIP QUALIFICATIONS and DUTIES

Membership into SCES, Rutgers Biomedical and Health Sciences (RBHS)-Newark requires:

Active Membership:

A. Active members must be RBHS-Newark students, postdocs, clinical residents and fellows, faculty, staff or alumni with a background in stem cells.

B. Active membership requires participation in a minimum of two society events, yearly.

C. Upholding the objectives and purpose of the organization.

D. If any member fails to uphold the objectives of the organization or does not comply with Rutgers University policies, he/she may be removed by a two-thirds vote of the board members.

E. Only Active RBHS-Newark members in the organization can elect the board members.

Associate Membership:

A. Associate membership may be granted to Rutgers-Newark and New Jersey Institute of Technology (NJIT) students as well as University Hospital affiliates. These members must have a background in stem cell or show a genuine interest in the developing technologies in stem cell. These latter circumstances will be reviewed by the board members before membership is granted.

B. Associate members do not have voting rights.

Board Members:

In addition to the Active membership qualification, Board members must have obtained (or be near completing) a stem cell concentration as defined by RBHS-Graduate School of Biomedical Sciences. Members must maintain Active membership for six months to be considered for board member positions, and must maintain Active membership throughout their term. To be considered for Board membership, Active members shall apply to the Executive board and be approved by a majority (two-thirds) vote. Within the SCES board, individuals holding the following positions will be designated as **Executive Board members** which includes:

- President, Vice President, Secretary, and Treasurer. The President and Vice President shall be elected for a term of one year; the Secretary and Treasurer positions may be elected for a term of one year or of six months.

Additional Board member positions include: Public Relation Chair and Community outreach chair. These officers are elected to serve a minimum term of six months. Additional officer positions may be formed to serve the organization by a majority vote (two-thirds) of the Executive Board. The duties and titles of these offices will be created and established in the organizational bylaws.

Board Member positions may be elevated to Executive Board positions for the remainder of the office period by consensus of the current Executive Board.

DUTIES

President

The President's duties shall be to preside over meetings, appoint and oversee organizational functions, and to act as the primary University liaison.

Vice President

The Vice President shall assist the president with his/her duties and preside over the organization in the president's absence.

Secretary

The Secretary shall record, keep, and make available copies of meeting minutes, and dispatch correspondence as directed by the President. The secretary shall communicate with the RBHS-Newark Department of Medicine representative to maintain the SCES website.

Treasurer

The Treasurer shall receive, dispatch, and keep accurate records of all financial matters regarding SCES.

Public Relations Chair

The Public Relations Chair shall be responsible for media communications, professional contacts, and recruitment of new members.

Community Outreach Chair

The Community Outreach Chair shall coordinate outreach initiatives and community service ventures. The community Outreach Chair shall also coordinate

fundraisers as needed by SCES; these funds shall be used for SCES activities including but not limited to symposiums and event materials.

Additional Officers

When organizational needs arise, permanent and temporary additional officers may be elected. The duties of the additional officer will be dictated by the need. The duties will be written by the Secretary and approved by a quorum.

A Faculty Advisor will supervise the running of the organization.

V. ELECTIONS OF OFFICERS

One month prior to the last general meeting of the Spring semester, the President must notify the SCES membership of the annual election of officers. The election shall take place during the final general meeting of the Spring semester.

Elections will be by slate ballot. Any individual interested in being considered for an officer position shall submit his or her name and the desired position(s) to the SCES Faculty Advisor. This however, will require the board member vote. Alternatively, the Faculty Advisor can make a call to change any board member with an explanation to the board. The Faculty Advisor must ensure that the board positions are occupied by suitable candidates.

Once the slate has been assembled by the Faculty Advisor, the slate will be voted on by the Active Membership. Prior to voting, all members will be given the opportunity to speak in favor or against the proposed slate. The entire slate will be approved or rejected by a majority vote. In the event that the slate is rejected by the membership, a new slate will be assembled by the Faculty Advisor and the vote repeated.

In the event that an executive board position is vacated during the academic year, it is at the President's discretion whether to motion for election or have other executive board members distribute the position's responsibilities for the remainder of the year. In the event that the President's position is vacated, the Vice President shall be named President and shall make a motion to hold elections to fill the Vice President position. In the event that the President and Vice President positions are vacated, the Secretary shall be named President and shall make the election motion.

In the event that the aforementioned officer positions are each vacated, the Treasurer shall make the election motion. The motion must be seconded and carried with a majority vote of Board members. The membership must be notified one week prior to said election.

In the event that any other position is vacated during the school year, a majority vote of the Board members is required for the election. The members must be notified of said election.

VI. REMOVAL OF OFFICERS

If any officer fails to uphold the objectives of the organization and/or does not comply with University policies, a vote of "no confidence" must be presented to the Board. After the officer in question has had his/her right to speak to the board on his/her behalf, a vote is taken by the Executive Board. The officer in question does not have a vote. S/he may be removed by a majority vote (two-thirds) of the Board.

VII. MEETINGS

Board meetings and General Membership meetings will be held on a monthly basis. The decision to call a special meeting may be made by any officer when deemed necessary and approved by the organization advisor; a minimum of 48 hours notice must be given.

VIII. RULES OF ORDER

The rules contained in this Constitution shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the bylaws or the special rules of order of this organization

All meetings of SCES shall be conducted in accordance with this Constitution and Bylaws, Robert's Rules of Order, and/or any other modifications or revisions to such rules as deemed necessary by at least two-thirds of the members.

IX. AMENDMENTS

RBHS-Newark - SCES shall operate in accordance to all University policies, and any amendment or bylaw changes regarding RBHS-Newark - SCES shall be passed by a majority Board vote (two-thirds).

X. ORGANIZATIONAL AGREEMENT

This organization prohibits its members, both individually and collectively, from committing any acts of hazing. This organization agrees to abide by the New Jersey state laws regarding hazing. Furthermore, this organization agrees to abide by all University policies as outlined in the student handbook, to check the organization's mailbox regularly, to communicate via email upon request, and to update the organization's records (Officer Listings Form) whenever there is a change.